(1) **PUNCTUATION**

(a) **Commas.** In a series of three or more words or phrases, a comma is used after each item.

For example: I am going to the store, bank, library, and home.

Always place commas around the year when used in a date, thus:

For the period from December 1, 2005, through December 1, 2007, the rate must . . .

(b) **Semicolons.** A semicolon is not used where a comma will suffice, but is to be used to separate phrases already containing commas. A semicolon, not a period, is used following each item in a series listing that is introduced by a colon, thus:

The board has the following powers and duties:

(1) Inspection of all dental appliances for safety, durability, and ease of operation;

(2) Licensing of all dental appliance manufacturers; and

(3) Regulation of dental appliance retailers.

(c) **Italics.** Italic are used in these instances:

(i) Case names. The case name is italicized, but the location information is not. For example: *Citizens Council v. Bjork*, 84 Wn.2d 891 (1975); and

(ii) Scientific names. For example, the state fossil is the Columbian mammoth of North America (*Mammuthus columbi*). The scientific name is always italicized, with the first word capitalized and the second and subsequent words, no matter what their derivation, not capitalized. If only the genus name is used (in this case, *Mammuthus*), it is still capitalized and italicized. The scientific name is placed in parentheses after the popular name, if used, but may also be referred to alone. Groups of higher ranks, such as phyla, classes, or orders, such as in "the phylum Brachiopoda," are not italicized.

(iii) Names of publications.

(2) **NUMBERS**
(a) **Quantities and amounts.**

Cardinal and ordinal whole numbers from zero to nine should be written in words, not Arabic numerals. Numbers 10 or greater, and any decimals or fractions, should be written in Arabic numerals. Categories of numbers should be written as words.

Examples:
zero, one, two, three
two percent
third Sunday
.0071
Population of 20,000
30 parts per million

When referring to money, use Arabic numerals. When referring to "cents" or other categories, use the words for those categories.

$3.02
$10,000
5 cent tax

Any omnibus appropriations act, other appropriations, tax rates, and tables are exceptions to this rule.

Do not repeat numbers in bracketed words or numerals.

(b) **Dates.**

April 1, 2023,
April 1st
first day of April
first of April
April 2nd
March 31st
September 30th
the 2023-24 academic year
the 2023-24 school year
the 2023-2025 fiscal biennium
January 2023 (no commas)
January 2023 through June 2023 (no commas)
January 1, 2023, through June 1, 2023,
(commas on each side of year)
2020s

(3) **CAPITALIZATION**

If using the scientific name of a plant or animal, capitalize the genus but not the species. See RCW 77.08.030.

**Do not capitalize**

<table>
<thead>
<tr>
<th>chapter</th>
<th>chapter 19.86 RCW</th>
<th>city</th>
<th>civil rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>civil rule</td>
<td>county</td>
<td>department</td>
<td>director</td>
</tr>
<tr>
<td>eastern Washington</td>
<td>fax</td>
<td>federal</td>
<td>governor</td>
</tr>
<tr>
<td>internet</td>
<td>legislature</td>
<td>medicaid</td>
<td>medicare</td>
</tr>
<tr>
<td>names of boards, bureaus,</td>
<td>spring quarter</td>
<td>state (Washington state or</td>
<td>supplemental security</td>
</tr>
<tr>
<td>commissions, departments,</td>
<td></td>
<td>state of Washington)</td>
<td>income</td>
</tr>
<tr>
<td>officers, or state agencies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>western Washington</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Capitalize**

<table>
<thead>
<tr>
<th>All acts e.g., Administrative Procedure Act</th>
<th>Alaska Native</th>
<th>Cascade Mountains</th>
<th>Centers for Medicare and Medicaid Services (federal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congress</td>
<td>Columbia River</td>
<td>Columbia and Snake rivers</td>
<td>C.F.R. Part 84</td>
</tr>
<tr>
<td>First word after a colon</td>
<td>Geographical names</td>
<td>Indian</td>
<td>Names of colleges and universities</td>
</tr>
<tr>
<td>Names of nations, states, cities, towns, and counties</td>
<td>National Drug Code (NDC)</td>
<td>Native American</td>
<td>Pacific Northwest</td>
</tr>
<tr>
<td>Puget Sound</td>
<td>Revised Code of Washington</td>
<td>Sec.</td>
<td>Social Security number</td>
</tr>
<tr>
<td>Thurston County</td>
<td>Thurston and Pierce counties</td>
<td>Title 67 RCW</td>
<td>Washington Administrative Code</td>
</tr>
<tr>
<td>Washington State Register</td>
<td>X-ray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spelling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>accidentally</td>
<td>acknowledgment</td>
<td>a.m.</td>
<td>archaeological</td>
</tr>
<tr>
<td>attorneys' fees</td>
<td>attorneys general</td>
<td>benefited</td>
<td>benefiting</td>
</tr>
<tr>
<td>canceled</td>
<td>canceling</td>
<td>cancellation</td>
<td>capital (meaning city or money)</td>
</tr>
<tr>
<td>capitol (meaning buildings)</td>
<td>C.F.R.</td>
<td>commitment</td>
<td>exceedance</td>
</tr>
<tr>
<td>fulfill</td>
<td>gases</td>
<td>judgment</td>
<td>integration</td>
</tr>
<tr>
<td>knowledgeable</td>
<td>master's degree</td>
<td>moneys</td>
<td>p.m.</td>
</tr>
<tr>
<td>rescission</td>
<td>requestor</td>
<td>therefor (for)</td>
<td>therefore (only if meaning consequently)</td>
</tr>
<tr>
<td>totaling</td>
<td>traveled</td>
<td>traveling</td>
<td>U.S.C.</td>
</tr>
<tr>
<td>useable</td>
<td>veterans' administration</td>
<td>willful</td>
<td></td>
</tr>
</tbody>
</table>

**The following are written as one word**

<table>
<thead>
<tr>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>aircraft</td>
</tr>
<tr>
<td>biannually</td>
</tr>
<tr>
<td>bottomfish</td>
</tr>
<tr>
<td>caregiver</td>
</tr>
<tr>
<td>casework</td>
</tr>
<tr>
<td>cleanup (noun)</td>
</tr>
<tr>
<td>copay</td>
</tr>
<tr>
<td>courthouse</td>
</tr>
<tr>
<td>cyberstalking</td>
</tr>
<tr>
<td>email</td>
</tr>
<tr>
<td>firefighting</td>
</tr>
<tr>
<td>framework</td>
</tr>
<tr>
<td>handbill</td>
</tr>
<tr>
<td>instream</td>
</tr>
<tr>
<td>letterhead</td>
</tr>
<tr>
<td>muzzleloader</td>
</tr>
</tbody>
</table>
### The following are written as one word

<table>
<thead>
<tr>
<th>Term</th>
<th>Term</th>
<th>Term</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>online</td>
<td>parimutuel</td>
<td>payoff (noun)</td>
<td>pickup</td>
</tr>
<tr>
<td>policymaker (noun or adjective)</td>
<td>postconsumer</td>
<td>postgraduate</td>
<td>postharvest</td>
</tr>
<tr>
<td>postmortem</td>
<td>postproject</td>
<td>postponement</td>
<td>postrecovery</td>
</tr>
<tr>
<td>postretirement</td>
<td>postsecondary</td>
<td>posttrial</td>
<td>preemployment</td>
</tr>
<tr>
<td>pretext (most words containing &quot;pre&quot;)</td>
<td>punchcard</td>
<td>quitclaim</td>
<td>racetrack</td>
</tr>
<tr>
<td>ratemaking</td>
<td>ratepayer</td>
<td>rearview</td>
<td>recordkeeping</td>
</tr>
<tr>
<td>runoff</td>
<td>safekeeping</td>
<td>setoff (noun)</td>
<td>shoreland</td>
</tr>
<tr>
<td>semiannually</td>
<td>semitruck</td>
<td>shutdown</td>
<td>sightseeing</td>
</tr>
<tr>
<td>spenddown</td>
<td>standby</td>
<td>statewide</td>
<td>stepparent</td>
</tr>
<tr>
<td>textbooks</td>
<td>tidelands</td>
<td>timeline</td>
<td>trademark</td>
</tr>
<tr>
<td>underserved</td>
<td>watercourse</td>
<td>wastewater</td>
<td>waterworks</td>
</tr>
<tr>
<td>website</td>
<td>weighmaster</td>
<td>worldwide</td>
<td>workday</td>
</tr>
<tr>
<td>workforce</td>
<td>workload</td>
<td>workplace</td>
<td>worksite</td>
</tr>
<tr>
<td>workspace</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** All "multi" words, except those beginning with an "i," are written as one word.

### The following are written as two words

<table>
<thead>
<tr>
<th>Term</th>
<th>Term</th>
<th>Term</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>air space</td>
<td>at large</td>
<td>birth date</td>
<td>bore hole</td>
</tr>
<tr>
<td>candle power</td>
<td>cash out</td>
<td>case finding</td>
<td>certificate holder</td>
</tr>
<tr>
<td>child care</td>
<td>course work</td>
<td>cut off (verb)</td>
<td>cyber misconduct</td>
</tr>
<tr>
<td>day care</td>
<td>decision making (noun)</td>
<td>de minimis</td>
<td>en route</td>
</tr>
<tr>
<td>ex officio</td>
<td>face shield</td>
<td>fact finder</td>
<td>first aid (noun)</td>
</tr>
<tr>
<td>first class</td>
<td>flood plain</td>
<td>food fish</td>
<td>food handling</td>
</tr>
<tr>
<td>forest land</td>
<td>free fall</td>
<td>full time (adverb)</td>
<td>game fish</td>
</tr>
<tr>
<td>gray water</td>
<td>hand delivery</td>
<td>hard copy</td>
<td>health care</td>
</tr>
<tr>
<td>horse racing</td>
<td>lien holder</td>
<td>in situ</td>
<td>job site</td>
</tr>
<tr>
<td>motor home</td>
<td>life span</td>
<td>on board</td>
<td>park owner</td>
</tr>
<tr>
<td>part time</td>
<td>pay off (verb)</td>
<td>per annum</td>
<td>per capita</td>
</tr>
</tbody>
</table>
poll site post anesthetic post office power line
pro rata (but prorated) punch board ride sharing rule making (noun)
semi tractor Sol Duc stock water storm water
stream flow stream bank street car timber land
time frame time loss to wit traffic control
vice chair vice president water body work group
work station

Note: Some of these two-word phrases should be hyphenated if used as compound adjectives. For examples, see hyphenated words below.

The following are written as three words

as needed basis attorney at law attorney in fact findings of fact
miles per hour out of country out of region reduction in force
right of way

The following are written as hyphenated words

before-and-after-school by-product cannabis-infused case-by-case
clean-up (adjective) co-hosted coin-operated co-owner
cost-of-living court-martial co-responsibility co-worker
cross-examined cross-pollination cross-reference decision-making (adjective)
district-wide even-numbered ex-spouse fact-finder
fact-finding first-aid (adjective) full-facepiece full-time (adjective)
fund-raiser fund-raising half-facepiece hands-on
in-kind in-service in-state limited-access (highway)
limited-English-speaking long-acting long-range man-made
nine-month period non-Indian one-half odd-numbered
off-road off-site on-road on-site
one hundred-year flood out-of-state post-closure post-eligibility
post-test pull-tabs quasi-judicial quasi-municipal
ride-sharing (adjective) rule-making (adjective) run-on second-hand (adjective)
self-esteem self-incrimination self-insurance self-insurer
The following are written as hyphenated words

- self-service
- semi-trailer
- so-called
- start-up
- state-funded
- toll-free
- trade-off
- Tri-Cities
- up-to-date
- well-being
- X-ray (adjective)
- year-round

Note: In AP Style, you should hyphenate all words beginning with "anti," except the following: All of the below words have specific meanings of their own. Antibiotic; Antibody; Anticlimax; Antidepressant; Antidote; Antifreeze; Antigen; Antihistamine; Antiknock; Antimatter; Antimony.

Adjectives composed of two or more words are usually hyphenated when they precede a noun, even though the phrase would not be hyphenated if standing alone, such as "low income," "one year," "full time," and "part time." Example:

Low-income persons may serve three-year terms.

This is necessary to avoid ambiguity. Compare the following sentences:

A patron may purchase two dollar tickets.
A patron may purchase two-dollar tickets.
The ill educated man sold a little used car.
The ill-educated man sold a little-used car.
He came across a man eating tiger.
He came across a man-eating tiger.

Do not hyphenate between an adverb ending in "ly" and the adjective it modifies. For example, "substantially new construction" does not need a hyphen.

(4) SUBSECTIONS

(a) Subsections and subparagraphs are enumerated as follows:
(1)
(2)
(a)
(b)
(i)
(ii)
(iii)
(A)

(B)

(I)

(II)

Subsections (1), (2), (3)
Subdivisions (a), (b), (c)
Items (i), (ii), (iii)
Subitems (A), (B), (C)

(b) Internal references to these subdivisions may be made as follows:

subsection (1) of this section
subsection (2)(a)(i) of this section
subsections (1) and (2) of this section
subsection (1) or (2) of this section
subsection (1)(a) and (b) of this section
subsection (1)(a) or (b) of this section
(a) of this subsection
(a)(iii) of this subsection

(5) CITATIONS

(a) To the Washington Administrative Code.

(i) WAC sections.

WAC (no periods between letters)
WAC 1-21-010
WAC 1-21-010(3) (not "subsection (3) of WAC 1-21-010")
WAC 1-21-010 (3)(a)(ii)
WAC 1-21-010 (3) and (5)
WAC 1-21-010 and 1-21-015
WAC 1-21-010, 1-21-016, and 1-21-037
WAC 1-21-010 through 1-21-140 (for an inclusive string)

(ii) WAC chapters.

chapter 1-21 WAC
chapter 1-04 or 1-21 WAC
chapters 1-04 and 1-21 WAC
chapters 1-04, 1-06, and 1-21 WAC

(iii) **WAC titles.**

Title 1 WAC

Titles 1 and 16 WAC

Titles 1, 16, and 246 WAC

(b) **To the Revised Code of Washington.**

(i) **RCW sections.**

RCW (no periods between letters)

RCW 1.08.010

RCW 1.08.010 (3) (not "subsection (3) of RCW 1.08.010")

RCW 1.08.010 (3)(a)(ii)

RCW 1.08.010 (3) and (5)

RCW 1.08.010 and 1.08.015

RCW 1.08.010, 1.08.016, and 1.08.037

RCW 1.08.010 through 1.08.140 (for an inclusive string)

(ii) **RCW chapters.**

chapter 34.05 RCW

chapter 24.03 or 24.06 RCW

chapters 24.03 and 24.06 RCW

chapters 24.03, 24.06, and 34.05 RCW

(iii) **RCW titles.**

Title 43 RCW

Titles 43 and 44 RCW

Titles 34, 43, and 90 RCW

(iv) **Session laws.**

section 3, chapter 113, Laws of 1935

section 2, chapter 5, Laws of 1994 sp. sess.

section 45, chapter 2, Laws of 1995 1st sp. sess.

section 5, chapter 93, Laws of 1967 ex. sess.

section 9, chapter 176, Laws of 1975 1st ex. sess.

Sessions that are not regular sessions are referred to as "special" sessions. Before 1991, these sessions were referred to as "extraordinary" sessions.
See discussion in Part II (2)(c)(iv) of the Bill Drafting Guide as to which years require the special session to be designated 1st or 2nd.

(c) **To the state Constitution.**
Article VII, section 2 of the state Constitution
Article II, section 1(b) of the state Constitution
section 2 of this article

(d) **To federal law.**

(i) Federal statutes. If possible, cite both the Statutes at Large and the United States Code:

26 U.S.C. Sec. 501(c)(3) of the federal Internal Revenue Code of 1986, as amended
the G.I. Bill of Rights (58 Stat. 284; 38 U.S.C. Sec. 693)
the federal Comprehensive Employment and Training Act (87 Stat. 839; 29 U.S.C. Sec. 801 et seq.)

Do not cite the unofficial U.S.C.A.

(ii) Public Laws.
P.L. 94.115

(iii) Federal Register.
47 C.F.R. Sec. (year)

(e) **Other citations** should conform to A Uniform System of Citation (Harvard Law Review Association, 17th ed. 2000).

In case of doubt as to word or punctuation styles other than those listed in this guide, the most recent publication of the U.S. Government Printing Office Style Manual may be consulted.

(6) **MISCELLANEOUS**
Punctuation is always included in bold.
Punctuation is not included in italics.
Title, chapter, and section captions are written with the first word of the caption and the first word after a dash capitalized.