

Marine Corps League
Administrative Procedures - Enclosure (9)
Style Guide and Glossary

Introduction

Members of the League may use this Style Guide and Glossary (Style Guide) as a tool to standardize their writing as it applies to League documents. When any proposed amendment is being prepared to either the National Bylaws or Administrative Procedures, it is not necessary for the member to follow this Style Guide. Once the proposed amendment is approved and it is being incorporated onto the relevant document, the approved amendment will be examined for conformance with the Style Guide. If necessary, the changes will conform to this Style Guide.

Initially, these governing documents will continue to have deficiencies and inconsistencies until time permits making corrections. Eventually, they will stabilize. If members at any time find terms not described or formatted text that does not adhere to this Style Guide, they should follow Section 1115.b to bring notice to the National COO.

1. **References Used:** There are many sources in the Internet to find guidance in the proper capitalization, hyphenation, and highlighting. The two major references used to create and maintain this document are the following:
 - a. Government Printing Office Style Manual. It is available to download at <https://www.govinfo.gov/content/pkg/GPO-STYLEMANUAL-2016/pdf/GPO-STYLEMANUAL-2016.pdf>.
 - b. Congressional Budget Office “A Guide to Style and Usage”. It is available at <https://www.cbo.gov/sites/default/files/cbofiles/attachments/44975-StyleGuide.pdf>. This document is more of a dictionary of terms that depicts the proper capitalization.
 - c. If not specified within this Style Guide which includes words and phrases unique to the League, these two documents are good guides to reference other words and phrases.
2. **General Formatting Guidelines**
 - a. The standard layout of the NBL and NAP is:
 - (1) A 1” margin on all sides with ½” tabs set for the entire document.
 - (2) Times New Roman font is to be used throughout set at 12 point height in the body and 14 point height in the article and chapter headings.
 - (3) The text is to be single spaced with 6 points between each paragraph. Paragraphs that contain lists that are not a subsection can have 3 point spacing between each line.
 - (4) The outline structure will be: Section #, A., 1., a., (1), (a) with a new paragraph for each subsequent line, indented to the ½” tab stop that is set for the entire document.
 - b. Do not format paragraphs to “justified”, use “left-justified”. Justified paragraphs create irregular word spacing which is hard to read.

- c. Reduce or eliminate using multiple highlights, i.e. ***Bold and Underline and Italics and ALL CAPS.*** Use no more than two highlights for any word or phrase.
 - d. Capitalize the first letters of and bold the names of sections, i.e. **Section 3105. Standing Committees and Duties.**
3. **Terms Used and Capitalization Standards.** The use of the following terms shall have the associated meanings and depicted capitalization unless otherwise defined:

armed forces

BOT or National BOT = National Board of Trustees

Bylaws as in “these Bylaws” but not in “department/detachment bylaws”

Capitalize abbreviations.

Capitalize the names of awards, ribbons, citations.

CEO = Chief Executive Officer

Chapter Nine Hearing Board or Hearing Board but not chapter nine hearing

Commandant is capitalized only when used with a name or when identified with a specific entity (Department of Virginia Commandant but not the department commandants), otherwise commandant when not referring to a national elected officer. Same rule for all other officers.

COO = Chief Operating Officer

Congressional Charter only when referring to *the* Congressional Charter not *a* congressional charter

delegate(s) unless it precedes a name (Delegate John Smith, Virginia delegates)

Department Convention

Division Conference

Division/Department/Detachment <position or title> is capitalized when preceding a name or associating with a specific entity (West Division, Commandant of the Department of Virginia) otherwise (department meeting, detachment conference call, department commandant).

EGA = Eagle, Globe, and Anchor of the US Marine Corps

FMF and Navy FMF = Fleet Marine Force

Form names (Transmittal, Quarterly Report, PLM Audit, Report of Officer Installation)

Guide or Style Guide = MCL Style Guide and Glossary of Terms

JA = Judge Advocate

JROTC = Junior Reserve Officer Training Corps

Jurisdictional Judge Advocate

MAL = Member at Large

Marine

Marine Corps Ball

Marine Corps Birthday Dinner/Celebration

M CJROTC, NJROTC, & AFJROTC = Marine Corps, Navy, & Air Force JROTC

MCL or League = Marine Corps League

Member at Large – no hyphens

NAP or Admin Procedures = National Administrative Procedures

National Administrative Procedures, Chapter Xxxx, Section nnnn

National BOT = National Board of Trustees

National Bylaws, Article nnnn, Section nnnn

National Charter as in *the* National Charter but not *a* national charter

National Commandant/Sr Vice Commandant/Jr Vice Commandant/Judge Advocate/Jr Past Commandant are capitalized because there is only one person to hold that position.

National Convention

National Office and not the preceding *the* as in *the National Office* (do not use National Headquarters)

National when referring to the National Office or position or title or Committee or document, otherwise national

national, division, department, or detachment with no referred entity immediately preceding or following it

NBL = National Bylaws

NBL or Bylaws = National Bylaws

PLM = Paid Life Member

Qualifying Navy personnel = Navy personnel who have honorably served with Marine FMF units

referenced articles, chapters, and sections, i.e. Article II, Section 200

regular/associate/Member or Members at Large

reserve retirement credit points

RRNR = Robert's Rules of Order Newly Revised

ROI = Report of Officer Installation

Style Guide = MCL Style Guide Enclosure (9)

SAA = Sergeant at Arms – no hyphens

served honorably

USMC = United States Marine Corps

USMCR = United States Marine Corps Reserve

USN = United States Navy

YM = Young Marines

4. **Other Capitalization and Hyphenation Guidelines**

- a. Words or short terms being emphasized in the NBL and NAP are to be either *in italic* or placed “within quotes.”
- b. Referenced documents outside the League documents are to be italicized (*RRoO, US Constitution*).

- c. Hyphenation: Do not hyphenate a civil or military title denoting a single office but print a double title with a hyphen,

adjutant-paymaster
ambassador at large
assistant attorney general
commander in chief
comptroller general
Congressman at Large
major general
Member at Large
notary public
secretary general
secretary-treasurer
sergeant at arms
treasurer-manager
under secretary but under-secretaryship
vice president but vice-presidency
