

EERE Style Guide

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Executive Summary

The Office of Energy Efficiency and Renewable Energy (EERE) Style Guide is an essential tool for preparing publications, exhibits, and websites. It features formatting, spelling, punctuation, capitalization, grammar, and language guidelines.

Why Use This Guide?

This guide promotes the accuracy, consistency, and professionalism required for effectively communicating EERE's capabilities and accomplishments in research and development.

How to Use This Guide

Consult this guide first when you develop or edit a publication or website for EERE. The entries are listed in alphabetical order. You can also use the index to search for entries by topic.

If you can't find an entry on a subject or topic, consult these style and reference guides in the following order:

- *The Associated Press Stylebook**
- *Merriam-Webster's Collegiate Dictionary*
- [*The Chicago Manual of Style.**](#)

* Available by subscription only.

Style Guide

Entry	Definition/Rule	Usage Example(s)
a, an	<p>Use “a” before any acronym or word that begins with a consonant sound. Use “an” before any acronym or word that begins with a vowel sound. An acronym is pronounced as a word (e.g., a HEPA filter); an initialism is pronounced as its letters (for example, an NGO). The first sound of the word or letters indicates whether to use “a” or “an.”</p>	<ul style="list-style-type: none"> • a light-water reactor: an LWR • a request for proposals: an RFP • a NASA astronaut • a Project Management Plan: a PMP
abbreviations, acronyms, and initialisms	<p>An abbreviation is a shortened form of a word used in place of the full word.</p> <p>An acronym is a word formed from the first letters of each of the words in a phrase or name</p> <p>An initialism is similar to an acronym, but it is pronounced by its letters.</p> <p>Abbreviations, acronyms, and initialisms are treated similarly.</p> <p>Avoid abbreviations, acronyms, and initialisms unless the phrase appears more than once. If a name is not used more than once, then the acronym/initialism should not be included, unless the acronym/initialism is better recognized than the full name, e.g., NASA. If they are well known, like R&D or PG&E, you can determine whether to spell it out.</p> <p>Spell out the full name on first use, followed immediately by the acronym/initialism in parentheses.</p>	<p>Abbreviations</p> <ul style="list-style-type: none"> • Corp. • Blvd. • FedEx <p>Acronyms</p> <ul style="list-style-type: none"> • NASA • laser <p>Initialisms</p> <ul style="list-style-type: none"> • DOE • EERE • PUCs (public utility commissions) • CFCs (chlorofluorocarbons) • Hz (Hertz) • rpm (revolutions per minute)

Entry	Definition/Rule	Usage Example(s)
	<p>To avoid confusion, try not to use too many acronyms/initialisms in a sentence or paragraph. Don't use abbreviations, acronyms, or initialisms in headlines or page headers.</p> <p>Include a glossary or list of acronyms if your publication is at least 50 pages and contains at least 20 acronyms.</p> <p>On the Web. The above guidelines apply to web content as well but try to avoid acronyms and use a shortened version of the name on second reference. If you can't avoid an acronym, define it the first time used on each webpage. Don't use in a page title or header.</p>	
	<p>Do not spell out common abbreviations, acronyms, and initialisms in most technical reports.</p>	<p>Common abbreviations/acronyms/initialisms that do not require spelling:</p> <ul style="list-style-type: none"> • Mr. (mister) • no. (number) • vs. (versus) • U.S. (United States) • ASAP (as soon as possible) • R&D (research and development) • centimeter (cm) • meter (m) • foot (ft.) • pound (lb.)
	<p>Technical measurement units. Spell out a technical abbreviation in full in text when used without numerals.</p> <p>Abbreviate units of measurement when they are used with a numeral or numeric value. With a few exceptions</p>	<p>In text without numeral:</p> <ul style="list-style-type: none"> • "a few centimeters" not "a few cm." <p>In text with numeral:</p> <ul style="list-style-type: none"> • 15 cm • 15 m

Entry	Definition/Rule	Usage Example(s)
	(such as %, °, \$, <, and ¢), use a space to separate them from numerals.	<ul style="list-style-type: none"> • 15 dB • 15% • \$15 • <15 W
	Pluralization. Use a small s (no apostrophe) for plurals of most abbreviations. For plurals of units of measurement, omit the s.	<ul style="list-style-type: none"> • PUCs not PUC's • CFCs, not CFC's • 15 cm, not 15 cms • 6 m, not 6 ms • 75 dB, not 75 dBs • 40 W, not 40 Ws
	Abbreviating equations and references. You can abbreviate “equation” and “reference” when used with numbers. Spell them out at the beginning of a sentence.	<ul style="list-style-type: none"> • See Eq. 1-1, Eq. 2-7, and Ref. 10. • Equation 2-1 shows the relation.
	Abbreviating in journals. For a journal article, consult the publisher's or professional society's guidelines for abbreviations, if available.	
abstract	An abstract usually accompanies a journal article or conference paper. It is an important indexing and research tool. An abstract is usually 200 to 250 words in length and the content summarizes and highlights the major points of the journal article, conference paper, or report. It may also include a brief description of the purpose, scope, and methods used to reach the conclusions.	
academic degrees	Avoid the use of academic degrees unless it's absolutely necessary to establish credentials. Use the abbreviations after a name and set it off with periods, e.g., Ph.D., B.A., M.A., and LL.D. (exception: MBA). Use them only on first reference. Also, use an apostrophe in bachelor's degree, and master's, etc. Neither Bachelor of Arts nor Master of Science includes a possessive apostrophe.	<ul style="list-style-type: none"> • She has a master's degree in engineering. • He has a Bachelor of Arts from Penn State University. • Jane Doe, Ph.D., spoke at the conference.

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acknowledgments	Acknowledge the reviews, funding, and other assistance of individuals and groups in EERE technical reports and papers. Acknowledgments can go in a preface or foreword in a technical report, or they can be on a separate page if they are extensive. They also often follow the main text in professional journal articles. Journals usually contain examples or instructions for authors.	
acronyms	See abbreviations, acronyms, and initialisms .	
addresses	Use U.S. Postal Service abbreviations (CO for Colorado and DC for District of Columbia) for states listed in bibliographies, references, and full addresses (when they include streets or post office boxes).	<ul style="list-style-type: none"> • P.O. Box 123 • Denver, CO 80101
	<p>In text, when referring to a state with a city or by itself, spell out the state name in full, except for the District of Columbia (D.C.).</p> <p>See also states and countries.</p>	<ul style="list-style-type: none"> • The state energy office is stepping up solar retrofit activities in Massachusetts.
air conditioning	Air conditioning is two words when used as a noun and hyphenated when used as an adjective.	<ul style="list-style-type: none"> • Air conditioning is energy-intensive. • The efficiency of the air-conditioning system can be improved.
ARRA American Recovery and Reinvestment Act of 2009	<p>After spelling out the full name on first reference, use “Recovery Act” in subsequent references instead of the initialism “ARRA.” Do not put “Recovery Act” in parentheses.</p> <p>Recovery Act is preferred to ARRA.</p>	<p>Correct:</p> <ul style="list-style-type: none"> • The American Recovery and Reinvestment Act of 2009 was designed to spur economic growth while creating new jobs and saving existing ones. Through the Recovery Act, DOE invested billions to support a wide range of clean energy projects.

Entry	Definition/Rule	Usage Example(s)
		Incorrect: <ul style="list-style-type: none"> • The American Recovery and Reinvestment Act of 2009 (ARRA)
ampersand (&)	Ampersands should be used with acronyms and initialisms (e.g., R&D), left navigation menus, right navigation menus, and a website's top banner (but not the heading). Ampersands are used in an official company or initiative names. Do not use “&” to mean “and” in other situations.	Correct: <ul style="list-style-type: none"> • PG&E • Leadership in Energy & Environmental Design • R&D Incorrect: <ul style="list-style-type: none"> • R and D • Research & Development
appendices or appendixes	Include detailed background or technical information in one or more appendices. Large, detailed tables belong in an appendix. If more than one appendix, title each with letters (Appendix A, B, C, etc.) and name figures and tables to reflect the title (Figure A-1, Table B-2, etc.). If only one appendix, title it “Appendix” rather than “Appendix A.”	
assure, ensure, and insure	“Assure” means to give confidence. “Ensure” means to make certain. “Insure” means to obtain insurance.	<ul style="list-style-type: none"> • The manufacturer assured the group the equipment would work properly. • Ensure the lid is fitted properly before starting the experiment. • The laboratory must insure the new equipment before it can be used.
author-date citations	This is the preferred style for EERE reports and papers. Do not use a comma between the author's last name and the year. See references .	Greenhouse effects and global climate change are controversial and critical issues that impact the energy industry, government policy making, and society (Holdren 2001; Kalicki and Goldwyn 2005).
bandgap	Bandgap (one word, noun or adjective) is a property that signifies the minimum amount of energy needed to free electrons so that the semiconductor	NREL's research shows that Ga ₂ O ₃ has the potential to have a 3-5X higher bandgap, as well as a 2-3 times higher

Entry	Definition/Rule	Usage Example(s)
	material in a solar cell can conduct electricity. The bandgap determines the amount and type of light a semiconductor absorbs in a solar cell.	operating temperature compared to silicon.
baseload	<p>Baseload (one word) is the average amount of electric power that a utility must supply in any period. Baseload refers to the minimal load that is always there.</p> <p>Do not use this term in reference to a generation source, as this usage is outdated and not consistent with how the modern electricity system works. Instead, focus on the attributes of resources and the services they provide to the system.</p>	Flexible CHP systems are an onsite electricity generation resource that efficiently provide both an electrical baseload and surplus.
bibliography	A bibliography is a list of works that are related to your subject or publication but not cited, either by author or by number, in text. Alphabetize works in bibliographies according to the last name of the first author. Some bibliographies are titled “For Further Reading.” Compile in-text citations of literature and other sources in a list of references. See references .	
bioeconomy	A global transition to the sustainable use of energy from renewable biomass resources.	A recent analysis reported in <i>Nature</i> concluded that U.S. revenues from the bioeconomy amounted to more than \$324 billion in 2012.
bioenergy	Energy produced from biomass, including biofuels and biopower.	Traditional focuses on biofuels and bioenergy have been expanded to include the energy and carbon efficiency of biomass conversion, as well as bioproducts, biochemicals, and biomaterials.

Entry	Definition/Rule	Usage Example(s)
bioenergy feedstocks	Biomass and waste materials that can be used to produce biofuels, bioproducts, and biopower. The raw materials undergo preprocessing operations (baling, grinding, leaching, blending, pelleting, or packaging) to meet quality characteristics for conversion at a biorefinery.	Examples of bioenergy feedstocks include corn stover, switchgrass, and woody biomass.
biofuels	Liquid or gaseous fuels such as ethanol, methanol, methane, and hydrogen that are produced from biomass feedstocks. “Drop-in” biofuels are liquid or gaseous fuels that are compatible with existing vehicles and fuel distribution and storage infrastructure, such as renewable natural gas, renewable gasoline, renewable diesel, and renewable jet fuel.	This work will help researchers realize the potential of an algal biofuel industry capable of producing billions of gallons per year of renewable diesel, gasoline, and jet fuels.
biomass	An energy resource derived from plant- and algal-based materials or organic waste streams. It includes agricultural residues, forest resources, perennial grasses, woody energy crops, algae, wet wastes (e.g., biosolids), sorted municipal solid waste, urban wood waste, food waste, biogas, and other waste streams. Biomass and waste are valuable energy resources as they can be converted to fuels, chemicals, or power.	Idaho National Laboratory’s (INL’s) Bioenergy Feedstock Library is a biomass repository and research tool that contains information about the chemical, physical, and conversion performance properties of more than 90 crop types and factions from across the United States.
biopower	Electric power or heat derived from bioenergy feedstocks through direct combustion of the feedstock, through gasification and then combustion of the resultant gas, or through other thermal conversion processes. Power is generated with engines, turbines, or other equipment.	Biopower technologies convert renewable biomass fuels into heat and electricity using processes similar to those used with fossil fuels.
bioproducts	Products, materials, or chemicals derived from bioenergy feedstocks.	Scientists engineering microbes for renewable fuels and bioproducts have

Entry	Definition/Rule	Usage Example(s)
	Examples include ethanol, plastics, polymers, and formic acid.	developed a fast, efficient way to identify the most promising varieties.
biorefinery	A facility that converts biomass or waste resources into biofuels, bioproducts, and biopower. The biorefinery concept is analogous to a petroleum refinery, where a slate of multiple fuels and products are produced from a petroleum feedstock.	The biorefinery in Emmetsburg, Iowa is the nation's first commercial-scale cellulosic ethanol plant to use corn waste as a feedstock.
BOS Balance of Systems	BOS stands for balance of systems (not system). BOS represents all components and costs other than the photovoltaic modules/array . It includes design costs, land, site preparation, system installation, support structures, power conditioning, operation and maintenance costs, indirect storage, and related costs.	<ul style="list-style-type: none"> • Whether you decide to connect your home renewable energy system to the electric grid or not, you will need to invest in some additional equipment (called “balance of systems”) to condition the electricity, safely transmit the electricity to the load that will use it, and/or store the electricity for future use. • Several analyses have examined non-module PV system hardware costs, including the costs of power electronics and other BOS hardware elements.
Btu British thermal unit	The abbreviation for “British thermal unit” is Btu. Btu is used for both singular and plural cases. Btu should be initial-capped. Do not use all caps.	<ul style="list-style-type: none"> • A requirement for significant reduction in the maximum Btu input rate of decorative vented gas fireplaces would impose substantial burdens on manufacturers. • Estimates show that the energy savings in the United States due to light-duty plug-in electric vehicles in 2019 was 44.8 trillion Btu, up 47% from 2018.
bullets	You must have at least two items in a bulleted list.	<p>Use bulleted lists sparingly to:</p> <ul style="list-style-type: none"> • Highlight important items. • Draw attention to main points. • Help readers find information.

Entry	Definition/Rule	Usage Example(s)
	See lists .	
	Make bulleted lists parallel in construction (begin all the items in the list with the same part of speech, such as a verb or a noun).	Make sure items are either all phrases or all complete sentences. Punctuate all items consistently.
	<p>Punctuating bulleted lists.</p> <p>Begin each item with a capital letter and end each item with a period or other terminal punctuation (e.g., !, ?), including complete sentences and short phrases. If the list includes only one word or item for each bullet, only punctuate the last bullet.</p> <p>Do not use commas or semicolons at the end of bullet items.</p> <p>EERE prefers AP Style over Chicago Manual of Style on punctuating bulleted lists.</p>	<p>Complete sentence punctuation</p> <p>Use bulleted lists sparingly to:</p> <ul style="list-style-type: none"> • Highlight important items. • Draw attention to main points. • Help readers find information. <p>Phrases or short list punctuation</p> <p>FOAs issued in the last three years:</p> <ul style="list-style-type: none"> • DE-FOA-0002168 • DE-FOA-0002032 • DE-FOA-0001847. <p>Do not use commas or semicolons.</p> <p>Incorrect: In response to the President’s executive order, we are:</p> <ul style="list-style-type: none"> • Investing in supply-chain research and development, • Soliciting advice from private industry, and • Accelerating the development of new energy-storage technologies.
	Use numbered or lettered lists instead of bullets if you want to refer to items in a list or procedure elsewhere in the text.	<p>Steps needed to execute the order include:</p> <ol style="list-style-type: none"> 1) Request the form. 2) Identify the target. 3) Complete in the form, including all boxes.

Entry	Definition/Rule	Usage Example(s)
		<p>4) Obtain PA approval of request.</p> <p>Referenced later in text:</p> <p>Concerning Item 2, consult the database to identify the target accurately, including all descriptors.</p>
	<p>In text, the first level of bullet is indented 0.25 in., and text begins at the 0.5-in. mark. This level is bulleted with a solid dot. Second-level bullets are open dots, and third-level bullets are em dashes (current template uses open dot.) Each subsequent level of bullet is sequentially indented 0.5 in. In lists of items that are more than one line, each bulleted item is followed by a 6-pt. space.</p>	<p>Give an example.</p> <p>Bullets are formatted as follows:</p> <ul style="list-style-type: none"> • First level is a solid dot. <ul style="list-style-type: none"> ○ Second-level bullets are open dots. <ul style="list-style-type: none"> – Third-level bullets are en dashes.
	<p>On the Web. Except for the indenting and spacing formats for reports, all the above guidelines apply to the Web.</p> <p>A Cascading Style Sheet (CSS) governs web content on energy.gov. Web coordinators should check that the bulleted paragraph type they use on the web has the correct spacing, as the energy.gov style does allow some flexibility. When formatting bullets on the Web, there should be a space between the text above the bullets and the first bullet. To help facilitate scanning, consider a space between each bulleted item when the bulleted text is long.</p>	
<p>capitalization</p>	<p>Proper names. These include the names of government programs, official projects, formal groups, organizations, companies, titles when they precede a</p>	<ul style="list-style-type: none"> • U.S. Bureau of Reclamation • Sandia National Laboratories • American Wind Energy Association

Entry	Definition/Rule	Usage Example(s)
	<p>name (use lowercase in titles that follow the name), specific geographic areas or features, and ethnic groups.</p> <p>One exception to this rule is companies and products with stylized lowercase or “camel cap” names (e.g., iPod). In these cases, use the company’s or product’s preferred capitalization.</p>	<ul style="list-style-type: none"> • World Wide Web • Christine Johnson, president and chief executive officer • the Southwest • Lake Powell • the Colorado River • African, Asian, Caucasian, Hispanic, or Native Americans
	<p>Taxonomic names. When writing about botanical and zoological divisions, capitalize the names of all divisions higher than species: genera, families, orders, classes, and phyla. Put genera, species, and varieties in italics.</p> <p>After you first mention them (and spell them out), you can abbreviate most genera names followed by species names.</p>	<ul style="list-style-type: none"> • <i>Clostridium thermocellum</i> (first mention) • <i>C. thermocellum</i> (subsequent) • <i>Escherichia coli</i> (first mention) • <i>E. coli</i> (subsequent)
	<p>Headings, table titles, and captions. Capitalize the main words of table titles and most headings and subheadings, including the second word in a hyphenated term.</p> <p>Do not capitalize articles (a, an, the) unless they begin the title or heading; conjunctions (and, or, nor, but); or prepositions (for, of, to).</p> <p>Verbs, including “is” and “are,” are always capitalized.</p>	<ul style="list-style-type: none"> • PV Program Five-Year Plan • Table 1. Number and Frequency of Defects in Six Samples • Results for <i>E. coli</i> • Development of Method to Detect Anomalies • Department of Energy Announces Tribal Grant Relief Due to COVID-19 • Figure 1. Results for the electrochromic window • Even Equal Pay Day Is Not Equal

Entry	Definition/Rule	Usage Example(s)
	<p>Exception: If the heading takes up multiple lines, and the article or preposition comes at the beginning of a line, capitalize the article or preposition. (This works better with printed products as headlines on digital platforms may adjust to the size of the device.)</p> <p>Capitalize only the first word and proper nouns in figure captions.</p> <p>Follow the style recommended by your professional society or journal publisher regarding “figure” and its abbreviation (Fig.) when you prepare a paper or an article for submission to a conference or journal. Many societies and publishers recommend lowercasing everything but the first word and proper nouns in all table titles, subheads, and captions.</p>	
	<p>States. Capitalize the names of states but capitalize “state” only when it appears with an official name, such as Kansas State Legislature or City of Seattle. On second reference, state is never capitalized; however, Legislature and City are.</p> <p>Capitalize “legislature” when preceded by the name of a state: the Kansas Legislature. Retain capitalization when the state name is dropped but the reference is specifically to that state’s legislature.</p>	<ul style="list-style-type: none"> • the state of Colorado • Washington state • The forecast does not apply to the states below the Mason-Dixon line. • The Pennsylvania State University (Penn State) • The Washington State Legislature is winding up; both houses of the Legislature adjourned today.
	<p>Titles (professional). Capitalize titles when they precede the person’s name.</p>	<ul style="list-style-type: none"> • The Secretary of Energy was appointed in 2017.

Entry	Definition/Rule	Usage Example(s)
	<p>Lowercase titles and names of groups when they follow the name.</p> <p>A former or future title is capitalized when preceding the person’s name. But do not capitalize the qualifier: former, deposed, presumed.</p> <p>Exceptions may be made per Front Office preference: capitalize Acting.</p>	<ul style="list-style-type: none"> • Secretary of Energy John Doe attended the conference. • John Doe, the current secretary of energy, previously served as the deputy secretary of energy. • Chief Operating Officer Mark Wilson • Mary Jones, the president of the company • John Smith, the chair of the committee • former Secretary of State Henry Kissinger • deposed King Henry VI • Acting Chief of Police Robert Hand
	<p>Titles (composition). Titles of books, movies, plays, poems, albums, songs, operas, radio and television programs, lectures, speeches, and works of art. Capitalize all words in a title except articles (a, an, the); prepositions of three or fewer letters (for, of, on, up); and conjunctions of three or fewer letters (and, but, for, nor, or, so, yet) unless any of those start or end the title.</p>	<ul style="list-style-type: none"> • Gone With the Wind • Applied Physics Letters • The Denver Post • Science
	<p>Trade names. Commonly used government-owned trademarks should use the trademark notice symbols. Include the symbol in first use in heading and in body text; thereafter, omit the symbol.</p> <p>Capitalize trade or brand names for third-party trade names (Kleenex, Pyrex). Do not use trademark notice symbols with third-party products or services.</p>	<p>Common government-owned names and symbols:</p> <ul style="list-style-type: none"> • BUILD4SCALE™ • EnergyPlus® • ENERGY STAR® • H2@SCALE™ • Home Energy Score™ • HydroGEN Advancing Water Splitting Materials™ • RACE TO ZERO™ • RAPID TOOLKIT® • Solar Decathlon® • SOLSMART®

Entry	Definition/Rule	Usage Example(s)
	<p>Refer to the company’s literature or stationery if you’re not sure. See also the online database of current trademarks.</p>	
<p>captions</p>	<p>Accompany all substantive photos, figures, and images with a caption. Begin captions with a capitalized word and use lowercase thereafter, except for proper nouns and capitalized abbreviations.</p> <p>Don’t include a period at the end of a caption unless adding a sub caption or the caption is a complete sentence. A full sentence with a verb describing the action in the photo is preferred.</p> <p>If one or more full sentences follow the incomplete sentence (as a continuing caption or subcaption), each caption (including the opening incomplete sentence) should have a period. Don’t bold sub captions.</p> <p>If the caption accompanies a photograph, credit the photographer, including name, organization, and year, if available.</p> <p>Follow EERE Communications Standards and Guidelines regarding placement, formatting, and font use in figures and captions.</p> <p>See figures.</p>	<ul style="list-style-type: none"> • General operation of electrolysis process for water splitting for a proton-conducting system • A simplified schematic of the Drake Landing Solar Community (DLSC) in Canada • Cutaway diagram of a typical pumped hydro plant • Parabolic trough collectors concentrate the sun’s energy on an oil-filled tube running along the focal line of the parabolic trough. Photo by Randy Montoya, Sandia Labs.

Entry	Definition/Rule	Usage Example(s)
	See photographs .	
chemical terms	<p>Do not use a hyphen in most chemical expressions, even when the terms are used as modifiers.</p> <p>Use a hyphen after prefixes when that's the standard for certain chemical formulas.</p> <p>Use a hyphen to indicate mixtures or combinations.</p>	<p>No hyphen:</p> <ul style="list-style-type: none"> • carbon dioxide levels • hydrogen ion activity <p>Standard:</p> <ul style="list-style-type: none"> • L(+)-2, 3-butanediol • <i>trans</i>-glycol <p>Mixtures or combinations:</p> <ul style="list-style-type: none"> • hexane-benzene
citations	See references for guidance on author-date and numbered citations.	
cleantech	Cleantech is spelled as one word. It is not hyphenated, and the “t” is not capitalized. Cleantech is typically used in reference to investments in sustainable technologies, including renewable energy and energy efficiency. Don't use as a shortened form of “clean technology” in other references.	One big mistake when pitching a cleantech idea is not clearly stating who would potentially buy the product and why.
close-spaced sublimation	The term is not “closed-space sublimation” nor “close-space sublimation.”	The research determined whether it was possible to produce an open-circuit voltage (Voc) greater than 1.1V using close-spaced sublimation.
cogeneration	Do not use a hyphen.	Conventional large cogeneration systems are well developed, widely deployed, and utilize readily available thermal technologies.
colons	Colons formally introduce a numbered or bulleted list, series, question, or amplification. Colons often separate the parts of a ratio.	<ul style="list-style-type: none"> • We test three types of collectors: flat plates, evacuated tubes, and parabolic troughs. • We test three types of collectors: <ul style="list-style-type: none"> • Flat plates • Evacuated tubes • Parabolic troughs.

Entry	Definition/Rule	Usage Example(s)
		<ul style="list-style-type: none"> We added enough water to obtain a 3:1 dilution.
	Use a colon when a noun (such as “the following”) introduces a list in text.	<ul style="list-style-type: none"> The electric efficiencies, thermal output, and potential overall efficiency are shown in the following chart:
	Don’t use a colon after a verb or preposition that precedes or introduces a list (are, includes, to, with, between, etc.).	The research areas include exploration and characterization, subsurface accessibility, and subsurface enhancement and sustainability.
	Commas, not colons, usually follow words such as “that is,” “namely,” or “such as.”	Reducing the cost of cement materials in geothermal well construction can follow a similar path to that of reducing casing; that is, using less material, developing alternative approaches, and investigating leaner casing designs.
	Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.	
commas	<p>Use a comma to separate items in a series, including the next-to-last word in the series (also known as the serial comma). EERE prefers Chicago Manual of Style over AP Style on this issue.</p> <p>Comma placement is key in resolving ambiguity. Consider: We will strengthen U.S. leadership by developing public-private partnerships, technology and interconnection standards, and the dissemination of high-quality market data.</p> <ul style="list-style-type: none"> Should a comma follow “technology”? Does it mean “technology standards” and “interconnection standards”? 	We develop solar thermal, wind, biomass, and photovoltaic energy technologies.

Entry	Definition/Rule	Usage Example(s)
	<ul style="list-style-type: none"> • Or are “technology and interconnection standards” one entity? 	
	Use a comma to separate the parts of a compound sentence linked by a coordinating conjunction (and, but, or, nor) when each part has its own subject and verb (unless they’re very short).	I laughed at the unintentional joke, but she frowned.
	Use commas to set off nonessential or nonrestrictive words, phrases, and clauses from the rest of the sentence. The commas signal that the information between them is something extra and not essential to the sentence meaning.	The subsystem, which takes a day to install, will be delivered in two weeks.
	Use commas to enclose the state name when it follows a city and the year when it follows the month and day.	<ul style="list-style-type: none"> • The test systems in Gardner, Massachusetts, are performing well. • The next test sites will be in Golden, Colorado, and Chapel Hill, North Carolina. • On April 11, 1998, the committee members completed five of the six objectives.
	Do not use a comma to separate compound subjects or compound verbs.	<ul style="list-style-type: none"> • <i>Theorists and nonspecialists</i> alike agree on the importance of the discovery. (No comma between the two compound subjects.) • The researchers <i>rolled out</i> the thin metal sheet and <i>formed it</i> into coils. (No comma between the two compound verbs.)
	Do not use commas to set off restrictive words or phrases that are essential to the sentence meaning. See also which and that .	<ul style="list-style-type: none"> • Only the sensors <i>that were attached to the outer edge</i> failed. (essential phrase) • The system will work efficiently <i>only if it includes storage</i>. (essential phrase)
compose and comprise	“Composed of” is correct; “comprised of” is incorrect.	<ul style="list-style-type: none"> • The United States is composed of 50 states.

Entry	Definition/Rule	Usage Example(s)
		<ul style="list-style-type: none"> The department comprises four groups; each group is composed of five to seven scientists, technicians, and support staff.
compound words and modifiers	<p>Verb phrases (verb, noun, and adjective forms). Verb phrases that contain an adverb (<i>build up</i>, <i>set up</i>, <i>start up</i>, <i>break down</i>) are usually written as two words. The noun and adjective forms of these words are either one word (no hyphen) or a hyphenated form of the words. However, there are exceptions. Refer to the dictionary for the correct spelling.</p>	<p>Verb phrases</p> <ul style="list-style-type: none"> We observed the slow <i>buildup</i> of biofouling on the blades. We helped with the <i>setup</i>. The <i>start-up</i> costs were higher than we estimated. I think I'm having another <i>breakdown</i>.
	<p>Compound modifiers with and without hyphens. Use a hyphen to indicate that words have been combined into a compound modifier—a descriptive expression of two or more words that form one new meaning. For example, in the term “flat-plate collector,” “flat-plate” is the compound modifier.</p> <p>Although modern writing often eliminates hyphens, they help prevent ambiguity. To see how adding the hyphen can prevent confusion, consider:</p> <ul style="list-style-type: none"> The scientists tested a new defect causing gas. The scientists tested a new defect-causing gas. <p>In the first example, the scientists might seem to have been testing a defect; in the second example, it's clear that they have tested a gas.</p>	<p>Compound modifiers with hyphens (modify the noun they precede):</p> <ul style="list-style-type: none"> low-level radiation last-minute addition fatigue-induced wear five-year plan nine-story building ground-source heat pump

Entry	Definition/Rule	Usage Example(s)								
	<p>Compound words containing prefixes and suffixes. No hyphen is needed between many prefixes and suffixes and the root words, unless the root word is a proper noun.</p> <p>Use a hyphen if the word that follows is a proper noun, or is capitalized, e.g., pre-Civil War</p> <p>Use two hyphens to join doubled prefixes, e.g., sub-sub-paragraph.</p> <p>Prefixes that usually require a hyphen include “ex,” “self,” and “quasi.” See hyphens.</p>	<p>Compound words containing prefixes and suffixes that don’t need a hyphen:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">multidimensional</td> <td style="width: 50%;">prescre</td> </tr> <tr> <td>multiyear</td> <td>postdo</td> </tr> <tr> <td>reevaluated</td> <td>retroac</td> </tr> <tr> <td>threefold, hundredfold (also 100-fold)</td> <td>nonspe subass</td> </tr> </table>	multidimensional	prescre	multiyear	postdo	reevaluated	retroac	threefold, hundredfold (also 100-fold)	nonspe subass
multidimensional	prescre									
multiyear	postdo									
reevaluated	retroac									
threefold, hundredfold (also 100-fold)	nonspe subass									
comprise and compose	See compose and comprise .									
Congress and congressional	Capitalize “U.S. Congress” and “Congress” when referring to the U.S. Senate and House of Representatives. Lowercase “congressional” unless it is part of a proper name.	The U.S. Congress is reviewing congressional salaries. A full list is available in the <i>Congressional Record</i> .								
consortia, consortium	Consortia is the plural of consortium (two or more consortia).									
cooperative research and development agreement CRADA	On first reference, use lowercase for “cooperative research and development agreement” because it’s not a proper noun. On second reference, use the acronym “CRADA.”									
COVID-19 coronavirus	On February 11, 2020, the World Health Organization announced an official name for the disease that caused the 2019 novel coronavirus	The DOE COVID-19 Coordination Team is responsible for establishing, implementing, and monitoring								

Entry	Definition/Rule	Usage Example(s)
disease 2019	<p>outbreak. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19.</p> <p>See: https://www.energy.gov/covid/doe-safety-strategy</p>	compliance with the health and safety requirements specified in this plan.
coproduction	Coproduction is a method of generating two useful products simultaneously. It often refers to combined-heat-and-power (CHP) systems that produce both electricity and heat (e.g., steam). It also can refer to the joint production of electricity and hydrogen.	The renewable electrolysis platform integrates renewable generation with hydrogen electrolyzers and storage infrastructure to help utilities and developers study the coproduction of electricity and hydrogen.
countries and states	See states and countries .	
country	Always lowercase country, per typical common noun capitalization.	Gas prices increased across the country during the 1970s.
CPV concentrating photovoltaics	A solar technology that uses lenses or mirrors to concentrate sunlight onto high-efficiency solar cells.	He designs custom data acquisition systems for a wide variety of concentrating photovoltaics (CPV) and flat-plate PV projects.
criteria, criterion	“Criterion” is a singular noun (one criterion), and “criteria” is the plural (two or more criteria).	While evaluation criteria provide comparability and adherence to stated objectives, the first criterion should be closely examined.
CSP concentrating solar-thermal power	A solar technology that uses mirrors to reflect and concentrate sunlight onto receivers that convert solar energy to heat. This thermal energy is then used to produce electricity with a steam turbine or heat engine driving a generator.	This project will seek to integrate multiple thermochemical energy storage components into a CSP design that enables a plant to have multiple storage durations, including daily and long-term.
dashes (em)	Use dashes (often called “long dashes” or “em dashes”) to set off parenthetical (nonessential but often illustrative) information. Also use dashes to set off	The polymer components of the cell walls—cellulose, hemicellulose, and lignin—provide the feedstocks for these chemicals.

Entry	Definition/Rule	Usage Example(s)
	a list of items separated by commas. Do not add spaces around the dash.	
	<p>Use an em dash to signal that an important point is going to be made or that a change in the construction of the sentence follows.</p> <p>Typically, commas, colons, and semicolons can be used in place of dashes, but dashes add special emphasis.</p> <p>Also consider breaking up into two sentences.</p> <p>Note: AP uses spaces before/after em dashes.</p>	<ul style="list-style-type: none"> • The presentation concluded with a discussion of the two project factors that concern contractors the most—cost and time. • The major omission in the project assessment was the delay caused by the circuit failures—everyone knew about it, but no one mentioned it to the reviewers.
Dashes (en)	<p>Use shorter “en dashes” (rather than a hyphen or em dash) to indicate a range or to substitute for the word “to.”</p> <p>Note: AP does not use en dashes.</p>	<ul style="list-style-type: none"> • 25–45 cm² • 2–5 runs per hour • See sections 3.1–3.6 • Jan. 16–Feb. 3, 2011 • pages 1–5
	In date spans, do not use “from” with an en dash.	<ul style="list-style-type: none"> • Correct: from Jan. 16 to Feb. 3 • Correct: Jan. 16–Feb. 3 • Incorrect: from Jan. 16–Feb. 3
	Do not use an en dash (or hyphen) to mean “and”; the word “between” is followed by the word “and” (not “to”).	<ul style="list-style-type: none"> • Correct: between 25 and 30 • Incorrect: between 25–30
data, datum	“Data” is the plural of “datum.” The word “data” typically takes singular verbs and pronouns when writing for general audiences and in data journalism contexts. In scientific and academic writing, plural verbs and pronouns are preferred.	<p>Scientific and academic audiences:</p> <ul style="list-style-type: none"> • Assorted data were collected and filed. • A datum escaped his count. <p>General audiences:</p> <ul style="list-style-type: none"> • The data is sound.

Entry	Definition/Rule	Usage Example(s)																							
data in tables	Place a zero to the left of the decimal in any number less than 1 in text and tables (e.g., 0.5, 0.039). Align columns of data vertically on the decimals.	<table border="1"> <thead> <tr> <th data-bbox="924 241 1084 323" rowspan="2">Ambient Temperature</th> <th colspan="2" data-bbox="1089 241 1409 262">Lumen Multiplier</th> </tr> <tr> <th data-bbox="1089 268 1240 323">First Generation</th> <th data-bbox="1245 268 1409 323">Second Generation</th> </tr> </thead> <tbody> <tr> <td data-bbox="924 329 1084 394">0 °C (32 °F)</td> <td data-bbox="1089 329 1240 394">—</td> <td data-bbox="1245 329 1409 394">1. 02</td> </tr> <tr> <td data-bbox="924 401 1084 466">10 °C (50 °F)</td> <td data-bbox="1089 401 1240 466">1. 04</td> <td data-bbox="1245 401 1409 466">1. 01</td> </tr> <tr> <td data-bbox="924 472 1084 537">15 °C (59 °F)</td> <td data-bbox="1089 472 1240 537">1. 03</td> <td data-bbox="1245 472 1409 537">—</td> </tr> <tr> <td data-bbox="924 543 1084 609">25 °C (77 °F)</td> <td data-bbox="1089 543 1240 609">1. 00</td> <td data-bbox="1245 543 1409 609">1. 00</td> </tr> <tr> <td data-bbox="924 615 1084 680">40 °C (104 °F)</td> <td data-bbox="1089 615 1240 680">0. 96</td> <td data-bbox="1245 615 1409 680">0. 99</td> </tr> <tr> <td data-bbox="924 686 1084 720">50 °C (122 °F)</td> <td data-bbox="1089 686 1240 720">0. 92</td> <td data-bbox="1245 686 1409 720">0. 97</td> </tr> </tbody> </table>	Ambient Temperature	Lumen Multiplier		First Generation	Second Generation	0 °C (32 °F)	—	1. 02	10 °C (50 °F)	1. 04	1. 01	15 °C (59 °F)	1. 03	—	25 °C (77 °F)	1. 00	1. 00	40 °C (104 °F)	0. 96	0. 99	50 °C (122 °F)	0. 92	0. 97
Ambient Temperature	Lumen Multiplier																								
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dates	<p>Use the weekday, month, cardinal number day, and year for announcements and publicity that convey deadlines or events.</p> <p>Follow American date order convention: month, day, year.</p> <p>See months and years.</p>	<ul style="list-style-type: none"> Monday, September 20, 2021 The event is scheduled for Monday, September 20, 2021, at 10 a.m. ET. 																							
	When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Spell out when using alone, or with a year alone.	<ul style="list-style-type: none"> The webinar will be held Jan. 5, 2019. The conference took place in January 2018. The workshop series ended in January. 																							
	Use common month abbreviations when a full date is provided. Use cardinal numbers for the day.	<ul style="list-style-type: none"> Jan. 1, 2010 May 6, 1990 																							
	When a phrase lists only a month and a year, do not separate the year with commas.	<ul style="list-style-type: none"> Correct: September 2020 Incorrect: July, 2017 																							
	When a phrase refers to a month, day, and year, set off the year with commas.	<ul style="list-style-type: none"> Feb. 14, 2013, was the target date. 																							
	The approved style for date ranges uses the en dash, no spaces.	<ul style="list-style-type: none"> Correct: Jan. 1–5, 2019 Incorrect: Jan. 1 to 5, 2019; January 1st through 5th, 2019 																							
	Do not use ordinal numbers (2 nd , 3 rd , 4 th) unless you are writing prepared	<ul style="list-style-type: none"> Correct: Jan. 1, 2019 Incorrect: Jan. 1st, 2019 																							

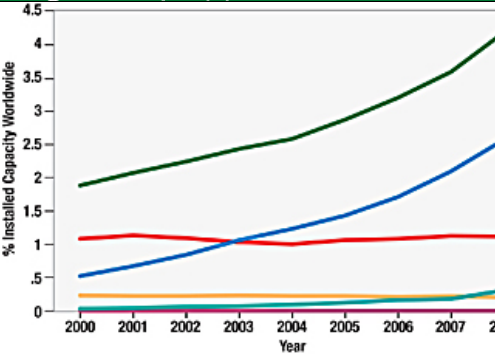
Entry	Definition/Rule	Usage Example(s)
	remarks or a speech, e.g., “On January 1st, the president announced ...”.	
	Decades do not include apostrophes unless preceded by “the”.	<ul style="list-style-type: none"> • A woman in her 50s • the '90s; the mid-'90s • The 1860s saw the breakup of the Union.
decision maker	Decision maker is two words, but decision-making is hyphenated when used as a compound modifier. Note: AP hyphenates both decision-maker and decision-making.	<ul style="list-style-type: none"> • The PUC acts as the decision maker on the issue. • decision-making process
degree symbol	<p>Print the degree symbol right next to the symbol for the temperature scale.</p> <p>Repeat the degree symbol in ranges.</p> <p>Express kelvins as K rather than as °K; leave a space before the K.</p>	<ul style="list-style-type: none"> • 36°C • 85°F • 32°–36°C • 85 K
Department of Energy	See U.S. Department of Energy . It is OK to use the Department on second reference if you want to avoid using the acronym DOE that follows the formal name. Do not use “the Department” if your content also mentions several other federal agencies since it may confuse the reader as to which department you are referring to.	<ul style="list-style-type: none"> • The U.S. Department of Energy will issue an announcement later today. Senior leaders at the Department will speak at 3 p.m.
desalination	The process of removing salt from seawater.	NREL scientists are actively researching desalination capabilities by partnering with technology leaders on several groundbreaking projects.
disclaimer	DOE requires that EERE publications include a disclaimer . The disclaimer used depends on the type of publication.	This report was prepared as an account of work sponsored by an agency of the United States government.
dish/engine systems	Use a slash rather than a hyphen. The dish/engine system is a concentrating solar power (CSP) technology with two	Dish/engine systems use a parabolic dish of mirrors to direct and concentrate sunlight onto a central engine that produces electricity.

Entry	Definition/Rule	Usage Example(s)
	major parts: the solar concentrator and the power conversion unit.	
dollars	Express thousands of dollars using a comma.	\$5,000
	Express millions, billions, and trillions of dollars in decimal points, followed by the word. It is acceptable to use the abbreviation “M” or “B” in headlines.	<ul style="list-style-type: none"> • \$3 million budget • \$1.2 billion • DOE Announces \$3M in Funding
	In technical reports and papers, use a dollar sign to express costs less than \$1.	<ul style="list-style-type: none"> • \$0.25 • \$0.06 per kilowatt-hour
	No hyphens are used, even when the phrase is used as an adjective.	Congress passed a \$4.2 trillion budget just before midnight.
e.g. and i.e.	<p>“e.g.,” the abbreviation for the Latin phrase <i>exempli gratia</i>, means “for example.”</p> <p>“i.e.,” the abbreviation for the Latin phrase <i>id est</i>, means “that is.”</p> <p>Both e.g. and i.e. are always followed by a comma. Do not italicize e.g. or i.e.</p> <p>Use a semicolon before “i.e.” and “e.g.” and a comma after them when a clause (with a subject and verb) follows them.</p>	<ul style="list-style-type: none"> • Making nanotechnology more scalable and manufacturable through new processes, e.g., nanotechnologies that can operate in room-temperature environments. • The team started with a recent development discovered during the conversion of methanol to fuels, i.e., the production of branched C4–C7 hydrocarbons while using beta zeolite catalysts. • Bring any two items; e.g., sleeping bags and tents are in short supply.
ellipses, ellipsis	To shorten a quote, use ellipsis marks (three periods with a space on each side, or the ellipsis symbol) to indicate the omission.	A participle is “a word having the characteristics of both verb and adjective ... [that] shows such verbal features as tense and voice. ...”

Entry	Definition/Rule	Usage Example(s)
	<p>If the words preceding the ellipsis form a grammatically correct sentence, put a period at the end and follow it by an ellipsis. Mostly, you don't need ellipses at the beginning or end of quotes, just within them. To add a word(s) to the quote, enclose the added word or words in brackets to show it's not part of the original quotation.</p> <p>When quoting whole paragraphs but omitting text between any two of them, center three asterisks with spaces between them (* * *) in between the paragraphs quoted. See also quotation marks.</p>	
email	Acceptable in all references for "electronic mail" without a hyphen between the "e" and mail. Use a hyphen with other e- terms: e-book, e-business, e-commerce.	I sent an email to everyone involved with the project.
Energy Department	On first reference only, "Energy Department" may be used in communications to the press. See U.S. Department of Energy .	Today, the Energy Department announced Round One winners of the Geothermal Manufacturing Prize.
ENERGY STAR	First use of ENERGY STAR should include the registration mark®, except when the first use appears in header. When first use is in header, use ® in first use in the body. After first use, do not repeat the ®. There is no space between the ® and ENERGY STAR.	What Is ENERGY STAR? ENERGY STAR® is the government-backed symbol for energy efficiency, providing simple, credible, and unbiased information that consumers and businesses rely on to make well-informed decisions.

Entry	Definition/Rule	Usage Example(s)
EGS enhanced geothermal system	“enhanced geothermal system” (EGS) is preferred. It may also be referred to as “engineered geothermal system.”	A man-made enhanced geothermal system (EGS) can extract the abundant heat resource located tens of thousands of feet below the surface and put it to good use.
ensure, insure, and assure	See assure, ensure, and insure.	
Equations	All equation terminology must be defined and used consistently in text and in subsequent equations, figures, and tables.	The conductive heat flow equation is: $dQ/dt = AKdT/dx$, where dQ/dt = the time rate of heat transfer A = the area of an end contact K = the thermal conductivity dT/dx = the thermal gradient.
et al.	Et al. means “and others” and is an abbreviation for the Latin phrase, <i>et alia</i> (neuter plural). Most commonly, et al. indicates other contributors (authors, editors, etc.) in a reference list. Always follow et al. with a period; do not italicize.	<ul style="list-style-type: none"> • Feynman, Hawking, Sagan, et al. • The technical report, “New Approaches to Distributed PV Interconnection: Addressing Emerging Issues,” (McAllister et al. 2019) describes the emerging issues and various approaches being explored by the states.
etc.	Abbreviation for the Latin phrase, <i>et cetera</i> (and other things). Avoid “etc.” if possible. Don’t add it to the end of a list beginning with “for example,” or the abbreviation “e.g.,” because each word in the list is an example, but “etc.” is not. Etc. always ends in a period because it is an abbreviation. If “etc.” is at the end of a sentence, it is always preceded by a comma.	<ul style="list-style-type: none"> • Letters, packages, etc., should go here. • Information needed includes compatible user interface, complete system wiring diagram (not just a one-line diagram), any needed black-box control devices, housings, cables, connectors, etc.
e-terms	Use a hyphen in terms that include “e” as an abbreviation for electronic,	<ul style="list-style-type: none"> • e-book • e-business • e-commerce

Entry	Definition/Rule	Usage Example(s)
	except for “email,” which does not require a hyphen.	
EV Electric Vehicle	Electric vehicles , also known as plug-in electric vehicles, derive all or part of their power from electricity supplied by the electric grid.	There are two basic types of EVs: all-electric vehicles (AEVs) and plug-in hybrid electric vehicles (PHEVs).
executive summary	<p>An executive summary should appear before the table of contents page. A summary is not usually needed in a short report.</p> <p>An executive summary can be up to 5% to 10% of the document. Write it to be read independently of the full report, as they are frequently published as separate documents. Include a brief statement of the problem or proposal, and background information, a concise analysis, and the main conclusions.</p>	See EERE Communications Standards .
federal	<p>“Federal” should not be capitalized unless it’s part of a proper noun.</p> <p>Capitalize “federal” as part of formal names.</p> <p>Use lowercase to distinguish it from state, county, city, etc. entities.</p>	<ul style="list-style-type: none"> • Federal Trade Commission • Federal Communications Commission • federal government • federal court • federal judge
figures	<p>Figures can include line drawings, graphs, charts, diagrams, schematics, flow charts, illustrations, and photographs.</p> <p>Number figures in a simple sequence (e.g., Figure 1, Figure 2). In long reports, papers, or book chapters, include section or chapter numbers in</p>	<ul style="list-style-type: none"> • Figure 1. Renewables as a percent of total installed capacity worldwide • Figure 2-1. Photoconductivity spectra of a composite CIS thin film Inset: the probable energy band diagram

Entry	Definition/Rule	Usage Example(s)
	<p>the figure numbers (e.g., Figure 1-1, Figure 1-2, Figure 2-1).</p> <p>All figures should include a figure title (minimum). A caption is optional but desired.</p> <p>In print, use a consistent line weight in figures. Computer-generated figures must be clear so they can be reproduced easily.</p> <p>Follow EERE Communications Standards and Guidelines regarding placement, formatting, and font use in figures and captions.</p> <p>See EERE Communications Standards and Guidelines on placing and formatting figures/titles/captions.</p>	 <p>Figure 1. Renewables as a percentage of total installed capacity worldwide</p>
<p>first-person pronouns</p>	<p>See personal pronouns.</p>	
<p>fiscal year</p>	<p>Spell out “fiscal year” (e.g., Fiscal Year 2020) the first time you use it; thereafter, you can abbreviate it using two capitals followed by a space before the full year. Always capitalize Fiscal Year when referring to a specific year.</p> <p>The abbreviation, FY##, may be used to save space in charts and graphs. On the Web, always spell out “fiscal year.”</p>	<ul style="list-style-type: none"> • Fiscal Year 2020 • FY 2001 • The accounting ended with the fiscal year.

Entry	Definition/Rule	Usage Example(s)
footnotes	<p>Use footnotes for explanatory or supplementary information. Preferably, place explanations, details, contradictions, and examples in the text rather than in footnotes.</p> <p>In-text references may be used to cite others' works, but if sources are cited using footnotes, then a complete citation should be included (author, year, title, and/or hyperlink, at a minimum). Cited sources should be readily found if searched.</p> <p>For all EERE technical publications, citations/footnotes should be consistent, using the predominate style followed by the author in accordance with professional citation standards.</p> <ul style="list-style-type: none"> • Use superscript numerals for footnote numbering. • Mark the footnotes to tables in EERE reports with superscript letters: ^a, ^b, ^c, etc. • The footnote number follows all punctuation marks except the dash, which it precedes. <p>See more guidance on footnote style.</p> <p>See references and citations.</p>	<ul style="list-style-type: none"> • We discussed these three stages of writing¹—prewriting, writing, and revising. • Magnetocalorics, which have been used for cryogenic refrigeration since the 1930s, became an area of active research for room temperature applications after Pecharsky and Gschneidner (1997) first demonstrated the “giant magnetocaloric effect.”² <hr/> <p>¹ Christa Riddle, 2015. “The 3 Steps of Successful Writing: Prewriting, Writing, and Rewriting.” https://allaboutwritingconsulting.com/2015/03/the-3-steps-of-successful-writing-prewriting-writing-rewriting/.</p> <p>² The larger temperature differences are required for commercial viability of near room-temperature refrigeration.</p>
fractions	<p>Use words instead of numerals for simple fractions in text.</p> <p>See also equations.</p>	<ul style="list-style-type: none"> • a third of the way • one-fifth its actual size • three-fourths of the participants
	<p>Write out complex fractions with numerals separated by a slash.</p>	<ul style="list-style-type: none"> • 1/64 • 23/32 • 5-1/2 days afterward • 2-1/2 times greater

Entry	Definition/Rule	Usage Example(s)
	Display complex, built-up fractions by centering them vertically between two parts of a paragraph.	$\ln\left(\frac{N_c}{n} \times \frac{\eta}{1-\eta}\right)$
	Place a zero to the left of the decimal in fractions less than 1.	<ul style="list-style-type: none"> • 0.125 • 0.006
geofluid	Any subsurface fluid, such as groundwater, geothermal fluids, basinal brines, petroleum, or magmatic fluid.	This humidified cycle can make use of low-temperature geofluid water, normally applied only for heating, to generate power at higher geofluid efficiencies than typical geothermal cycles.
GIS geographic information system	Do not capitalize “geographic information system” unless used as part of a proper noun. Do not use “geographical.” GIS is considered a well-known acronym and can be used on first reference.	She developed a GIS database, verified and validated by a third party, which displays annual and monthly average wave power densities and other sea state parameters for specific geographic coordinates.
geographic regions	Capitalize regions of the United States when they appear by themselves. See states and countries .	<ul style="list-style-type: none"> • the East, the West, the North, and the South • the Southeast, the Northeast, the Southwest, the Pacific Northwest • the Midwest, the East Coast, the West Coast, the Gulf Coast
	Don’t capitalize words that merely describe general areas in the country or areas of a state.	<ul style="list-style-type: none"> • the eastern United States • southwestern Nebraska • northern Atlanta • the midwestern states
	Capitalize widely known geographic sections.	<ul style="list-style-type: none"> • Southern California • West Texas • the South Side of Chicago • the Lower East Side of New York
geopressured geothermal resource	In oil and gas production, co-produced fluid (brine) may be trapped under an impermeable layer of caprock while a layer of sediment rapidly builds over it. The weight of the sediment layer on the	An onsite geopressured-geothermal resource hybrid cycle 1 MW plant used a mixture of methane and geothermal brine fluids.

Entry	Definition/Rule	Usage Example(s)
	trapped fluids results in elevated pressures. These fluids are called geopressured resources; temperatures typically range from 90 °C to 200+ °C.	
GETEM Geothermal Electric Technology Evaluation Model	Built by Idaho National Laboratory, GETEM is an Excel-based tool used to estimate the Levelized Cost of Energy for definable geothermal scenarios.	Electrical power generation is the sole geothermal use considered by GETEM, which does not provide assessment capabilities for geothermal direct-use or geothermal heat pumps.
GHP geothermal heat pump	Geothermal heat pumps (GHPs), sometimes referred to as ground-source or water-source heat pumps, have been used as heating and cooling appliances since the late 1940s. They use the constant temperature of the earth as the exchange medium instead of the outside air temperature.	The heating efficiency of geothermal heat pumps (GHP) is indicated by their coefficient of performance (COP), which is the ratio of heat provided in Btu per Btu of energy input.
gigawatt GW	A unit of power equal to 1 billion watts, 1 million kilowatts, or 1,000 megawatts.	In the first nine months of 2019, the United States installed 7.1 GW of photovoltaic power.
glossaries and nomenclatures	If you use many mathematical or Greek symbols or technical terms in your report or paper, consider defining them in a glossary or nomenclature. Arrange the list alphabetically, and group Greek letters and definitions alphabetically in a separate list. Nomenclatures are usually in the front of a report, before the contents page. Glossaries usually go in the back, before the references.	A less formal List of Terms may be used in place of the more formal glossary or nomenclature.
Google Earth and Google Maps	Google Earth satellite images and Google Maps terrain images need attribution, which is included in Google images with copyright notices such as “© 2009 Google, Map Data © 2009 Tele Atlas.” Remove the Google logo and attribution text if already included in image content.	

Entry	Definition/Rule	Usage Example(s)
	<p>See Google Earth Permissions for latest guidance.</p> <p>In print, if attribution does not fit on the image or map, put separate attribution text directly adjacent to it.</p> <p>In video, attribution must appear on-screen for the duration the map or image is shown; including attribution credits only does not suffice.</p> <p>If the Google Earth image is altered (e.g., text or graphics added), the image is legal only if Google Earth software made the alteration and the correct attribution is included. Any other image alteration using other software is strictly prohibited.</p> <p>Derivative works are prohibited. For example, EERE cannot combine multiple static map images into one larger map.</p>	
government	<p>Never capitalize (unless first word of a sentence) and never abbreviate.</p> <p>See also federal.</p>	<ul style="list-style-type: none"> • the federal government • a state government • the U.S. government
government-wide	No hyphen.	The report examined the most promising opportunities to advance energy technologies, infrastructure, and governmentwide policy.

Entry	Definition/Rule	Usage Example(s)
green tag	Avoid the term “green tag.” The term “renewable energy certificate” is preferred.	
heat mining	A concept (analogous) to convey harvesting (producing) the planet’s natural geothermal resources (thermal energy).	Accordingly, if current experimental techniques are perfected, the thermal energy could be “mined” from those vast areas of the Earth containing sufficiently hot rock but insufficient available water.
HEV hybrid electric vehicle	This phrase contains no hyphens.	Hybrid electric vehicles (HEVs) combine the benefits of gasoline engines and electric motors.
hyphens	<p>Use a hyphen between prefixes and proper nouns (but not common nouns) or dates, whether they’re used as nouns or modifiers.</p> <p>Use a hyphen for clarity or to prevent confusion. Consider:</p> <ul style="list-style-type: none"> • The scientists tested a new defect causing gas. • The scientists tested a new defect-causing gas. <p>See compound words and modifiers.</p>	<ul style="list-style-type: none"> • non-EERE • mid-1990s • trans-American • pre-Civil War • No hyphen: nonprofit • No hyphen: prescreening
	Use two hyphens when adding a prefix to a word that already contains a prefix, even when there is no hyphen after the prefix in the original word.	<ul style="list-style-type: none"> • non-self-limiting • sub-sub-head
	No hyphen is needed in common unit modifiers that are not ambiguous or confusing.	<ul style="list-style-type: none"> • high school students • solar radiation resource • solar thermal electric systems
	Don’t use a hyphen when both words of a compound modifier are capitalized.	<ul style="list-style-type: none"> • Bronze Age tools • Biofuels Program objectives • Nobel Peace Prize nomination

Entry	Definition/Rule	Usage Example(s)
	Don't use a hyphen with a compound modifier containing an adverb ending in "-ly."	<ul style="list-style-type: none"> highly efficient motor frequently missed deadlines heavily skewed results
	Leave out the hyphens if you rewrite a sentence so the compound modifier comes after the noun it describes.	<ul style="list-style-type: none"> We purchased state-of-the-art lab equipment. We purchased lab equipment that reflects the state of the art. They made some last-minute adjustments. They made some adjustments at the last minute.
	When numbers are used in modifiers, retain all the necessary hyphens, or rewrite the sentence to omit the hyphens.	<p>Numbers with modifiers and hyphens:</p> <ul style="list-style-type: none"> 2-ft.-diameter pipes 13-cm-wide substrate <p>Numbers with modifiers but without hyphens:</p> <ul style="list-style-type: none"> pipes that are 2 ft. in diameter a substrate that is 13 cm wide
	Use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel.	<ul style="list-style-type: none"> co-op intra-arterial co-occur anti-immune Exceptions: cooperate, coordinate, and double-e combinations such as preestablish, preeminent, preeclampsia, preempt
i.e. and e.g.	See e.g. and i.e.	
insure, assure, and ensure	See assure, ensure, and insure.	
intermittent	Do not use "intermittent" when referring to wind energy. Instead, use the word "variable." "Intermittent" implies a binary on/off condition, whereas "variable" encompasses the way wind changes speed and direction.	<ul style="list-style-type: none"> Correct: The power grid was experiencing intermittent outages. Incorrect: Intermittent wind caused insufficient power generation.
internet	Lowercase "internet."	The story was all over the internet.

Entry	Definition/Rule	Usage Example(s)
inverter	A device that converts direct current (DC) electricity to alternating current (AC), either for stand-alone systems or to supply power to an electricity grid.	DOE has funded R&D for smart-grid ready inverters that capture the full value of distributed photovoltaic (PV).
italics	Use italics for emphasis (sparingly) to emphasize a word or phrase or bring attention to it.	Never operate equipment that has a yellow danger tag.
	Use italics for foreign words and phrases, such as <i>in situ</i> , <i>in vivo</i> , and <i>inter alia</i> ; however, if the word or phrase is commonly used in your field, omit the italics.	
	Use italics for hyphenated prefixes to chemical formulas, such as <i>cis-</i> , <i>trans-</i> , <i>o-</i> , <i>m-</i> , and <i>p-</i> .	<ul style="list-style-type: none"> • <i>trans</i> -1, 2-dibenzoyl ethylene • <i>trans</i> -glycol
	Use italics to cite published documents. Titles of journal and magazine articles are given in regular type within quotation marks.	<ul style="list-style-type: none"> • “Solar Chimney Theory: Basic Precepts” • Cohen, M.A., P.A. Kauzmann, and D.S. Callaway. 2016. “Effects of Distributed PV Generation on California’s Distribution System, Part 2: Economic Analysis.” <i>Solar Energy</i> 128, 139–152, 2016.
	Use italics for book titles and the names of journals, newspapers, and magazines, in main text and in references, footnotes, and bibliographies.	<ul style="list-style-type: none"> • <i>Applied Physics Letters</i> • <i>The Denver Post</i>
	Use italics in taxonomic names. Unless you’re discussing a genus in a general way, use italics to refer to specific genera, species, and varieties.	<i>Clostridium thermocellum</i> <i>C. thermocellum</i>
it’s and its	“It’s” is a contraction, a short form of two words, “it is.” “Its” is the possessive form of “it.” Like “his,” “hers,” and “ours,” the possessive “its” never includes an apostrophe.	It’s a shame that the company lost its biggest investor.

Entry	Definition/Rule	Usage Example(s)
K kelvin	Lighting color temperature is measured in kelvin (K) temperature. When referring to the Kelvin temperature scale, use a capital K. When referring to the unit of temperature, lowercase when spelling out but capitalize the symbol. Express kelvins as K rather than as °K; leave a space before the K.	<ul style="list-style-type: none"> • The kelvin is the fundamental unit of the Kelvin scale. • Higher kelvin temperatures (3600–5500 K) are what we consider cool and lower color temperatures (2700–3000 K) are considered warm.
Kalina cycle	Kalina is always capitalized. Developed by Dr. Alexander Kalina, the Kalina cycle is a thermodynamic process for converting thermal energy into usable mechanical power.	The Kalina cycle uses a solution of two fluids with different boiling points for its working fluid.
kW kilowatt	One thousand watts. As with all measurements, spell out on first mention.	An electric heater consuming 1000 watts (1 kilowatt) and operating for one hour uses one kWh of energy.
kWh kilowatt-hour	The kilowatt-hour is a unit of energy equal to one kilowatt of power sustained for one hour.	Electrical energy is typically sold to consumers in kilowatt-hours (kWh).
laboratory and lab	<p>EERE follows AP style, which only capitalizes “laboratory” or “lab” when used with a laboratory’s proper name. Lowercase in all other references.</p> <p>Exceptions may be made per Front Office preference.</p> <p>See national laboratory.</p>	The National Renewable Energy Laboratory is a U.S. Department of Energy national laboratory. The laboratory is known for its research and development in renewable energy and energy efficiency.
life cycle	Life cycle is two words and is not hyphenated, even in adjective form, per AP style.	life cycle studies
light bulb	Light bulb is two words.	A-type lamps are considered the classic type of light bulb used for general-purpose lighting.
lists	Lists may be numbered or bulleted. Use numbered or lettered lists instead of	The top three new EERE projects that incorporate circular economy concepts include:

Entry	Definition/Rule	Usage Example(s)
	<p>bullets if you want to refer to those items elsewhere in the text.</p> <p>Listed items should be parallel in construction (begin all the items in the list with the same part of speech, such as a verb or a noun).</p> <p>Capitalize the first word following each number.</p> <p>End each item with a period or other terminal punctuation (e.g., !, ?). This includes complete sentences, short phrases, or only one word.</p> <p>Do not use commas or semicolons at the end of listed items.</p> <p>You can also list a few items or procedures in paragraph format and number them (1) one, (2) two, (3) three, etc.</p> <p>EERE prefers AP Style over Chicago Manual of Style on punctuating lists. See bullets for more information.</p>	<ol style="list-style-type: none"> 1. Plastics upcycling, with a goal to develop solutions for highly recycle plastics or biodegradable bio-based plastics. 2. REMADE Institute, focused on technologies to mitigate the technical and economic barriers that prevent greater material recycling, recovery, remanufacturing, and reuse. Waste reduction pilot, launched in July 3. 2019 to address the 2.7 billion tons of industrial solid waste and more than 260 million tons of municipal solid waste the U.S. generates annually, including plastic waste.
lithology	The study of rocks, particularly the character of a rock formation.	Examples are predominantly granitic in composition, but other metamorphic and igneous lithologies may also be suitable.
low-e	Abbreviation for “low-emissivity.” It refers to low-e storm windows, which have a low-e coating or glazing on them—a thin layer deposited directly on	Coated with an ultra-thin, virtually invisible layer of metal, low-e windows reflect infrared heat back into the home.

Entry	Definition/Rule	Usage Example(s)
	the surface of one or more panes of glass. The coating increases the window's energy efficiency by reflecting radiant heat. The usage is always lowercase, unless it begins a sentence.	
Manufacturing USA [®]	Manufacturing USA [®] comprises 14 national manufacturing institutes. Each institute is a unique public-private partnership, jointly funded by government and private industry, focused on a different advanced manufacturing technology area.	
mathematical symbols	<p>Leave a space on either side of mathematical symbols used as operation signs (minus, plus, times). The slash (a/b) or division sign is an exception.</p> <p>Leave a space between numerals and symbols of measurement such as cm and Å.</p>	<ul style="list-style-type: none"> • Tin - Tamb • °C × 1.8 • 24 cm • 1.058 Å
	<p>Do not leave a space between symbols such as >, <, and the numeral unless they are the operation signs in an equation.</p> <p>Do not leave a space between numerals and the symbols for degrees, dollars (or cents), and percent).</p>	<ul style="list-style-type: none"> • <0.1 • 2/3 • 32° • \$100 • 17%
measurement units	See units of measurement .	
memoranda, memorandum	The plural of "memorandum" can be either "memoranda" or "memorandums."	The White House issued two memoranda on the topic.
metric conversions	For quick online conversions of English units of measurement to metric units,	

Entry	Definition/Rule	Usage Example(s)
	see the Digital Dutch Unit Converter or the Internet French Property Measuring Units Converter Table .	
metric system	Shorthand for the SI (Système International d'Unités; International System of Units). See SI (Metric) System .	
microgrid	A microgrid is a local energy grid with control capability, which means it can disconnect from the traditional grid and operate autonomously. They can also be used for demand response, time-of-use pricing, and other reasons. Microgrid is one word.	A microgrid allows communities to be more energy independent and, in some cases, more environmentally friendly.
microseismic events	Microseismic is one word, no hyphen. In seismology, a microseism is defined as a faint earth tremor. Since about 2000, the term has become strongly associated with passive seismic monitoring of oil and gas production effects, borehole-related phenomena, and especially hydraulic fracture stimulation or fracking. When a microearthquake occurs as a result of industrial activity such as mining or hydraulic fracturing, it is referred to as a microseismic event.	In many cases, the pore pressure required to shear favorably oriented joints can be very low, and vast numbers of microseismic events occur as the pressure migrates away from the well bore in a preferred direction associated with the direction of maximum principal stress.
months and years	Capitalize months. When a month has a specific date, abbreviate all months using first three letters, followed by a period.	The workshop is scheduled for Jan. 9, 2020.
	Spell out months when used alone or just with the year; omit commas when the month and year appear together.	The event took place in October 2001.
	When a phrase refers to a month, day, and year, set off the year with commas.	February 14, 2013, was the target date.

Entry	Definition/Rule	Usage Example(s)															
	Abbreviate all months in tables; however, omit the period.	<table border="0"> <tr> <td>Jan</td> <td>Feb</td> <td>Mar</td> <td>Apr</td> <td>May</td> </tr> <tr> <td></td> <td>Jun</td> <td>Jul</td> <td>Aug</td> <td>Sep</td> </tr> <tr> <td></td> <td>Oct</td> <td>Nov</td> <td>Dec</td> <td></td> </tr> </table>	Jan	Feb	Mar	Apr	May		Jun	Jul	Aug	Sep		Oct	Nov	Dec	
Jan	Feb	Mar	Apr	May													
	Jun	Jul	Aug	Sep													
	Oct	Nov	Dec														
	Use a lowercase s (no apostrophe) to show the plural of a decade expressed with numerals.	the 1990s; the mid-1990s; the '90s															
multijunction solar cell	This term is preferred over “tandem solar cell.” A multijunction (MJ) solar cell is a solar cell with multiple p–n junctions made of different semiconductor materials.	The new CSP equipment uses high-intensity silicon vertical multijunction solar cells.															
multiplication symbols	Be as consistent as possible in using multiplication symbols; as appropriate, choose one symbol (× or ·) or omit the symbol and use proximity or parentheses: ab, (ab) (cd), etc. When using symbols × or ·, spaces should be inserted before and after each.																
MW megawatt	A unit of power equal to one million watts, especially as a measure of the output of a power station. Megawatt should be spelled out on first mention and abbreviated MW after that. If megawatts is used only once, then do not give the initialism (MW).	The global sales of electrolyzers in 2017 were estimated to be 100 megawatts (MW) per year.															
MWh megawatt-hour	<p>A megawatt-hour (MWh) is a unit of measure of electric energy. A MWh is 1,000 kilowatt-hours (kWh).</p> <p>Megawatt-hour should be spelled out on first mention and abbreviated MWh after that.</p>	Shepherds Flat is expected to generate 1,800,000 megawatt-hours (MWh) of clean energy each year.															
nation	Always lowercase “nation” when referring to the United States.	<ul style="list-style-type: none"> • Our nation is a leader in renewable energy markets. • Air quality improved across the nation during the COVID-19 pandemic. 															

Entry	Definition/Rule	Usage Example(s)
national laboratory	<p>DOE has 17 national laboratories. EERE follows AP style, which only capitalizes “laboratory” or “lab” when used with a laboratory’s full proper name. Lowercase all other references.</p> <p>Exceptions may be made per Front Office preference.</p> <p>See laboratory and lab.</p>	<ul style="list-style-type: none"> • One important reason for establishing America’s national laboratory system immediately after World War II was to provide a home for large-scale, costly scientific facilities that universities could not afford. • Oak Ridge National Laboratory unveiled Summit as the world’s most powerful and smartest scientific supercomputer.
nonattainment	Spell as one word. Don’t hyphenate.	Fuel cell systems are an ideal power source for industries where a high premium is placed on the reliability of electric power, in regions where low emission levels are required (such as urban and nonattainment areas), and in grid constrained areas.
noncondensable gas	Any gas that does not condense (change from vapor to liquid) under pressure.	The steam, along with its non-condensable gases, is routed to the power plant and used to produce electricity for the Big Island of Hawaii.
numbers	<p>Units of measurement and mathematical expressions. Use numerals with units of measurement and time. Also see time.</p> <p>See dates.</p> <p>See percent.</p> <p>See addresses.</p>	<ul style="list-style-type: none"> • 2-1/2 hours • 4.5 months • 36 cm • 87 years • 6 liters • 25 kW
	With units of time , spell out numbers less than 10 consistently (for outreach products, not technical reports and papers).	<ul style="list-style-type: none"> • five-year plan • two-hour test • three-week turnaround • 30 minutes • five seconds
	Use numerals to imply arithmetical values or manipulation.	<ul style="list-style-type: none"> • a factor of 3 • multiplied by 2 • a ratio of 4:5

Entry	Definition/Rule	Usage Example(s)																							
		<ul style="list-style-type: none"> values of 1 and 48 																							
	Express measurement errors as: 6 nm ± 0.2 nm. Leave a space between the number and the unit of measurement (0.2 nm) and put spaces around the operation sign; when the measurement error appears by itself, omit the space between the sign and the number.	<ul style="list-style-type: none"> 6 nm ± 0.2 nm The measurement error is ±0.2 nm. 																							
	Aligning numbers. Align numbers with a common measurement unit by decimals inside a table column. Put a zero before the decimal in numbers smaller than one. If all the numbers in a column do not share the same measurement unit, center the numbers in the column and specify the measurement unit. See data in tables.	<table border="1"> <thead> <tr> <th rowspan="2">Ambient Temperature</th> <th colspan="2">Lumen Multiplier</th> </tr> <tr> <th>First Generation</th> <th>Second Generation</th> </tr> </thead> <tbody> <tr> <td>0 °C (32 °F)</td> <td style="text-align: center;">—</td> <td style="text-align: center;">1. 02</td> </tr> <tr> <td>10 °C (50 °F)</td> <td style="text-align: center;">1. 04</td> <td style="text-align: center;">1. 01</td> </tr> <tr> <td>15 °C (59 °F)</td> <td style="text-align: center;">1. 03</td> <td style="text-align: center;">—</td> </tr> <tr> <td>25 °C (77 °F)</td> <td style="text-align: center;">1. 00</td> <td style="text-align: center;">1. 00</td> </tr> <tr> <td>40 °C (104 °F)</td> <td style="text-align: center;">0. 96</td> <td style="text-align: center;">0. 99</td> </tr> <tr> <td>50 °C (122 °F)</td> <td style="text-align: center;">0. 92</td> <td style="text-align: center;">0. 97</td> </tr> </tbody> </table>	Ambient Temperature	Lumen Multiplier		First Generation	Second Generation	0 °C (32 °F)	—	1. 02	10 °C (50 °F)	1. 04	1. 01	15 °C (59 °F)	1. 03	—	25 °C (77 °F)	1. 00	1. 00	40 °C (104 °F)	0. 96	0. 99	50 °C (122 °F)	0. 92	0. 97
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	Fractions and decimals. Spell and hyphenate simple fractions or express them (for more complex fractions) in numerals with a slash.	<ul style="list-style-type: none"> one-fifth or 1/5 1/64 (but not 1/64th) 																							
	Use a hyphen to separate the integral and fractional parts of a mixed number or, convert the fraction to a decimal.	<ul style="list-style-type: none"> 2-1/2 cm in diameter 2.5-cm-diameter solar cell 																							
	For numbers of 1 million or more, use the numeral (and a decimal, if necessary) and the words million, billion, etc.	<ul style="list-style-type: none"> 1.1 million households 3.5 billion people \$2.5 million in funding 																							
	Precision and numbers. Decimalization should not exceed two places in textual material unless there are special circumstances, e.g., measurement uncertainly analysis, which calls for measurement precision to a significant digit to the right of a decimal point, such as two or three digits (hundredths or thousandths). Check with an expert	<ul style="list-style-type: none"> Energy reduction per pole in this area was 59.3% compared to the QMH lighting system. 0.96 																							

Entry	Definition/Rule	Usage Example(s)
	<p>before changing the number of digits to the right of the decimal or rounding the numbers. For amounts less than 1, use the numeral zero before the decimal point. See also standard errors.</p>	
	<p>Punctuating numbers. Use a comma to separate groups of three digits in numbers.</p>	<ul style="list-style-type: none"> • 5,182 • 113,728 • 2,225,000
	<p>Ranges of numbers. Use an en dash (which is shorter than an em or long dash) with no spaces. Or use the word “to” when you use “of” or “from” before the range.</p> <p>To express a range between some number and another number, always use “and” with “between.”</p> <p>Note that some symbols, like ° and %, are repeated in a range.</p>	<p>En dashes:</p> <ul style="list-style-type: none"> • 15%–25% • 6–12 cm • 10–20 m² • from 32° to 40°C • from 66 to 80 V • between 8 and 12 m (not “between 8 to 12 m”) • \$3 million–\$4 million
	<p>Scientific notation. Express multiples of SI (metric) units in powers of 10 with the prefix and technical abbreviations.</p>	<ul style="list-style-type: none"> • mm (millimeters, 10⁻³ m) • MJ (megajoules, 10⁶ J)
	<p>Use standard scientific notation to express very small and very large numbers. Avoid using M to mean “thousands” and MM to mean “millions”; use a capital M for “mega,” or millions, as in MW for “megawatts.”</p>	<ul style="list-style-type: none"> • 2.5 × 10⁻³ • 3.56 × 10⁶
	<p>Spelling out numbers. Except with units of measurement and time, spell out numbers less than 10. EERE prefers “more than” to “over” to indicate greater numerical value. See units of measurement. See time.</p>	<ul style="list-style-type: none"> • eight experimental runs • three species of yeast • Salaries went up more than \$20 a week. (preferred) • Salaries went up over \$20 a week.

Entry	Definition/Rule	Usage Example(s)
	Spell out all numbers at the beginning of a sentence.	<ul style="list-style-type: none"> • Fifteen trials later, the results were the same. • Thirty-five participants attended the seminar.
	When a sentence contains one or more numbers greater than nine that are related to a smaller number, use numerals for all of them.	<ul style="list-style-type: none"> • The results were the same in 3, 12, and 18 trials. • The contractor tested 8 devices in May, 12 in June, and 9 in July.
	Spell out the first of two adjacent numbers unless the first one requires three or more words. See also fractions .	<ul style="list-style-type: none"> • ten 5-kW arrays • thirty-two 4-cm² devices • 135 16-cm collectors
Pa	pascal, the standard SI unit for pressure or stress (also, bar). The pascal is a measure of perpendicular force per unit area. It is equivalent to one newton per square meter. A megapascal equals 1,000,000 pascals.	<ul style="list-style-type: none"> • The small rocket engine produces 100,000 (105) Pa of pressure.
parentheses	Use parentheses as appropriate for explanatory material in text.	
	Parentheses in equations. In equations, use parentheses, brackets, and braces in this sequence (which may be repeated as needed).	{{ () }}
	Parentheses with measurements. Use parentheses around English measurements that follow SI (metric) measurements.	3.1 m/s (7 mph)
	Parentheses in citations. When using parentheses in text, such as for author-date references or for parenthetical (added) information, place a comma after the parentheses, not before them.	In earlier research (Jones 1989), we showed how quantities of lipids could be increased by this method.
	Nested parentheses in text. In body copy, use parentheses, brackets, and braces in this sequence, which may be repeated as needed: ({{ }}).	(The data presented here [originally derived from Mason {1998}] should not be used for location-specific analyses.)

Entry	Definition/Rule	Usage Example(s)
percent, %, and percentage	<p>Use the symbol % with numerals; use the word “percent” when you spell out numbers at the beginning of a sentence. To determine whether “percent” or % is singular or plural, look at the noun following it. If the next noun is a plural, use a plural verb; if it’s singular, use a singular verb.</p> <p>Do not confuse percent with percentage point. A change from 10% to 13% is a rise of 3 percentage points. This is not equal to a 3% change; rather, it’s a 30% increase.</p>	<ul style="list-style-type: none"> • The maximum glucose yield was 60%. • Six percent of the pipes were rusty. • More than 10% of that amount was allocated to planning.
	<p>When there is no number, use the word “percentage,” unless people in the field use a different terminology, such as “percent difference.”</p>	<p>This table shows the percentages of government buildings having solar roofs, by state.</p>
phenomena, phenomenon	<p>“Phenomenon” is singular; “phenomena” is plural.</p>	<p>Surface and interface phenomena often control the opto-electronic, chemical, or mechanical properties of materials and device structures used in energy-harvesting and storage applications such as photovoltaics, fuel cells, and batteries.</p>
phone numbers	<p>Do not use parentheses around area codes in phone numbers. Use hyphens to separate the digits in phone numbers.</p>	<ul style="list-style-type: none"> • 303-275-3658 • 1-800-555-5555 • 011-44-20-7535-1515 • 303-275-3658, ext. 2.
photographs	<p>When you use an image, credit the photographer or other source for legal purposes. The credit should include at minimum, Name, Organization, and Year (if available). Provide a caption in conformance with the style format of the content. If the photograph is intended for web, an alternate text caption describing the image should be provided and it should describe</p>	<p>Photo courtesy of John Smith, National Renewable Energy Laboratory, 2018</p>

Entry	Definition/Rule	Usage Example(s)
	what is happening in the photo, not repeat the caption. See captions .	
PV photovoltaics and photovoltaic	“Photovoltaics” is a singular noun. “Photovoltaic” is an adjective. The acronym “PV” can be a noun or an adjective, but do not pluralize it. PV is one form of solar electricity, but it is not interchangeable with that term. Solar electricity can also be generated from CSP technologies.	Projects focus on a wide variety of topics including photovoltaics, concentrating solar-thermal power, and power electronics.
policymaker, policymaking	“Policymaker” and “policymaking” are both spelled as one word.	The option helps policymakers to enable energy reduction goals for buildings and to increase transparency and consumer information around the home buying process.
pressure	Use the standard SI unit for pressure or stress, which is the pascal (Pa) or the bar. The bar is a metric unit of pressure, but not part of the International System of Units (SI). Bar is defined as exactly equal to 100,000 Pa (100 kPa). Non-SI units include psi (pounds per square inch), millimeters of mercury, torr, and atmospheres, which are still in relatively widespread use.	The small rocket engine produces 100,000 (105) Pa of pressure.
principal and principle	“Principal” means “chief,” “main,” or “first,” such as the principal investigator in a research project or the principal of a high school. “Principle” refers to a belief, value, or rule.	<ul style="list-style-type: none"> • Guidance for Developing Principal Design Criteria for Non-Light-Water Reactors helps developers align their concepts with relevant NRC regulations for nuclear power plants. • The Energy Literacy video series highlights the seven essential principles of energy

Entry	Definition/Rule	Usage Example(s)
		to help engage students in energy.
psi	pounds per square inch	The product hydrogen exits the PSA at 300 psi and is compressed for storage in metal cylinder storage tanks (2,500 psi max pressures).
quotation marks	<p>Use quotation marks for direct quotes and the titles of articles, papers, and reports. Use “curly” or “fancy” quotation marks instead of inch marks ("). In Microsoft Word, go to Insert → Symbols → Left (or Right) Double Quotation Mark.</p> <p>Place commas (and periods) inside quotation marks; place semicolons, question marks, dashes, and exclamation points outside quotation marks unless they’re part of the quotation.</p> <p>Use single quotation marks to indicate a quotation within material already enclosed in double quotation marks.</p>	<ul style="list-style-type: none"> • “Let’s meet again in six months,” the chairman said, “to discuss our progress.” • She presented a paper, “Materials Research in Silvered Polymer Reflectors.” • “The results are in,” he said. • “Can you hear me?” she asked. • Did he really say, “I don’t believe you”? • “Explain what you mean by ‘confidence,’” she said.
	<p>When quotations are longer than two or three lines, begin them on the next line and indent them on each side (block quotations). No quotation marks are needed around block quotations. Use standard double quotation marks for quotes within block quotations.</p> <p>With in-text quotations, place reference numbers, superscripts, and author-date citations outside quotation marks. Place them after the final punctuation of the last sentence in a block quotation.</p>	<p>The history of earthquake science began in the late 19th century, as described by Chris Jones, below.</p> <p>The modern concept of earthquake mechanisms began in the 1880s, when G.K. Gilbert, an American geologist, theorized that earthquakes were the result of displacement along geological faults (Gilbert 1890). In 1910, H.F. Reid suggested that earthquakes were the result of a phenomenon called “elastic</p>

Entry	Definition/Rule	Usage Example(s)
	<p>See footnotes.</p> <p>See references and citations.</p>	<p>rebound”, based on observations of the great 1906 San Francisco earthquake (Reid 1910). This theory states that an earthquake is generated by a rupture or sudden displacement along a fault strained beyond its elastic strength.*</p> <p>* Chris Jones, <i>History of the Science of Earthquakes</i>, GPO, Washington, D.C., 1982.</p>
Rankine cycle	<p>A Rankine cycle is a thermodynamic cycle used in steam turbines to convert heat energy into work. Rankine is a proper noun; always capitalize.</p>	<p>Concentrating solar power (CSP) plants often rely on the Rankine cycle. In CSP systems, mirrors focus sunlight on a heat-transfer fluid. This is used to create steam, which spins a turbine to generate electricity.</p>
ratios	<p>EERE prefers using a colon to indicate a ratio. However, some industries (such as the American automotive industry) use a slash to express a ratio.</p> <p>Note: AP doesn’t use the colon: “a ratio of 2-to-1”; a 2-1 ratio”; “a 2-1 majority.”</p>	<ul style="list-style-type: none"> • We prepared a 3:1 dilution. • The engine is designed to have an optimum air/fuel ratio.
references and citations	<p>References cited allow others to place the work in the context of the published literature and lend credibility to published work.</p> <p>A complete citation source is required [author, year, title, and/or hyperlink, at a minimum]. For all EERE technical publications, citations/footnotes should be consistent. Use the predominate</p>	<p>In-text reference</p> <ul style="list-style-type: none"> • Several experts (Wendt et al. 2019; McLing et al. 2019) have given a detailed description of RTES reservoir configuration, heat source requirements, heat recovery power cycle configuration, and operating principles.⁴² <p>Footnote references</p>

Entry	Definition/Rule	Usage Example(s)
	<p>style per professional citation standards.</p> <p>EERE prefers in-text author-date references over numbered footnotes or endnotes.</p> <p>Place works consulted (but not cited in the text) in a bibliography. To prepare a manuscript for a publisher other than EERE, follow that publisher’s preferred reference style.</p> <p>All EERE-funded reports are required to include an attribution to the sponsoring program at the program or subprogram level. This means that articles or reports funded by EERE through a financial assistance award (such as a grant or cooperative agreement), including national labs or other 3rd parties, must include the appropriate <u>Publication Acknowledgement Statement</u>: https://www.energy.gov/eere/communicationstandards/eere-branded-publications-developed-third-parties</p> <p>See footnotes.</p>	<p>¹ Wendt, D., H. Huang, G. Zhu, P. Sharan, K. Kitz, S. Green, J. McLennan, J. McTigue, and G. Neupane. 2019. <i>Flexible Geothermal Power Generation utilizing Geologic Thermal Energy Storage: Seedling Project Final Report</i>. Idaho National Laboratory, INL/EXT-19-53931.</p> <p>² McLing T. L., D. Wendt, P. Dobson, C. Doughty, N. Spycher, D. Roberson, and J. McLaughlin. 2019. <i>Dynamic Earth Energy Storage: Terawatt-Year, Grid-Scale Energy Storage using Planet Earth as a Thermal Battery (GeoTES): Seedling Project Final Report</i>. Idaho National Laboratory, INL/EXT-19-53932.</p>
renewable energy certificate	Don’t capitalize “renewable energy certificate.” It’s not a proper noun. Also, this is the term preferred over “renewable energy credit” or “green tags.”	Several renewable energy certificates were awarded to participants.

Entry	Definition/Rule	Usage Example(s)																														
renewable portfolio standard	Capitalize “renewable portfolio standard” only when a state name precedes it.	Renewable energy certificates have been proposed under California Renewable Portfolio Standards.																														
rheology	The branch of physics that deals with the deformation and flow of matter, especially the non-Newtonian flow of liquids and the plastic flow of solids.	Samples of Tank 22 with various solids content will be prepared for settling and rheology.																														
Sankey diagram	A standard model used in science and engineering to represent heat balance, energy flows, material flows, and life cycle assessment of products. Sankey is a proper noun; always capitalize.	The onsite generation Sankey diagram shows offsite inputs of fuel and electricity that flow to conventional boilers, combined heat and power (CHP), and other steam- and/or electricity-generating systems.																														
scientific notation	<p>Standard scientific notation represents a number as a factor multiplied by a power of 10; 3,560,000 is expressed as 3.56×10^6. This is useful for very large and very small numbers, especially in non-SI units. Also use certain standard prefixes, many of which are listed here with their abbreviations.</p> <table border="0" data-bbox="391 1171 906 1843"> <tbody> <tr> <td data-bbox="391 1171 423 1203">24</td> <td data-bbox="553 1171 634 1203">yotta</td> <td data-bbox="813 1171 837 1203">Y</td> </tr> <tr> <td data-bbox="391 1241 423 1272">21</td> <td data-bbox="553 1241 634 1272">zetta</td> <td data-bbox="813 1241 837 1272">Z</td> </tr> <tr> <td data-bbox="391 1310 423 1341">18</td> <td data-bbox="553 1310 610 1341">exa</td> <td data-bbox="813 1310 837 1341">E</td> </tr> <tr> <td data-bbox="391 1379 423 1411">15</td> <td data-bbox="553 1379 626 1411">peta</td> <td data-bbox="813 1379 837 1411">P</td> </tr> <tr> <td data-bbox="391 1449 423 1480">12</td> <td data-bbox="553 1449 618 1480">tera</td> <td data-bbox="813 1449 837 1480">T</td> </tr> <tr> <td data-bbox="391 1518 415 1549">9</td> <td data-bbox="553 1518 626 1549">giga</td> <td data-bbox="813 1518 837 1549">G</td> </tr> <tr> <td data-bbox="391 1587 415 1619">6</td> <td data-bbox="553 1587 643 1619">mega</td> <td data-bbox="813 1587 837 1619">M</td> </tr> <tr> <td data-bbox="391 1656 415 1688">3</td> <td data-bbox="553 1656 618 1688">kilo</td> <td data-bbox="813 1656 837 1688">k</td> </tr> <tr> <td data-bbox="391 1726 415 1757">2</td> <td data-bbox="553 1726 643 1757">hecto</td> <td data-bbox="813 1726 837 1757">h</td> </tr> <tr> <td data-bbox="391 1795 415 1827">1</td> <td data-bbox="553 1795 634 1827">deka</td> <td data-bbox="813 1795 854 1827">da</td> </tr> </tbody> </table>	24	yotta	Y	21	zetta	Z	18	exa	E	15	peta	P	12	tera	T	9	giga	G	6	mega	M	3	kilo	k	2	hecto	h	1	deka	da	
24	yotta	Y																														
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Entry	Definition/Rule	Usage Example(s)
	<p>10⁻¹ deci d</p> <p>10⁻² centi c</p> <p>10⁻³ milli m</p> <p>10⁻⁶ micro μ</p> <p>10⁻⁹ nano n</p> <p>10⁻¹² pico p</p> <p>10⁻¹⁵ femto f</p> <p>10⁻¹⁸ atto a</p> <p>10⁻²¹ zepto z</p> <p>10⁻²⁴ yocto y</p> <p>Choose a prefix that permits the numerical value to fall between 0.1 and 1,000 (62 kW rather than 62,000 W).</p>	
semicolons	Semicolons indicate a stronger or more important break in the flow of words than a comma.	
	Use semicolons in compound sentences (those with more than one subject and more than one verb) without conjunctions. When clauses in a sentence are closely related in meaning, a semicolon is an appropriate dividing punctuation mark. Note that the words “and,” “but,” “or,” and “nor” do not follow semicolons.	<ul style="list-style-type: none"> • It was difficult to reproduce the experiment; the material Smith and Jones used was not widely available. • Of the 13 samples, only one did not degrade; others deteriorated an average of 8%.
	Use semicolons with conjunctive adverbs, except “yet” and “so,” which are usually preceded by commas in a complex sentence. Use a semicolon before such conjunctive adverbs as “then,” “however,” “thus,” “therefore,” “hence,” “accordingly,” “moreover,” “nevertheless,” “consequently,”	<ul style="list-style-type: none"> • The contractor’s representative was out, so I left a message. • We used the Schartz-Metterklume method in the experiment; however, the problems with this method are well known.

Entry	Definition/Rule	Usage Example(s)
	<p>“besides,” “indeed,” and “subsequently”; place a comma after the adverb. Use a semicolon before “i.e.” (“that is”) and “e.g.” (“for example”) and a comma after them when a clause (with a subject and verb) follows them; use a comma when a phrase or list follows.</p>	<ul style="list-style-type: none"> • Energy requirements are often expressed in quads, or quadrillion Btu; therefore, this report describes the number of quads supplied annually by each option. • Bring any two items; e.g., sleeping bags and tents are in short supply.
	<p>Use semicolons in a series. When items in a series contain internal punctuation (e.g., commas) or are very long, separate them with semicolons. In those cases, a conjunction can follow the last semicolon.</p>	<ul style="list-style-type: none"> • The contaminants in the sample were TCE, 150 ppb; toluene, 220 ppb; and benzene, 265 ppb. • Promising new technologies demonstrated at the exposition included advanced wind turbines; polycrystalline, thick-film, and thin-film solar cells; fast-growing energy crops; and fuel cells. • The vendor assured us that the replacement parts were on order; that the parts would be delivered as soon as they arrived; and that the delay in shipment was unavoidable.
SI (metric) system	<p>EERE follows national and scientific society policies by using the SI (Système International d’Unités; International System of Units) or the metric system to express technical measurements. English units (also known as Imperial) may follow metric ones or be used alone in special cases, when appropriate for a publication’s audience. See also the National Institute of Standards and Technology.</p>	<ul style="list-style-type: none"> • He vowed to walk 62 miles (100 kilometers) in a week. • He vowed to walk 100 kilometers (62 miles) in a week.
slash (solidus)	<p>The slash (also solidus, slant, shilling mark, or virgule) is a versatile symbol that has mathematical as well as textual functions. The slash is specific to language (preferred: slash, stroke, virgule, oblique) while the solidus is</p>	<ul style="list-style-type: none"> • These structures yield photoluminescence lifetimes that are related to bulk lifetime by the expression. • $x^{1/2}$

Entry	Definition/Rule	Usage Example(s)
	<p>specific to the fraction symbol and Unicode (encoding method).</p> <ul style="list-style-type: none"> • Use a slash in fractions • Use a slash to express a quotient in text when you do not need to use a displayed equation. • Use a slash in superscript and subscript fractions. 	
	<p>In text, use a slash to indicate some junctions, interfaces, and components.</p> <p>With abbreviated units of measurement, the slash stands for “per.” But spell out “per” when you spell out the units of measurement.</p>	<p>Junctions/interfaces:</p> <ul style="list-style-type: none"> • gas/liquid interface • 1-butyl acetate/acetic acid/water (3:1:1) <p>Per:</p> <ul style="list-style-type: none"> • 2 g/cm² • 355 W/m² <p>Per spelled out:</p> <ul style="list-style-type: none"> • several cubic meters per second • a few cents per kilowatt-hour
smart grid	Use lowercase letters for “smart grid.”	A video on the smart grid explains its impacts.
solar cell interfaces	Use a slash rather than a hyphen to designate solar cell interfaces or layers.	<ul style="list-style-type: none"> • CdTe/CdS² • GaInP/GaAs²
solar conversion efficiency	Define in outreach publications as “the percentage of sunlight striking a solar cell that is converted into electricity.” A definition is often unnecessary in technical publications.	Due to the many recent advances in solar cell technology over the last few years, average solar conversion efficiency has increased from 15% to 20%.
Solar Decathlon	In all communications, either physical or digital, use U.S. Department of Energy Solar Decathlon® on the first instance in that document or webpage. Afterwards, use “Solar Decathlon” with no registered trademark symbol. There is no space between the ® and Solar Decathlon.	The U.S. Department of Energy Solar Decathlon® is a collegiate competition, initiated in 2002, that showcases solar technologies.

Entry	Definition/Rule	Usage Example(s)
solar electricity	This term can be used interchangeably with “photovoltaic power,” “PV power,” or “PV electricity.”	Even if you can’t directly purchase and install a solar system because you rent your home, have inadequate solar resources, or lack financing, you may still benefit from switching to solar electricity.
sources	<p>Include the sources of all figures and tables originally published by others, especially those outside EERE. If figures or tables come from a copyrighted publication, permission may be needed to reproduce them. Add the source at the end of a figure caption or in a note following a table.</p> <p>See references and citations; see captions; see photos.</p>	Source: Hansen, W.L.; Pearton, S.J.; Haller, E.E. (1984). <i>Appl. Phys. Lett.</i> 44:606.
spaces	Use only one space after a colon and between sentences.	Correct: Use only one space between one sentence and the next. This is the correct way to format the next sentence.
standard errors	Express standard measurement errors as shown. A space is used before and after the symbol.	6.0 nm ± 0.2 nm
state implementation plan	Capitalize “state implementation plan” only when a state or organization name precedes it.	The Connecticut Department of Environmental Protection incorporated emission reduction strategies into its U.S. Environmental Protection Agency State Implementation Plan for air quality.
states and countries	<p>States. In text, consistently spell out states’ names rather than using U.S. Postal Service abbreviations. A comma is needed between a city and a state name, and also after a state or country name, unless ending a sentence.</p> <p>D.C. may be used for the District of Columbia in text, in both formal and</p>	<ul style="list-style-type: none"> • California (rather than CA) • Colorado (rather than CO) • Wyoming (rather than WY) • He was traveling from Nashville, Tennessee, to Austin, Texas, en route to his home in Albuquerque, New Mexico. • She was born in Padua, Italy, in 1980.

Entry	Definition/Rule	Usage Example(s)
	<p>informal publications. When including addresses or state names in full addresses (containing streets and cities), contact lists, reference lists, and bibliographies, however, use the following postal abbreviations:</p> <p>AL, AK, AZ, AR, CA, CO, CT, DC, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY (PR, VI).</p> <p>Note EERE takes exception to AP, which never abbreviates eight states: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah.</p>	
	<p>Always lowercase state or states, per typical common noun capitalization.</p>	<ul style="list-style-type: none"> • The residential building stock database contains modeled data on housing type and housing energy expenditures for each U.S. census tract, city, county, and state. • She lives in New York state. • She lives in Washington state.
	<p>Countries. Do not abbreviate the names of countries (including the United States) when they are used as nouns. Use U.S. as the adjective form.</p> <p>See United States and U.S.</p>	<ul style="list-style-type: none"> • the United States • U.S. DOE program • U.S. population
	<p>Always lowercase country or countries, per typical common noun capitalization.</p>	<p>The average pool pump energy bill is probably higher in Florida than in many other areas of the country because of the long swimming season.</p>
<p>statistical terms</p>	<p>When referring to statistical or graphical terms, use a hyphen but no italics. Also, do not use capital letters.</p>	<ul style="list-style-type: none"> • p-value • t-test • y-axis

Entry	Definition/Rule	Usage Example(s)
supercritical fluid	A supercritical fluid is any substance at a temperature and pressure above its critical point, where distinct liquid and gas phases do not exist, but below the pressure required to compress it into a solid.	We explore the fundamental connection between properties of a supercritical fluid and observed behavior of the flow by comparing simulations of a supercritical carbon dioxide (sCO ₂) round jet to canonical simulations using an ideal gas model.
systems integrator	The correct term is “systems integrator,” not “system integrator.” A systems integrator is a person or company that specializes in bringing together component subsystems into a whole and ensuring that those subsystems function together, a practice known as systems integration. They often solve problems of automation.	Systems integrators and installers should work to develop large megawatt-scale energy storage system (ESS) solutions for repurposed PEV batteries that minimize integration, balance of system, and installation costs.
tandem solar cell	The preferred term is “multijunction solar cell.” See multijunction solar cell.	
taxonomic names	See capitalization and italics .	
temperature	Use a degree symbol (°) with temperatures expressed in the Celsius and Fahrenheit scales but not with kelvins (use K). Don’t leave a space between the number and the letter for °C and °F, but leave a space between the number and K. See also degree symbol .	<ul style="list-style-type: none"> • 72°F • 0 K
that and which	See which and that .	
III-V solar cell	This term refers to a cell composed of semiconducting materials from Group III (e.g., gallium) and Group V (e.g., arsenic) elements of the periodic table.	NREL develops technologies to drastically lower the cost of III-V solar cells while maintaining their conversion efficiency, thus enabling their use in conventional flat-plate and low-concentration applications.

Entry	Definition/Rule	Usage Example(s)
time, time zone	<p>Use lowercase a.m. and p.m. (with periods) to denote “ante meridiem” and “post meridiem” (before and after noon). Use a colon to separate hours from minutes except for the top of the hour.</p> <p>EERE preferred style for time zone is ET, CT, MT, and PT (Eastern Time, Central Time, Mountain Time, and Pacific Time).</p> <p>Except when writing a news story, avoid time-sensitive phrases (such as “last week,” or “this year”). Content that uses time-sensitive words rapidly becomes out-of-date. Use specific dates instead.</p> <p>See numbers.</p>	<ul style="list-style-type: none"> • 11 a.m. (not 11:00 a.m.) • 3:30 p.m. PT
title (professional)	<p>Capitalize titles when they precede the person’s name. Lowercase titles and names of groups when they follow the name.</p> <p>A former or future title is capitalized when preceding the person’s name. But do not capitalize the qualifier: former, deposed, presumed, etc.</p> <p>Exceptions may be made per Front Office preference: capitalize Acting.</p> <p>See capitalization.</p>	<ul style="list-style-type: none"> • Secretary of Energy John Doe attended the conference. • John Doe, the current secretary of energy, previously served as the deputy secretary of energy. • Mark Wilson, chief operating officer • Mary Jones, the president of the company • John Smith, the chair of the committee • former Secretary of State Henry Kissinger • deposed King Henry VI • Acting Chief of Police Robert Hand
trademark symbols	Use trademark symbols with trademarked programs and products	Commonly used government-owned trademarks that should use the

Entry	Definition/Rule	Usage Example(s)
	<p>owned/registered by DOE or affiliated national laboratories or lab operators.</p> <p>Use a trademark only on first mention; there is no space before the symbol.</p> <p>Do not use trademark symbols (® or ™) with third-party products.</p>	<p>trademark notice symbols. This list is not all-inclusive.</p> <ul style="list-style-type: none"> • BUILD4SCALE™ • EnergyPlus® (word and design/logo registered trademarks) • H2@SCALE™ • Home Energy Score™ • HydroGEN Advancing Water Splitting Materials™ • RACE TO ZERO™ • RAPID TOOLKIT® • Solar Decathlon® • SOLSMART® • ENERGY STAR®
unit modifiers	See compound words and modifiers ; see hyphens .	
United States and U.S.	Spell out “United States” when it is used as a noun. The abbreviation “U.S.” is acceptable when it is used as an adjective, although “American” is preferred.	<ul style="list-style-type: none"> • The United States is a leader in renewable energy markets. • The global markets for renewable energy are stronger than the U.S. markets.
units of measurement	<p>Use numerals with units of measurement and time in technical papers and reports, even when the number is less than 10. In some outreach publications, spell out numbers less than 10, especially with units of time.</p> <p>Except with \$, °, and %, leave a space between the numeral and the unit.</p> <p>Use non-SI (Système International d’Unités) or nonmetric measurement units (English or Imperial units) instead of metric units only when they are the industry standard. Otherwise, state</p>	<ul style="list-style-type: none"> • 2 kW • 7 cm² • 16.8% • 3 m • 8-hour days • 300 Btu • 5 years • \$2 billion • 45° • 38.1 m (125 ft)

Entry	Definition/Rule	Usage Example(s)
	<p>metric units first, followed by English equivalents in parentheses.</p> <p>For numbers of 1 million or more, use the numeral (and a decimal, if necessary) and the words million, billion, etc.</p> <p>See numbers.</p>	
<p>URL Uniform resource locator</p>	<p>Uniform resource locators, or URLs, are essentially web addresses. On websites, URLs should be embedded in text. “URL” is widely known and can be used without spelling out on first reference; however, EERE preference is to use “website” over “URL” in copy.</p> <p>In print, URLs should not be embedded in text. If a URL extends beyond one line of text, add a break at a slash. Also, in general, don’t include the https:// prefix on most URLs – but test it before removing it. Shorten URLs as much as possible (e.g., remove unnecessary trailing such as /index.html) while ensuring functionality.</p> <p>When embedding URLs as hyperlinks in digital content, best practice is to keep the hyperlink as short as possible, ideally three words or fewer.</p>	<ul style="list-style-type: none"> • More information is available on the Wind Program website. • See energy.gov for more information.
<p>U.S. Department of Energy DOE</p>	<p>The preferred name of the department for printed and electronic outreach materials. When spelling it out, “U.S.” should precede “Department of Energy” to distinguish it from other state and international departments. However,</p>	<ul style="list-style-type: none"> • The U.S. Department of Energy’s (DOE) Office of Energy Efficiency and Renewable Energy (EERE) is in charge of the program. • Under the U.S. Department of Energy (DOE), the Office of Energy Efficiency and

Entry	Definition/Rule	Usage Example(s)
	<p>“U.S.” should not be included with the acronym “DOE.”</p> <p>If the possessive is used with the term, the apostrophe should go after “U.S. Department of Energy,” but omit the ‘s from the “DOE” initialism. Preference is to write in a way that avoids use of the possessive.</p> <p>On first reference, and only on first reference, “Energy Department” may be used in communications to the press. Avoid using “the DOE.”</p>	<p>Renewable Energy (EERE) is in charge of the program.</p>
watt	<p>Watt is the SI unit of power, equivalent to one joule per second, corresponding to the power in an electric circuit in which the potential difference is one volt and the current one ampere. The symbol is W.</p> <p>See also kilowatt, megawatt, gigawatt.</p>	<ul style="list-style-type: none"> • 1000 watts of electricity • 1000-watt output • Luminous efficacy of solid-state lighting is measured in lumens per watt (lm/W).
web terms	<p>Web terms (single and compound) are one word, lowercase.</p> <p>World Wide Web is a proper noun and should be initial-capped.</p> <p>“Web” on its own, as in “the Web,” should be capitalized. It should not be capitalized when used as an adjective, such as web page.</p>	<ul style="list-style-type: none"> • the Web • webpage • homepage • webcast • webinar • webmaster • website
which and that	<p>Standard American English uses “which” for nonrestrictive (nonessential) phrases and clauses and “that” for restrictive (essential) phrases and clauses. The word “which” usually signals the approach of added,</p>	<p>Which example:</p> <ul style="list-style-type: none"> • This paper, which she has been working on for three weeks, discusses string theory.

Entry	Definition/Rule	Usage Example(s)
	<p>nonessential information. When a phrase or clause is not essential to the meaning of a sentence, use the relative pronoun “which” and enclose the phrase or clause in commas.</p> <p>When a phrase or clause is essential to the meaning of a sentence (that is, the sentence would not make sense without it), use “that” and leave out the commas.</p>	<p>That example:</p> <ul style="list-style-type: none"> • The paper that he completed recently will be presented in New York; the paper that he finished last summer will be presented in Philadelphia.
<p>who and whom</p>	<p>Who is the pronoun used for references to human beings and to animals with a name.</p> <p>Who is grammatically the subject (never the object) of a sentence, clause, or phrase.</p> <p>Whom is used when someone is the object of a verb or preposition.</p>	<p>Who:</p> <ul style="list-style-type: none"> • The woman who rented the room left the window open. • Who is there? <p>Whom:</p> <ul style="list-style-type: none"> • The woman, with whom she visited, left in a hurry. • Whom do you wish to see?
<p>WFO work-for-others agreement</p>	<p>Use lowercase for “work-for-others agreement” because it’s not a proper noun. The acronym “WFO” refers only to work for others; therefore, when using the acronym, “WFO agreement” is correct.</p>	<ul style="list-style-type: none"> • Work-for-others (WFO) agreements permit DOE laboratories and facilities to conduct work for other federal agencies and non-federal entities (including state and local governments, universities) on a reimbursable basis.
<p>years and months</p>	<p>See months and years.</p>	
<p>zero</p>	<p>For numbers less than one, place a zero before the decimal.</p>	<ul style="list-style-type: none"> • 0.5 • 0.125 • 0.00125
<p>zero energy building</p>	<p>The term may be used to indicate an energy-efficient building where, on a source energy basis, the actual annual delivered energy is less than or equal to the on-site renewable exported energy. Similar terms include net zero, zero</p>	<p>Zero energy buildings produce at least as much energy as they consume on an annual basis.</p>

Entry	Definition/Rule	Usage Example(s)
	energy campus, zero energy portfolio, and zero energy community.	

