

**DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

1849 C Street NW, LS 1000

Washington, D.C. 20240

www.blm.gov

<http://www.blmsurveymanual.org/>

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To: Manual File

From: Bob Dahl and Linda Hill

Subject: **Style Guide and Suggested Citations for the *Manual of Surveying Instructions* (2009)**

Experience proves the pursuit of consistency can be inconsistent. Establishing a style for the *Manual of Surveying Instructions* (2009) (Manual) presented quite a challenge and involved the following considerations:

- Much of the language and style of the Manual has been passed down from previous editions but usage and conventions have changed over time, making it necessary to update the text to current and commonly acceptable practices wherever possible while still leaving the history and intent of the Manual intact.
- This edition of the Manual incorporates portions of other publications, requiring compromises that ensure a consistent style to blend these publications as seamlessly as possible.
- The Manual contains a large amount of quoted material from laws, legal cases, and administrative decisions, meaning that not only does the quoted material *in* the Manual have to retain its original language and style, but also that any language quoted *from* the Manual in court and administrative decisions must remain the same, even if it is inconsistent with the style of the rest of the Manual.
- Few users of the Manual will be reading it from front to back, making it important that each chapter stands on its own as well as maintains consistency with the rest of the document as a whole.

No single style manual could adequately cover all of these considerations, so the resulting style for the 2009 edition of the Manual is based on several sources:

- Deference is given to the *U.S. Government Printing Office Style Manual*, 2008 edition, for current usage and style conventions.
- Deference is given to *The Bluebook: A Uniform System of Citation*, 17th edition, for citations of laws, legal cases, and administrative decisions.

- Deference is given to usage in the 1973 edition of the *Manual of Surveying Instructions* for maintaining the history and intent of the Manual.

The attached style guide documents the decisions that were made for the Manual and the sources that provided the basis for those decisions.

The Manual itself is often cited in other publications and legal cases. The suggested citation for general reference, of the Government Printing Office printed Manual, is:

U.S. Department of the Interior. 2009. *Manual of Surveying Instructions: For the Survey of the Public Lands of the United States*. Bureau of Land Management. Denver, CO: Government Printing Office.

The suggested citation for technical reference is:

Manual of Surveying Instructions (2009).

Attachment

Manual of Surveying Instructions (2009) Style Guide

Abbreviations

BLM in lieu of Bureau of Land Management or Bureau after first use in document (*GPO Style Manual* 9.1)

1973 edition uses Bureau;

BLM modernizes the document;

Makes it consistent with the use of BLM in the standard design of BLM publications;

Makes it consistent with WO-300 standards; and

Bureau of Land Management is spelled out the first time it appears in each chapter, within quotations, and in sections subject to quotation.

GLO in lieu of General Land Office or Land Office after first use in document (*GPO Style Manual* 9.1)

General Land Office is spelled out the first time it appears in each chapter and within quotations.

NAD 83 in lieu of NAD83 for North American Datum of 1983 (www.ngs.noaa.gov/faq.shtml and www.ngs.noaa.gov/PUBS_LIB/NADof1983.pdf).

Capitalization

appendix in lieu of Appendix

GPO Style Manual sections 3.9 and 4, appendix is NOT capitalized when used as part of the text or as a note.

Court in lieu of court when referring to a specific court

Federal in lieu of federal

GPO Style Manual sections 3.19 and 4

Federal Government in lieu of federal government

GPO Style Manual sections 3.19 and 4

figure in lieu of Figure

GPO Style Manual sections 3.9 and 4, figure is NOT capitalized when used as part of the text or as a note.

Judge in lieu of judge when referring to a specific judge

Manual in lieu of manual

1973 edition uses Manual.

special instructions in lieu of Special Instructions

GPO Style Manual section 3.5.

State in lieu of state

GPO Style Manual sections 3.19 and 4.

table in lieu of Table

GPO Style Manual sections 3.9 and 4, table is NOT capitalized when used as part of the text or as a note.

Citations

The default style format is *The Bluebook: A Uniform System of Citation*, 17th edition.

Compounds/Hyphenation

field note in lieu of field-note

half-section in lieu of half section

metes-and-bounds in lieu of metes and bounds

non-acceptance in lieu of nonacceptance

non-Federal in lieu of nonfederal (*GPO Style Manual* sections 6.35 and 7)

nonnavigable in lieu of non-navigable (*GPO Style Manual* sections 6.29 and 7)

nonofficial in lieu of non-official (*GPO Style Manual* sections 6.29 and 7)

non-public land states in lieu of non-public-land states

nonrectangular in lieu of non-rectangular (*GPO Style Manual* sections 6.29 and 7)

nonriparian in lieu of non-riparian (*GPO Style Manual* sections 6.29 and 7)

nonswampy in lieu of non-swampy (*GPO Style Manual* sections 6.29 and 7)

quarter-corner in lieu of quarter corner

When used to describe a legal subdivision corner.

quarter-quarter-corner in lieu of quarter quarter corner

When used to describe a legal subdivision corner.

quarter-quarter-section in lieu of quarter quarter section

When used to describe a legal subdivision of a section.

quarter-section in lieu of quarter section

When used to describe a legal subdivision of a section.

re-marking in lieu of remarking (*GPO Style Manual* section 6.32)

right-of-way in lieu of right of way

sixteenth-section corner in lieu of one-sixteenth-section corner or one-sixteenth section corner

When used to describe a legal subdivision corner.

sixteenth-section corner in lieu of quarter-quarter-section corner or quarter-quarter section corner or quarter-quarter corner

When used to describe a legal subdivision corner.

subdivision-of-section when used as a modifier/adjective (subdivision-of-section corners) but subdivision of sections when used as a noun (*GPO Style Manual* section 6.15)

Cross References

Cross references to sections in the Manual will occur at the end of the sentence, inside parentheses, and before the period, which is outside the parentheses (*GPO Style Manual* sections 8.91, 8.96).

Ellipses/Omissions

An ellipsis is used to show an omission of a word or words from quoted material. An ellipsis is indicated by three periods separated by spaces and set off by a space before and

after the first and last period (*The Bluebook: A Uniform System of Citation*, section 5.3). Following are the rules for using an ellipsis with examples based on this quotation:

“Some people think that making quick decisions can be dangerous and unwise and can be compared to jumping off a cliff without a parachute. Their instincts make these people use the yellow-light approach to decisionmaking.”

- When using quoted material as a phrase or clause (not a full sentence), do not use an ellipsis to indicate an omission before or after the quote (*The Bluebook: A Uniform System of Citation*, section 5.3(a)). *Making quick decisions can be like “jumping off a cliff without a parachute.”*
- When using quoted material as a full sentence (*The Bluebook: A Uniform System of Citation*, section 5.3(b)):
 - If the omitted material occurs at the beginning of a quoted sentence, capitalize the first letter (if it is not capitalized already) of the material you are quoting and place it in brackets. Do not use a leading ellipsis to otherwise indicate any preceding omitted material. “[*Q*]quick decisions can be dangerous and unwise and can be compared to jumping off a cliff without a parachute.”
 - If the omitted material occurs in the middle of a quoted sentence, use an ellipsis where the omission occurs. *“Some people think that making quick decisions can be . . . compared to jumping off a cliff without a parachute.”*
 - If the omitted material occurs at the end of a quoted sentence, use an ellipsis followed by a fourth period to indicate the final punctuation (whether it is a period, question mark, or exclamation point) of the quoted sentence. Do not use an ellipsis to indicate omission of material after the final punctuation of a final quoted sentence. *“Some people think that making quick decisions can be dangerous and unwise”*
 - If the omitted material occurs after the final punctuation of a quoted sentence and is followed by additional quoted material, use an ellipsis after the final punctuation of the full sentence and before the additional material. *“Some people think that making quick decisions can be dangerous and unwise and can be compared to jumping off a cliff without a parachute. . . . [T]hese people use the yellow-light approach to decisionmaking.”*

Also see entries under “Quotations.”

Gender

he, she, him, her

As prescribed by the *Chicago Manual of Style* section 5.204.

He or him is used when quoting from law, regulation, court case, etc.

He or him brought forward from the 1973 edition is changed to he/she or him/her or sometimes turned into a plural which, when it does not work in a situation, will retain its original form.

entryman and entrymen in lieu of entryperson

The term is from Federal statute laws. Women were considered entrymen by the General Land Office for public land application purposes.

Italic

Manual in lieu of *Manual*

1973 edition uses Manual.

Numerals

Figures are used for numbers 10 and up unless they are the first word of a sentence.

GPO Style Manual section 12.4

Figures are used when there is more than one number in a sentence and one of the numbers is 10 or larger.

GPO Style Manual section 12.5

Figures are used to express units of measurement and time.

GPO Style Manual section 12.9

Figures are used when referring to section numbers within townships to be consistent with how they appear on plats.

Plurals

memorandums in lieu of memoranda (*GPO Style Manual* section 5.10)

rights-of-way in lieu of right-of-ways or rights-of-ways (*GPO Style Manual* section 5.8)

Punctuation

colon in lieu of dash (*GPO Style Manual* 8.24)

In the 1973 edition of the Manual, punctuation immediately preceding excerpts from court decisions, U.S.C., etc., is sometimes a colon (section 7-49) and sometimes a dash (section 10-56). The dashes seem to be unique to Chapter X.

According to the *GPO Style Manual*, a colon formally introduces a quotation and a dash is used only when someone or something interrupts the excerpt.

Quotations

Put periods and commas inside quotation marks, even when not part of the quote. Other punctuation marks, such as exclamation points and question marks, do go outside the quotation marks if they are not part of the quoted material (*GPO Style Manual* section 8.141).

Quotations of 50 or more words should be indented left and right, without quotation marks (*The Bluebook: A Uniform System of Citation*, section 5.1(a)). Quotations of 49 or fewer words should be enclosed in quotation marks but not otherwise set off from the rest of the text (*The Bluebook: A Uniform System of Citation*, section 5.1(b)).

Spacing

Period at end of sentence – one space after period. (*GPO Style Manual*, section 2.49)

Semi-colon – one space after semi-colon.

Colon – two spaces after colon.

Spelling

alinement in lieu of alignment

The 1973 edition uses alignment but primarily alinement. Alignment is not a survey term of art. Alignment is used in the Manual for its generic meaning.

Deference is given to the 1973 Manual language, i.e., alinement.

cannot in lieu of can not (*GPO Style Manual* section 5.2)

millsite in lieu of mill site or mill-site (*GPO Style Manual* sections 6.10 and 6.11)

Terminology/Word Usage

Accuracy versus Precision

Accuracy is conformity with a standard or accepted value; quality of a result.

Precision is the degree of uniformity and repeatability of observations; quality of the operation.

Assure versus Ensure versus Insure – *Chicago Manual of Style* section 5.202

Assure refers to a person and means to set the mind at rest.

Ensure means to make sure or certain.

Insure means to guarantee persons or property against risk and its use is rare in general government publications.

Error of Closure versus Limits of Closure

Error of closure of a survey is the ratio of the length of the line representing the equivalent of the errors in latitude and departure to the length of the perimeter of the figure constituting the survey.

Limits of closure for the public land surveys is expressed by the fractions 1/1810 and 1/2560; akin to “allowable error of closure.”

Shall versus Must versus Will versus Should versus May – And *Chicago Manual of Style* sections 5.136, 5.137, 5.139, and 5.140.

The Manual contains procedures that are required as well as procedures that are obligatory or discretionary. The following auxiliary verbs will help the reader make this determination and are used in the Manual as follows:

Shall – required with legal connotation, i.e., Congress, court decision

Must – implies required by a higher authority or a physical need, it is imperative and you feel compelled to do it

Will – required by a regulation or policy, to have something done with a definite probability that it happens

Should – implies an obligation, discretionary

May – gives permission to do it, discretionary

“Whenever we present requirements from the Administrative Committee of the Federal Register’s regulations in 1 CFR, we use “must” instead of “shall” because “must” imposes a legal obligation. We use “may” instead of “should” to indicate discretion to act. We use “should” to indicate when we strongly recommend that you comply with a procedure that is optional.” *Federal Register Document Drafting Handbook*, October 1998 Revision, p. iii. This is somewhat different from that used in the Manual.

Which versus That – *Chicago Manual of Style* section 5.202

In certain instances where the text is paraphrasing language from laws, previous Manual editions, or court cases, for example, the use of the “which” will stand, even though it may be grammatically incorrect. In new text, the use of “that” and “which” adheres to commonly accepted rules of grammar where:

That – is used with an essential clause

Which – is used with a nonessential clause and preceded by a comma (unless used with a preposition).