

## United Jewish Communities Style & Usage Guide

*UJA-Federation of New York has graciously offered its style and usage guide to UJC and the federation system. It has been modified slightly to include new terms.*

*UJA-Federation would like to make these acknowledgments: Like most major undertakings, writing and editing this guide was a collaborative effort. Thanks go to the members of our ad hoc committee and, especially, Rabbi Lori Forman, Ronnie Horn, and Yossi Ziffer for their incredible patience and work in helping make this guide a reality. Our gratitude also to Elliot Forchheimer, Harvey Goldman, Michael Greenberg, Caroline Katz, Bernie Kimberg, Joy Prevor, Simha Rosenberg, Harvey Rosenzweig, John Ruskay, and Robert Wolf for helping us make certain that the information in this guide regarding agencies and programs is as accurate as possible.*

Robert Gregg Rosenthal

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This guide is designed to serve as a supplement to The New York Times Manual of Style and Usage, which can be purchased online at [www.nytimes.com/nytstore/books](http://www.nytimes.com/nytstore/books) for \$15.95/copy should department directors choose to have one on hand for their professional and support staff. In any case, this manual covers both words or topics not covered by the New York Times style manual and delineates where the federation style is not in agreement with the New York Times. It is not meant to cover every word or situation, and sometimes it will make sense to depart from the style guide in order to be more appropriate in a given context.

However, these guides should serve you well to answer questions about style and usage. In addition, adhering to these guides will provide UJC and federation brochures, correspondence, invitations, and marketing materials with a consistent and more professional look.

To alert us about necessary changes and new entries, contact Cynthia Kouakou at (212) 284-6701 for [cynthia.kouakou@ujc.org](mailto:cynthia.kouakou@ujc.org).

**accept, except.** Accept means to receive or admit. Except means with the exclusion of. She was accepted to Harvard. He was rejected by all the schools except Yemensville State.

**A.D., B.C., B.C.E., C.E.** Because the terms B.C. and A.D. are inherently non-Jewish terms, loosely meaning before and after Christ, the preferred terms are B.C.E. and C.E., meaning before the common era and during the common era. The term C.E. should be used only when there might be some confusion about whether an event took place before or during the common era. For most dates in the common era, simply giving the year will suffice – it will be assumed it didn't happen before the common era. Solomon's temple was destroyed in 586 B.C.E. The Romans occupied Jerusalem from 63 B.C.E. to 614 C.E. But, The modern State of Israel was established in 1948. In this last example, the fact that it happened during the common era is implied and doesn't need to be spelled out.

**addresses.** When addressing envelopes, the street address and the city address must appear in the last two lines so that they can be read by the Post Office's OCR scanners.

Correct:  
National Women's Philanthropy  
United Jewish Communities  
111 Eighth Avenue, Suite 11E  
New York, NY 10011

Incorrect:  
National Women's Philanthropy  
United Jewish Communities  
111 Eighth Avenue  
Suite 11E  
New York, NY 10011

**adverse, averse.** Adverse means unfavorable. He faced adverse conditions in trying to complete the style book. Averse means opposed to or reluctant. He was averse to going home to face his angry wife.

**affect, effect.** Affect as a verb means to influence. Her accident affected her greatly. Affect as a noun means emotional display. He received the news of his father's death without affect. Effect as a noun means result. Her accident had a tremendous effect on her. Effect, however, can also be used as a verb in the sense of bringing about. He was able to effect change in the organization.

**affiliated agencies.** See beneficiary agencies entry.

***afikoman.*** A piece of the second of three matzahs that is hidden for children to find at the Passover seder. It symbolizes brokenness and our hope for redemption and repair (*tikkun*). Italicize as a non-English word.

**after school, after-school.** The term is hyphenated when it is used as a compound adjective. He attends a program at the 92nd Street Y after school. But: He participates in an after-school program.

**afterward.** Not afterwards.

**agunah, agunot** (pl.). A Jewish woman whose husband has failed to grant her a Jewish divorce, known as a get. Without a get, a woman cannot remarry under Jewish law. As a result, any children she subsequently has with another man – even if she’s married to him under civil law – are considered illegitimate under Jewish law unless a get is first granted. See also *get* entry.

**AIDS, HIV.** The name of the disease is AIDS – an acronym for acquired immune deficiency syndrome. AIDS is acceptable on all references. The retrovirus that causes the disease is HIV. A person with the virus is said to be HIV+ (pronounced HIV positive). However, being HIV+ is by no means synonymous with having AIDS. Many people can be HIV+ for years before developing full-blown AIDS. In fact, with the advent of potent AIDS drugs, such as AZT and protease inhibitors, a number of HIV+ people may never develop AIDS. When referring to people living with AIDS, avoid the clinical term PWAs. Use the term people living with AIDS on all references.

**aliyah.** Word used to describe both the act of immigrating to Israel and the act of being called up to the Torah to recite the blessing before and after the reading. The usual verb is to make when referring to the immigration to Israel. She made *aliyah*. When referring to being called up to the Torah, the correct verb is to have or to be called up. He was called up for an *aliyah*.

**allied agency.** See beneficiary agencies entry.

**all ready, already.** All ready expresses a state of complete readiness. I am all ready to go. Already expresses time adverbially. By the time he called, they had already left.

**all right.** Not alright.

**all together, altogether.** All together expresses closeness in proximity. They huddled all together. Altogether means in all. Altogether, they raised more than \$200 million.

**allude, elude.** Allude is to make an indirect reference to something. He alluded to his upbringing in his speech. Elude is to avoid capture or to evade. To immigrate to Palestine he had to elude British shore patrols.

**allusion, illusion.** An allusion is an indirect reference to something. Saying that he was a proven survivor was an allusion to his troubled childhood. An illusion is a misconception. I have no illusions about how tough it will be to afford a condo in New York City.

**Alzheimer’s disease.** Spelled with an uppercase A in Alzheimer’s, but with a lowercase d in disease. May be referred to simply as Alzheimer’s even on first reference. A fairly common degenerative disease of the central nervous system that’s characterized by mental deterioration. Be aware that not all forms of degenerative dementia or age-related senility are the result of Alzheimer’s.

**a.m., p.m.** Make lowercase with periods after each letter. Note: This is a departure from the New York Times style. Avoid redundancies, such as 10 a.m. this morning. In invitations, don’t use a.m. or p.m. with 12:00. It’s either 12:00 noon or 12:00 midnight. For other text, noon or midnight will suffice without reference to 12.

**The American Jewish Joint Distribution Committee (JDC).** This affiliated agency is based in New York and assists Jewish communities overseas. Its mission is to rescue Jews in distress, provide relief for Jews in need, assist in the reconstruction of Jewish communal life, and help the state of Israel to care for its most vulnerable citizens. Its target populations in Israel are the elderly, youth at risk, and hard-to-absorb new immigrants. JDC is one of the two primary beneficiary agencies (the other is the Jewish Agency for Israel) through which the federation system delivers funding for services overseas.

On first reference, put the initials JDC in parentheses after the full name, American Jewish Joint Distribution Committee. She worked for the American Jewish Joint Distribution Committee (JDC). JDC by itself is acceptable on second reference. Avoid the use of the agency's nickname – the Joint – except in quoted material. If it's pertinent, make sure it's clear to readers that the JDC is a federation beneficiary.

**amid.** Use amid, not amidst.

**among.** Use among, not amongst.

**annual campaign, Annual Campaign.** Lowercase except when using the full name of the UJA Federation Annual Campaign. He gave to federation's annual campaign. But: She gave a significant gift to UJA Federation Annual Campaign.

**anti-Semitic, anti-Semitism.** Note the lowercase a in anti but the uppercase S in Semitic and Semitism.

**any way, anyway.** Any way means in any manner. She is determined to succeed in any way possible. Anyway means nevertheless. He warned her of the danger, but she went skydiving anyway.

**Ashkenazi, Ashkenazim (pl.), Ashkenazic (adj.).** Literally, Jews of German ancestry, but generally used to describe any Jew of Central or Eastern European extraction. See also Yiddish entry.

**Association of Jewish Family & Children's Agencies (AJFCA).** The national membership organization for 145 local agencies that provide Jewish family and children's services, resettlement services and services for the elderly. It receives funds from the federation system through the UJC National Funding Councils. AJFCA is acceptable on second reference.

**assure, ensure, insure.** Use ensure when you mean to guarantee. Example: Your donation helps ensure that federation can help Jews throughout the world. Use insure in the context of insurance. Our policy insures the federation against liability. Assure means to put one's mind at ease or to comfort. He assured her that creating a trust would make a difference in the fight against poverty. Note: This is a departure from the New York Times style.

**Auschwitz-Birkenau.** World War II-era Nazi extermination camp in Poland at which an estimated 1.5 million Jews were systematically murdered.

**autumn, fall.** Lowercase, except when at the beginning of a sentence or in the context of the name of an event or another proper noun.

**averse.** See adverse, averse entry.

**a while, awhile.** In the expression a while, while is a noun and usually has to be preceded by the preposition for. Awhile is an adverb. He waited for a while. He waited awhile. It's incorrect to write: He waited for awhile.

**bar mitzvah (m.), bat mitzvah (f.), b'nai mitzvah (m. pl.), b'not mitzvah (f. pl.).** Avoid the use of the spelling bas mitzvah (for bat mitzvah) except in quoted material. Do not use the word as a verb. A person is not bar mitzvahed, but rather becomes a bar mitzvah or celebrates a bar mitzvah. The plural, b'nai mitzvah or b'not mitzvah, while correct, may be unfamiliar to many as in, "We attended many b'nai mitzvah this past year." To avoid this, you can simply say, "We attended many bar mitzvah celebrations this past year."

**B.C., B.C.E.** See A.D., B.C., B.C.E., C.E. entry.

**Belarus, Belorussia.** See place names entry.

**beneficiary agencies.** Any agency that receives financial support from the federation is a beneficiary agency.

**David Ben-Gurion.** The name of the late Zionist leader and first prime minister of Israel is sometimes spelled without a hyphen. For our purposes, hyphenate it except when it's part of a name of an organization or institution that opts not to use the hyphen.

**between you and me.** Me is the correct pronoun for this expression. Not between you and I.

**biannually, biennially, bimonthly, biweekly, fortnightly, semiannually, semimonthly, semiweekly.** Biannually means twice a year, which is also the meaning of semiannually. Biennially means once every two years. Bimonthly means once every two months. Semimonthly means twice a month. Biweekly means once every two weeks, which is also the meaning of fortnightly. Semiweekly means twice a week. To avoid confusion, you may want to avoid these terms altogether and use twice a year, twice a month, etc.

**Bible.** At UJC, the world Bible (with a capital B) should be used only to describe the Jewish Bible, comprising the Five Books of Moses, Prophets, and the Writings. Do not refer to it as the Old Testament. If, for any reason, you need to refer to the Christian Bible, refer to it as such. Don't call it the New Testament. Avoid using the word bible (with a small b) to describe reference guides, such as an angler's bible to fly fishing, unless it's the proper name of a book about which you're writing. See also Tanach entry.

**biblical.** Always with a lowercase b, except when at the beginning of a sentence or part of a proper name.

***Birkat haMazon.*** The prayer after the meal. Italicize as a non-English word.

**birthday greetings.** Typical birthday greeting might be *yom huledet sameach* – happy birthday. Another blessing might be *ad meah v'esrim* – may you live to 120.

**blatant, flagrant.** Blatant implies obvious or overt. He is a blatant liar. Flagrant implies way over the top. He has a flagrant disregard for authority.

**bloc, block.** Bloc is the correct spelling when you're referring to a coalition of people, groups, or nations with the same purposes or goals. Before the fall of Communism, Poland was a member of the Eastern Bloc.

**boom, boon.** A boom is a loud sound or rapid expansion or increase. A boon is a timely benefit or good fortune. The terms economic boom and economic boon are sometimes used interchangeably, although they have different meanings.

**borough, boro.** The correct spelling for the county subdivisions of New York City is borough. Use boro only when it's part of a proper name, such as the Queensboro Bridge or YM-YWHA of Boro Park.

***b'racha (s.), b'rachot (pl.)***. Any of various formulaic Hebrew blessings. Italicize as a non-English word.

**brit, brit milah.** The ritual circumcision ceremony. Avoid the spelling bris except in quoted material.

**Cantor, cantor.** Capitalize only when it is a title that immediately precedes a name. Use lowercase when the title is set off by commas or when the cantor's name is not specifically mentioned. The service was sung by Cantor Jacob Yaron. But: Jacob Yaron, cantor of the Community Synagogue, conducted the service. And: He presented it to the cantor.

**capital, capitol, Capitol.** The seat of government is the capital. Capital is also the correct spelling when referring to capital in the context of money. The organization needed to raise capital. The building that houses a legislature is called the capitol. And the building that houses the U.S. Congress is called the Capitol (with an uppercase C).

**capitalization.**

- In general, avoid unnecessary capitals. When not indicated in a separate entry in this style guide, use an initial capital letter for a word that is a proper name or noun, such as the name of a person, company, organization, or place: James Schwartz, Schwartz & Co., the Jewish Board of Family and Children's Services, New York.
- Lowercase the common noun elements of names in all plural uses: He lived between First and Second avenues, not far from where the East and Harlem rivers join. (Note the use of lowercase in avenues and rivers.)
- Capitalize words that are derived from a proper noun and still depend on it for their meaning. American, Jewish, Marxist.
- Lowercase words that are derived from a proper noun but no longer depend on it for their meaning: french fries, pasteurize, quixotic.
- For graphical purposes, it's O.K. to use all capital letters for headlines or sub-heads. However, refrain from using all caps for long pieces of text, including speeches, since it's very difficult to read and denies the reader an important visual clue for determining new sentences. If you need to make text bigger, change the point size of the font instead.

See also titles entry.

**caregiver (n.), caregiving (adj.).** Write as one word for all references.

**C.E.** See A.D., B.C., B.C.E., C.E. entry.

**century, centuries.** Lowercase except when part of a title. The organization anticipates it will have to make many changes in the 21st century.

**chair.** The preferred term for the head of a committee is the gender-neutral chair. Uppercase on invitations. Lowercase on all other materials except when immediately preceding the name and not separated by commas. Andrew J. Singer is chair of the committee. The chair of the division, Andrew J. Singer, attended the dinner. But Real Estate Division Chair Andrew J. Singer attended the dinner. Note the capitalization of the title in the last example. This is a departure from the New York Times style, but it is consistent with that of almost every other newspaper. When there is more than one chair of a division or an event, avoid the term co-chairs. Chairs will suffice.

**challah.** Not hallah. Traditional Jewish bread.

**chazan.** The word cantor will usually suffice and will be more universally understood. When chazan is used, put it in a context in which readers will be able to glean its meaning. Italicize as a non-English word.

**chesed.** Translates as kindness. Italicize as a non-English word.

**Chol HaMoed.** The intermediary days of Sukkot and Passover. Italicize as a non-English word.

**Chumash.** The five books of Moses in bound form rather than in a scroll form like the Torah. If this word is used, either define it or put it in a context in which its meaning will be clear. Italicize as a non-English word.

**chuppah.** The ceremonial canopy under which Jewish weddings are performed. Italicize as a non-English word.

**cite, sight, site.** Use cite when you mean to mention or to quote as an authority. Example: I will cite the 23rd Psalm as the source of the phrase “the valley of the shadow of death.” Use sight when you mean a vision, something seen, or the power of seeing. Examples: I faint at the sight of blood. After an operation, the blind man regained his sight. Use site to refer to a specific place or location. Example: 111 Eighth Avenue is the site of the Max M. Fischer headquarters of UJC. Example of all three words in one sentence: I will cite Walter Cronkite’s comment that the tall ships were the most beautiful sight ever to be seen at the site of the Statue of Liberty.

**city, state, federal.** Capitalize only when referring to a specific governmental body or another proper noun. The housing program depends on federal funding. And He moved out of state. Or Cuts made to the city budget hurt seniors. But: Hate crimes are often investigated by the Federal Bureau of Investigation. And: The law was approved by the New York State Legislature.

**citywide, statewide, nationwide.** Spell each as one word.

**The Coalition for the Advancement of Jewish Education (CAJE).** This Jewish educators’ organization, which receives funding from the federation system, brings together professionals and lay leaders engaged in transmitting the Jewish heritage. CAJE is acceptable on second reference.

**co-chair.** See chair entry.

**comma.** Do not use a comma before the word ‘and’ or the word ‘or’ when you’re listing a series. This year’s campaign will address poverty, homelessness and other human needs. The mission will travel to Prague, Kiev or Budapest.

**complement, compliment.** Complement means to go well together. Her scarf complemented her jacket. Compliment is to praise. She complimented him on his work.

**compose, comprise, constitute.** Compose means to put together or create. The United States is composed of 50 states. Comprise means to contain and should be used in the active voice. The United States comprises 50 states. Constitute means to form or to make up. Fifty states constitute the United States.

**congregation, shul, synagogue, temple.**

- When you’re referring to the people who worship at a particular Jewish house of worship, congregation is the best term to use. The congregation participated in the annual campaign.
- Decisions or actions are made or taken by congregations, not by synagogues.
- Synagogue generally refers to the physical house of worship.
- The Yiddish term shul often refers to Orthodox houses of worship, although it is used colloquially by many.
- The word temple usually refers to Reform institutions.
- When uncertain, synagogue is probably the best word to use when referring to the physical house of worship. We attended services at an Upper West Side synagogue.
- When referring to the ancient Jewish houses of worship built in Jerusalem, capitalize the T in Temple. Solomon’s Temple, the Second Temple, etc.

**Conservative Jew, Conservative Judaism.** Note the capitalization of Conservative. Avoid referring to someone as a Conservative Jew, but rather as a member of a Conservative congregation.

**consul, council, counsel.** Consul is an officer in the foreign service of a country. Council is a committee or another deliberative assembly. Counsel is an attorney or another adviser. It can also mean advice and, as a verb, it can mean advise.

**continual, continuous.** Continual suggests repeated but not non-stop action. He is a continual nuisance. Continuous suggests non-stop or uninterrupted action. It rained continuously for 40 days.

**convince, persuade.** Convince means to make someone believe something to be true. Convince must always be followed by that or of – never by to. He convinced the queen that the world wasn’t flat. Persuade means to influence or win over. He persuaded her to give him money for three ships.

**czar.** Not tsar. The imperial head of Russia prior to the 1917 Revolution. Capitalize only when immediately preceding a name. His family immigrated from Russia in the days of the czar. But: Many pogroms were carried out by Czar Nicholas II. Note: The spelling czar is an exception to the New York Times style manual.

**dash.** See hyphens and dashes entry.

**dates.** In invitations, meeting notices, etc., when the date includes the month, day, and year, use cardinal numbers: Arabic figures without st, nd, rd, or th. For example, it should be June 15, 2002; never June 15th, 2002. In correspondences in which you aren't writing the year, it is acceptable to use ordinal numbers and write "We look forward to seeing you on June 15th."

**daycare (adj.), day care (n).** Spell as one word when using it as an adjective, but two words when used in other contexts. The synagogue had a daycare program. But The grant helped defray the high cost of day care.

**decades and eras.** When writing the full name of decades, write the decade without the use of an apostrophe. Example: He began working in the 1960s. When using the contraction for decades, put the apostrophe before the last two digits to signify that the first two digits are missing. Example: Israel was established in the late '40s. Note: This is a departure from the New York Times style.

**despite, in spite of.** Use despite. It's less wordy.

**diaspora.** The dispersal of Jews throughout the world after their ouster from Eretz Yisrael by the ancient Romans or, more generally, any country outside Israel in which Jews live today. With a lowercase d. Note: This is a departure from New York Times style.

**disinterested, uninterested.** Disinterested means impartial. The jury should be a disinterested panel. Uninterested means bored with or not interested in. She's uninterested in his life story.

**dollars and cents.** Express cents with a numeral followed by the word cents, except at the beginning of a sentence. It cost 5 cents. Spell out entirely at the beginning of a sentence. Five cents was all she needed. Dollars are usually expressed with a numeral preceded by a dollar sign. It cost \$30, \$1.5 million, etc. When no cents are involved with a dollar figure, do not include the zeros. It cost \$30. Not: \$30.00. For further details, see the dollars and cents entry in the New York Times Manual of Style and Usage.

**dreidel, dreidels.** Spinning-top game played on Hanukkah.

**effect.** See affect, effect entry.

**elicit, illicit.** Elicit means to coax or bring forth. The attorney elicited a response from the witness. Illicit means illegal or not sanctioned by custom. They had an illicit affair.

**elude.** See allude, elude entry.

**e-mail, E-mail.** With a lowercase e, except at the beginning of a sentence or in a response form in which all the requested information is spelled with initial caps. E-mail has become an important way to communicate with donors. But: He sent the information by e-mail.

**eminent, imminent.** Eminent means prominent. She is eminent in the field of criminology. Imminent means about to occur. His firing was imminent.

**ensure.** See assure, ensure, insure entry.

**erev.** Literally evening, as in Erev Shabbat, Sabbath eve; or Erev Yom Kippur, the eve of the Day of Atonement. Significant because all Jewish holidays begin at sundown. Also used to refer to the day before a holiday. Capitalize erev only when it's used in conjunction with a holiday's name, such as Erev Shabbat, Erev Sukkot, etc. Also italicize erev when it's modifying the name of a holiday that, as determined by this style guide, requires italicization, such *Erev Yom HaShoah*. When erev is modifying the name of a holiday that doesn't require italicization, do not italicize the word erev. See also individual entries for each Jewish holiday.

**eruv.** An arrangement that permits Jews to observe the Shabbat prohibition against carrying items in public. The *eruv* often entails stringing wire around a designated section of a city or neighborhood, thereby defining the area as a single domain. Everything within an *eruv* is viewed as if it were private property, where carrying is already permitted on Shabbat. Italicize as a non-English word.

**everybody, everyone, every one.** In writing, the pronouns everybody and everyone take singular verbs. Everyone is entitled to his (or her) opinion. Do not say: Everyone is entitled to their opinion. Everyone and everybody are interchangeable. However, every one (as two words) has a slightly different meaning from everyone in that it implies one of a specific group. The clue as to which to use is that every one is usually followed by the preposition of. Every one of the cookies was eaten.

**except.** See accept, except entry.

**fall.** See autumn, fall entry.

**farther, further.** Farther is usually used for measurable distances. Washington is farther from New York than it is from Baltimore. Further is usually used for figurative distances or to mean additionally. Nothing could be further from the truth. She further felt he wasn't right for the job.

**federal.** See city, state, federal entry.

**federated giving.** A key principle for every Jewish federation in North America, by which donors give money to an umbrella organization. That organization, in turn, distributes the funds to one or more member agencies. This is in contrast to giving directly to an organization that performs a specific service.

**federation.** Should never be capitalized unless it is the first word of a sentence or it is in the name of a Jewish federation, such as Greater Miami Jewish Federation. Also, always use the correct federation name when first referring to a specific federation in a letter, e-mail or other document. Use Greater Miami Jewish Federation; not the Miami Federation. In subsequent references, you may use 'the Miami federation.' Note lowercase f. See Attachment A for list of all federation names.

**fewer, less.** Use fewer for things that can be counted in discrete units. Fewer people attended this year. Use less for everything else. Because fewer people attended, UJA-Federation raised less money.

**flagrant.** See blatant, flagrant entry.

**flaunt, flout.** Flaunt means to show off ostentatiously. She flaunted her engagement ring. Flout means to ignore in a contemptuous way. She flouted the regulations against insider stock trading.

**flier, flyer.** A person who pilots an aircraft is a flier. An advertising circular or pamphlet is a flyer.

**flounder, founder.** Flounder is a verb that means to move clumsily. He floundered trying to regain his footing in the mud. Founder, as a verb, means to encounter trouble, collapse, or sink below the surface. Once its competitors started making less expensive widgets, the company started to founder.

**flout.** See flaunt, flout entry.

**flyer.** See flier, flyer entry.

**foreign or non-English words and terms.** For all non-English words, including Hebrew and Yiddish, italicize the word unless the word has become a de facto English word as well, as in the case of bar mitzvah, nosh, megillah, menorah, or Shabbat. If a word can be found in a standard English dictionary or the New York Times style guide, you may consider it an English word. Do not italicize a foreign word if it is part of a proper noun, such as the name of an agency or social-service program. If the sentence in which a foreign word is appearing is already italicized, take the foreign word out of italics to differentiate it. *He believed in the importance of giving tzedakah.*

**former Soviet Union.** See place names entry.

**founder.** See flounder, founder entry.

**fundraise (v.), fundraiser (n.), fundraising (v. and adj.).** Write as one word rather than as two hyphenated or entirely separate words. Note: This is a departure from the New York Times style.

**further.** See farther, further entry.

**get.** Religious divorce document. Italicize as a non-English word.

**get-well greeting.** Typical greeting might be *refuah shlema* – may you have a complete healing.

**G-d, God, gods.** If it's necessary to use the Lord's name in a letter or brochure, spell it out as God. We acknowledge that some people feel more comfortable spelling God as G-d. However, for organizational purposes, the full spelling, God, should be used on anything issued. Use lowercase god or gods when referring to pagan deities. Antiochus tried to force the ancient Jews to worship his gods. But: Despite his experience during the Holocaust, he never felt that God abandoned him. Alternatives to the word God include the Lord, the Holy One, and the Almighty.

**grantmaker (n.), grantmaking (v. and adj.).** Spell as one word for all uses.

**Green Line.** The term that denotes Israel's borders prior to the Six Day War and its capture of the West Bank, the Gaza Strip, and the Golan Heights.

**Haggadah (s.), Haggadot (pl.).** The book that contains the Passover seder service. It includes prayers, blessings, legends, songs, psalms, and commentaries.

***halachah.*** The system of Jewish law. If you use this term, you may have to explain its meaning or put it into context to make its meaning clear. Italicize as a non-English word.

**hanged, hung.** The past tense and past perfect tense of hang is hung, except when referring to executions by hanging. In the case of an execution, the past and past perfect tense is hanged. He hung the picture on the wall. He was hanged for his heinous crimes.

**Hanukkah.** The Festival of Lights, the Jewish holiday that commemorates Judah Maccabee's victory in the second century B.C.E. over the Selucid Greek empire. The name is derived from the rededication of the Temple in Jerusalem. The eight-day holiday begins on the 25th day of Kislev, which generally falls in November or December on the Gregorian calendar. A typical greeting around this holiday might be Hanukkah sameach – have a happy Hanukkah.

***hanukkiyah.*** The nine-branched menorah used for Hanukkah. Italicize as non-English word.

***Haredi (s.), haredim (pl.).*** A controversial term, offensive to some, that refers to ultra-Orthodox or fervently observant Jews. Haredim are not necessarily Hasidic. Italicize as a non-English word.

**Hasidic, Hasid, Hasidim.** Should not be used as a synonym for ultra-Orthodox since most ultra-Orthodox Jews are not Hasidic. Lubavitch and Satmar are the two largest Hasidic movements, but there are many others. Since these words are now part of the English lexicon, italics are not necessary.

***Hatikvah.*** Literally, The Hope, the Israeli national anthem. Depending on the audience, you may need to define it. They sang HaTikvah, the Israeli national anthem. Italicize as a non-English word.

**havdallah.** Not habdalah. Service that concludes Shabbat.

**headlines.** Articles, prepositions and conjunctions of three letters or fewer are lowercased.

**healthcare (adj.), health care (n.).** It's one word when you're using it as an adjective. It's two words when you're using it as a noun. One of the biggest issues for elderly Jews is health care. But The Mount Sinai Medical Center has numerous healthcare programs.

**Hebrew calendar.** See Jewish calendar entry.

**Hebrew words.** See foreign words entry.

**Hesed Welfare Centers.** Social-service providers in the former Soviet Union sponsored by the American Jewish Joint Distribution Committee (JDC).

**HIAS, Inc. (Hebrew Immigrant Aid Society).** The worldwide arm of the American Jewish community for the rescue, relocation, family reunification and resettlement of refugees and other migrants. HIAS is acceptable on all references, but the full name, Hebrew Immigrant Aid Society, should be set off in parentheses on first reference.

**Hillel: The Foundation of Jewish Campus Life.** The world's largest Jewish campus organization, Hillel provides opportunities for Jewish students to explore and celebrate their Jewish identity through its global network of more than 500 regional centers, campus Foundations and student organization. Hillel is acceptable on second reference.

**historic, historical.** Historic refers to an important event in history. Neil Armstrong took his historic walk on the moon. Historical connotes something that deals with the topic of history. Steven Spielberg's movie gave a historical account of Schindler's attempt to save Jews during the Holocaust. Note the use of the article a, rather than an, before historical.

**HIV.** See AIDS, HIV entry.

**HMO, HMOs.** Abbreviation for health maintenance organization. HMO is acceptable on all references. Note lack of periods and lowercase s without an apostrophe when it's plural.

**holiday greetings.** The acceptable greeting when writing or speaking to someone around the time of a Jewish holiday that's joyous in nature is hag sameach – have a happy holiday. Obviously, you wouldn't use this greeting for solemn holidays, such as Yom Kippur or Tisha B'Av. For greetings specific to individual holidays, see the Hanukkah; Passover, Pesach; Purim; Sukkot; and Yom Kippur entries.

**Holocaust.** The Nazis' systematic persecution, incarceration, and extermination of about six million Jews, more than one-third of world Jewry, between 1933 and 1944. While there have been other acts of genocide, such as the Armenian or American Indian holocausts, for UJA-Federation purposes the use of this word (with a capital H) should be restricted to references to the Jewish Holocaust.

**home-care (adj.), home care (n.).** Hyphenate when you're using this term as a compound adjective. It's two separate words in other contexts. She worked as a home-care aide. But The agency provides housing and home care for the elderly.

**hors d'oeuvre (s.), hors d'oeuvres (pl.).** The correct spellings for foods commonly served before, or in place of, a large meal. If people are being served those same food items while seated for dinner, appetizers would probably be a better description. It is not italicized.

**Human Services and Social Policy (HSSP) Pillar.** One of three UJC organizational pillars, it enables the federation system to meet its mandate of *tikkun olam* or repairing the world by addressing human needs at the local, state and national levels. Members of the HSSP Pillar meet with elected officials and establish key legislative contacts throughout the country in order to shape and move public policy in the interests of the federation system. May be referred to as the HSSP Pillar in second reference.

**Humash.** See Chumash entry.

**hung.** See hanged, hung entry.

**hyphens and dashes.**

- Hyphens are joiners that have several purposes. They help avoid ambiguity by clarifying what an adjective is modifying. The president spoke to a group of small-business owners. If you said, The president spoke to a group of small business owners without the hyphen, it might be unclear whether the president spoke to owners of small businesses or business owners who are short.
- Hyphens are also used to join compound modifiers. He scored a first-quarter touchdown. He became a full-time employee. However, in most cases, if the compound modifier is placed after the noun, you don't need the hyphen. He scored during the first quarter. He works full time. The exception to this rule occurs when

the modifier directly follows forms of the verb to be. In these cases, you'll want to retain the hyphen to avoid confusion. He is well-known. Her work is first-rate.

- Do not use a hyphen in compound modifiers in which one of the words is an adverb ending in 'ly.' She had to respond to rapidly changing situations.
- When the sentence structure dictates, use a suspensive hyphen. He was given a 10- to 20-year sentence for embezzlement.
- Dashes (also called em dashes, because they are as long the lowercase m is wide) are used to separate subordinate clauses in sentences in which commas are also used or in which there is an abrupt change in continuity. As a general rule, they should not be used when commas will suffice. The effect on the poor, the elderly, and people with AIDS – both here and in the former Soviet Union – will be devastating. In general, em dashes should have a space before and after them (a departure from the New York Times style).
- Dashes can be created in Microsoft Word by clicking on the Insert command, clicking on Symbol, and then clicking on Special Characters.
- Some word processing programs (MS Word, WordPerfect, etc.) automatically convert characters or punctuation marks. For example, double hyphens are converted into em dashes, while quotes are converted into "smart quotes" -- quotes that are curly instead of straight. When publishing material originally produced in word processing programs – whether online or in print – double check for consistency.

**illicit.** See elicit, illicit entry.

**illusion.** See allusion, illusion entry.

**imminent.** See eminent, imminent entry.

**imply, infer.** Imply means to suggest indirectly. He implied that things were not going well in his own life. Infer means to conclude or deduce. She inferred from their conversation that things were not going well in his life. Helpful hint: Implying is usually done by the speaker or writer. Inferring is usually done by the listener or reader.

**in spite of.** See despite, in spite of entry.

**insure.** See assure, ensure, insure entry.

**interfaith.** One word. There was an interfaith service at St. John the Divine.

**intermarriage.** One word. The speaker talked about the increase in intermarriage since the 1960s.

**irregardless.** See regardless entry.

**Islam, Moslem, Muslim.** The religion is Islam. Its adherents are called Muslims (with a u). The spelling Moslem (with an o) is falling into disuse and should be reserved only for proper nouns that use that spelling.

**Israel & Overseas Pillar.** One of three UJC organizational pillars, it is the instrument by which UJC reinforces the linkage between the North American federation system, Israel and the global Jewish community; and educates, communicates and advocates on behalf of Israel and Jews in the world.

**its, it's.** Its implies possession. The organization pays its bills. It's is a contraction for it is. It's a pity there are so many people in need of help.

**JDC.** See American Jewish Joint Distribution Committee (JDC) entry.

**The Jewish Agency for Israel.** Supported by the Jewish federation system, the Jewish Agency is firmly grounded in its dedication to programs that support the rescue of Jews in distress, immigration to Israel and initial absorption; Jewish Zionist education and identity; and the global Jewish community. It is one of two primary agencies – the other is the American Jewish Joint Distribution Committee (JDC) – through which the federation system delivers funding for services overseas. Use the full name, the Jewish Agency for Israel, on first reference. The Jewish Agency, rather than JAFI, is preferred on subsequent references. If it's pertinent, make sure it's clear to readers that the Jewish Agency is a federation beneficiary.

**Jewish calendar.** The Jewish calendar is lunar and generally lasts 354 days. However, to keep it in sync with the 365-day solar calendar, the Jewish calendar employs a 19-year cycle during which seven years gain an additional month. When this occurs, an additional month of Adar is added to the calendar as a sort of “leap month” called Adar I (which is followed by Adar II). This ensures that holidays occur during the appropriate season (so Sukkot, a harvest festival, doesn't fall in winter, while Tu B'Shevat, a festival that celebrates the coming of spring, never occurs in autumn, etc.).

<u>Hebrew Month</u>	<u>Equivalent on Gregorian Calendar</u>	<u>Hebrew Month</u>	<u>Equivalent Gregorian Calendar</u>
Tishrei	September-October	Nisan	March-April
Cheshvan	October-November	Iyar	April-May
Kislev	November-December	Sivan	May-June
Tevet	December-January	Tamuz	June-July
Shevat	January-February	Av	July-August
Adar*	February-March	Elul	August-September

\*In leap years (the 3rd, 6th, 8th, 11th, 14th, 17th, and 19th year of a 19-year cycle) an additional month of Adar occurs, commonly called Adar II.

**Jewish Community Centers Association (JCC Association or JCCA).** Funded in part by the UJC National Funding Councils, this is leadership network of, and central agency for, 281 Jewish Community Centers, YM-YWHAs and camps in the United States and Canada, that serves more than one million members each year. On second reference, either JCC Association or JCCA are acceptable.

**Jewish Community Relations Council of New York, Inc. (JCRC)** This organization, a UJA-Federation of New York allied agency, serves as the central coordinating and community relations body for the Jewish community in the metropolitan area. JCRC is acceptable on second reference.

**Jewish Council for Public Affairs (JCPA).** Funded in part by the UJC National Funding Councils and formerly known as National Jewish Community Relations or NACRAC, JCPA is the common table around which member agencies – 117 local community relations councils and 13 national agencies – sit to develop policies, programs and approaches to public affairs issues that impact on the total community. Use full name on first reference. On second reference, JCPA is acceptable.

**Jewish Education Service of North America (JESNA).** Funded in part by the UJC National Funding Councils, it seeks to enhance the quality and increase the impact of Jewish education in North America by strengthening the motivation, knowledge, and skills of lay and professional leaders and by encouraging concerted community action to expand and improve Jewish education in all its forms and settings. On second reference, JESNA is acceptable.

**Jewish movements, Jewish sects, Jewish streams.** The Conservative, Orthodox, Reconstructionist, and Reform movements should be described as just that – movements. The term Jewish streams is acceptable. However, the term sects is not.

**Jewish Renaissance & Renewal Pillar.** One of three UJC organizational pillars, where lay and professional leaders work to create and encourage new partnership and new cooperation that support formal and informal education; that engage Jewish adults, college students and teenagers in learning and service projects; and that promote programs that strengthen Jewish identity. The pillar works to help the community embrace diversity and enhance North American Jewry's connection to Israel and other Jewish communities around the world, helping to make a global Jewish renaissance.

**Jewish Telegraphic Agency (JTA).** Funded in part by the UJC National Funding Councils, JTA is a worldwide service reporting on news concerning the Jewish people. JTA publishes the Daily News Bulletin, which provides federations, national Jewish agencies, synagogues, other community institutions and individual subscribers with up-to-the-minute news about developments in Israel, Washington, New York and Jewish Communities around the world. JTA is acceptable on second reference.

**Joint Distribution Committee.** See American Jewish Joint Distribution Committee (JDC) entry.

**kabbalah.** Not cabala. The Jewish mystic tradition.

**Kaddish.** Most commonly used to refer to the Jewish prayer recited by mourners. Don't fall into the trap of describing someone as reciting the prayer in Hebrew. The mourner's Kaddish is actually recited in Aramaic, the colloquial language of the ancient Jews.

**kashrut.** The Jewish dietary laws. In using the word, you may need to define it or put it into a context in which its meaning can be gleaned. Italicize as a non-English word. See also kosher entry.

**kibbutz (s.), kibbutzim (pl.), kibbutznik (s.), kibbutznikim (pl.).** Kibbutzim are communal Israeli farming settlements. Not to be confused with *moshavim*. A man or woman who lives on a kibbutz is known as a kibbutznik. Since this word is now part of the English lexicon, italics are not necessary. See also moshav, moshavim entry.

**Kiddush.** Not Kiddish. The blessing over wine. One says Kiddush or makes Kiddush.

***kippah*** (*s.*), ***kippot*** (*pl.*). The Hebrew (and increasingly popular) term for a skullcap or yarmulke and the preferred term for UJC and the federation system. Italicize as a non-English word.

***klal Yisrael***. Loosely translated as the entirety of the Jewish people or the whole house of Israel. Always translate or put in a context in which its meaning is clear. Note lowercase k in klal, but uppercase Y in Yisrael. Italicize as a non-English expression.

**Kol Nidre**. The evening service that begins Yom Kippur. Also refers to the prayer that begins that service.

***kol Yisrael arevim zeh la zeh***. Loosely translated as all Jews are responsible, one for the other. Always translate or put in a context in which its meaning is clear. Italicize as a non-English expression.  
Note capitalization of Y in Yisrael.

**kosher**. Use only to refer to food, not to mean that something is legitimate. Also see kashrut entry.

***Kotel***. The Western Wall in Jerusalem. Always translate or use in a context in which its meaning is clear. Note capitalization. Also italicize as a non-English word. See also Wailing Wall, Western Wall entry.

**Kristallnacht**. Literally, the night of broken glass, Kristallnacht occurred on the night of November 9-10, 1938, when the Nazis killed 91 German Jews and arrested 30,000 and put them into concentration camps. This tragedy marked a turning point in the Nazis' treatment of Jews, moving from legislated denial of rights to overt violence. The event took its name from the windows of synagogues and Jewish-owned stores that were smashed during the evening of rioting. The event was also instrumental in the formation of United Jewish Appeal, initially founded to help Jews who were persecuted by the Nazis. Italicize as a non-English word.

***kuppah***. Hebrew word for communal fund. Should be italicized as a non-English word.

**Ladino**. Judeo-Spanish language spoken by some Sephardic Jews.

**Lag Ba'Omer**. Holiday of disputed origins that is thought to commemorate the heroism of the students of Rabbi Akiva during the Bar Kokhba Revolt against the Romans in 135. (Also believed by some to commemorate the end of a plague that was epidemic among Rabbi Akiva's students.) The holiday's name is derived from the fact that it falls on the 33rd day of the counting of the Omer.

**lay, lie**. (Nobody gets this right.)

- Lay means to put, place, or prepare. Lay the book on the table. Lie means to recline or be situated – or, in its other meaning, to tell a falsehood. He decided to lie down on the floor.
- The past tense, present perfect tense, and past perfect tense of lay is laid. He laid the book on the table. He has laid the book on the table. He had laid the book on the table.
- Here's where the confusion begins: The past tense of lie is lay. The present perfect and past perfect tenses of lie are lain. He lay in bed for days. He has lain in bed for days. He had lain in bed for days. If you wrote he lied in bed for days, you would be implying that the guy was continually uttering falsehoods from under the covers.

**lay leader.** Two words. Not layleader. The term volunteer leader is preferred.

**lead, led.** The metal is spelled lead. The past tense of the verb to lead is spelled led. Moshe Dayan led the Israeli troops into battle. The agency had a program for kids who suffered from lead poisoning.

**less.** See fewer, less entry.

**lets, let's.** Lets is the present tense singular form of the verb to let, meaning permit, allow, or make possible. The new structure lets the agency be more responsive. Let's is actually the contraction of let us, although the unabbreviated construction is infrequently used. Let's go, Yankees!

**lie.** See lay, lie entry.

**Masada.** Not Massada.

***mashgiach.*** A rabbi who oversees adherence to Jewish dietary laws for restaurants or institutional kitchens. Lowercase except when preceding someone's name. Rabbi Murray Schachter is a mashgiach. Italicize as a non-English word.

**matzah (s.), matzahs or matzot (pl.).** Do not use the spelling matzoh. Unleavened bread.

**may be, maybe.** May be, as two words, is a verb form indicating a possibility. I may be going to the event. Maybe, as a single word, is the adverbial form. Maybe I'll go.

***mazal tov.*** Not mazel tov. Hebrew for good luck or congratulations. Italicize as a non-English expression.

**megillah.** Literally any long scroll, but usually refers to one of five megillot that comprise a part of the Bible known as the Ketuvim. The five megillot are the Book of Esther (read on Purim), the Book of Ruth (read on Shavuot), Lamentations (read on Tisha B'Av), Ecclesiastes (read on Sukkot), and Song of Songs (read on Passover). In its English usage, it's come to mean any long or involved story. Since this word is now part of the English lexicon, italics are not necessary.

**menorah.** A seven-branched candelabrum originally used in the ancient Temple. It has become a symbol of the Jewish people. The nine-branched menorah used for Hanukkah is called a *hanukkiyah*.

**mentally retarded.** Offensive term. The preferred expression is developmentally disabled.

**mezuzah (s.), mezuzot (pl.).** Literally means door posts. It refers to the case nailed to the doorposts of Jewish homes and the parchment contained inside it on which portions of the Torah are written.

**Middle East, Mid East.** Composed of Afghanistan, Cyprus, Egypt, Iran, Iraq, Israel, Kuwait, Jordan, Lebanon, Oman, Qatar, Saudi Arabia, Sudan, Syria, Turkey, United Arab Emirates, and Yemen. Note: Take care using the term Middle East or Middle Eastern. Not all Arab countries are technically in the Middle East – Morocco and Algeria, for example, are not Middle Eastern. Nor is Israel the only Middle Eastern country that is not Arab – Turkey, Cyprus, Afghanistan, and Iran are also not Arab countries. The term Mid East is used on occasion, but Middle East is preferred.

***mikvah***. Ritual bath that is used primarily by women following their menstrual period, by both men and women preparing for conversions and sometimes before marriage. Italicize as a non-English word.

**minyan**. A prayer quorum of 10 people or, in the Orthodox movement, specifically 10 men.

***mishpacha***. Means family. If you're going to use the term, make sure you additionally give its meaning or put it in a context where it's meaning is clear. The staff at the agency treated her like mishpacha – like family. Avoid the spelling mispoche, except in quoted material. Italicize as a non-English word.

**mitzvah (s.), mitzvot (pl.)**. Although it literally means commandment, it is used colloquially to mean good deed. Note: The plural is mitzvot, not mitzvahs.

**Mizrachi, Mizrachim (pl.), Mizrahic (adj.)**. Sephardic Jews of Central Asian ancestry.

**more than, over**. Over should generally be restricted to describing spatial relations. The Brooklyn Bridge goes over the East River. Over and more than can both express quantities, although more than may be a better choice in most situations. Always use more than for things that can only be measured in whole numbers. More than 300,000 Jews live in poverty in the former Soviet Union.

**moshav (s.), moshavim (pl.)**. Israeli agricultural or industrial collectives in which families individually own their own homes, but collectively own the land and equipment. Distinct from kibbutzim. See also kibbutz, kibbutzim entry.

**Moslem**. See Islam, Moslem, Muslim entry.

***motzi, ha motzi, the motzi***. The Hebrew blessing over bread. Sometimes Anglicized as the motzi. Italicize as a non-English word. Don't use the redundant the ha motzi.

**Muslim**. See Islam, Moslem, Muslim entry.

**National Foundation for Jewish Culture (NFJC)**. The central cultural agency of the American Jewish community, dedicated to strengthening Jewish continuity and fostering an American Jewish cultural identity, funded in part by the UJC National Funding Councils. NFJC is acceptable on second reference.

**nationwide**. See citywide, statewide, nationwide entry.

**NCSJ: Advocates on Behalf of the Jews in Russia, Ukraine, the Baltic States & Eurasia**. A coordinating agency in the United States for monitoring and advocacy on behalf of the Jewish communities of the 15 republics that make up the former Soviet Union. This organization, which receives funding from the UJC National Funding Councils, was formerly known as the National Council on Soviet Jewry. NCSJ is acceptable on second reference.

**New Testament**. See Bible entry.

**New York Association for New Americans (NYANA).** This UJA-Federation of New York beneficiary is the lead organization of the American Jewish community for resettling Jewish refugees. NYANA is acceptable on second reference.

**New York City.** Don't write New York when you're referring to the city, as it could be confused with New York State. On second reference, the city, with a lowercase c, is acceptable. In postal addresses, write New York, NY. (Or Bronx, NY, Brooklyn, NY, etc. when appropriate.) Note the lack of periods in NY when used for a postal address.

**nonprofit, not-for-profit (n. and adj.).** Nonprofit is spelled as one word. However, not-for-profit is hyphenated.

**numbers.** Generally write out numbers up to nine and use numerals for 10 and above. There were nine people who were helped with that donation. A minyan requires 10 people. There are exceptions, however.

- Ages should always be written as numerals except when used at the beginning of a sentence. She was 4 years old.
- Percentages should also be written as numerals except when used at the beginning of a sentence. Donations were up 1 percent.
- Numbers above 10 should be spelled out if they're used at the beginning of a sentence. Fifteen years ago, she lived in poverty.
- Numerals of more than three digits require commas: 3,500, 15,567, etc.
- Numbers in the millions or billions should be expressed as a combination of numerals with the word million (or billion) written out. There are 1.5 million Jews living in poverty there. More than 3 billion people reside on earth. But write out completely when in the beginning of a sentence. Six million Jews perished during the Holocaust.
- When expressing a range of values, repeat the word million or billion to avoid confusion. The program will cost between \$15 million and \$30 million.
- When expressing fractions, generally spell them out in prose. One-third of all Jews perished during the Holocaust.

**Old Testament.** See Bible entry.

**oleh (m.), olah (f.), olim (pl.).** Literally immigrant, but usually used to mean an immigrant to Israel. Define or put in a context in which its meaning will be clear. Italicize as a non-English word.

**ONAD.** See Overseas Needs Assessment and Distribution Committee entry.

**online, on line.** The computer term, meaning to be connected to a network, is one word for all uses. He worked online. She subscribes to an online service. On line, as two words, means in a queue. She waited on line for tickets.

**online publishing.** When publishing online, some web publishing programs or browsers may be unable to read certain characters. Make sure to test web pages in various browsers for consistency and to ensure the desired layout is in fact produced online.

**Orthodox Jew, Orthodox Judaism.** Note the capitalization of Orthodox. Avoid modifying terms such as modern Orthodox or ultra Orthodox unless specifically relevant to the subject matter. Avoid referring to someone as an Orthodox Jew, but rather as a member of an Orthodox congregation. See more than, over entry.

**Overseas Needs Assessment and Distribution Committee (ONAD).** UJC committee charged with determining which programs and projects abroad should continue to be funded by Jewish federations across North America. The goal of the committee is for federations to establish direct and ongoing connections with potential partners abroad, including the Jewish Agency for Israel and the American Jewish Joint Distribution Committee, in addressing overseas needs. The acronym, ONAD, is acceptable on second reference.

***Parshat HaShavua.*** The portion of the Torah that is read and studied weekly. Define or put into a context in which the reader can glean its meaning. Italicize as a non-English word.

**Partnership 2000 (P2K).** Program coordinated between UJC and the Jewish Agency for Israel through which communities in the United States raise funds to help specific communities in Israel. P2K is acceptable on second reference.

**Passover, Pesach.** The Jewish holiday that commemorates the end of slavery in Egypt for the Jewish people and their exodus under the leadership of Moses. Use the Hebrew word Pesach only on second reference or to audiences that will surely understand it. If Pesach is used, it needn't be italicized as a non-English word. A typical greeting around this holiday might be *Pesach kasher v'sameach* – have a kosher and happy Passover.

**percent, percentages.** When giving percentages in text, write out the word percent. Donations were up by 53 percent. Do not use the percent symbol (%), except in charts and graphs. When citing percentages, always use numerals, even if the number is less than 10. The agency spent only 1 percent of the funds on administrative costs. The one exception to using numerals is if the percentage is cited at the beginning of a sentence. Fifty-two percent of the people came to the event. When citing amounts less than 1 percent, precede the decimal with a zero. AIDS cases rose by 0.3 percent.

**perspective, prospective.** Perspective means point of view or sight of vision. Climbing the mountain gave him a different perspective on the town. Prospective means potential. She met with a prospective donor.

**Pesach.** See Passover, Pesach entry.

**photo captions.** Identify all relevant people in a photo caption, beginning with the description from left. (Don't write from left to right. From left will suffice.) Make certain you include significant titles – whether that title reflects a person's position here at UJC or in another capacity. Since titles will need to be offset by commas, you may want to separate the identifications of each person in a photo with semicolons.

**place names.**

- On first reference, always use the name of the state or country, unless you're referring to a major city, such as New York City or Moscow. The donor lives in Larchmont, New York. I
- If the name of the state or country isn't followed by a period, it must be followed by a comma. He had homes in Westport, Connecticut, and New York City.
- In text, always spell out state names, don't abbreviate (Note: This is a departure from the New York Times style.)

Spellings of selected places include:

- Akko. Not Acre.
- Ashkelon. Not Ashqelon.
- Azerbaijan. A person from Azerbaijan is Azeri
- Belarus. Not Belorussia, although a person from Belarus is Belorussian.
- Bukhara. City and surrounding region historically controlled by numerous dynasties and which is now part of Uzbekistan. A person from Bukhara is Bukharan.
- Beersheba. Not Be'er Sheva.
- Carmel. Not Karmel.
- Chechnya. A person from Chechnya is Chechen.
- Dagestan. A person from Dagestan is Dagestani.
- former Soviet Union. Note the lowercase f. Avoid the term FSU or use it only on second reference when its meaning has been clearly established by putting it in parentheses after the full name was used. Your donation to UJA Federation Annual Campaign is helping thousands of people in the former Soviet Union (FSU). In fact, it has helped establish social-service centers in cities throughout the FSU. The term former Soviet Union is not synonymous with the former Soviet bloc. Many former Soviet bloc countries, such as Poland, Hungary, the Czech Republic, and Romania, are not part of the FSU. Only the following countries should be considered part of the FSU: Russia, Belarus, Ukraine, Armenia, Azerbaijan, Estonia, the Georgian Republic, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Tajikistan, Turkmenistan, and Uzbekistan. Also part of the FSU are the semi-autonomous republic of Dagestan, which is part of the Russian Federation, and Chechnya, which is technically part of the Russian Federation but has aspirations for independence.
- former Yugoslavia. See Yugoslavia, former Yugoslavia entry.
- Jaffa. Not Yafo.
- Kazakhstan. A person from Kazakhstan is Kazakh.
- Kosovo. Formerly semi-autonomous province of Yugoslavia, but not technically part of Serbia. Prior to expulsions by Serbian troops in 1999, the population of Kosovo was 90 percent Albanian in ethnic origin. A person from Kosovo is Kosovar.
- Krakow. Not Cracow.
- Kyrgyzstan. A person from Kyrgyzstan is Kyrgyz.
- Lake Kinneret. This is the preferred term for what most Americans refer to as the Sea of Galilee, although, on first reference, Sea of Galilee should be put in parentheses for clarification. The mission will visit Lake Kinneret (The Sea of Galilee).
- Lod. Don't use the alternate name Lydda.
- Masada. Not Massada.
- Moldova. A person from Moldova is Moldovan.
- Arba, etc.
- Ramla. Not to be confused with the West Bank town of Ramallah.
- Romania. Not Rumania.
- Safed. Not Zefat.
- Tajikistan. A person from Tajikistan is Tajik.
- Turkmenistan. A person from Turkmenistan is Turkmen.
- Ukraine. Do not use the article the before the name. He lived in Ukraine. Not the Ukraine.
- Uzbekistan. A person from Uzbekistan is Uzbek.

- Yugoslavia, former Yugoslavia. Yugoslavia currently consists of the republics of Serbia and Montenegro in what is often called the Yugoslav Federation. A person from Yugoslavia is Yugoslav, not Yugoslavian. The term the former Yugoslavia refers to the country of Yugoslavia prior to its breakup in 1991-92 and consists of Serbia, Montenegro, and the now independent republics of Bosnia and Herzegovina, Croatia, Slovenia, and Macedonia.
- Zhitomir. Not Zhytomyr.

**p.m.** See a.m., p.m. entry.

**precede, proceed, proceeds.** Precede means to come before. His name preceded James Schwartz's name on the letterhead. Proceed means to move forward. When are we going to proceed with producing this style guide? Proceeds refers to the money made after expenses – what we make at various events. The proceeds from the event were used to help jobless people.

**predominant, predominate.** Predominant is an adjective. UJA-Federation is the predominant philanthropy in the Jewish community. Predominate is the verb form. The company predominates its industry. The adverbial forms, predominantly and predominately, are interchangeable.

**preschool, preschooler.** These terms should be used only to refer to programs for children who are too young to attend elementary school or to the children themselves. Programs that happen before school opens, such as 6 a.m. hockey lessons, should be referred to as before-school programs.

**prescribe, proscribe.** Prescribe means to establish rules or recommend remedies. The doctor prescribed antibiotics. Proscribe means to denounce or prohibit. In some neighborhood, driving on Shabbat is proscribed.

**presently.** See currently, presently entry.

**principal, principle.** Principal is a leader or, in financial transactions, the capital. He is principal of the school. He paid off the principal of the loan. Principle means truth or tenet. We in the federation system believe in the principle of *tikkun olam*.

**proceed, proceeds.** See precede, proceed, proceeds entry.

**Purim.** The Festival of Lots, which commemorates the Jews' victory over Haman, a minister of the Persian king Ahasuerus. Although Ahasuerus did not initially know it, Ahasuerus' wife, Esther, was Jewish. A typical greeting around this holiday might be *chag Purim sameach* – have a happy Purim.

**Rabbi, rabbi.** Capitalize only when it is a title that immediately precedes a name. Lowercase is used for a title set off by commas or when the rabbi's name is not specifically mentioned. The service was conducted by Rabbi Lori Forman. But: Lori Forman, a rabbi with Temple Emanuel, conducted the service. And: He gave the book to the rabbi.

**raise, rise.** As a verb, raise is transitive and must be followed by a direct object. He raised the window. Rise is intransitive and doesn't require a direct object. The window rises easily.

**Reconstructionist Jew, Reconstructionist Judaism.** Note the capitalization of Reconstructionist. A separate and distinct movement of Judaism, Reconstructionist Judaism should not be considered a branch of Reform or Conservative Judaism, although the roots of the Reconstructionist movement are intertwined with those of the Conservative movement in the United States. Avoid referring to someone as a Reconstructionist Jew, but rather as a member of a Reconstructionist congregation.

**Reform Jew, Reform Judaism.** Note the capitalization of Reform. Do not use the past tense reformed when referring to Reform Judaism. Avoid referring to someone as a Reform Jew, but rather as a member of a Reform congregation.

**regardless.** The correct word is regardless. Although commonly used, irregardless is not a word in standard English.

**retarded.** See entry for mentally retarded. Do not use this word as an adjective to describe someone with a developmental disability.

**rise.** See raise, rise entry.

***Rosh Chodesh.*** The day that celebrates the new moon and, in turn, the beginning of the Jewish month. Italicize as a non-English phrase.

**Rosh Hashanah.** The New Year as determined by the Jewish lunar calendar. It is celebrated on the first and second day of Tishrei, which usually falls in September or October on the Gregorian calendar. A typical greeting around this holiday might be *Shanah tovah* – have a good year.

**R.S.V.P.** The abbreviation for the French *rezpondez s'il vous plait*, meaning please reply. It is redundant to write please R.S.V.P. Note the use of periods in the abbreviation.

**sabra.** A term, now falling into disuse, referring to people born in Israel. Can refer to either men or women. Literally, the name of a species of cactus native to Israel.

**seasons.** See individual autumn, fall; spring; summer; and winter entries.

**seder.** The home ceremony on the first two nights of Passover during which the Haggadah is read.

**semianually, semimonthly, semiweekly.** See biannually, biennially, bimonthly, biweekly, fortnightly, semiannually, semimonthly, semiweekly entry.

**Sephardi, Sephardim (pl.), Sephardic (adj.).** Literally, Jews of Spanish ancestry, but generally used to describe any Jew of Spanish, Middle Eastern, or Moroccan extraction. See also Ladino entry.

**Shabbat, Shabbos.** The preferred term for the Jewish Sabbath is Shabbat. Note capitalization. The plural is Shabbatot. Use the spelling Shabbos only in quoted material and where it's more commonly used in an expression, such as good Shabbos, although here again Shabbat shalom would probably be preferable. A typical greeting before or during Shabbat is *Shabbat shalom* – have a peaceful Sabbath. Immediately after Shabbat, the greeting would be *shavua tov* – have a good week.

**shalom.** Literally peace, but also used as a greeting and a farewell. Not sholom. Use the spelling sholom only in proper names that use that spelling, such as Congregation Beth Sholom.

***Shanah Tovah.*** Greeting on Rosh Hashanah meaning good New Year. Italicize as a non-English expression.

**Shavuot.** The Festival of Weeks culminates the counting of the 49 days of Omer and celebrates the giving of the Torah by God at Mount Sinai. Use the spelling Shavuot only in quoted material. The holiday is celebrated on the 6th and 7th day of Sivan (although only the first day is observed in Israel), which typically fall in May or June on the Gregorian calendar.

**Shema, shema.** Shema literally means hear. With a capital s, it refers to the principal Jewish prayer of faith, affirming the Jewish belief in one God. It should be used with the article the. He recited the Shema.

**Shemini Atzeret.** Festival observed the day after Sukkot ends. This day is generally not observed separately by Reform congregations or, for that matter, by Jews living in Israel, who generally regard it as part of Simchat Torah. It is celebrated on the 22nd day of Tishrei, which typically falls in September or October on the Gregorian calendar.

***Shoah, HaShoah.*** Literally means whirlwind or cataclysm – the Hebrew word for the Holocaust. Don't assume everyone knows its meaning; either put it into a context in which its meaning can be gleaned or define it. Italicize as a non-English word, except in a proper noun, such as The Shoah Foundation.

***siddur (s.), siddurim (pl.)***. The word prayerbook will usually suffice and will be more universally understood. If used in quoted material, put it in a context that will ensure that your audience will understand its meaning. “We are fortunate to have a family siddur,” he said, referring to the prayerbook that had been in his family for generations. Italicize as a non-English word.

**sight.** See cite, sight, site entry.

**Simchat Torah.** This holiday follows Sukkot and celebrates the conclusion of the annual cycle of Torah readings. Its is observed on the 23rd day of Tishrei, which generally falls in September or October on the Gregorian calendar.

**site.** See cite, sight, site entry.

**spaces after period.** Use one space after a period – not two. The use of two spaces is a holdover from the days of typewriters. The extra space, however, has little value today with the use of laser printers and proportionally spaced typefaces.

**spelling.** For the correct spelling of words not found in this style guide supplement or in The New York Times Manual of Style and Usage, please consult a dictionary.

**spring.** Lowercase, except at the beginning of a sentence or in the context of the name of an event or another proper noun.

**state.** See city, state, federal entry.

**statewide.** See citywide, statewide, nationwide entry.

**sukkah.** The temporary shelter built as part of the celebration of Sukkot. The plural of sukkah is sukkot (with a lowercase s), from which the name of the holiday is derived. See also Sukkot entry.

**Sukkot.** This holiday falls five days after Yom Kippur and celebrates the fall harvest and recalls the 40 years that the Jewish people wandered in the wilderness. It is celebrated from the 15th through the 21st of Tishrei, which typically falls in September or October on the Gregorian calendar. Use the spelling Sukkos only in quoted material. A typical greeting around this holiday might be *chag sameach* – have a happy holiday. However, during the interim days, you would say *moadi'im l'simcha* – may this season of the year be festive. See also sukkah entry.

**summer.** Lowercase, except at the beginning of a sentence or in the context of the name of an event or another proper noun.

**synagogue.** See congregation, shul, synagogue, temple entry.

**tallit, tallitot.** The prayer shawl worn by men and, in some congregations, by women. Avoid the spelling tallis except in quoted materials or when dictated by the context.

**Talmud.** The written transmission of Jewish oral law. Note the capitalization of Talmud, but don't capitalize the word talmudic. When quoting from the Talmud, the format is to first cite the tractate name followed by page number and page side. Note: All pages in the Talmud are additionally identified with a lowercase a or b. Example: Whoever destroys a single soul is as though they had destroyed an entire world.—Talmud, Sanhedrin 37a

**Tanach.** The complete Hebrew Bible, comprising the Five Books of Moses, Prophets, and the Writings. The word Bible will usually suffice and will be more universally understood. Do not refer to it as the Old Testament. If Tanach is used either define or put in context in which its meaning can be gleaned. Italicize as a non-English word.

**teenage, teenager.** Write as one word, not as a hyphenated compound. The program treats teenage AIDS patients. There are more than 30 teenagers there.

**tefillin.** Leather boxes, attached by straps, which contain passages from the Shema and are worn by Jews during morning prayers. One of the tefillin is placed near the hairline of the forehead while the other is placed on the bicep of the left arm for right-handed people. (Left-handed people wrap the tefillin around the right arm.) Use this term rather than the technical-sounding phylacteries. One lays tefillin.

**temple.** See congregation, shul, synagogue, temple entry.

**that, which, who, whom.**

- That and which should be used when referring to inanimate objects or animals without names. The style book that we have produced was more trouble than it was worth. Or UJC, which is located on Eighth Avenue, is a philanthropy. That is the preferred relative pronoun when introducing an essential clause (sometimes called a restrictive clause). The building that was constructed on 48th Street will be opened soon. However, which is the preferred relative pronoun when referring to a non-

essential clause (sometimes called a non-restrictive clause). The building, which was constructed last year, will house more than 200 employees.

- Use who and whom when referring to people. The boy who fell down the stairs was not injured. And: The boy, for whom the ambulance was called, didn't need assistance.
- Use who when the verb refers to the subject of the sentence – in other words, when it's the subject who's doing the action. Will the person who took my stapler please return it. The word who is correct here because it was the person (the subject of the sentence) who was doing the taking.
- Use whom when the verb refers to the object of the sentence – in other words, when it's not the subject of the sentence who's doing the action. I will hire whom you recommend. In this case, whom is correct because the recommended person, the subject of the sentence, was not the one who did the hiring.

**their, there, they're.** Their is a possessive pronoun. They lost their pension. There is an adverb indicating direction. They had worked there for 50 years. There is also used as a pronoun for impersonal construction in which the real subject follows the verb. There were no willing relatives who could help them. They're is a contraction of they are. They're destitute.

***tikkun olam.*** A Jewish religious concept translated as repairing or mending the world and meaning a devotion to improving the world. Always translate or put into a context in which its meaning is clear. The federation system is founded on the principle of *tikkun olam* – the obligation we have to repair the world. Italicize as a non-English phrase.

**time.** In invitations, times should be expressed as hours and minutes, separated by a colon. The terms a.m. and p.m. should be lowercase and should include periods. Examples: 6:00 p.m.; 10:30 a.m. Please note that 12:00 should be either 12:00 noon or 12:00 midnight, not a.m. or p.m. For writing something other than an invitation, there are some exceptions to these guidelines: Times that are on the hour should be expressed without the zeros – 6 p.m., 10 a.m., etc. In addition, when writing something other than invitations, noon and midnight will suffice – you needn't write 12 noon or 12 midnight.

**Tisha B'Av.** Literally the ninth day of the month of Av, which usually falls in July or August on the Gregorian calendar. An especially mournful Jewish fast day that commemorates the destruction of the First and Second Temples in 586 B.C.E. and 70 C.E., respectively.

#### **titles.**

- In letters, news releases, and almost all other written materials do not capitalize a person's title, unless (and this is tricky) it immediately precedes the name and is not separated by commas. Example: John Schwartz, chairman of the board of UJC, stated ...or the chairman of the board of UJC, John Schwartz ... but UJC Chairman of the Board John Schwartz. (Note capitalization of the title in this last example, but not the previous two.) The only exceptions to this rule are when the design dictates the use of initial caps for all words, as sometimes happens on invitations or in some headlines.
- For books, computer games (but not software programs), movies, operas, plays, poems, songs, television programs, and lectures, speeches and works of art: Capitalize the principal words, including prepositions and conjunctions of four or more letters; capitalize an article – the, a, an – or words of fewer than four letters if it is the first or last word in a title. Put quotation marks around the names of all such works except the Bible and books that primarily catalogs of reference material. In

addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias and handbooks

- Newspaper names. Capitalize *the* in a newspaper's name if that is the way the publication prefers to be known. Do not place name in quotes. Lowercase *the* before newspaper names if a story mentions several papers, some of which use *the* as part of the name and some of which do not. Where location is needed but is not part of the official name, use parentheses: *The Huntsville (Ala.) Times*.

**Torah.** The five Books of Moses – *Brei'sheet* (Genesis), *Sh'mot* (Exodus), *VaYikrah* (Leviticus), *BaMidbar* (Numbers), and *Devarim* (Deuteronomy). Judaism's central and holiest document, containing 613 commandments, and on which all Jewish law is based. Always capitalize the T.

**toward.** Not towards.

**tsar.** See czar entry.

**Tu B'Shevat.** Literally the 15th day of the month of Shevat, which generally falls in January or February on the Gregorian calendar. The Festival of Trees, this holiday celebrates the blooming of the almond trees in Eretz Yisrael and the pending return of spring.

*tzedakah.* Literally means justice or righteousness, although it is generally used in the context of charity. You give *tzedakah* or perform acts of *tzedakah*. Italicize as a non-English word.

*tzitzit.* The four corner fringes on the tallit. Define or put in context in which its meaning can be gleaned. Italicize as a non-English word.

**Ukraine, the Ukraine.** See place names entry.

*ulpan* (s.), *ulpanim* (pl.). Intensive program that teaches conversational Hebrew. A crucial service provided by the Jewish Agency for Israel for new immigrants. Italicize as a non-English word.

**uninterested.** See disinterested, uninterested entry.

**United Jewish Communities (UJC).** Represents 156 Jewish federations and 400 independent communities across North America. Through the UJA Federation Annual Campaign, UJC and the federation system provide life-saving and life-enhancing humanitarian assistance to those in need, and translates Jewish values into social action on behalf of millions of Jews in hundreds of communities in North America, in towns and villages throughout Israel, in the former Soviet Union, and 57 countries around the world. Through the Israel Emergency Campaign (IEC), UJC and the Jewish Federations of North America, in cooperation with their overseas partners, The Jewish Agency for Israel and the American Jewish Joint Distribution Committee, are providing human welfare, social and economic assistance and other types of support to Israelis, many of them victims of terror, as they endure a period of extreme challenge.

The article *the* should not be used before its name. She speaks on behalf of United Jewish Communities. Not: She speaks on behalf of the United Jewish Communities. United Jewish Communities is acceptable on first reference. UJC is acceptable on second reference.

**Wailing Wall, Western Wall.** The preferred term for the holy site in Jerusalem is Western Wall. Use Wailing Wall only in quoted material. Note capitalization. See also Kotel entry.

**website, World Wide Web.** Note that website is one word. Also note the capitalization of World Wide Web.

**who, whom.** See that, which, who, whom entry.

**who's, whose.** Who's is the contraction of who is. Who's chair of the committee? Whose is possessive. Whose responsibility is it to raise funds for the project?

**winter.** Lowercase, except when at the beginning of a sentence or in the context of the name of an event or another proper noun.

**World Wide Web.** See website, World Wide Web entry.

**yarmulke, yarmulkes.** The Yiddish word for skullcap. The Hebrew word *kippah* is the preferred term. Let the context determine which word you use. Please note that yarmulke is not italicized because it's become part of the English vocabulary. However, *kippah* is italicized as a foreign word.

***yasher ko'ach* (m.), *yasher ko'cheich* (f.).** Hebrew expression for recognizing a job well done as in good job or way to go. Italicize as a non-English expression. We wish John Schwartz a *yasher ko'cheich* for his many achievements as president. Or *Yasher ko'ach* on that presentation! Italicize as a non-English expression.

**yeshiva (s.), yeshivot (pl.).** A Jewish school that offers religious (and often secular) instruction.

**Yiddish.** German-Judeo language typically spoken by Ashkenazi Jews from Eastern Europe and still thriving in Hasidic communities. Although many Yiddish words have entered the American lexicon, use Yiddish with care since this language is not a universal Jewish language and has little relevance to Jews of non-Ashkenazic descent. When using religious terms, the Hebrew equivalent may be more appropriate. When used, italicize Yiddish words and expressions that have not entered the standard American English vocabulary.

***Yom HaAtzma'ut.*** Israel's Independence Day, commemorating David Ben-Gurion's declaration of an independent state at the conclusion of the British Mandate on the 5th day of Iyar, 1948. The holiday typically falls in late April or early May on the Gregorian calendar. Italicize as a non-English phrase.

***Yom HaShoah.*** The 27th day of Nissan – the day set aside to commemorate the tragedy of the Holocaust. The day typically falls in April on the Gregorian calendar. Italicize as a non-English phrase.

***Yom HaZikaron.*** Israel's Memorial Day. It honors the soldiers who gave their lives in Israel's wars and is observed on the 4th day of Iyar – the day before Yom HaAtzma'ut, Israel's Independence Day. The holiday typically falls in late April or early May on the Gregorian calendar. Italicize as a non-English phrase.

**Yom Kippur.** The Jewish day of atonement and the holiest day on the Jewish calendar. It is observed the 10th of Tishrei, which typically falls in September or October on the Gregorian calendar. A typical greeting around this holiday might be tzom kal – have an easy fast. Or, during the Days of Awe, g'mar hatimah tovah – may the end of Yom Kippur portend well for you.

*Yom Yerushalayim.* A relatively new holiday that celebrates Jerusalem's reunification at the conclusion of the Six Day War in 1967. It is celebrated on the 28th day of Iyar, which typically falls in May on the Gregorian calendar. Italicize as a non-English phrase.