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ASRT Style Guide

a / an  Use a before consonant sounds, even if the word begins with a vowel: It was a once-in-a-lifetime opportunity. He wears a uniform at school. Use an before vowel sounds: He drives an 18-year-old car. She explained an NRC ruling to the committee. He is an MR technologist.

a lot  Two words: The mayor had a lot to say about the proposal.

abbreviations and acronyms  A glossary at the end of this style guide lists the full names and proper abbreviations of many radiology and health care organizations. Always spell out the organization’s entire name upon first reference; use the abbreviation or acronym for second and subsequent references. Do not use periods in acronyms. It is not always necessary to follow an organization’s name with its abbreviation or acronym in parentheses.

Many abbreviations used internally at ASRT should not be used for external purposes, as they have no external meaning. For example, do not use abbreviations such as RADT, RTC, AGHOD, RTT, BOD and HOD with external audiences.

Do not invent acronyms. If an acronym does not exist, repeat the organization’s name or use a generic term such as the association, the agency or the company. For other abbreviations, see the academic degrees, addresses, a.m. / p.m., credentials, dates and state names entries.

Consult Stedman’s Medical Dictionary for medical acronyms.

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academic degrees  Use an apostrophe in master’s degree and bachelor’s degree. Associate degree does not have an apostrophe. Do not capitalize master’s, bachelor’s or associate degree. Do not use an apostrophe with bachelor of or master of. Also, a bachelor’s or a master’s is acceptable in any reference: He has a master’s in education. Use periods when abbreviating a degree such as B.S., M.A. or M.B.A. Note the use of periods and capitalization in the abbreviations Ph.D. and Ed.D. The degree and any other credentials should be set off by commas: John Smith, B.A., R.T.(R), attended the meeting.

If an individual has earned multiple degrees, include only the highest degree in a list of credentials: Lucy Van Pelt, Ph.D., R.T.(R)(QM). If an individual has earned multiple degrees that are equal, list all degrees: Linus Van Pelt, M.Ed., M.B.A., R.T.(T). Academic degrees and credentials can be used, but are not required after names in Marketing copy. Also see the credentials entry.

academic titles  Titles such as professor or department chairman are capitalized only when they directly precede a name; they appear in lowercase when they follow a name: I asked Associate Professor Susan Craig, Ph.D., to review the book. Sam Jones, chairman of the radiography department, will write the letter.

When an academic title appears without a name, use lowercase: I asked the associate professor to review the book. See also the Titles entry.

addresses  Use the abbreviations Ave., Blvd. and St. with a numbered address: ASRT is located at 15000 Central Ave. SE. Spell out these words when used without a street number: ASRT is located on Central Avenue. Always spell out and capitalize Road, Drive and Circle when used in an address. Lowercase street references when addresses share a common location, such as: The hotel is one block west of the intersection of Broadway and Lomas boulevards.


advisor  This is the ASRT preferred spelling (instead of “adviser”).

affect / effect  The verb affect means to influence. The noun effect means result: The effects of the medication will not be apparent until four to six weeks after you take your first dose. The benefits affect everyone who participates in the development program.

affiliates  See the Society entry.

ages  Always use figures: Her youngest son is 5 years old. She graduated from college at the age of 17.
Hyphenate ages when used as an adjectival phrase: A 60-year-old man was admitted to the ward last night.

**aid / aide** An aid is a form of assistance. An aide is a person.

**ALARA** Abbreviation for as low as reasonably achievable. Generally use the abbreviation, ALARA, then spell out.

**all right** Not “alright.”

**Alliance for Quality Medical Imaging and Radiation Therapy** Use Alliance on second reference.

**although / while** See the while / although entry.

**a.m. / p.m.** Always lowercase, with periods: The meeting will begin at 9 a.m. See the time entry.

**among / between** Use between for two items and among for more than two: There is no consensus among our members. The cost of the meeting was divided among the ASRT, the ARRT and the JRCERT. Dick and Jane divided the cost between them.

**amount** Use amount when referring to quantities that are measured in bulk or mass: The project will require ordering a large amount of ink and paper. Do not use number unless you are referring to things that (or people who) can be counted individually: We didn’t expect such a large number of people to attend the conference. Fortunately, only a small number of vehicle accidents occurred during the snowstorm, despite the amount of snow.

**ampersand (&)** The only place an ampersand may be used instead of the word and is when it is part of an organization’s name or product name. Use of the ampersand is acceptable in headlines in Marketing copy. Also see the headlines (capitalization in) entry.

**and/or** Avoid using this phrase. Most choices can be represented adequately by using either “and” or “or.” When neither option is suitable, trying adding the phrase “or any combination of these” at the end. Not preferred: Pizzas can be ordered with pepperoni, sausage, extra cheese, mushrooms and/or green chile. Preferred: Pizzas can be ordered with pepperoni, sausage, extra cheese, mushrooms, green chile or any combination of these toppings.

**Annual Drawing** Capitalize Annual Drawing when referring to the ASRT Foundation Annual Drawing. Use lowercase on second reference unless it is accompanied by “ASRT Foundation.” The ASRT Foundation Annual Drawing raised more than $50,000. The annual drawing closes next month. Capitalization on second reference is acceptable in Marketing copy.

Lowercase when referring to drawings in general.
apostrophe  For most singular nouns, add ’s to indicate possession. For a singular noun ending
in s, add ’s: the hostess’s invitation. For a plural noun ending in s, add only the apostrophe: the
doctors’ offices, the technologists’ meeting. If a proper noun ends in an s, add an apostrophe
only: Leave it on Agnes’ desk.

Also use an apostrophe in contractions: I can’t go because I’m working; let’s go later. and in the
place of an omitted letter or figure: the late ’60s, the class of ’86, rock ’n’ roll.

Do not use an apostrophe in a simple plural. Incorrect: Eight R.T.’s attended. Correct: Eight
R.T.s attended. However, apostrophes are used for plural, single letters: Mind your p’s and q’s.

app   Refers to an application used on a mobile device. App is acceptable on all references. See
the ASRT apps entry.

ARRT  Abbreviation for the American Registry of Radiologic Technologists. Either “ARRT” or
“Registry” may be used on second and subsequent references. In Marketing copy or where space
is a concern, ARRT and similar registries and certification boards (See Related Organizations)
do not need to be spelled out on first reference. Be aware that readers can confuse ASRT and
ARRT, so make the distinction as clear as possible.

ASRT  Abbreviation for the American Society of Radiologic Technologists. Either “the ASRT”
or “ASRT” may be used; let your ear be your guide: Please send your comments to the ASRT.
He wants to know when ASRT will respond.
It is acceptable to use the abbreviation on first reference when printing on letterhead or in any
other instances where the association name is prominently displayed with the logo.

ASRT address  The street address is 15000 Central Ave. SE, Albuquerque, NM 87123-3909.

ASRT Annual Governance and House of Delegates Meeting  On second reference, call this
event the annual governance meeting or the ASRT governance meeting. If referring only to the
two sessions of the House, use the annual meeting of the House of Delegates or the ASRT House
of Delegates meeting, depending on context. Do not use the abbreviation AGHOD in external
documents.

ASRT apps  When referring to app stores in which ASRT apps are available for download, use
the preposition that is natural for the context: Find the ASRT app in the Apple App Store or on
Google Play. Note the preferred style for the Apple App Store (do not use Apple Store or
iTunes).
A general instruction to access “the app store for your device” is preferred, rather than references
to the specific app stores that support the ASRT app.

ASRT@RSNA  No spaces before or after the @ symbol. Include the event year (e.g.,
ASRT@RSNA 2011). Also see the Radiological Society of North America entry.

ASRT Board of Directors  Capitalize Board of Directors and the word Board when referring to
the ASRT Board of Directors: They discussed Board policy. He will attend the Board of
Directors meeting. The ASRT Board of Directors met in Albuquerque, New Mexico. Lowercase

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when referring to boards of directors in general. The official listing for the Board of Directors, their credentials, positions, places of employment, and email addresses is here. For consistency, list them the way they appear in this document.

**ASRT Bylaws**  Capitalize ASRT Bylaws, but use lowercase bylaws when not preceded by the name of the Society: The ASRT Bylaws state that the House of Delegates must vote on all bylaws changes.

**ASRT chapters, committees and other groups**  Capitalize the names of ASRT chapters, committees and other groups: The Committee on Nominations submitted its report. She is a member of the Mammography Chapter. He is an Education Chapter delegate. The Radiation Therapy and Medical Dosimetry chapters met on Monday. The Radiologic Technology Editorial Review Board will meet in June. Do not capitalize groups when the reference is generic or informal: ASRT has 15 chapters. She is a chapter delegate. He thanked the committee members. Volunteer for one of the editorial review boards.

**ASRT Communities**  Capitalize when referring to the ASRT Communities as a whole: Find more information in the ASRT Communities.

Also capitalize the names of individual ASRT communities and other groups: The Radiation Therapy Community posted a new discussion. He is a member of the Radiation Therapy Community.

Do not capitalize groups when the reference is generic or informal: ASRT has 18 active communities. She is a member of a community.

When referring to the ASRT Communities on second reference, Communities should be capitalized, but ASRT does not have to be included: Visit the Communities to learn more.

If referenced as a group, treat as a collective noun. See the collective nouns entry. If referenced as individual entities, treat as a plural noun. For example: There are 18 ASRT communities.

**ASRT departments**  Capitalize ASRT department and division names: Visit the ASRT Publications and Editing Department. Please call the Finance Department. The Publications and Editing and Marketing departments collaborated on the project. Lowercase when referring to departments at other organizations.

**ASRT Educational Symposium**  A separate event that is held in conjunction with the ASRT Annual Governance and House of Delegates Meeting. Write about the events separately, but refer to the other event when appropriate. Come for the ASRT Educational Symposium and stay for the Annual Governance and House of Delegates Meeting. When both events need to be mentioned together, use ASRT Educational Symposium and Annual Governance and House of Delegates Meeting (may also use “the” in front of this name if it sounds better with sentence structure). On second reference, use the Educational Symposium and annual governance meeting. When referring to the Educational Symposium alone, the second reference can be the Educational Symposium, Symposium, educational courses, educational tracks or CE courses.
ASRT Foundation  On second reference, may use the Foundation (always capitalized). ASRT Foundation can appear in bylines if part of a job title: ASRT Foundation Director of Development. Lowercase when referring to foundations in general.

ASRT Foundation is the legal name of the Foundation; do not spell out ASRT, even on first reference, when used as part of the name.

ASRT Foundation Board of Trustees   Not “Board of Directors.” On second reference, use Board of Trustees, the Board or the Foundation Board.

ASRT election  Not “elections,” even though more than one office is on the ballot.

ASRT Expo   The ASRT Expo is a feature attached to the ASRT Annual Governance and House of Delegates Meeting. On second reference, use the Expo, vendor displays, tabletop displays or tabletop vendor displays.

ASRT JobBank®  Note capitalization and spelling of JobBank. In editorial copy, include the ® symbol after the first or most prominent use of the name. In advertising or promotional copy, include the ® symbol after every use of the name. When referring to content in the ASRT JobBank, use in (not on or at): Learn more about the position in the ASRT JobBank. See the [brand names / trademarks] and [Copyright Standards] entries.

ASRT Learning Center   May use “the learning center” or “the center” on second reference.

ASRT membership categories  The 10 ASRT membership categories are Active, Associate, Student, Graduate Bridge, International, Radiologist Assistant, Limited X-ray Machine Operator, Retired, Life and Emeritus. Capitalize these terms when they refer to the membership categories: You might qualify for a Graduate Bridge membership. He joined ASRT as an International member. Even if you are not an R.T., you can support the ASRT by becoming an Associate member. An exception is Life Member, when referring to the honorary status.

ASRT membership options  Refer to as the Digital membership option or Premium membership option. Do not refer to them as the Digital category or Premium category, because they are not recognized as membership categories in the Bylaws. For the same reason, do not refer to members as “Digital members” or “Premium members.” Digital and Premium are capitalized in references to membership options.

ASRT Museum and Archives   Use the plural “archives” within the museum name; the singular “archive” might be appropriate in other contexts, depending on usage: The museum includes an archive of photographs.

ASRT newsletters   Do not capitalize “newsletter” in reference to any ASRT newsletter publications unless it is a part of the official name. For example, ASRT rEsources newsletter. Reference to specific ASRT newsletter publications should be presented as follows:

- ASRT rEsources newsletter
- The Beam newsletter
- Leaders Connection

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• ASRT Insider newsletter

ASRT office The preferred term for the Society’s building in Albuquerque, N.M. Do not use “ASRT headquarters” or “ASRT executive office.”

ASRT-PAC® This is the official name of the ASRT political action committee; the hyphen is part of the name. In editorial copy, include the ® symbol after the first or most prominent usage of the name. In advertising or promotional copy, include the ® symbol after every use of the name.

ASRT Radiation Therapy Conference Use this title for the Society’s annual radiation therapy meeting. Do not abbreviate the name of this meeting as “RTC” except in internal documents. Radiation Therapy Conference is acceptable on second use.

ASRT Scanner Italicize. Use Scanner on second reference.

ASRT Store Do not call the ASRT Store “the Store” or “ASRT Online Store.” You may use “online store” in a generic sense: ASRT members can purchase CE products from the ASRT Store. This online store also sells other products.

ASRT titles Capitalize ASRT job titles when they precede a name; lowercase them when they come after the name: Please call ASRT Director of Window Washing Sally Doe at 800-444-2778. Send your questions to Sally Doe, ASRT director of window washing. See the ASRT departments entry.

average See the mean / median / average entry.

backward Not “backwards.”

because / since See the since / because entry.

because of / due to These terms are not interchangeable. Due to means caused by. If caused by doesn’t work, use because of. Incorrect: Due to the fracture, the patient was in pain. Correct: Because of the fracture, the patient was in pain. (or) The patient’s pain was due to the fracture.

beside / besides Beside means next to; besides means in addition to: Come stand beside me. Besides Lou and Sally, you and Tom are invited.

between / among See the among / between entry.

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**bi / semi**  Bi means “two” and semi means “half.” The journal is published bimonthly (every two months). The report is due semimonthly (twice a month).

**Board of Directors**  See [ASRT Board of Directors](#) entry or [ASRT Foundation Board of Directors](#) entry.

**book titles**  See the [titles of works](#) entry.

**brand names / trademarks**  All brand names and trademarked terms should be capitalized. Brand names and trademarked terms should never be pluralized and should never be used as verbs (you can photocopy an article, but you can’t “Xerox” it).

Do not use symbols such as “TM” or ® after a company’s name, product’s name or trademark in editorial copy. The use of these symbols is allowed only in paid advertising copy, including advertisements, advertorials and exhibitor materials such as exhibitor listings and guides.

The only exception to these rules is ASRT-trademarked programs or services, such as National Radiologic Technology Week®, the ASRT JobBank®, the ASRT ECE® program or ASRT-PAC®. When referring to these programs or services in text or editorial copy, include the “TM” or ® symbol after the first or most prominent usage of the name. In advertising or sales copy, include the symbols after each use of the name. Place the “TM” or ® symbol immediately after the trademarked item and inside punctuation. See the [Copyright Standards](#) entry.

**Bring a Friend program**  Do not hyphenate. Do not capitalize the a.

**Bucky**  Refers to an apparatus invented by Dr. Gustave Bucky and should always be capitalized: Bucky tray, Bucky diaphragm.

**bulleted list**  Each bulleted item begins with a capital letter and is followed by a period.

Following a two-hour debate, the committee agreed to:
- Add a glossary.
- Rewrite the introduction.
- Provide an abstract.

In Marketing copy, periods are not always required in bulleted lists, particularly when the bulleted text is not a complete sentence.

**can / may / might**  Can denotes ability; may denotes permission or possibility; might denotes possibility. Deborah can fix the disk drive. You may go home now. Mom and dad might visit us this summer. Also see the [may](#) entry.

**cannot**  One word.
capital letters Do not use all caps or underline for emphasis. Limit your use of bold and italics. This applies to email correspondence as well. See also email entry.

capitalization in headlines See the headlines (capitalization in) entry.

CARE bill Acronym for the Consistency, Accuracy, Responsibility and Excellence in Medical Imaging and Radiation Therapy bill, the federal minimum standards bill previously introduced in the U.S. House of Representatives and the U.S. Senate. Refer to the CARE bill in a historical sense. The acronym may be used on first reference, but spell out the bill’s name as early as possible in the copy. Do not refer to the bill as a “law” or an “act.”

case / patient These terms are not interchangeable. A case is an instance of an illness, disease or injury. A patient is a person receiving medical care. Incorrect: Six cases were treated for food poisoning. Correct: Six patients were treated for food poisoning. Incorrect: The number of tuberculosis patients decreased last year. Correct: The number of tuberculosis cases decreased last year.

catalog Not “catalogue.”

Category A credit Always capitalize: The ASRT tracks Category A credits for its members.

Category A+ credit There is no space between the A and the “+” symbol. Do not spell out “plus.”

CD-ROM This abbreviation for “compact disc, read-only memory” is acceptable on first use.

CE credit May be used on second reference for continuing education credit. Use figures, not words, to indicate the number of credits: This homestudy is approved for 2 CE credits. You have earned 14.5 CE credits this year.

Celsius Always capitalize.

Centers for Disease Control and Prevention Note that Centers is plural. The abbreviation CDC is acceptable on second reference. The CDC is located in Atlanta.

Centers for Medicare & Medicaid Services Note that Centers is plural, and also note the use of the ampersand. Use CMS as the abbreviation (just one “M”).

certification / registration Radiologic technologists become certified by completing an accredited educational program, demonstrating moral fitness and passing an exam given by the American Registry of Radiologic Technologists or another certification agency (e.g., the American Registry for Diagnostic Medical Sonography). Registration is the annual process of registering an existing certificate with the issuing organization.
chairman  Although many presiding officers are women, the ASRT uses the title chairman to refer to the person who presides over an ASRT committee, task force, board or program.

Other organizations and associations use “chairwoman,” “chairperson” or “chair” as the official title of their presiding officer. When writing about one of those organizations, use the organization’s official title for the position, even if it does not agree with ASRT’s in-house style. If no official title exists, use chairman.

city / cities  Capitalize city names in all uses. Spell out the names of cities unless in direct quotes: A trip to Los Angeles, but: “We’re going to L.A.”

Capitalize city if it is part of a proper noun, part of an official name or a commonly used nickname: Kansas City, New York City, Windy City, City Beautiful. Lowercase elsewhere: a Michigan city; the city government; the city of Minneapolis.

When listing city and state after a hospital title in that city and state avoid redundancy. Don’t write, Joe Smith, R.T.(R), works for the University of Chicago Medical Center in Chicago, Illinois. Instead, write, Joe Smith, R.T.(R), works for the University of Chicago Medical Center. Chicago stands alone, so you don’t need to write the city name or the state. Write out the location when needed for clarity. For example: Joe Smith, R.T.(R), works for Childress Regional Medical Center in Childress, Texas.

Place a comma between the city name and the state name. Some city names stand alone (with no state, province or country). Consult this AP list for the stand-alone cities:

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<tr>
<th>Domestic</th>
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<th>International</th>
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<td>Atlanta</td>
<td>Milwaukee</td>
<td>Amsterdam</td>
<td>Djibouti</td>
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<td>Baltimore</td>
<td>Milwaukee</td>
<td>Baghdad</td>
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<td>Boston</td>
<td>Milwaukee</td>
<td>Beijing</td>
<td>Gibraltar</td>
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<td>Chicago</td>
<td>New Orleans</td>
<td>Berlin</td>
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Havana
Hong Kong
Jerusalem
Kuwait City
London
Luxembourg
Macau
Mexico City
Monaco
Montreal
Moscow
New Delhi
Ottawa
Paris
Quebec City
Rome
San Marino
Singapore
Tokyo
Toronto
Vatican City
When using the prefix co-, include the hyphen when forming nouns, adjectives and verbs that indicate occupation or status. Examples include co-author, co-worker, co-owner and co-chairman. Otherwise, follow the guidelines in the hyphen entry.

CME This is the abbreviation for “continuing medical education,” which is awarded to physician courses. Do not use it to refer to technologist CE courses.

collective nouns A collective noun denotes a group of people or things acting as one unit. Examples of collective nouns are committee, jury, class, family, team, crowd, group and department. Collective nouns require singular verbs and pronouns. The jury is returning its verdict today. The term “the ASRT” is a collective noun: The ASRT published results of its survey on its website. Collective nouns are referred to as “it” not “they.”

colon A colon often is used at the end of a sentence to introduce a thought, quotation or list. The movie had two things wrong with it: the script and the acting. Note: Category A+ credit is pending. Capitalize the first letter of the material following a colon if it can stand alone as a complete sentence. He suddenly remembered his grandmother’s advice: There’s more than one way to skin a cat.

Be careful not to use an unnecessary colon between a verb and its complement or object, between a preposition and its object or after “such as.” Incorrect: ASRT election winners were: Samantha Ray, Thomas E. Beam and Frank Bolus. Correct: ASRT members elected three radiographers to the Board of Directors: Samantha Ray, Thomas E. Beam and Frank Bolus.

If there are more than three items in a list, consider bulleting them. See the bulleted list entry.

comma ASRT does not use a serial comma, except in the scientific journals and continuing education products. This means writers should not place a comma before the final item in a series: The four disciplines in radiologic technology are radiography, radiation therapy, nuclear medicine and sonography. There are two exceptions to this style convention. If omission of the final comma would create awkwardness or ambiguity, use the serial comma: He put potato chips, cookies, and a ham and cheese sandwich in his lunchbox. (Leaving out the final comma could suggest that he brought “a ham” and “a cheese sandwich.” Inserting the final comma makes it clear that the words “ham and cheese sandwich” belong together.) Also use the serial comma in the ASRT Practice Standards for Medical Imaging and Radiation Therapy to aid in the interpretation of legal meaning.

Do not use a comma to link two clauses that have the same subject: The man opened the door and yelled at the boys playing on the sidewalk.

Use a comma before a conjunction that links two clauses that could stand alone as separate sentences: Alexander spent the entire day retyping his term paper, and his professor appreciated the extra effort.

Use a comma to set off long introductory clauses and phrases and to set off short clauses and phrases that would be confusing without the comma: Because the researchers altered some of the data, the results were unreliable. In 1949, 338 members joined the association. Omit the comma following short introductory clauses and phrases if no confusion would result: In 1970 the association had 15,900 members. For two months the workers walked the picket lines.

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Do not use a comma in a cumulative adjective (an adjectival phrase that describes a single subject). In the sentence “We found three small white kittens under the porch,” the words “three small white” form a cumulative adjective and therefore do not require the insertion of a comma between each element.

To test whether a series of adjectives requires commas, try inserting the word “and” between each element. In the example above, “three and small and white” doesn’t make sense, so don’t insert commas. Now consider this sentence: It is an expensive, risky, foolish idea. Commas are necessary here because the word “and” could be placed between each adjective (“expensive and risky and foolish”).

**compared to / compared with**  Use compared to when you want to show that two or more items are similar: The acceleration rate of the new Ford Ultracar has been compared to a jet plane. Use compared with when you want to show that two or more items are different: Children watched an average of 34 hours of television a week in 1993, compared with an average of 10 hours a week in 1963.

**competence / competency**  Competence is an overall ability to perform well in a broad category: She demonstrates her competence daily as a radiation therapist. Competency is measurable and specific to a skill or trait: She was required to prove her competency in simulation, block cutting and shielding. She did not get the job because she did not meet the competency requirements.

**complement / compliment**  Complement means to supplement, while compliment means to give praise or admire: Suzy complimented mom on her new necklace. The chocolate mousse was the perfect complement to dinner.

**compound subject**  A compound subject joined by and takes a plural verb: Patience and charity are what she lacks. A compound subject joined by or takes a plural verb if both elements are plural, a singular verb if both are singular: A pencil or a pen is fine. Pens or pencils are acceptable.

**comprise / compose**  These terms are not interchangeable. Comprise means “is made up of” or “consists of.” Compose means “make up” or “make.” Incorrect: The Board is comprised of elected officials. Correct: The Board is composed of elected officials. (or) The Board comprises elected officials. (or) Elected officials compose the Board.

**computed tomography/CT**  Spell out computed tomography on first reference then abbreviate as CT. This can be abbreviated on first reference for blurbs like Spectrum in Scanner or in sidebars or in Marketing Copy.

**continual / continuous**  Continual means repeated; continuous means uninterrupted. The author’s continual revisions annoyed the editor. We complained about the continuous drone of the neighbor’s car alarm.

**continuing education**  A planned program having sufficient scope and depth of a given subject area to form an educational unit that is planned, coordinated, administered and evaluated in terms...
of educational objectives; at the same time, it must provide a defined level of knowledge or specific performance skill to be attained by participants.

Spell out on first reference; the abbreviation CE may be used on second reference. CE can be used on first reference in Marketing copy.

See also X-ray CE.

**continuing education preference**  Lowercase; do not italicize term: Please choose a continuing education preference. Use CE preference on second reference: Selecting a CE preference allows ASRT to customize your membership.

**council / counsel**  A council is a group of people; a member of the group is a councilor. The verb counsel means to advise. A person who gives advice is a counselor.

**couple of**  The word of is necessary. Incorrect: We bought a couple apples. Correct: We bought a couple of apples.

**courtesy titles**  Do not use courtesy titles such as Mr., Mrs. or Ms. See the doctor / physician entry.

**CPR**  The abbreviation is acceptable in all references for cardiopulmonary resuscitation.

**CR / DR**  See the DR entry

**credentials**  The credential R.T. means registered technologist, not radiologic technologist. The name of a person registered by the American Registry of Radiologic Technologists is followed by the designation R.T. plus an abbreviation for the category or categories in which registration is held. People who are no longer keeping up their certification should not have the R.T. credential. Check to make sure these members are still listed with the ARRT. To verify credentials, go to arrt.org, click “Verify Credentials” and type in the person’s first and last name. Entry-level designations are (R) for radiography, (T) for radiation therapy, (MR) for magnetic resonance imaging, (S) for sonography and (N) for nuclear medicine. Postprimary designations awarded by the ARRT are (BD) for bone densitometry, (BS) for breast sonography, (CI) for cardiac-interventional radiography, (CV) for cardiovascular-interventional radiography, (M) for mammography, (MR) for magnetic resonance imaging, (CT) for computed tomography, (QM) for quality management, (S) for sonography, (VI) for vascular-interventional radiography and (VS) for vascular sonography.

An individual’s credentials follow his or her academic degree and are set off by commas: Sally Lane, B.S., R.T.(R)(M), will attend the meeting. If an individual is an ASRT Fellow, the designation FASRT follows all other radiologic science credentials. However, credentials from organizations outside the radiologic sciences should appear at the end of all other credentials. Example: Sal Martino, Ed.D., R.T.(R), FASRT, FASAE, CAE. If a person has multiple fellowships, list them all, but list the FASRT first.
Credentials should not be used as nouns. Incorrect: The survey showed that R.T.(R)s and R.T.(N)s approve of the plan. Correct: The survey showed that radiographers and nuclear medicine technologists approve of the plan.

The credential R.R.A. stands for “registered radiologist assistant” and designates an individual who has passed the ARRT’s certification examination for radiologist assistants. It should precede the R.T. credential, as illustrated in this example: Don Gato, B.S., R.R.A., R.T.(R)(CT)(MR).

Advanced practice credentials (e.g., R.R.A., R.P.A.) should be placed before R.T. credentials: Joe Smith, B.S., R.P.A., R.T.(R)

Place the certified medical dosimetrist, CMD, credential after the R.T.(T) credential. Joe Smith, B.S., R.T.(T), CMD.

In addition to the ARRT, several other certification agencies award credentials in the radiologic sciences. Many of the credentials used in medical imaging and their abbreviations are provided in a list at the end of this style guide. The abbreviation for the certification agency is not a part of the credential. See the academic degrees entry.

In summary, academic degrees and credentials should appear in the following order:

Academic degrees, followed by medical degrees or practitioner credentials, followed by advanced practice R.T. credentials, followed by R.T. primary credentials and specialty credentials, followed by R.T. honors, followed by non-R.T. credentials, followed by non-R.T. honors.

Example: Jane Luxor, Ph.D., M.D., R.R.A., R.T.(R)(CT), CNMT, CIIP, FASRT, CAE, FASAE

In Marketing copy, academic degrees and credentials can be used, but are not required.

credentials, foreign Use the style of the person’s home country. For example, Canadian credentials for Medical Radiation Technologist, Nuclear Medicine would read MRT(NM), while the credentials for an ARRT-registered technologist would read R.T.(N). More information on Canadian credentials is available here.

credentials, medical Use periods in all abbreviated medical credentials, including M.D., R.N. and D.O.

credit cards Note capitalization and spacing of credit card names:
• MasterCard (may be abbreviated as MC on forms).
• Visa.
• American Express (may be abbreviated as AmEx on forms).
• Diners Club.
• Discover.

cross-train, cross-training Hyphenate.
dash A dash may be used to signal an abrupt break or to set off a clause: She was working at her desk when — boom! — the shelf crashed to the floor. We will fly to Paris in June — if I get a raise. Smith listed the qualities — intelligence, humor, independence — that he liked in an executive. Use the dash sparingly. It is not a substitute for a comma.

data The word data is a plural noun and usually takes a plural verb: The data are being collected. However, data sometimes is used as a collective noun, which takes a singular verb: The data is on Sue’s desk. See the collective noun entry.

database One word.

date ranges Use a hyphen to separate date ranges, not an en-dash (—) or an em-dash (——). Do not insert a space on either side of the hyphen. Correct: The Board of Directors will meet in Albuquerque Feb. 10-11. This also applies for years: 2007-2009.

dates Never abbreviate the days of the week. Use numerals in dates. Do not use ordinals (st, nd, rd or th). Incorrect: The conference begins on Monday the 2nd of March. Correct: The conference begins on Monday, March 2.

Years are set off by commas: The subcommittee met on May 12, 1985, at the University of South Carolina.

Spell out the names of months when using them alone or when a phrase contains only a month and a year: My sister was born in February 1974, and my father and brother both have September birthdays.

Abbreviate the seven months from August to February as Jan., Feb., Aug., Sept., Oct., Nov. and Dec. only when they are part of a specific date: The Senate reconvened Sept. 8, after returning from the traditional August recess. He joined the organization on Feb. 20, 1998, and will be installed as its president in December.

delegate The ASRT House of Delegates is composed of affiliate delegates and chapter delegates. Do not capitalize delegate, even when it appears directly in front of a person’s name, because it is not a formal title. Capitalize House of Delegates when it refers to the ASRT governing body.

diagnosed People cannot be diagnosed, only conditions or diseases can. Incorrect: The patient was diagnosed with leukodystrophy. Correct: Leukodystrophy was diagnosed (or) A diagnosis of leukodystrophy was made (or) The patient’s condition was diagnosed as leukodystrophy.
dialogue  Do not use “dialog.”

dietitian  Not “dietician.”

different from  Not “different than.”

digital radiography  See the DR entry.

Directed Reading / Directed Reading quiz Capitalize. Plural forms are Directed Readings and Directed Reading quizzes.

Directed Reading Classic Do not use “DR Classic.”

Directed Reading Flex Plan™ and DR Flex Plan™ Spell out Directed Reading Flex Plan and include the ™ symbol on first reference in editorial copy. If space is a concern, use DR Flex Plan on second reference and use the ™ symbol. Do not include the trademark on subsequent uses. In Marketing copy, use ™ throughout for both Directed Reading Flex Plan and DR Flex Plan. See the brand names / trademarks and Copyright Standards entries.

Directed Reading library Not Directed Readings library.

disc / disk These words are not interchangeable. Use disc to refer to compact discs and laser discs. Use disk to refer to computer disks, disk drives and anatomical disks (herniated disk, intervertebral disk, cervical disk).

discipline / specialty The five disciplines in radiologic technology are radiography, radiation therapy, magnetic resonance imaging, sonography and nuclear medicine. Specialties in radiologic technology include mammography, magnetic resonance imaging, cardiovascular-interventional radiography, computed tomography and other specialty imaging areas.

disease / pathology / etiology A disease is a lesion, abnormality or illness; pathology is the description of a disease; and etiology is the study of the causes of a disease.

diseases (names of) When a disease name includes a proper noun, capitalize the proper noun only: Hodgkin’s disease, German measles, Alzheimer’s disease. Almost all other disease names appear in lowercase: hepatitis, pneumonia. Consult a medical dictionary if you’re uncertain.

Note: The ASRT journals do not use the possessive form in the names of diseases or illnesses. In the ASRT journals, the correct form is Parkinson disease, Down syndrome, Alzheimer disease.

doctor / physician Because people who have earned a Ph.D., Ed.D. or other doctoral degree are called doctors. Use the term physician when referring specifically to a medical doctor. The plural form is Drs. For example: She met Dr. Blackwitten for lunch. She met Drs. Blackwitten, Doppelganger and McCormick for lunch.

Anyone with a doctoral degree should receive the courtesy title Dr. [lastname] on second reference and thereafter.

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**doctorate vs. doctoral** Doctorate is a noun and never used to modify degree. Use doctoral degree instead: He received his doctoral degree at Harvard University. She earned several doctorates.

**Doppler** Always capitalized.

**dose / dosage** According the American Medical Association Manual of Style, a dose is the quantity to be administered at one time, or the total quantity administered during a specified period. Dosage implies a regimen; it is the regulated administration of individual doses and is usually expressed as a quantity per unit of time: The patient received an initial dose of 50 milligrams. Thereafter, his dosage was 25 milligrams, three times a day, for six days. He received a total dose of 500 milligrams during the course of treatment.

**dosimetry** See the [medical dosimetry](#) entry.

**DR** Acceptable on second reference. On first reference, use digital radiography. The term is inclusive of CR / DR or computed radiography/direct radiography. In general, do not use direct radiography.

**due to / because of** See the [because of / due to](#) entry.

**DXA, SXA** These abbreviations stand for dual energy x-ray absorptiometry and single energy x-ray absorptiometry. Do not use “DEXA” or “SEXA.”

**ECE® program** This abbreviation may be used on second reference for the Evidence of Continuing Education program, the name of ASRT’s continuing education tracking and evaluation system. The abbreviation “ECE” is a registered trademark; the full name is not.

**ECG** Acceptable on second reference for electrocardiogram. Do not use “EKG.”

**Editorial Review Board** Capitalize when referring to a specific board. Do not capitalize when the referring to multiple boards: volunteer for one of the editorial review boards. ERB is acceptable on second reference.

**Educational** Use the adjective “educational,” not the noun “education,” to modify other nouns, as in Educational Symposium or minimum educational standards for those delivering medical imaging exams and treatments.
**effect/affect** The noun *effect* means result. The verb *affect* means to influence. The benefits affect everyone who participates in the development program. The effects of the medication will not be apparent until four to six weeks after you take your first dose.

**e.g., i.e.** These abbreviations are not interchangeable. E.g. stands for exempli gratia, the Latin term that means “for example.” Use it to suggest more than one item or alternative: Advertisers may request special placement in the magazine, e.g., the back cover, the inside front cover or the first right-hand page.

I.e. is the abbreviation for the Latin id est, which means “that is.” Use it to refer to one specific item or thing: We like to keep the cassettes in the area where they will be used most frequently, i.e., the radiology department.

Place commas before and after these abbreviations, and use them sparingly.

**eLearning** Avoid using at the start of a sentence. Use “online education” as an alternative if needed. Do not use e-Learning or E-Learning except as part of proper nouns.

**ellipsis** Use the ellipsis to indicate the omission of quoted material, as in “I pledge allegiance to the flag … and to the republic for which it stands.” If words are omitted from the middle of a sentence, type a space, three periods, another space and then the rest of the sentence.

If the words on either side of the ellipsis form full sentences, place a period at the end of the last word before the ellipsis, followed by a space, three periods and another space. Capitalize the first word of the next sentence: In his letter, the senator explained how the legislation will improve health care for all Americans. “This law will restore trust to the system. … It will revolutionize medicine,” he wrote.

**email** Do not include the hyphen. Capitalize the “e” only when it falls at the beginning of a sentence or is used in a headline. Use a hyphen in other constructions, such as e-newsletter or e-survey. See also capital letters and eLearning entries.

**email addresses** Use lowercase for all email addresses, whether they are internal ASRT addresses or external addresses: Send your comments to asrtbod@asrt.org. For more information write to unclesam@unitedstates.gov.

**emergency department** Not emergency room. Can use ED on second reference.

**ensure / insure / assure** To ensure is to make certain or guarantee; to insure is to provide insurance or assure against loss. To assure is to convince, give confidence to or make certain.

**entitled** Entitled means privileged: As an ASRT employee, you are entitled to various benefits. Use titled when referring to the name of a book, article, movie or other work. Incorrect: She needs permission to reprint an article entitled “Gamma Ray Emissions.” Correct: Twelve articles titled “How About Those Cowboys?” appeared in the sports section last year.

**et al** Because this Latin expression means “and other people,” its use should be reserved for lists of people, not lists of things: In a study published last year, Thompson et al found no correlation between age and onset of the disease.
See the *AMA Manual of Style* for proper use of this term in reference citations.

**etc.** Try to rewrite any sentence that contains this expression, which means “and the other things.” Incorrect: A magazine editor needs to understand typesetting, layout, photography, plate making, etc. Correct: A magazine editor needs to understand every step of the printing process, from typesetting to bindery. Incorrect: A well-stocked kitchen should include cinnamon, nutmeg, paprika, etc. Correct: A well-stocked kitchen should include all the basic spices.

**etiology** See the *disease / pathology / etiology* entry.

**everyday, every day** Everyday is an adjective that means ordinary, common or usual: She wore an everyday dress to the party. Use the two words “every day” when you mean each day or daily: She wears that dress every day.

**exposure / examination** Exposure occurs due to *ionizing radiation*. Technologists sometimes say they prepare a patients for an exposure, but the entire process is an examination, so examination is the preferred term. When possible, avoid the shortened form, “exam.”

**Fahrenheit** Always capitalized.

**Faraday shield, Faraday effect** Always capitalize Faraday.

**farther / further** Farther means more distant in space or time. Further means going beyond what exists: He asked for further monetary assistance in his goal to walk farther than anyone in history.

**fax** Not “FAX.” This is the shortened term for facsimile and should not appear in all caps: Our fax number is 505-298-5063.

**feel** Don’t use the word feel when you really mean believe. Incorrect: Although it caused an uproar, the president felt her decision was the right one. Correct: Although it caused an uproar, the president believed her decision was the right one.

**Fellow** Capitalized when it refers to a Fellow of the ASRT. The acronym FASRT (with no periods) follows all other R.T. credentials to indicate that an individual is an ASRT Fellow. Lowercase the word when it refers to members of other organizations: Colleen McCabe, M.Ed., R.T.(R), will be elevated to Fellow at the ASRT Annual Governance Meeting in June. Ms. McCabe also is a fellow of the Association of Educators in Imaging and Radiologic Sciences Inc. Also see *Life Member*.
**female / male**  In general, use these words as adjectives, not nouns. Incorrect: A 28-year-old female contracted the virus. Correct: A 28-year-old female patient contracted the virus (or) A 28-year-old woman contracted the virus.

**fewer / less**  Use fewer for individual items: Less than one-third of the contrast agent was administered.
Use less for amounts or quantities: Fewer students enroll in the spring. Fewer than 50 students submitted essays.
Hint: If you can count them, use “fewer.”

**Figure**  Capitalize the word figure when used as a specific designation within text and legends. Use Arabic numerals, not Roman numerals: See Figure 3.

**file pathways**  Use a caret to indicate file pathways when explaining how to navigate to a web page or document. Put one space before the caret and one space after it: For more information and to print an application, visit [www.asrt.org > Members > Governance > Student Intern Program](http://www.asrt.org). See also [website section names](http://www.asrt.org).

**film-screen**  Not “screen-film.”

**first, second, third**  Not “firstly, secondly, thirdly.”

**fiscal year**  Spell out on first reference. The abbreviation FY is acceptable on second reference. Include a space between FY and the year: FY 2015.

**501(c)(3) / 501(c)(6)**  Use a lowercase “c” inside parentheses. There is no space between the “1” and the opening parenthesis.

**fluorescent**  Note spelling.

**fluoroscopy**  Note spelling.

**fMRI**  Abbreviation for functional magnetic resonance imaging. Note the inclusion of imaging within this term. Spell out on first reference.

**follow up, follow-up**  Use follow up as a verb; hyphenate when used as an adjective or a noun: Researchers followed up patient visits with telephone surveys. Dr. Scheuer presented follow-up data in her article. The mean follow-up time was 11 months.
Don’t use phrases like “Researchers followed 112 patients for a year,” unless you really mean the researchers followed them everywhere.

**formatting, email**  See [capital letters](http://www.asrt.org).

**forums, hearings and meetings**  Capitalize official ASRT meetings, forums and hearings. For example: The Affiliate Open Forum was well attended.
On second reference, downcase hearing, forum and meeting. For example: The forum was held in Orlando.
If you are referencing multiple hearings, forums or meetings, refer to the rules described in the ASRT chapter entry. See also ASRT Educational Symposium and ASRT Annual Meeting.

**Foundation** See the ASRT Foundation entry.

**401(k)** Use a lowercase “k” inside parentheses for the name of this retirement plan. There is no space between the “1” and the opening parenthesis.

**freestanding** One word, no hyphen: a freestanding clinic.

**full sentences in Marketing copy** Full sentences are not required in advertising and promotional materials when emphasis is needed or space is limited.

**fundraiser, fundraising** One word in all uses.

**fusion imaging** List the nuclear medicine procedure first and use a hyphen between the two types of fused examinations: PET-CT, SPECT-CT, PET-MR.

**geography** Lowercase north, south, east, west, northeast and other compass designations when they indicate direction, but capitalize these words when they designate specific regions. We traveled south. The restaurant is at the northeast corner of the intersection. The Midwest suffered another year of drought. He attended a West Coast college. She visited the Far East.

Lowercase geographic regions with names of nations unless part of a proper name or used to describe a politically divided nation. Examples: eastern Canada, western United States, South Korea, Northern Ireland.

**GPA** Use grade-point average on first reference if no number is given: Bob has a very high grade-point average. (Note the hyphen.)
Use GPA on first reference if a number is given: Bob’s GPA was 3.8 his first year in college.
Use GPA on second reference in both situations.

**grass-roots** Hyphenate as an adjective: She is a member of the ASRT Grass-roots Network. He is a grass-roots lobbyist for the ASRT.

**gray** Not “grey.” However, “greyhound” is correct.

**gray scale** Two words, hyphenate when compound modifier.
GXMO  Abbreviation for general x-ray machine operator (term used only in Ohio). Also see the LXMO entry.

he / she, his / her  Avoid sexual stereotypes in your writing. Incorrect: A physician should listen to his patients. A teacher often purchases her own classroom supplies. There are two ways to rewrite these types of sentences. The first is to use both the masculine and the feminine pronoun: A doctor should listen to his or her patients. The second, which usually is less awkward, requires rewriting the sentence with a plural noun and pronoun: Teachers often purchase their own classroom supplies. Do not use contrived expressions such as “(s)he” or “he/she.”

headlines (capitalization in)  Capitalize the first and last word and every noun, verb, pronoun, adjective and adverb in a headline or a subhead. If a headline is more than one line long, capitalize the first word of each line. Use lowercase for articles (the, a, an), conjunctions (and, or) and prepositions with fewer than four letters (by, of, in) unless they are the first or the last word in the headline. Capitalize prepositions of four or more letters (With, From). Capitalize every verb in the headline, no matter how many letters it contains. For example, in the headline “New Speaker of the House To Visit Ireland in August,” the word “to” is a verb, not a preposition.

For hyphenated terms of equal weight in a heading or subheading, capitalize the second word: Cardiovascular-Interventional Procedures; Male-Female Ratio. Lowercase the second word when it modifies the first word, or is dependent on the first word: Age-related Side Effects; Home-based Learning; Top-selling Courses.

In Marketing copy, it is appropriate to keep all words capitalized in a headline (even if hyphenated) when emphasis is needed. When giving the date of a conference or event in a headline, the month can be spelled out even when written with the specific date. Example: December 3. Use of the ampersand is acceptable in headlines in Marketing copy.

For short abbreviations, such as Clinic vs. Hospital, use lower case.

Also see the ampersand and percent entry.

health care  Two words.

Health Care Industry Advisory Council  Use the abbreviation HCIAC on second reference.

Health Care Industry Advisory Council membership levels are lowercased: platinum-level member.

When referring to the Health Care Industry Advisory Council Summit, lowercase summit when the term is used alone: The group attended the summit in May.

hepatitis  The forms of hepatitis include hepatitis A, B, C, D and E. Note capitalization.
**HIPAA**  Abbreviation for Health Insurance Portability and Accountability Act.

**homestudy**  One word when referring to the continuing education materials produced by the ASRT.

**hyphen**  In general, do not use a hyphen to join the following prefixes: ante, anti, bi, contra, counter, de, extra, infra, inter, intra, micro, mid, multi, non, over, pre, post, pro, pseudo, re, semi, sub, super, supra, trans, tri, ultra, un, under.

Examples include postoperative, semiannual.

Also see the co, mid and work entries.

A notable exception to the no-hyphen rule occurs when the prefix ends in the same letter that begins the following word. Use a hyphen in such an instance: re-entry, pre-existing, post-traumatic.

Also, use a hyphen if the word following the prefix is capitalized: non-English-speaking patients, non-Hodgkin’s lymphoma, trans-American journey.

Use a hyphen to reduce possible confusion between words: recreation vs. re-creation; resent vs. re-sent.

Do not use a hyphen after an adverb ending in ly: The newly elected chairman called the meeting to order.

Use a hyphen to link all the words in a compound modifier that falls before a noun: A well-dressed woman stepped to the podium. Join now and enjoy member-only perks. “This is a once-in-a-lifetime opportunity,” she said. Exceptions: health care and continuing education. For example, health care policies (not health-care policies) and continuing education credit (not continuing-education credit).

Do not use a hyphen if the descriptor falls after the noun: The woman was well dressed. An opportunity like this comes along once in a lifetime.

Do not hyphenate or italicize foreign phrases used as adjectives: an in vivo specimen, the per diem rate.


See the date ranges, time ranges, headlines (capitalization in), kick-start and mid and self entries.

**hypothesis / theory**  A hypothesis is an idea used for the sake of argument of further investigation. A theory is a well-substantiated explanation of some aspect of the natural world, based on a body of facts that have been confirmed through observation and experiment.
if / whether  If means in the event that or on the condition that: If you take my car, you’ll have to fill up the gas tank.
Whether means if it is so that, if it happens that or in case: Joyce asked whether the car needed gas.
Do not follow whether with “or not.”

If I were  Not If I was. Sentences that begin with “If I were” or “If he were” are written in the subjunctive mood. Were is the subjunctive form of the verb to be. Incorrect: If mom was here, this house would be clean. Correct: If mom were here, this house would be clean.

impact  Use only as a noun; do not use as a verb.

Inc.  Abbreviate and capitalize when used as part of a corporate name. It usually is not needed, but when used, do not set off with commas: Send your order form to Jim Coleman Inc. She is a member of the Association of Educators in Imaging and Radiologic Sciences Inc.

incidence / prevalence  Prevalence means widespread. It is a measurement of all individuals affected by the disease at a particular time. Incidence is a measurement of the number of new individuals who contract a disease during a particular period of time.

inpatient / outpatient  Do not use a hyphen in these words.

in-service  Always hyphenated, whether used as a noun or an adjective: The department schedules one in-service per month. We arranged in-service training for all employees.

Instructions, Microsoft Word  Use choose, select, go to, visit and see for instructions as appropriate. Use > between a ribbon or menu and its selection when referring to words and use bold to set off commands. Do not use quotation marks. Example: Select File > Print.

insurer  Do not use “insuror.”

interface  This word is a noun. Do not use it as a verb.

internet  Lowercase internet and web in all references, including web page and web feed.

interventional specialties  Hyphenate the interventional specialties for all uses; when used in headlines, document titles or group names, capitalize the word after the hyphen. Also see the headlines (capitalization in) entry.
The postprimary ARRT interventional certifications are cardiac-interventional (CI) radiography and vascular-interventional (VI) radiography. The certification in cardiovascular-interventional (CV) radiography is no longer open to new candidates, although some R.T.s still hold this
credential. Pay particular attention to which terminology is used in ASRT materials. The ASRT educational curriculum is called the Cardiac-Interventional and Vascular-Interventional Curriculum. The ASRT Practice Standards, the ASRT chapter and the ASRT Community use the term Cardiovascular-Interventional. The ASRT chapter is the Cardiac Interventional and Vascular Interventional Technology Chapter. See ASRT Chapters entry.

**into / in to**  Into is a preposition that indicates motion: He fell into the swimming pool. She walked into the room. Do not use into as part of the verb: No one was allowed in to see him. Log in to your web account. Ask your students to fill out the group membership application and turn it back in to you instead of sending it directly to us.

**isotopes**  On first reference or at the beginning of a sentence, spell out the name of the element with the isotope number following the name: cobalt 60, iridium 192, strontium 89. On second reference, use the element symbol preceded by the isotope number as a superscript: $^{60}\text{Co}$, $^{192}\text{Ir}$, $^{89}\text{Sr}$.

**its / it’s**  Its is possessive; it’s is a contraction of it is. Correct: It’s warm outside today. The snake shed its skin.

**IV**  Acceptable on second reference for intravenous. No periods.

**The Joint Commission**  Do not abbreviate. When used as an adjective, the is lowercased, or it can be dropped. When used as a noun, include The as part of the commission’s name.

Examples: We are expecting a Joint Commission visit. There are three new Joint Commission policies. According to the Joint Commission recommendations, hospitals should have a defibrillator in every hallway. (In this example, the is modifying recommendations.)

We received a letter from The Joint Commission. According to recommendations from The Joint Commission, hospitals should have a defibrillator in every hallway. (In this example, Joint Commission is used as a noun.)

**Jr., Sr.**  Use these abbreviations with proper names. Do not precede by a comma: Ed Jones Jr.

**judgment**  Note spelling (not “judgement”).

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kick-start  Use a hyphen. It’s also a kick-starter on a motorcycle. These rules apply to jump-start and jump-starter as well. The corporation is Kickstarter. See also hyphen.

kV  This abbreviation for kilovolts is acceptable on first reference when used with a numeral: 27 kV.

kVp  This abbreviation for kilovoltage peak is acceptable on first reference when used with a numeral: 27 kVp.

lay / lie  Lay means to put or place; lie means to recline. The past tense of lie is lay and its present participle is lying; the past tense of lay is laid and its present participle is laying. An easy way to remember the difference: People lie down, and they lay things down. Examples: Please lay the book on the table. My dog loves to lie in the sun. My dog is lying in the sun.

legislative bills (federal and state)  Use a concise description of a bill on first reference. Example: A bill introduced in the North Carolina legislature will require individuals to secure a license before performing medical imaging and radiation therapy procedures.

For federal legislation, use House Resolution on first reference and HR on second reference; use Senate Bill on first reference and S on second reference.

For state legislation, use House Bill on first reference and HB on second reference; use Senate Bill on first reference and SB on second reference.

Use the following numerical designations on second reference. Federal bills: HR XXX and S XXX. State bills: HB XXX and SB XXX.

less than / under  Do not use under unless you mean underneath. If you mean a smaller quantity or amount, use less than: The annual budget was cut by less than 3 percent. See the fewer / less and under entries.

letters used as letters  Insert an apostrophe into letters used as letters; do not italicize them or put them inside quotation marks: He earned A’s and B’s during his second semester. This course will highlight the ABC’s of Microsoft Excel. Mind your P’s and Q’s. Individual letters usually are italicized. For example:

  His name ends with the letter w.
  To form the plural, add s or es.

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The meticulous editor makes sure to dot every \( i \) and cross every \( t \).

Also see the [words used as words](#) entry.

**level I trauma center**  Use a Roman numeral to indicate trauma center levels: There are 190 level I and 263 level II trauma centers in the United States. The word trauma is not capitalized.

**Life Member**  The honorary status recognizing active members who have maintained continuous ASRT membership for at least 30 years and whose participation as a member reflects a wide range of exceptional service and dedication to ASRT and the profession. Also see the [Fellow](#) entry.

**linear accelerator**  Spell out linear accelerator unless it is used in a quote where it is clear what is meant. For quotes, use lower case linac.

**listserv**  Note spelling. A listserv is a specific type of mailing-list program. The generic term is list server. The generic term is probably the better choice in most uses.

**lobbyist**  Avoid using this term unless the individual is a registered state or federal lobbyist.

**login / log in, logon / log on, logoff / log off**  Use these terms as one word when used as a noun: He often forgets his login for the website. Use as two words when used as a verb: I log in to my computer every morning, and I log off when I leave work.

**LXMO**  Abbreviation for limited x-ray machine operator. Also see [GXMO](#) entry.

![m](image)

**mA**  This abbreviation for milliamperage may be used on first reference when accompanied by a numeral: 300 mA.

**mAs**  This abbreviation for milliampere-seconds may be used on first reference when accompanied by a numeral: 300 mAs.

**magazine titles**  See the [titles of works](#) entry.

**magnetic resonance/MR**  Spell out on first reference, then generally, abbreviate as MR: He is an MR technologist. Dr. Collins ordered an MR scan. These can be abbreviated on first reference for blurbs like Spectrum in Scanner or in sidebars. Use magnetic resonance imaging, then MRI, when there is the possibility of confusing the exam
with other types of MR technology, which include MRA (magnetic resonance angiography), MRS (magnetic resonance spectroscopy), MRV (magnetic resonance venography), fMRI (functional magnetic resonance imaging), magnetic resonance guided radiation therapy (MRgRT) and magnetic resonance imaging-guided radiation therapy (MRIgRT). MRI is acceptable in Marketing copy. The abbreviation MR is acceptable on first reference in Marketing copy to save space.

mail lists  Do not use “mailing lists.”

male / female  See the female / male entry.

may  See the can / may / might entry. In bylaws language, “shall” is not permissive and “may” is permissive.

mean / median / average  The arithmetic mean also is known as the “average.” It is computed by adding the numbers in a series and dividing by the total number of items in the series. For example, the sum of the values 6, 8, 11, 12 and 13 is 50, so the mean (or average) is 50 divided by five items, or 10. The median is the value that lies at the midpoint of a distribution (half the values are above and half are below). For example, in the series 6, 8, 11, 12 and 13, the median is 11. If the series has an even number of numbers, the median is the average of the two middle numbers. For example, in the series 6, 8, 11 and 12, the median is 9.5 (8 + 11 ÷ 2 = 9.5).

media  This is a plural noun that requires a plural verb: The media have covered the story from every angle.

median  See the mean / median / average entry.

medical dosimetry  The word medical should precede dosimetry when it refers to the measurement of absorbed dose from exposure to ionizing radiation: medical dosimetry, medical dosimetrist.

medical imaging and radiation therapy profession  ASRT refers to medical imaging and radiation therapy as a single profession, not as separate professions.

Medicare Access to Radiology Care Act (MARCA)  Federal bill introduced for registered radiologist assistants.

Member Perks  Capitalize Member Perks, but use lowercase when not referring to the member benefit program.

Member Services Department  Member Services without Department is acceptable.

method  See the position / projection / method / view entry.
This prefix usually is not hyphenated (midstream, midweek, midair). However, use a hyphen when the prefix precedes a capitalized word (mid-Atlantic) and when it precedes a figure (temperatures in the mid-60s, developed in the mid-1800s). See the hyphen entry.

This abbreviation for milliGray may be used on first reference when preceded by a numeral: 15 mGy.

See the can / may / might entry.

Use only to refer to a type of technology, not to individuals or their areas of practice. Correct: Researchers compared MR to CT to determine which modality was better at visualizing kidney lesions.

Allow work-place speech from member contributions. For information on how to refer to individuals and their areas of practice, see the discipline / specialty entry and the radiologic technologist entry.

Use figures and the $ symbol, omitting zeros after the decimal: She borrowed $5 from me. The accompanying workbook is available for $9.95.

In casual references, spell out the word dollar: It cost a few dollars more than I had expected. Ellen found a dollar on the sidewalk.

To express millions, billions and trillions, use the $ symbol, figures and the correct word. Incorrect: The radiology department has a $2,500,000 budget. Correct: The radiology department has a $2.5 million budget.

Use more than to indicate a larger quantity or amount: The annual budget was cut by more than 3 percent. Although more than is preferred, over is acceptable. See the over entry.

Use Mammography Quality Standards Act on first reference. Use MQSA on second reference.

Include a space between My and ASRT.

Note that Institutes is plural. Use the abbreviation NIH on second reference.

Celebrated each year during the week that includes Nov. 8 to commemorate the discovery of the x-ray by Wilhelm Roentgen in 1895. The abbreviation NRTW may be used on second reference. In editorial copy, use the ® symbol after
the first or most prominent reference. In advertising or sales copy, use the symbol after every reference (whether it is abbreviated or spelled out).

**needle stick**  Two words when used as a noun; hyphenated when used as an adjective: A needle stick can be avoided. What is the rate of needle-stick injuries?

**none**  Use a singular verb when none means not one; use a plural verb when none means no amount or two or more.
Example of not one: None of the technologists was present when it happened.
Example of no amount: None of the supplies were recovered.
Example of two or more: None of them agree where they should go for lunch.

**normal**  Be careful in your use of this word when describing patients or cases. For example, instead of writing, “The study compared diabetic patients with normal patients,” write “The study compared patients who have diabetes with patients who do not.”
Also, note that the findings of medical examinations and tests, not the examinations and tests themselves, can be “normal” or “abnormal.” Incorrect: Laboratory tests were normal. Correct: Laboratory tests yielded normal findings. Incorrect: Endoscopy was normal. Correct: The results of endoscopy appeared normal.

**Nuclear Regulatory Commission**  The abbreviation NRC may be used on second reference.

**No. 1**  Use No. 1 instead of number one except in quotes. For example: “My number one reason for going to Vegas was continuing education,” he said.

**numbers**  In general, spell out whole numbers below 10; use figures for 10 and above: The psychology professor was looking for eight volunteers who were willing to stay awake for 72 hours.
Exceptions to this rule include ages, which are always designated by figures (see the **ages** entry); percentages, which are always designated by figures (4 percent); CE credits, which are always reported as figures (2 CE credits); and numerals at the beginning of a sentence, which are spelled out: One hundred years ago today, Wilhelm Conrad Roentgen made a remarkable discovery.
Use a comma in numerals higher than 999 and spell out fractions less than one: two-thirds, one-quarter.
Numerals are appropriate for fractions and when using the numbers 1 through 9 in advertising and promotional materials.

**OK**  All caps, no periods. Do not use “okay.”

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online  One word in all uses for the computer connection term: We are offering a new online service. She conducted her research online. Check the online AP Stylebook. The authors often refer to online news articles.

online navigation instructions  When providing instructions for online navigation, select is preferred, but click is acceptable, depending on the context and use. Avoid the phrase “click here.” Examples: Select a button. Select a link. Select a menu. Select a tab. Also acceptable are click on, go to and visit.

only  To avoid misinterpretation, place this adverb as close as possible to the word you want it to modify: He wanted only to marry her. He wanted to marry only her. Only he wanted to marry her.

on-site, on site / off-site, off site Hyphenate when used as an adjective; two words otherwise: He plans to register for the conference on site. Our facility passed the on-site inspection.

ordinals  Ordinals are the designations used to indicate numerical order or rank (1st, 2nd, 3rd, 18th, 25th and so on). Do not use superscripts in ordinals. Use ordinals only to indicate order or rank: our 25th anniversary; his 18th birthday; the ASRT’s 65th Annual Governance Meeting. Do not use ordinals for dates. Incorrect: He graduated on June 8th. Correct: He graduated on June 8. See the dates entry.

outpatient / inpatient  See the inpatient / outpatient entry.

over  In general, over is a spatial term and a preposition that indicates position: We flew over Miami. When indicating quantity, over is acceptable, but more than is preferred: The annual budget was cut by more than 3 percent. See the more than entry.

PACS  Abbreviation for picture archiving and communication system. Note plural use: picture archiving and communication systems. Do not use PACS “system.”

Page  Capitalize when you are referring to a specific page number or page numbers: Turn to Page 22 to order. Lowercase otherwise.

Pap test / Pap smear  Capitalize Pap, a shortened version of the name of the inventor of these techniques, George Papanicolaou.

parallel structure  It is important to maintain grammatical consistency when listing related ideas. Use a series of words that are the same part of speech. Incorrect: The publication process
includes research, write the paper and submitting it to an editor. Correct: The publication process includes researching a topic, writing a paper and submitting it to an editor.

**passive voice**  In general, avoid using the passive voice in your writing. It weakens prose, contributes to wordiness and creates awkward phrases. If the subject of a sentence performs an action, the sentence is in active voice: Mary lost her lamb.

If the subject of a sentence receives an action or is acted upon, the sentence is in passive voice: The lamb was lost by Mary.

Note how rewriting the following sentences in active voice makes them more forceful and direct.

Passive voice: This pendant was given to me by my grandfather. Active voice: My grandfather gave me this pendant.

Passive voice: The decision to rebuild the school was made by the advisory committee. Active voice: The advisory committee decided to rebuild the school.

There are occasions where passive voice is appropriate. For example, it may be used when the writer wishes to emphasize the action rather than the actor, or when the actor is unknown or unimportant: Fifteen parents have been banned from attending Garver County Little League games. A painting was stolen from the museum last night.

**patient / case**  See the [case / patient](#) entry.

**pathology**  See the [disease / pathology / etiology](#) entry.

**payer**  Do not use “payor.”

**peer-reviewed / peer review**  Use peer-reviewed when it is an adjective, describing a noun: The ASRT journals are peer-reviewed journals. The ASRT published three peer-reviewed articles in the latest issue of *Radiologic Technology*.

Use peer review when mentioning the specific process: The article is undergoing peer review.

**percent**  Spell out the word percent in print, except in charts or tables and in scholarly articles, where the % symbol is used. It is also acceptable to use the % symbol where space is at a premium. In [headlines](#), captions and online, the % symbol is preferred. Always use figures to indicate percentages: 55 percent, 3 percent, 8.5 percent.

**period**  Type one space after a period at the end of a sentence. Do not put spaces between periods in initials: W.F. Jameson.

Do not use periods in acronyms or in abbreviations of organization names: Representatives of the ASRT, ARRT and JRCERT met last week.

**persons**  Do not use this word. People is the plural form of person.

**PET-CT, SPECT-CT, PET-MR**  See the [fusion imaging](#) entry.

**phone numbers**  See the [telephone numbers](#) entry.
physician / doctor  See the doctor / physician entry.

Plan to  Do not use plan on.

podcast  One word. A combination of the words “iPod” and “broadcast,” podcasts are digital media files distributed over the internet using syndication feeds.

position / projection / method / view  In discussing radiologic examinations, position refers to the position of the patient’s body in relation to the radiographic table or film and projection refers to the path of the central ray as it enters and exits the body: We placed the patient in the posterior oblique position and performed an AP projection. Method is used to acknowledge the person who developed a particular way to demonstrate a specific anatomical part: the Pawlow method, the Waters method. View and projection are exact opposites. Use image or radiograph in place of view.

possessives  See the apostrophe entry.

post-test  Hyphenate.

practice  With regard to the radiologic sciences, practice is performing an activity that involves:
- Administering ionizing or nonionizing radiation for diagnostic imaging or treatment.
- Managing individuals administering ionizing or nonionizing radiation.
- Educating or otherwise preparing individuals or institutions to administer ionizing or nonionizing radiation.
- Providing consultative services to facilities that administer ionizing or nonionizing radiation.

practice standards  Use Practice Standards for Medical Imaging and Radiation Therapy on first reference. Use Practice Standards on second reference when discussing the document. The Practice Standards for Medical Imaging and Radiation Therapy is one document and requires a singular verb: The House revised the Mammography and Bone Densitometry Practice Standards. However, when referring to practice standards in general, lowercase and use a plural verb: Professional practice standards define the role of the practitioner.

premier / premiere  Premier means first in status or importance; premiere means the first performance.

Press 5  Treat the same as a telephone extension: Call 800-444-2778, Press 5. Call 800-444-2778, Ext. 1903. But: Call 800-444-2778 and press 5 to reach a Member Services specialist. See the telephone numbers entry.

prevalence / incidence  See the incidence / prevalence entry.

preventive  Not preventative.
**principal / principle**  Principal means first in rank: The principal of our school will attend. The principal reason for our decision is cost.

Principle means doctrine or rule: Our guiding principle is customer service. We follow the established principles.

**Programmed**  Do not use programed.

**projection**  See the *position / projection / method / view* entry.

**P value**  Capitalize and italicize the P within this term for statistical probability.

**QR code**  QR code is acceptable on all references.

**quarter**  The abbreviations Q1, Q2, etc., are acceptable within tables. Spell out first quarter, second quarter, etc., in running text.

**question mark**  Use a question mark after a direct question: Who will attend the ceremony? Do not use a question mark after an indirect question: The chairman wants to know who will attend the ceremony.

**quotation marks**  Commas and periods always appear inside quotation marks; semicolons always appear outside. Question marks and exclamation points appear inside the quotation marks if they are part of the quoted material. In the case of quotes within quotes, alternate between double and single quotation marks: “I asked him how long he planned to be in college,” she said, “and he replied, ‘As long as my parents keep sending the tuition.’” In headlines, use single quotation marks around direct quotes and certain proper nouns. See the *Associated Press Stylebook* entry “composition titles” for more details. See also *titles of works*.

**race**  Refer to the *Associated Press Stylebook* for preferred terms. When reporting on a research study that describes participants’ race, use the original term that the researchers used.

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radiation (origin)  When it is necessary to refer to the origin of a source of radiation, use the terms “artificial” or “medical” and “background” or “natural.” Do not use the phrase “man-made radiation.”

Radcademy®  Include the ® symbol on first reference in editorial copy and throughout for Marketing copy.

radiation therapy  Do not use the British term “radiotherapy,” except in Marketing materials that address U.K. Commonwealth and Canadian audiences.

radiograph  See the x-ray entry.

radiographer  Use radiographer when referring to a radiologic technologist whose primary practice area is radiography. Do not use radiographer when speaking generally about radiologic technologists, whose practice areas vary based on their credentials, certifications, specialties and job roles. See the radiologic technologist entry.

Radiography Student Exam Assessment Library™ and Radiography SEAL™  Spell out Radiography Student Exam Assessment Library and include the ™ symbol on first reference in editorial copy. Use Radiography SEAL on second reference and use the ™ symbol. Do not include the trademark on subsequent uses.
In Marketing copy, Radiography SEAL™ is acceptable on first reference. Use the ™ throughout for both Radiography Student Exam Assessment Library and Radiography SEAL.
See the brand names / trademarks and Copyright Standards entries.

radiologic science, radiologic sciences  Use radiologic science as an adjective and radiologic sciences as a noun: She is enrolled in a radiologic science program. The ASRT raises awareness of the radiologic sciences.
To include all parts of the community when referring to the profession as a whole, use:

- radiologic technology.
- the radiologic sciences.
- medical imaging and radiation therapy.
See the radiologic technology entry.

radiologic technologist  The term used to describe personnel working in any discipline or specialty area of radiologic technology. Titles such as radiographer, mammographer, CT technologist, MR technologist, nuclear medicine technologist, sonographer and radiation therapist also may be used to describe personnel who spend the majority of their time working in a specific area of the radiology department. Do not use informal titles such as “x-ray tech.”

Umbrella terms for people who practice in the profession are:

- radiologic technologists.
- medical imaging and radiation therapy professionals.
- medical imaging technologists and radiation therapists.

In Marketing copy, when referencing R.T. or R.T.(T) products, use medical imaging technologist for R.T. and radiation therapist for R.T.(T).
Radiologic technology The term used to describe the medical disciplines and specialties that use ionizing and nonionizing radiation for diagnostic medical imaging, interventional procedures and radiation therapy. Also see the radiologic science, radiologic sciences entry.

Radiological Society of North America Spell out on first reference; use RSNA on second reference when referring to the medical society. Do not use the RSNA to refer to the society’s annual meeting (Radiological Society of North America Scientific Assembly and Annual Meeting). Use the 100th Scientific Assembly and Annual Meeting (or appropriate ordinal in reference). Can refer to the RSNA meeting on second reference. Also see the ASRT@RSNA entry.

Radiologist assistant The abbreviation is RA, without periods. Periods are not used in this abbreviation because “RA” is a simple abbreviation similar to MR, CT, or OSHA; it’s not a certification. The certification for RAs is R.R.A., which does take periods. See the registered radiologist assistant entry.

Radiology practitioner assistant The abbreviation is R.P.A., with periods. Periods are used because “R.P.A.” is a certification awarded by the Certification Board for Radiology Practitioner Assistants.

Radiology physician extender Generic term for an advanced-level radiographer. Do not use the abbreviation RPE. See radiologist assistant and radiology practitioner assistant entries.

RCEEM Abbreviation for Recognized Continuing Education Evaluation Mechanism. Use “a RCEEM” not “an RCEEM.”

Reference citations ASRT’s scientific publications follow American Medical Association style for reference citations.

Registered nurse The abbreviation is R.N., with periods.

Registered radiologist assistant The abbreviation is R.R.A., with periods. This is a credential awarded by the American Registry of Radiologic Technologists. The R.R.A. credential should precede the R.T. credential: Peter Piper, B.S., R.R.A., R.T.(R)(CT)(MR). (See the credentials entry.) Verify that the academic degree includes a bachelor’s degree or higher.

Registered technologist The abbreviation is R.T., with periods. See the credentials and R.T. entries.

Registered trademark See the brand names / trademarks and Copyright Standards entries.

Resolution Capitalize when referring to a specific ASRT resolution: The Commission recommended nonadoption of Resolution 99-1.09, but recommended adoption of the 12 other resolutions on its agenda.
rEsources  Note capitalization style for the name of this ASRT e-newsletter. Italicize. See the ASRT Newsletters entry.

résumé  Include accent marks.

Request for Approval  Capitalize when referring to the process, the forms or the packet used to request the review and approval of a continuing education program for radiologic technologists. May use the abbreviation “RFA” on second reference.

Roentgen, Wilhelm Conrad  Discovered the x-ray in 1895. Conrad and Roentgen are the preferred spelling in ASRT publications, although some other organizations or historians use Konrad and Röntgen.

room numbers  Capitalize the word room when it is used with a number: The radiation therapists will meet in Room 302. Lowercase otherwise.

RSNA  See the Radiological Society of North America.

R.T.  The abbreviation “R.T.” stands for “registered technologist” when it is used in a credential. For example, the credential “R.T.(R)(T)(CT)” indicates an ARRT-registered technologist, certified in radiography and radiation therapy, and with a postprimary designation in computed tomography. (See the credentials entry.) The abbreviation “R.T.” also may be used as an informal abbreviation for “radiologic technologist,” but not for students. R.T. is always a person, not the entire field; an alternative to indicate field would be “radiologic science.”

R.T. in D.C.  This is the name of an ASRT-sponsored advocacy event that has taken place in Washington, D.C. On first reference, use the phrase “the R.T. in D.C. advocacy event”: More than 100 technologists participated in the R.T. in D.C. advocacy event.
On subsequent references, the event can simply be called “R.T. in D.C.”: Technologists’ efforts during R.T. in D.C. resulted in 53 new cosponsors for the bill. Do not use “lobbying.”

Safety FiRsT  The ASRT Foundation registered Safety FiRsT as a trademarked name. First reference should read Safety FiRsT® in editorial copy and the trademark symbol should be included throughout for Marketing copy.

seasons  Lowercase spring, summer, fall (or autumn) and winter: We met last spring in Chicago. Uppercase when part of a formal name: Winter Olympics or Spring Fling 2006.
In references to Radiation Therapist issues, which come out in the spring and fall, the season should be capitalized only when the full title of the journal and year are included. Examples: We

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have a great spring *Radiation Therapist*. We have a great Spring 2016 *Radiation Therapist*. We have a great *Radiation Therapist* for spring 2016.

**self-** Always hyphenate: The speaker emphasized the importance of a positive self-image. Breast self-exam should be performed monthly by women older than 25.

**semi / bi** See the *bi / semi* entry.

**semicolon** Use a semicolon to separate the independent clauses of a compound sentence. (An independent clause has its own subject and verb.) Example: Writing a good book review takes time; some reviewers like to read a book twice before writing their review.

The semicolon also is used to separate the elements of a series that already contains commas: The committee appointed Betty Ames, R.T.(R); David Lee, B.A., R.T.(R); and Annette Hamilton, R.T.(T). Our new officers are Dan Barnes, president; Lisa Melton, vice president; and Cindy Owens, secretary.

**set up / setup** Use set up (two words) as a verb: The therapist began to set up the treatment room. Use setup (one word) as a noun and adjective: Move the table until you get a setup source skin distance of 97.

**SI units** Use SI units (Système International d’Unités) to express radiation quantities. The following table shows how to convert conventional units to SI units for common radiation quantities. Use rem as a parenthetical. Editors should make use of an online converter.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Conv. Unit</th>
<th>SI Unit</th>
<th>Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure</td>
<td>Roentgen (R)</td>
<td>coulomb/kg of air</td>
<td>1 C/kg = 3876 R</td>
</tr>
<tr>
<td>Dose</td>
<td>rad</td>
<td>gray (Gy)</td>
<td>1 Gy = 100 rad</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 rad = .01 Gy</td>
</tr>
<tr>
<td>Dose Equivalent</td>
<td>rem</td>
<td>sievert (Sv)</td>
<td>1 Sv = 100 rem</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 rem = .01 Sv</td>
</tr>
<tr>
<td>Activity</td>
<td>curie (Ci)</td>
<td>bequerel (Bq)</td>
<td>1 mCi = 37 mBq</td>
</tr>
</tbody>
</table>

**side effect** Two words, no hyphen. The scientific journals use the term “adverse effect” when referring to negative side effects.

**sightseeing** One word, no hyphen.

**since / because** Since conveys a sense of time — it means at a time between then and now, after or subsequently. Using since to mean because can cause confusion. For example, the sentence “Since she left school, Alice has not been able to find a job” is ambiguous. Is Alice unable to find work because she left school, or did her inability to find work begin at some point in time after she left school? If your meaning is as a result of, it’s better to use the word because.

**smartphone** One word, no hyphen, lowercase.
Social Security  Always capitalize: Please provide your Social Security number.

Society  Capitalize when referring to the ASRT: The Society’s 68th Annual Governance Meeting will take place in Louisville, Kentucky. Call or write the Society for more information. She has been a member of the Society for 22 years.

Lowercase when used generically: The ASRT has 52 affiliate societies.

When referring to state affiliates on second reference (for example, Ohio Society of Radiologic Technology) do not use “the Society” or “Ohio SRT.” Use “OSRT.” If discussing two or more affiliates with similar acronyms, such as the Ohio Society of Radiologic Technology and the Oklahoma Society of Radiologic Technology, you may use “the Ohio affiliate” and “Oklahoma affiliate” on second references. The names and abbreviations of each affiliate society are listed at www.asrt.org/main/about-asrt/affiliates/affiliate-websites.

SOP  Abbreviation for standard operating procedure. When referring to multiple SOPs, do not use an apostrophe.

Spanish translations  This list provides the Spanish translations of a few common phrases:

<table>
<thead>
<tr>
<th>English</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>radiologic technologist</td>
<td>tecnólogo radiológico</td>
</tr>
<tr>
<td>radiologic technologists</td>
<td>tecnólogos radiológicos</td>
</tr>
<tr>
<td>radiologic technology</td>
<td>tecnología radiológica</td>
</tr>
<tr>
<td>radiographer</td>
<td>tecnólogo en radiografía</td>
</tr>
<tr>
<td>radiation therapist</td>
<td>terapeuta de radiación</td>
</tr>
<tr>
<td>sonographer</td>
<td>sonógrafo</td>
</tr>
<tr>
<td>MR technologist</td>
<td>tecnólogo en resonancia magnética</td>
</tr>
<tr>
<td>CT technologist</td>
<td>tecnólogo en tomografía computerizada</td>
</tr>
<tr>
<td>The American Society of</td>
<td>La Sociedad Americana de Tecnólogos Radiológicos</td>
</tr>
<tr>
<td>Radiologic Technologists</td>
<td></td>
</tr>
</tbody>
</table>

specialty  Use this spelling instead of the British “speciality.” See the discipline / specialty entry.

St. (in a city name)  Do not spell out “Saint” in the name of a city; use the abbreviation “St.” Example: We visited St. Paul, Minnesota; St. Louis, Missouri; and St. Petersburg, Florida.

Standards  Acceptable on second reference for the JRCERT Standards for an Accredited Program in Radiologic Sciences.

state and federal level  Generally, if this phrase is acting as an adjective, use singular. Example: ASRT’s state and federal level advocacy efforts were successful. If “level” is a noun, you can make it plural for clarity. Example: ASRT is an advocate for its members at the state and federal levels.

state names  Spell out state names in all instances except in a list agate, tabular material and nonpublishable editor's. When a city and state are listed together, place a comma between the city name and the state name and another comma after the state name: We visited relatives in Chattanooga, Tennessee, and Tucson, Arizona, before we left for Hawaii.

Revised 7/19/2017
Use the two-letter postal code in tables, lists and addresses that include a street and ZIP code. Example: Write to the ARRT at 1255 Northland Drive, St. Paul, MN 55120-1155.

Consult this list for the proper AP or postal abbreviation:

<table>
<thead>
<tr>
<th>State</th>
<th>Postal code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>AL</td>
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<tr>
<td>Alaska</td>
<td>AK</td>
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<tr>
<td>Arizona</td>
<td>AZ</td>
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<tr>
<td>Arkansas</td>
<td>AR</td>
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<tr>
<td>California</td>
<td>CA</td>
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<tr>
<td>Colorado</td>
<td>CO</td>
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<td>Connecticut</td>
<td>CT</td>
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<td>Delaware</td>
<td>DE</td>
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<td>Florida</td>
<td>FL</td>
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<td>Georgia</td>
<td>GA</td>
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<td>Hawaii</td>
<td>HI</td>
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<td>Idaho</td>
<td>ID</td>
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<td>Illinois</td>
<td>IL</td>
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<td>Indiana</td>
<td>IN</td>
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<td>Iowa</td>
<td>IA</td>
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<tr>
<td>Kansas</td>
<td>KS</td>
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<tr>
<td>Kentucky</td>
<td>KY</td>
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<tr>
<td>Louisiana</td>
<td>LA</td>
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<tr>
<td>Maine</td>
<td>ME</td>
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<td>Maryland</td>
<td>MD</td>
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<tr>
<td>Massachusetts</td>
<td>MA</td>
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<td>Michigan</td>
<td>MI</td>
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<td>Minnesota</td>
<td>MN</td>
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<td>Mississippi</td>
<td>MS</td>
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<td>Missouri</td>
<td>MO</td>
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<td>Montana</td>
<td>MT</td>
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<tr>
<td>Nebraska</td>
<td>NE</td>
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<tr>
<td>Nevada</td>
<td>NV</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>NH</td>
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<td>New Jersey</td>
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<td>New Mexico</td>
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<td>North Dakota</td>
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<td>Oregon</td>
<td>OR</td>
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<td>Pennsylvania</td>
<td>PA</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>RI</td>
</tr>
<tr>
<td>South Carolina</td>
<td>SC</td>
</tr>
</tbody>
</table>

Revised 7/19/2017
stepwedge  One word.

subcommittee  Not “sub-committee.”

Table  Capitalize the word table when it is used as a specific designation within text. Use numerals. See Table 6.

tech / technician  Do not use in place of “technologist.”

television numbers  Use hyphens, not parentheses, to divide telephone numbers into segments: 505-298-4500. Do not put a “1” in front of a long distance number, even a toll-free number: 800-444-2778. To include an extension or dialing instructions as part of the phone number, follow this format: 505-298-4500, Ext. 1221, or 505-298-4500, Press 5. When the Member Services Department’s phone contact details will appear in print, it is fine to omit Press 5. Callers will receive this instruction after dialing the main ASRT number.

than / then  Use than when your intent is to compare; use then when you wish to denote a later period of time: Deborah has more books than Steve. We finished unpacking and then went to dinner.

that  As a relative pronoun, this word is often unnecessary. Test your sentence to see if the word that adds clarity. If not, omit it. Incorrect: He said that he would go. Correct: He said he would go. Incorrect: I lost the book that you loaned me. Correct: I lost the book you loaned me. See the which / that and who / that entries.

that / which See the which / that entry.

theory / hypothesis  See the hypothesis / theory entry.

Revised 7/19/2017
there / their / they’re  Use there to indicate position or direction: Put the desk there. Beatrice went there yesterday.

Their is the possessive form of the pronoun they: Give them their packages. They are looking for their dog.

They’re is the contraction of they and are: They’re planning to start their own catering business.

3-D / 4-D  Acceptable on first reference for three-dimensional or four-dimensional. Do not use three-D, 3D, four-D or 4D.

time  Use a colon to separate hours from minutes (9:15 a.m.), but do not use a colon or zeros to express a time that is “on the hour.” Incorrect: Meet me at 4:00 p.m. Correct: Meet me at 4 p.m. Avoid redundant expressions such as “The meeting will begin Thursday morning at 8 a.m.” Also note that there is no such time as “12 a.m.” or “12 p.m.” Use noon and midnight instead.

time ranges  In tabular material, use a hyphen (not an en-dash or an em-dash) to separate time ranges. Do not insert a space on either side of the hyphen. If the times within the range are both “a.m.” or both “p.m.,” do not repeat the modifier. Examples of correct style in tabular material:

<table>
<thead>
<tr>
<th>Time Range</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:30 a.m.</td>
<td>1</td>
</tr>
<tr>
<td>8:45-10:45 a.m.</td>
<td>2</td>
</tr>
<tr>
<td>11 a.m.-12:45 p.m.</td>
<td>3</td>
</tr>
<tr>
<td>1-4 p.m.</td>
<td>4</td>
</tr>
</tbody>
</table>

The same rules apply when the time range is in running copy, except you may use the word “to” instead of the hyphen. Correct: The meeting is scheduled for 9:30-11 a.m. on Tuesday.

Also correct: The meeting is scheduled from 9:30 to 11 a.m. on Tuesday.

Incorrect: The meeting is scheduled for 9:30 a.m. – 11 a.m. on Tuesday.

titles  Job titles are capitalized only when they appear directly before a person’s name: Vice President Sweeney Todd, Chief Engineering Officer James Doohan.

Titles appear in lowercase when they come after a person’s name: Gary Johnson, governor of New Mexico, attended the ceremony. The documents were shredded, said Lisa Perez, Bankcom’s vice president of finance.

Capitalize hyphenated titles when they comprise two roles of equal weight: Secretary-Treasurer Kevin Rush thanked everyone for their support.

Lowercase the second word in hyphenated titles when that word does not carry equal weight or is not a role: President-elect Sandra Hayden spoke to the group on Monday.

Lowercase titles when there is no name: The committee will meet tomorrow to elect a vice president.

See the academic titles entry.

titles of works  Capitalize the first letter of each word in the title of a work except prepositions and articles of three or fewer letters. Italicize the titles of books, magazines, journals, newsletters


Titles of displays in the ASRT Museum and Archives should be placed in quotes. Examples: “Assemble a Body,” “Military R.T.s.”

Do not place the titles of lectures and presentations within quotation marks when the titles are listed in marketing material, schedules, programs or tabular copy.

Do not use italics or use quotation marks for organization documents such as surveys, products (e.g., educational modules), articles, white papers, curricula, bylaws and practice standards. Example: For guidance, the members referred to the ASRT Mammography Curriculum, the ASRT Bylaws and the ASRT Legislative Guidebook. Some of ASRT’s most popular courses are Leadership Essentials, CT Basics and Essentials of Digital Imaging.

Use quotation marks for the titles of articles published by the ASRT: We added the DR Classic “Central Venous Access Devices” to the ASRT Store. One of our staff R.T.s wrote the column “Affiliates Reignite Participation” for *ASRT Scanner.*

**toward** Use toward instead of the British “towards.”

**track and transfer** A collective noun; takes a singular verb when referred to as a service of ASRT.

**trademarks / brand names** See the [brand names / trademarks](#) and [Copyright Standards](#) entries.

**try and** Do not use this construction unless you are describing two separate acts: trying to do something and doing something. In general, people do not “try and” do something; they “try to” do something.

Incorrect: Marie said she would try and build her own house.  
(This suggests two separate actions — Marie will try and Marie will build.)

Correct: Marie said she would try to build her own house.

**T-shirt** Not “tee-shirt.” Note capitalization.

**tuberculosis** The abbreviation TB is acceptable on second reference.
24/7 Acceptable as jargon, but consider other phrases such as “around the clock” or “anytime.”

under This preposition indicates position and means underneath. Do not use it to mean less than or fewer than. Incorrect: The children were under 10 years old. Correct: The children were younger than 10 years old. Incorrect: Dr. Snyder said under 15 patients in the study were affected. Correct: Dr. Snyder said fewer than 15 patients in the study were affected.

underway / underwent One word: Negotiations are underway. The patient underwent a series of CT scans.

United States See the U.S. entry.

upward Not upwards.

URLs A URL (uniform resource locator) is an internet address. When providing a URL in a document, follow these rules:

- For shortcuts, capitalize the first letter of two or more word names after the slash. Example: asrt.org/Practice Standards. For ASRT@RSNA, use asrt.org/ASRTatRSNA.
- If the address falls at the end of a sentence, put a period after it. Readers will understand that the period is not part of the address.
- If you must break a long URL onto two lines, try to break it before a slash in the address. Don’t insert a hyphen, because some URLs contain hyphens as part of the address. For example: For details, visit the Library of Congress website at thomas.loc.gov/home/sencom. (Be aware that your software program might automatically insert a hyphen when breaking a URL across two lines, so delete it if it alters the address.) If you can’t break the URL before a slash, the less preferred alternative is to break it before a dot. For example: Members can update their records at www.asrt.org. Better still, rewrite the sentence so the URL doesn’t fall at the end of a line.
- For internet sites located on the web, do not include the “http://” protocol at the beginning of the address. You can include “www.” For example: Go to www.asrt.org to read the committee’s full report.
• If the URL includes any protocol except “http://”, provide the URL in full: Download the file from ftp://fetch.com.

• In publications, you can drop the www. With ASRT sites, be sure to include vital information such as subdomains and other aspects of the address: Go to asrt.org/main to learn more about continuing education.

• Be sure to test the sites by typing them into a web browser.

See also website section names.

US  This abbreviation for ultrasound may be used on second reference in medical writing. Avoid using it in other types of copy.

U.S.  The abbreviation is acceptable as a noun or adjective for United States. Do not use “US” without periods to mean “United States” unless it is part of a business name.

username  (noun) Always one word.

utilize  In most cases, the verb use works and sounds better.

vice president  Two words, no hyphen. Capitalize only when used immediately preceding a name: At today’s meeting, Arlene Lopez was elected vice president. We welcomed Vice President Arlene Lopez.

view  See the position / projection / method / view entry.

viewbox, viewboxes  One word.

vitamin  The word vitamin is lowercase; the type of vitamin is capitalized: vitamin D, vitamin B-12.

vs.  Always abbreviate: The seminar focused on the risks vs. benefits of genetic testing. In medical writing, don’t use the period.
web, web page and web feed  Lowercase web and internet in all references.

website  One word. Also webcam, webcast, webinar and webmaster.

website section names  Capitalize website areas like Student area and Governance area. Follow ASRT headlines style for specific page names like Who Do We Represent and ASRT History. See also URL.

whether / if  See the if / whether entry.

which / that  Use which to introduce a nonrestrictive clause (a clause that expands meaning and must be set off with commas): My grandmother’s house, which was built in 1906, is on the National Historic Register.
Use that to introduce a restrictive clause (a clause that restricts meaning): The antique books that Professor DuPont donated to the library are estimated to be worth $30,000.
The rule in the ASRT Communications Department is “that defines; which describes.”

while / although  While conveys a sense of time; it means “during” or “at the same time.” Using while to mean although can result in confusion. For example, the sentence “While we handed out Halloween candy, our front door was pelted with rotten eggs” is ambiguous. Was the door pelted with eggs at the same time candy was handed out, or even though the candy was distributed? If your meaning is even if, even though, despite the fact that, but or whereas, it’s better to use the word although.

who / that  Who refers to a person; that refers to an object or animal. Incorrect: The woman that came in last week returned the book she borrowed. Correct: The woman who came in last week returned the book she borrowed.

who / whom  The rule to remember is that who acts; whom receives the action. The man who rescued my cat was very kind. We congratulated the six people whom the board appointed. It helps to rearrange the sentence. If the “turned around” sentence requires her, him or them, use whom or whomever. If it requires he, she or they, use who or whoever:

    She is the person ______ we want to elect.
    (We want to elect her = use whom.)

    Give this book to ______ wants it.
    (She wants it = use whoever.)
who’s / whose  Who’s is the contraction of who is. Whose is a possessive pronoun. Who’s going to pick up the mayor at the airport? Not the man whose car was stolen.

words used as words  When a word is being used to refer to the word itself, rather than being used functionally, the word should be italicized. For example:
   The professor asked the students to define the term *computed tomography*.
   The origin of the word anemia is Greek, meaning *without blood*.

If the word is being used functionally, do not italicize it. For example:
   The patient received a computed tomography scan.
   The doctor diagnoses anemia based on medical and family histories, a physical exam and test results.

Also see the letters used as letters entry.

Work  The words workflow, workforce, workout, workplace, workstation, workweek are all one word with no hyphen. See the hyphen entry.

x-ray  Hyphenate. Use a lowercase “x” in text: Use collimation to limit the x-ray beam.
Use a capital “x” and a lowercase “r” in headlines: Understanding the Properties of X-rays
Note that a person cannot “look at an x-ray.” An x-ray is an invisible stream of photons. Instead, a person “looks at a radiograph.”

X-ray CE  Do not use this trademarked term. See also continuing education.

years  Use figures, even at the beginning of a sentence: 1993 brought many changes to the radiologic sciences.
When used with a month and day, the year should be set off by commas: We left the farm on Oct. 31, 1957, in the middle of a blinding snowstorm.
Do not use the words “the year,” as in expressions such as “the year 2000.” See the dates entry.
ZIP code  Use all caps for ZIP, which stands for Zone Improvement Program: Please include your ZIP code.