

Grammar rules

Tips for writing

EIA style

- ★ **compose** and **comprise**—the whole *comprises* the parts; the parts *compose* the whole. “Is comprised of” is incorrect
- ★ **more than**, not *over* or *above*
- ★ give it to **him and me**, not *he and I*—never give it to *myself*
- ★ an **em dash** (—) is the length of two hyphens. It is used to show a break in thought. Em dashes used in pairs are like parentheses
- ★ a person is a **who**, and a thing is a **that**
- ★ **i.e.** and **e.g.** must be followed by a comma. It’s better to spell out *i.e.* → in other words and *e.g.* → for example
- ★ **make bullets consistent**: start with verb, verb, verb or noun, noun, noun
- ★ “punctuation goes inside the quotation marks.”
- ★ use **less** for **mass** nouns (things you can’t count individually) and **fewer** for **count** nouns (things you can count)
- ★ use **hyphens with adjectives** and no hyphens with nouns; end use *vs.* end-use sector
- ★ use an **en dash** (–) to mean *through* or *to*; use the word *minus* in an arithmetic phrase
- ★ **which** or **that**: *which* has a comma before it; if you can use *that*, use *that*. These two words are not interchangeable; *which* is not a more formal word for *that*.

- ★ **copyedit your writing**—read it out loud. Use spell check. Read each word.
- ★ use **although**, not *though* or *while*
- ★ **compound words** formed with prefixes (*pre*, *in*, *non*, *ex*, *anti*, *bi*, *co*, *mid*, *semi*) normally are not hyphenated
- ★ **U.S. Energy Information Administration and EIA**; not *U.S. EIA* and not *the EIA*
- ★ avoid overuse of **due to**—try to use *because of*, *as a result of*, or *following*
- ★ be **policy neutral**
- ★ don’t begin a sentence with a **numeral** or a **year**
- ★ no **ampersands** in writing
- ★ additionally → **also**, utilize → **use**, in order to → **to**, numerous → **many**
- ★ spell out **acronyms** the first time used and in separate sections or chapters of a long document
- ★ don’t use **impact** or **incentivize** as a verb
- ★ use **since** with time and **because** when you want to show cause
- ★ **American** vs. **British** English: *gray* vs. *grey*, *traveled* vs. *travelled*, and *forward* vs. *forwards*
- ★ **title case** capitalization: Coal Price Data (for titles and first-level headers)
- ★ **sentence case**: Coal price data (for second-level headers, tables, and graph titles)

- ★ **Lower 48 states**—capital L, it must include states
- ★ **5th**, not *5th*. Ordinal numbers for position or rank. Don’t use for dates.
- ★ the word **data** is plural
- ★ use the **½ sign** in all EIA writing
- ★ **punctuating bullets**: no ending punctuation (no commas or semicolons). Complete sentences can end with periods, but they don’t have to.
- ★ use the **serial comma**—red, white, and blue
- ★ don’t capitalize **state**, **government**, **federal**, **nation**, and **congress** unless it’s a proper name
- ★ write **1990s**, not *1990’s*
- ★ noun → **United States**; adjective → **U.S.**
- ★ use **b** rather than *bbl* for barrel
- ★ **website**, **homepage**, and **email**: one word, no hyphens, no spaces
- ★ don’t use **postal codes** except in addresses
- ★ **Washington, DC** not *Washington, D.C.*
- ★ don’t capitalize or underline for **emphasis**; use bold or italics
- ★ writing **time**: correct—3:00 p.m.; incorrect—3:00 pm, 3:00pm, 3:00PM, 3 pm
- ★ don’t hyperlink **click here** or **here**; link from the subject
- ★ writing **dates**: correct—January 2016; Jan 5; incorrect—Jan 2016; January, 2016; January 16; January 5th; January of 2016; in the month of January

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Government Writing Style Guide

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