

U.S. Department of Justice
Office of Justice Programs
Office for Victims of Crime



194311

OVC

Publishing Guidelines Handbook

Office for Victims of Crime

OVC

*Advocating for the Fair
Treatment of Crime Victims*

March 2002

**U.S. Department of Justice
Office of Justice Programs**
810 Seventh Street NW.
Washington, DC 20531

John Ashcroft
Attorney General

Deborah J. Daniels
Assistant Attorney General

John W. Gillis
Director, Office for Victims of Crime

**Office of Justice Programs
World Wide Web Home Page**
www.ojp.usdoj.gov

**Office for Victims of Crime
World Wide Web Home Page**
www.ojp.usdoj.gov/ovc

For grant and funding information, contact
U.S. Department of Justice Response Center
1-800-421-6770

OVC Resource Center
1-800-627-6872
(TTY 1-877-712-9279)
OVC Resource Center Home Page
www.ncjrs.org

The Office for Victims of Crime is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office of Juvenile Justice and Delinquency Prevention.

MESSAGE FROM THE DIRECTOR

The Office for Victims of Crime (OVC) is the federal office responsible for meeting the needs and protecting the rights of our Nation's crime victims. OVC accomplishes this by funding training and providing technical assistance for victim service providers and criminal justice professionals. OVC publishes instructional products to help victim advocates effectively serve crime victims and to provide information to victims so they may recover.

The *OVC Publishing Guidelines Handbook* describes the criteria grantees must follow when preparing text for publication. This guide is designed to help you—the grantee or contractor—format your OVC publication in a way that will produce a quality product that meets or exceeds professional standards of excellence. NOTE: These publishing guidelines are consistent with the Special Conditions listed within each grant award.

OVC is committed to producing quality products and welcomes this opportunity to work with you in developing dynamic and useful publications that will both inspire and instruct the victims' rights community. Please forward any comments and suggestions to

Publications Program Manager
Technical Assistance, Publications, and Information Resources
Unit (TAPIR)
Office for Victims of Crime
810 Seventh Street NW.
Washington, DC 20531
202-307-5983

John W. Gillis, Director
Office for Victims of Crime

PROPERTY OF
National Criminal Justice Reference Service (NCJRS)
Box 6000
Rockville, MD 20849-6000

CONTENTS

I. Submission Process	1
II. Word Processing and Formatting Guidelines	3
III. <i>GPO Style Manual</i>	4
IV. Legal and Policy Requirements.	5
V. Types of Materials Published	6
VI. What OVC Does With the Final Draft	7
Appendix A. OVC Style Guide.	11
Appendix B. Bibliography and Endnote Guidelines	19
Notes	23

1910

1911

1912

1913

1914



I. SUBMISSION PROCESS

What is the timeframe for submitting final text?

The grantee/contractor agrees to submit to OVC, within the first **90 days** of the start date of the grant, a comprehensive dissemination plan for each publication to be produced under the grant.

The grantee/contractor must submit a final draft of each publication to OVC at least **120 days** before the grant's end date. Experts in the field and others within the U.S. Department of Justice (DOJ) will review and comment on each publication that OVC sponsors. The draft with reviewers' comments will be returned to the grantee 30 to 60 days after the original document is received. In the event that the grantee/contractor is unable to provide the final draft at least 120 days before the end of the grant, cooperative agreement, or contract, the grantee/contractor may request a no-cost extension to the grant period.

Grantees/contractors are required to incorporate into the draft publication substantive and editorial changes identified through the expert review as directed by OVC. No additional funds will be made available to the grantee/contractor in the event that substantive changes to the publication are required. Only a small printing budget will be approved for grantee/contractors who develop materials that must be "pilot tested" before the completion of the grant. Grantees/contractors should build the **120-day publication deadline** into their grant timelines/task lines. See figure 1 for a timeline of these requirements.

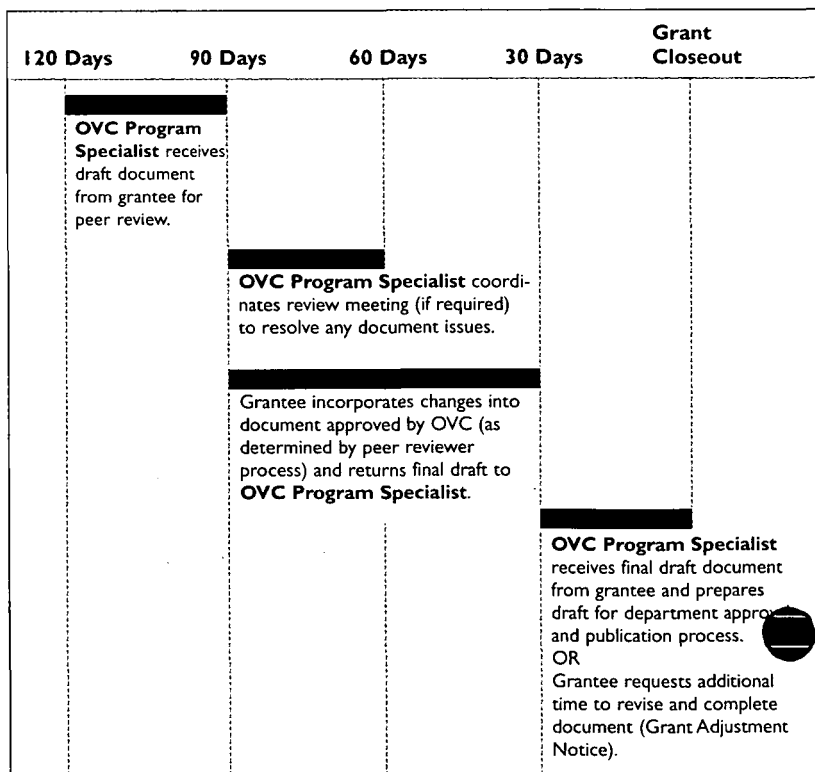
Grantees/contractors must secure permission, in writing, to reproduce any articles, photos, forms, or other material as part of the publication. (See section IV. Legal and Policy Requirements.)

Finally, the grantee/contractor agrees to provide to the OVC project specialist a **final submission package 30 days before the grant period end date**. This final packet should contain the following:

- Two double-spaced final drafts (with the recommended revisions incorporated).
- One electronic copy of the final draft, formatted according to OVC's word processing guidelines. (See section II. Word Processing and Formatting Guidelines.)

- Written permission to replicate forms, articles, photos, training materials, etc., as necessary. (See section IV. Legal and Policy Requirements.)
- Two high-resolution copies of any materials not available in electronic format (typically includes tables, charts, forms, and other illustrations).
- Copies of all comments from the peer reviewers or pilot-test participants.
- An executive summary highlighting the significant findings reported in the publication.
- A statement highlighting the significance of the contents or special relevance to the field for press release purposes (as appropriate).
- A summary of any precautions regarding editorial changes that could affect the substance of the publication.

Figure 1. The Submission Process



II. WORD PROCESSING AND FORMATTING GUIDELINES

How should the grantee/contractor prepare text for submission?

Software

Grantees must submit all documents in IBM-compatible Corel WordPerfect (preferably WP 8.0). **NOTE:** OVC does not have the capability to read Apple or Macintosh word processing applications. If WordPerfect is unavailable, submit the document in ASCII text format. Grantees should review ASCII files to ensure that the electronic file accurately displays headings and breaks between paragraphs. Submit two double-spaced printed copies of the document along with the electronic file(s).

Submit tables and graphs both in print and in separate electronic files. Separate files are required because graphs are often created in software other than word processing software.

For publications longer than 30 pages, save each chapter as an individual file and name each file accordingly. **Do not save a document that exceeds 30 pages in length as one file.**

OVC will return a publication to the grantee for revision if it deviates from the above specifications.

Hardware

Submit all electronic files on an IBM-formatted 3.5-inch diskette and/or on an IBM-formatted 100 megabyte Zip™ disk.

Format

Keep formatting to a minimum (e.g., font sizes, tabs/indentations, columns). The final draft submitted to OVC will be reformatted by a graphic designer using a desktop publishing software package. All formatting codes must be manually removed before the file is converted to the desktop publishing system. Excessive formatting in WordPerfect could delay publishing your grant product.

Follow these guidelines when formatting a draft document:

Margins. Set 1-inch margins on all sides (left, right, top, and bottom).

Line Spacing. Double space text. Add a second hard return between paragraphs.

Justification. Left justify the text.

Indentation. Use block style. Do not use tabs or indents at the beginning of paragraphs.

Hyphenation. Do not hyphenate words at the end of a line even though the result may be a very uneven right margin in the draft. Paragraph wrapping will be corrected during final layout and design.

Headings. Use initial capital letters only in heads. For example: Victim Advocate Wins Nobel Prize.

Fonts. Use Times New Roman 12-point font for all text. You may use a different point size of the same font to differentiate heading levels.

Headers and footers. Do not use headers and footers. Necessary headers and footers will be applied in final layout and design.

Page Numbering. Number your pages.

III. GPO STYLE MANUAL

What style does the publication need to follow?

Materials written by OVC staff or as part of an OVC grant, cooperative agreement, or contract must follow the *U.S. Government Printing Office (GPO) Style Manual*.¹ Please consult this manual whenever questions regarding style occur. The OVC Publications Unit also has developed an OVC Style Guide (see appendix A) that highlights certain spellings, punctuation, capitalization, and other information specific to OVC. Appendix B of this manual contains bibliographic and endnote guidelines not addressed by the *GPO Style Manual*.

Grantees/contractors are encouraged to follow these guidelines. However, all OVC publications are reviewed by editors for readability, grammar, and GPO/OVC style.

IV. LEGAL AND POLICY REQUIREMENTS

What legal and policy requirements should a grantee/contractor know?

Copyright Policy²

Material Protected by Copyright. Material protected by copyright may not be reproduced without written consent from the copyright holder, except material for which the Office of Justice Programs (OJP) has a license. The copyright holder should specify how attribution should be paid and incorporated within related text, captions, or legends, for example, a footnote for text or a citation with the author's name.

Contractor or Grantee Acquisition of License. The grantee/contractor is responsible for acquiring rights for copyrighted material for inclusion in DOJ publications that are compiled, written, or prepared under contract or grant, including the payment of required fees.

Copyrighted Material Compiled, Written, or Prepared Under Contract or Grant. OVC maintains a license to use or authorize others to use [for Government purposes] the copyrighted material of any publication developed or purchased under an OVC grant, subgrant, or contract.

V. TYPES OF MATERIALS PUBLISHED

What are the types of materials OVC publishes?

The following is a list of the common types of publications OVC produces. At the conclusion of each definition, the final printed length in pages is indicated. The general formula for converting draft pages to final pages is as follows: three double-spaced 8 1/2 x 11" text pages equal one 8 1/2 x 11" final page and two double-spaced 8 1/2 x 11" text pages equal one 5 1/2 x 8 1/2" final page. Please contact your OVC program specialist for suggested outlines to help organize text in your document.

- **Brochures.** Provide brief descriptions of program or special office activity information. (Length: 2–6 pages; Size: 5 x 9")
- **Bulletins.** Provide information in a short format about suggested training, promising practices that could be replicated nationwide, or findings and questions raised by symposia or focus groups. Bulletins present overviews of emerging issues and promising programs and practices that likely will be covered in greater detail in reports, monographs, and manuals (executive summaries of these longer documents provide the content for bulletins). (Length: 12–16 pages; Size: 8 1/2 x 11")
- **Reports.** Document the proceedings of structured focus groups in which practitioners and/or experts gathered to share their respective knowledge and obtain feedback, learn about related efforts, and generate recommendations for OVC and the field. Reports define the issues under discussion; summarize literature findings on the topics; address the methodologies used in the events; discuss gaps, promising practices, and approaches; and make recommendations for action in the field and by OVC. (Length: 16–60 pages; Size: 8 1/2 x 11")
- **Handbooks.** Provide concise reference material covering a particular subject that relates to specific programs or activities authorized by the Victims of Crime Act. They are designed to be conveniently carried as ready references. (Length: 12–100 pages; Size: 5 1/2 x 8 1/2")
- **Monographs.** Provide full-length presentation of the findings, conclusions, methodology, and other information pertaining to a specific program or project. (Length: 20–200 pages; Size: 8 1/2 x 11")

- **Training Guides.** Contain materials used to train selected professionals—such as law enforcement officials, medical practitioners, or mixed groups of participants—on skills that will enhance their capacity to serve crime victims effectively. Training packages can include one or all of the following: participant manuals that give basic concepts and specific, practice-related information; trainer manuals that consist of material contained in the participant manual along with annotated source material, lesson plans/objectives, and notes on audio/visual aides; and training-for-trainers manuals that establish the content in terms of adult learning theory and provide strategies for mentoring trainers new to a given topic. (Length: No more than 200 pages; Size: 8 1/2 x 11")
- **Resource Directories.** Provide a compilation of information, such as victim compensation programs, contact names, mailing addresses, and phone numbers helpful to victims of crime and service providers. (Length: Determined by the subject matter; Size: 8 1/2 x 11")

VI. WHAT OVC DOES WITH THE FINAL DRAFT

What is the publication process once the document has been submitted?

OVC Initial Review

Following receipt of the grantee's draft at least 120 days before the grant's end date, OVC guides the document through a review by experts in the field. The OVC program specialist will then return the document with the reviewers' comments to the grantee/contractor for revision. The grantee/contractor must return the revised version to OVC with the **final submission packet** 30 days before the grant's end date. At that time, the draft will be submitted for internal coordination, in which individuals within OJP and DOJ review and comment on the draft document. Following all reviews, and based on a document assessment and estimation of printing or duplication costs, the OVC director provides approval for the publishing and dissemination process.

OVC Editing and Graphic Design

A member of OVC's Publications Unit will edit the document. After the edit is completed and approved by the sponsoring division, the document will be forwarded for a quality control edit and to a graphic artist for design and layout.

OVC Approval Process

The final camera-ready copy of the document, including all appropriate OVC documentation and DOJ approvals to print, will be forwarded through the OVC deputy director, the OVC director, and the Office of the Assistant Attorney General (OAAG), Office of Justice Programs, for final review and approval to print.

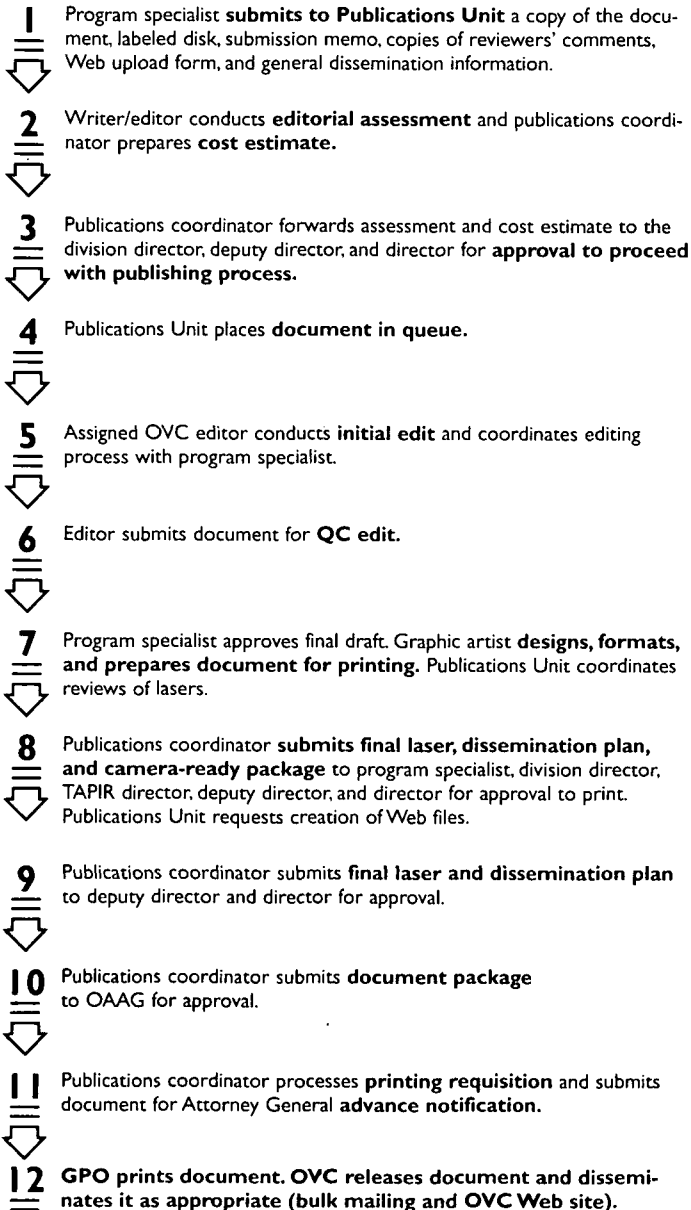
Advance notification of the publication's release is sent to the U.S. Attorney General.

OVC Dissemination

The publication dissemination plan submitted by the grantee/contractor during the grant's first 90 days will be reviewed again and finalized by the OVC project specialist and division director in conjunction with the OVC deputy director and director.

The Publications Unit will coordinate the press release process (as appropriate) in conjunction with the Office of Congressional and Public Affairs, upload the publication to OVC's Web site, and manage bulk mailings through the OVC Resource Center (OVCRC).

Figure 2. OVC Publication Process





Appendix A

OVC STYLE GUIDE

The following information has been compiled for the convenience of those who produce documents for publication by OVC. This style guide attempts to achieve consistency in all publications. Most of the following rules are culled from the *GPO Style Manual*; others have developed through common usage or political sensitivity. The following includes a list of acronyms and other useful hints to OVC style, a brief discussion supporting the use of plain English¹, and a list of books that can help writers produce clear and concise writing.

Acronyms

ABA - American Bar Association

AG - U.S. Attorney General

ASCII - American Standard Code for Information Interchange

AOC - Administrative Office of the U.S. Courts

ATF - Bureau of Alcohol, Tobacco and Firearms

BJA - Bureau of Justice Assistance

BJS - Bureau of Justice Statistics

BOP - Federal Bureau of Prisons

CASA - court appointed special advocate

CJA - Children's Justice Act

COPS - Office of Community Oriented Policing Services

CVF - Crime Victims Fund

DEA - U.S. Drug Enforcement Administration

DOC - U.S. Department of Commerce

DoD - U.S. Department of Defense

DoEd - U.S. Department of Education

DOJ - U.S. Department of Justice

DOT- U.S. Department of Transportation

ED - U.S. Department of Education
EOUSA - Executive Office for U.S. Attorneys
EOWS - Executive Office for Weed and Seed
FBI - Federal Bureau of Investigation
FCVD - Federal Crime Victims Division
FEMA - Federal Emergency Management Agency
FFY - federal fiscal year
FLETC - Federal Law Enforcement Training Center
FY - fiscal year (e.g., FY 1999)
GPO - Government Printing Office
HHS - U.S. Department of Health and Human Services
HUD - U.S. Department of Housing and Urban Development
HTML - hypertext markup language
INS - Immigration and Naturalization Service
JCAHO - Joint Commission on the Accreditation of Healthcare Organizations
LEAA - law enforcement assistance administrator
LECC - law enforcement community coordinator
LLEBG - Local Law Enforcement Block Grants
MIS - management information system
MOU - memorandum of understanding
NCJRS - National Criminal Justice Reference Service
NCVC - National Center for Victims of Crime
NCVRW - National Crime Victims' Rights Week
NIC - National Institute of Corrections
NIJ - National Institute of Justice
NOVA - National Organization for Victim Assistance
NSA - National Sheriffs' Association

OAAG - Office of the Assistant Attorney General
OCPA - Office of Congressional and Public Affairs
ODP - Office for Domestic Preparedness
OJJDP - Office of Juvenile Justice and Delinquency Prevention
OJP - Office of Justice Programs
OVC - Office for Victims of Crime
OVCRC - Office for Victims of Crime Resource Center
PAVNET - Partnerships Against Violence Network
SCAD - State Compensation and Assistance Division
SPD - Special Projects Division
STOP - Services • Training • Officers • Prosecutors
TAPIR - Technical Assistance, Publications, and Information Resources Unit
TTAC - (OVC) Training and Technical Assistance Center
UN - United Nations
URL - uniform resource locator
USMS - U.S. Marshals Service
USSC - U.S. Sentencing Commission
VAIC - Victim Assistance in Indian Country
VAWA - Violence Against Women Act
VAWO - Violence Against Women Office
VOCA - Victims of Crime Act

Capitalization

- Do not capitalize prepositions in titles unless the preposition has more than three letters or begins a line in the title.

Example: "Convicted by Juries, Exonerated by Science"

However, GPO capitalizes 'to' if it is part of an infinitive.

Example: "To Be or Not To Be"

- Lowercase text references to elements of document.

Examples: “see chapter 1” or “as shown in appendix A”

- Although the following words are not listed under capitalization in the *GPO Style Manual*, OVC capitalizes them: Indian Country, the Internet, the Web, Web page, Web site, and World Wide Web.

NOTE: e-mail, listserv, and home page are not capitalized.

Plain English Tips for Writers

This section of the style guide is meant to make writers aware of common errors that diminish clarity and can frustrate the reader.

1. **Do not use “as well as” when you should use “and”**—if “and” does not sound right, start another sentence.
2. **Use the active voice. The active voice places the noun doing the action ahead of the verb.**

Passive voice: The rights of victims have gone unrecognized by the criminal justice system for a long time.

Active voice: The criminal justice system did not recognize victims’ rights for a long time.

The active voice is preferable because it makes clear who does what. Sentences that use the active voice are more natural and increase reader comprehension. Sometimes, though, the passive voice is preferred when the doer of the action is unimportant or unknown or when the writer wants to keep the identity of the doer vague.

Example: The Victims of Crime Act was enacted in 1984.

3. **Avoid nominalizations** (nouns that end in “-tion”). Try to transform nouns ending in “-tion” into active verbs.

Examples:

The task force carried out an investigation into the commission of the crime.

Improved: The task force investigated the crime.

The focus group has made the determination that . . .

Improved: The focus group determined that . . .

Grant application kit utilization facilitates timely OVC award making.

Improved: Using OVC’s grant application kits expedites the award process.

4. **Simplify word choice.** Although “use” and “utilize” mean the same thing, “use” is preferred. Writing is not improved and does not sound more formal, official, or important when you use more words or bigger words. A writer’s primary goals are economy and clarity.

Longer, superfluous	Simpler and better
as well as (sometimes OK, but consider words in right column)	and, and not only
elucidate	explain
has as its purpose the reduction of	reduces
in accordance with	by, under
in comparison to	compared to
in order to	to
is a reflection of	reflects
is included, but not limited to	included
prior to	before
subsequent to	after
terminate	end
utilize	use
with the exception of	except for

5. **Avoid using clichés, jargon, and acronyms.** When writers rely on clichés, jargon, acronyms, questionable verbs, and invented words, they may sacrifice clarity in their writing and ultimately mislead their readers or even lose them completely.

■ **Examples of clichés:**

state of the art

first and foremost

reality check

bottom line (“Bottom line” is actually an accounting term. The careful writer should use “in the end” or “finally.”)

- Jargon is word choice that is specific to a specialized group. Writers must consider their audience. If readers must flip back through the document to find the meaning of words, they will soon tire, and writers may lose their readers.
 - Heavy use of acronyms is particularly annoying if the audience is not familiar with them. Keep acronyms to a minimum.
6. **Keep subject, verb, and object close together.** This means avoiding modifying phrases. Keep sentences and paragraphs short, simple, and focused on the main idea. Clear writing stays on the topic and does not drift away.
 7. **Select verbs carefully.** Verbs are often invented, making their use questionable. Good writers choose verbs that mean exactly what is intended. To do this, be aware of a verb's origin and original meaning.
 - The verb "to access" comes directly from the field of computer science. Originally it was expressed as "to gain access" and specifically meant to get into a program or a file.
 - "To conference and "conferencing" were created out of the noun "conference" (recommendation: use it only as a noun).
 - "To impact" and "impacting" on anything means "to affect" it. "Affect" is a perfectly clear and useful verb that means the same as to have an impact on. Impact is best used as a noun, its original form.

Kennedy, George, and Tracey Montgomery. 1993. *Solving Problems Through Technical and Professional Writing*. New York, NY: McGraw-Hill College Division.

Helpful Books

The U.S. Securities and Exchange Commission's *A Plain English Handbook* suggests the following books for more information on how to write plain English. OVC does not endorse any of these books but includes them as resources for your convenience.

Office of Investor Education and Assistance. 1998. *A Plain English Handbook*. Washington, DC: U.S. Securities and Exchange Commission. www.sec.gov/news/extra/handbook.htm

Cook, Claire Kehrwald. 1985. *Line by Line: How To Improve Your Own Writing*. New York, NY: Houghton Mifflin.

Garner, Bryan A. 1991. *The Elements of Legal Style*. New York, NY: Oxford University Press.

Goldstein, Tom, and Jethro K. Lieberman. 1989. *The Lawyer's Guide to Writing Well*. Berkeley, CA: University of California Press. Includes a comprehensive list of books about legal writing.

Gordon, Karen Elizabeth. 1984. *The Transitive Vampire: A Handbook of Grammar for the Innocent, the Eager, and the Doomed*. New York, NY: Random House.

Gordon, Karen Elizabeth. 1993. *The New Well-Tempered Sentence: A Punctuation Handbook for the Innocent, the Eager, and the Doomed*. New York, NY: Houghton Mifflin.

Lunsford, Andrea, and Robert Connors. 1997. *The Everyday Writer*. New York, NY: St. Martin's Press.

Mellinkoff, David. 1982. *Legal Writing: Sense & Nonsense*. Eagan, MN: West Publishing Company.

Strunk, Jr., William, and E.B. White. 1981. *Elements of Style*, Rev. 3d Ed. New York, NY: Macmillan.

Wydick, Richard C. 1985. *Plain English for Lawyers*, 2d Ed. Durham, NC: Carolina Academic Press.

Zinsser, William. 1988. *On Writing Well*, 4th Ed. New York, NY: HarperCollins.

Appendix B

BIBLIOGRAPHY AND ENDNOTE GUIDELINES

Because the *GPO Style Manual* does not specifically address bibliography/citation style, the OVC publication staff recommend the following style derived from the *Chicago Manual of Style* (14th edition). The following entries are recommended style formats that are organized under two categories: bibliography and endnotes. Not every situation is listed, so refer to the *Chicago Manual of Style* for exceptions. If you prefer another style, the citations must be consistent and must include the following information: author; year of publication; title of article; title of publication; volume number and month if taken from a journal; place of publication; publisher; and page numbers, if appropriate.

Bibliography

Format for Books

Author (last name, first name). Date of publication. *Title of Book*.
Place of publication: Publisher.

Jones, John. 1992. *History of Criminology*. New York, NY: Houghton Mifflin.

Format for Periodicals

Author (last name, first name). Date of publication. "Title of Article in Quotation Marks and Initial Caps Except Articles and Most Prepositions of Fewer Than Four Letters." *Title of Periodical in Italics*
Volume number: Page number.

Jones, John. June 1992. "Crime in the Community." *Journal of Crime* 10(3): 3-12.

Format for OVC and Other Government Series

Author (last name, first name) or Agency Name. Date of publication. *Title of Publication in Italics*. Title of Series in Initial Caps Except for Articles and Most Prepositions of Fewer Than Four Letters, volume and number. Place of publication: Publisher.

Visher, Christy A. September 1992. *Pretrial Drug Testing*. Research in Brief. Washington, DC: U.S. Department of Justice, National Institute of Justice.

Office for Victims of Crime. August 1998. *New Directions from the Field: Victims' Rights and Services for the 21st Century*. Washington, DC: U.S. Department of Justice.

NOTE: The Government Printing Office is no longer to be named as a publisher. Instead, include the names of both the government office and agency.

Author Issues

Multiple authors. The first author should have last name first, but the other(s) should be listed first name first. For example, Hillsman, Sally T., and Laura A. Winterfield.

No authors. Place the editors' names in the author slot. For example, Flannegan, T.J., and K.M. Jamieson, eds.

If an agency or institution is both the author and publisher, use the agency name as the author and any umbrella institution as the publisher (e.g., when the Minnesota Department of Public Health's Sexual Assault Prevention Program publishes a protocol, the author is the Sexual Assault Prevention Program and the publisher the Minnesota Department of Public Health). See also *New Directions from the Field* entry above.

Special Problems

Chapters in a book. Citations of chapters also must include names of authors and editors.

Author (last name, first name). Date of publication. "Title of Chapter in Quotation Marks and Initial Caps." In *Title of Publication*, ed. (Editor's name beginning with first name). Place of publication: Publisher, Page numbers.

Smith, Robert. 1990. "Crime and the Cities." In *A Review of Criminal Justice*, eds. Ellen Tomes and Edward Bock. New York: Wiley, 25–26.

Unpublished manuscripts. Reports to OVC should follow this format:

Brown, William. 1992. "Intermediate Sanctions." National Institute of Justice, Unpublished Report, CX-000-000.

NOTE: Always provide the grant number.

No Date

Brown, William. n.d. "Intermediate Sanctions." Washington, DC: U.S. Department of Justice, National Institute of Justice.

Internet Citation

Author (last name, first name). Date of publication. "Title of the Document." Title of the Full Document (if applicable). Name of the organization that placed it on the Web. Web site URL. (Date it went up on the Web).

Volunteer Center of Marin. n.d. "A Guide to Organizing Neighborhoods for Preparedness, Response, and Recovery." California Preparedness Materials (prepared with a grant from Northern California Disaster Preparedness Network). American Red Cross. www.redcross.org/disaster/safety/marin%2Dg2.html.

Endnotes

Format for Books

Author (first name, last name), Date of publication, *Title of Book*, Place of publication: Publisher, Page number.

John Jones, 1992, *History of Criminology*, New York, NY: Houghton Mifflin, 10.

Format for Periodicals

Author (first name, last name), Date of publication, "Title of Article," *Title of Periodical*, Volume number(date): Page number.

John Jones, 1992, "Crime in the Community," *Journal of Crime*, 10 (June): 3-4.

Format for OVC and Other Government Series

Christy A. Visser, September 1992, *Pretrial Drug Testing*, Research in Brief, Washington, DC: U.S. Department of Justice, National Institute of Justice, 12.

Office for Victims of Crime, August 1998, *New Directions from the Field: Victims' Rights and Services for the 21st Century*, Washington, DC: U.S. Department of Justice, 21.

Special Problems

Chapters in a book. Citations of chapters also must include names of authors and editors.

Robert Smith, 1990, "Crime and the Cities," in *A Review of Criminal Justice*, eds. Ellen Tomes and Edward Bock, New York: Wiley, 25–26.

Several references in one footnote. Separate by semicolons. If the items have been previously cited, state together as follows: See Jones, "Crime," 3; Miller, "Jails," 5; and Thomas, *Prisons*, 6.

Repeating a citation. In endnotes, if you wish to cite the same source that was cited just before the present one, use "Ibid." followed by a comma and a page number.

Ibid., 3.

Internet Citation

Author name, Date of publication, "Title of the Document," Title of the Full Document (if applicable), Web site URL.

Volunteer Center of Marin, "A Guide to Organizing Neighborhoods for Preparedness, Response, and Recovery," California Preparedness Materials, www.redcross.org/disaster/safety/marin%2Dg2.html.

PROPERTY OF

National Criminal Justice Reference Service (NCJRS)
Box 6000
Rockville, MD 20849-6000

NOTES

1. Style is prescribed by the *GPO Style Manual*. Title 44 of the U.S. Code, section 1105, and the Government Printing and Binding Regulations, title III, paragraph 25, set out the requirement to follow the *GPO Style Manual*.
2. This copyright policy is a compilation of pertinent regulations in DOJ Order 2510.9, chapter 2, paragraph 21, and the OJP *Financial Guide*, chapter 6, Copyrights section and chapter 7, Publications section, item 4.
3. All federal agencies have been instructed to pay close attention to how their letters, directives, and enforcement actions are written. As the Securities and Exchange Commission's *Plain English Handbook* states, "Using plain English assures the orderly and clear presentation of complex information so that [readers] have the best possible chance of understanding it."



OVC

OVC Publishing Guidelines Handbook

For copies of this handbook and/or additional information,
please contact

Office for Victims of Crime
810 Seventh Street NW., Eighth Floor
Washington, DC 20531
202-307-5983
Fax: 202-514-6383
Web site: www.ojp.usdoj.gov/ovc

U.S. Department of Justice
Office of Justice Programs
Office for Victims of Crime

Washington, DC 20531

Official Business

Penalty for Private Use \$300

PRESORTED STANDARD
POSTAGE & FEES PAID
DOJ/OVC
PERMIT NO. G-91