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No. 01-01
January 5, 2001

NEW GPO STYLE MANUAL Released

GPO has released the 29th edition of the *United States Government Printing Office Style Manual*. The *GPO Style Manual 2000* is the first update to this authoritative style guide since 1984. Copies of the 336-page book are available for sale from GPO in paper and cloth editions. A CD-ROM edition is in production. The new edition is also available on GPO's Web site free of charge, in both HTML and PDF formats, at www.access.gpo.gov/styleman/2000/style001.html

The *GPO Style Manual 2000* is issued under the authority of section 1105 of Title 44, *United States Code*, which requires the Public Printer, as the head of the GPO, to "determine the form and style in which the printing...ordered by a department is executed...having proper regard to economy, workmanship, and the purposes for which the work is executed." The *Manual* is prepared by the GPO Style Board, composed of proofreading and printing specialists from within GPO's Production Department, where all congressional publications and databases as well as many key executive branch documents are prepared.

The first *GPO Style Manual* appeared in 1894. It was developed primarily as a printer's stylebook to standardize word and type treatment and remains so today. Through successive editions, however, the *GPO Style Manual* has come to be widely recognized by writers and editors both within and outside of the Federal Government as "one of the most useful resources in the editorial arsenal," as the journal *Editing* reported in 1984.

While retaining the traditional sections on capitalization, spelling, compounding, punctuation, signs and symbols, tabular work, geographic

names, and other information, the *GPO Style Manual 2000* includes guidelines on words and expressions derived from modern information technology. The section on capitalization, for example, now includes "CD-ROM," "e-mail (lowercase within a sentence)" and "E-mail (uppercase "E" to start a sentence)," "Internet, Intranet," and "Web site." Firm names under the same section now identify companies like "America Online," "MCI Worldcom," and "Microsoft." The section on abbreviations now includes "DVD, digital video disk," "URL, Uniform Resource Locator," and "WWW, World Wide Web." The *Manual* notes that the "rules of grammar, spelling, punctuation... will serve well when preparing documents for electronic dissemination," and that "as electronic dissemination of Government information continues to grow, the rules as stated in this *Manual* will continue to be the GPO's standard for all document preparation, electronic or otherwise."

In addition to addressing terminology from electronic information technology, the *GPO Style Manual 2000* has been updated generally throughout in keeping with current usage. Little-used parts of the previous edition, including courtwork, plant and insect names, and foreign languages, have been dropped, cutting more than 150 pages. To respond to any questions not addressed by the *Manual*, the GPO Style Board has established an e-mail address: gpostyle@gpo.gov

Printed copies of the *GPO Style Manual 2000* are available for \$26.00 (paper; stock number 021-000-00178-3) and \$41.00 (cloth; stock number 021-000-00179-1). The CD-ROM edition of the *GPO Style Manual 2000* will be available soon (stock number 021-000-00184-8). They can be ordered via GPO's Online Bookstore at <http://bookstore.gpo.gov>; by telephone from 202-512-1800; or by sending an order to the Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954. They also can be purchased from any of GPO's bookstores in Washington, DC; Birmingham, AL; Los Angeles; San Francisco; Denver; Pueblo, CO; Jacksonville, FL; Atlanta; Chicago; Boston; Detroit; Kansas City; New York; Cleveland; Columbus; Portland, OR; Philadelphia; Pittsburgh; Dallas; Houston; Seattle; and Milwaukee.

(Self-Mailer)

