

# NWTF Stylebook

## A

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**a, an:** Use “a” when spelling out National Wild Turkey Federation, but “an” when using NWTF. *A National Wild Turkey Federation banquet will be held Saturday night, but, I went to an NWTF banquet Saturday night.*

**affect, effect:** Affect as a verb means to influence. *The game will affect the standings.* Affect as a noun is best avoided. Effect as a verb means to cause: *He will effect many changes in the company.* Effect as a noun means result: *The effect was overwhelming. He miscalculated the effect of his actions.*

**all-terrain vehicle (n.):** On first reference, spell out and hyphenate first two words. On second reference, ATV is acceptable. *She went riding on her all-terrain vehicle in the mountains when her ATV lost a wheel.*

**among, between:** In most instances, between introduces two items and among introduces more than two. *The funds were divided among Ford, Carter and McCarthy.*

However, *between* is the correct word when expressing the relationships of three or more items considered a pair at a time. *Negotiations on a debate format are under way between the network and the Ford, Carter and McCarthy committees.*

**annual:** There is no such thing as “first annual.” Inaugural is acceptable on most instances. *The inaugural event is scheduled for next week.*

**anti-hunting (adj.), anti-hunter (n.):** Two words, hyphenated. *The group had an anti-hunting agenda.*

**Area codes:** Always use parenthesis around the area code when listing a phone number. *For more information call the NWTF at (803) 637-3106, or, For more information, call the NWTF at (800) THE-NWTF.*

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## B

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**backside (adj.):** One word, not hyphenated. *Bill hunted the backside of his property.*

**black powder (n. and adj.):** Two words, not hyphenated. *She needed to buy black powder before her hunt.*

**book titles:** See composition titles

**Blind (adj.):** Used to describe someone with complete loss of sight. For others, use terms such as visually impaired or a person with poor vision.

**bowhunter (n.):** Always one word, not hyphenated. *The bowhunter stood motionless in the tree stand.*

**bowhunting (v.):** Always one word, not hyphenated. *He went bowhunting on Saturday.*

**bowstring (n.):** One word, not hyphenated. *It's always a good idea to occasionally check your bowstring for frays.*

**broadheads (n.):** One word, not hyphenated. *Choosing the right broadhead can mean the difference in a turkey hunt and a successful turkey hunt.*

**bull's-eye (n.):** Two words, hyphenated. *She hit the bull's-eye three times before missing.*

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## C

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**call maker (n.):** Two words, not hyphenated. *The call maker entered his best piece in the competition.*

**callmaking (adj.):** One word, not hyphenated. *The callmaking competition included work from some of the best call makers in the nation.*

**century (n.):** Lowercase in all uses. *It was the turn of the 20<sup>th</sup> century.*

**collectors' item (n.):** Two words, possessive. *The call she bought in 1963 has now become a collectors' item.*

**composition titles:** Apply these guidelines to book titles, computer game titles, movie titles, opera titles, play titles, poem titles, song titles, television program titles and the titles of lectures speeches and works of art.

- Capitalize the principle words, including prepositions and conjunctions of four or more letters.
- Capitalize an article — *the, a, an* — or words of fewer than four letters if it is the first or last word in a title.
- Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks, and similar publications. Do not use quotation marks around such software titles as WordPerfect or Windows.
- Translate a foreign title into English unless a work is known to the American public by its foreign name.

Examples: “*The Star Spangled Banner*,” “*The Rise and Fall of the Third Reich*,” “*Gone with the Wind*,” “*Of Mice and Men*,” “*For Whom the Bell Tolls*,” the NBC-TV “*Today*” program, the “*CBS Evening News*,”

Reference works: *Jane's All the World's Aircraft*; *Encyclopedia Britannica*; *Webster's New World Dictionary*.

## D

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**daytime (adj.)**

**deaf (adj.):** Describes a person with total hearing loss. For others, use partial hearing loss.

**disabled (adj.):** There is nothing wrong with using this term. When referring to a hunter with a disability, the person should precede the disability. *The SRS Ultimate Turkey Hunt is held each year for hunters with disabilities.*

## E

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**Eastern wild turkey (n.):** Always capitalize the first word of any subspecies when referring to wild turkeys. *The Eastern wild turkey can be found in Tennessee.*

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

**e-mail (n.), e-mailed (v. and adj.):** Lowercase, hyphenated. *My boss sent me a funny e-mail, or, He e-mailed his resume to the vice president of the company.*

**entitled:** A book is never entitled. See title entry.

## F

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**farther, further:** Farther refers to physical distance, whereas further refers to an extension of time or degree. *He walked farther into the woods, but, She will look further into the mystery.*

**Federation (n.):** Always capitalize when referring to the NWTFF in a story or press release. *I went to the museum opening at the Federation.*

**firearm (n.):** Never use the word “weapon.” *I need to check a firearm before my flight.*

**fly fisherman (n.):** Two words, not hyphenated. *The fly fisherman waded into the stream.*

**fly-fishing (n. and adj.):** Two words, hyphenated. *He went on a fly-fishing trip.*

**fly rod (n.):** Two words, not hyphenated. *He took his own fly rod on his fishing trip.*

**fly-tier (n.):** Two words, hyphenated. *He was an experienced fly-tier.*

**fly-tying (v.):** Two words, hyphenated. *He went to a fly-tying seminar.*

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## G

**game bird (n.):** Two words, not hyphenated. *The wild turkey is a game bird.*

**gauge (adj.):** Lowercase in all instances, hyphenate when used as a modifier. *Some people prefer to use a higher gauge shotgun when turkey hunting, or, The hunter used his 12-gauge shotgun to harvest the turkey.*

**Get in the Game:** When referring to the television show, use quotation marks. When referring to the magazine, italicize. *I watched a good episode of “Get in the Game” last night, or, I read a good article in *Get in the Game* last week.*

**Gould's wild turkey (n.):** Always capitalize the first word of any subspecies when referring to wild turkeys. *He needed a Gould's wild turkey to complete his slam.*

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## H

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**handicapped hunter (n.):** Never use this term when referring to a hunter with a disability. See mobility impaired.

**Hunting Heritage Super Fund Banquet:** Use all caps when referring to the event. *The Hunting Heritage Super Fund Banquet will take place as scheduled.*

**hyphen use:** Use a hyphen to avoid ambiguity or to form a single idea from two or more words.

Compound modifiers: You should use a hyphen with a compound modifier — two or more words that express a single concept — before a noun: *out-of-state hunt, part-time job, over-qualified applicant, etc.* Hyphens, however, should not be used with very (adv.) and adverbs ending in -ly: *a very good hunt, easily remembered directions, etc.*

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## I

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**incident (n.):** Use instead of accident when referring to hunting. *The number of incidents among turkey hunters decreased dramatically over the last 14 years.*

**incorporated:** Abbreviate and capitalize as Inc. when used as part of a corporate name. It usually is not needed, but when it is used, **do not set off with commas:** *J.C. Penny Co. Inc. announced...*

**internal elements (n.):** Lowercase internal elements of an organization when they have names that are widely used generic terms. *The board of directors of the NWTF.*

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## J

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**JAKES Magazine:** Always capitalize “Magazine” as it is part of the proper name of the publication. *He always read a story out of JAKES Magazine before he went to bed.*

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## K

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## L

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**lay, lie:** The action word is *lay*, it takes a direct object. *Laid* is the form for its past tense and its past participle. Its present participle is *laying*.

*Lie* indicates a state of reclining along a horizontal plane. It does not take a direct object. Its past tense is *lay*; its past participle is *lain*; its present participle is *lying*.

When *lie* means to make an untrue statement, the verb forms are *lie*, *lied*, *lying*.

**Present or Future Tense Examples:**

Right: *I will lay the book on the table. The prosecutor tried to lay blame on him.*

Wrong: *He lays on the beach all day. I will lay down.*

Right: *He lies on the beach all day. I will lie down.*

**Past Tense Examples**

Right: *I laid the book on the table. The prosecutor has laid blame on him.*

Right: *He lay on the beach all day. He has lain on the beach all day. I lay down. I have lain down.*

**Examples With the Present Participle**

Right: *I am laying the book on the table. The prosecutor is laying the blame on him.*

Right: *He is lying on the beach. I am lying down.*

**limbhangar (n.):** One word, not hyphenated. *The limbhangar was the biggest she'd ever seen.*

**login (n.) log in (v.):** One word, not hyphenated in noun form. Two words, not hyphenated in verb form. *My login name is Joe, but, I log in with my password.*

**logoff (n.) log off (v.):** One word, not hyphenated in noun form. Two words, not hyphenated in verb form. *I was told to log off my computer.*

**logon (n.) log on (v.):** One word, not hyphenated in noun form. Two words, not hyphenated in verb form. *My logon name is Matt, but, I log on with my password.*

**longbeard (n.):** One word, not hyphenated. *The longbeard eluded the hunter for two seasons.*

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## M

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**Merriam's wild turkey (n.):** Always capitalize the first word of any subspecies when referring to wild turkeys: *He went to California to hunt the Merriam's wild turkey.*

**midmorning:** One word, never hyphenated. *The turkeys didn't gobble until midmorning.*

**mobility-impaired hunters (n.):** Always use mobility impaired, never handicapped, when referring to hunters with a mobility impairment. Hyphenate when used in front of "hunters": *The hunt proved successful for the mobility-impaired hunters, but, The hunters were mobility impaired.*

**mute (adj.):** Describes a person who physically cannot speak. Others with speaking difficulties are speech impaired.

**muzzleloader (n.):** One word, not hyphenated. *He took his muzzleloader hunting last weekend.*

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## N

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**National Convention and Sport Show:** Notice “Sport” is singular. Never add an “s.” *We will attend the 2006 National Convention and Sport Show in Nashville, Tenn.*

**nighttime (adj.)**

**nonprofit (adj.):** One word, not hyphenated. *The NWTF is a nonprofit organization.*

**non:** In general, no hyphen when forming a compound that does not have special meaning and can be understood if *not* is used before the base word: *non game*. Use a hyphen, however, before proper nouns or in awkward combinations such as *non-nuclear*.

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## O

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**online (n.):** One word, not hyphenated. *She found her information online.*

**Ocellated turkey (n.):** Always capitalize, never describe as a wild turkey. Found only in the Yucatan Peninsula range of Central America. The Ocellated is its own species and should never be referred to as a subspecies of the North American wild turkey. *To complete his slam, the hunter needed to harvest an Ocellated turkey.*

**Osceola wild turkey (n.):** Not to be confused with the Ocellated turkey, the Osceola is a subspecies of the North American wild turkey. Always capitalize the first word of any subspecies when referring to wild turkeys: *The Osceola wild turkey is found in Florida.*

**over, more than:** Generally refers to spatial relationships. *The plane flew over the city.* More than is preferred with numerals: *Their salaries went up more than \$20 a week.*

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## P

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**percent:** One word, spelled out. *The teacher said 60 percent was a failing grade. He said 50 percent of the membership was in attendance.*

**percentages:** Use figures: *1 percent, 2.5 percent (use decimals, not fractions), 10 percent.* For amounts less than 1 percent, precede the decimal with a zero: *The cost of living rose 0.6 percent.*

**president (n.):** Capitalize president only as formal title before one or more names, *President Reagan, Presidents Ford and Carter.*

Lowercase in all other uses: *The president said today. He is running for president.*

On second reference, use last name only. In most cases, the first name of a current or former U.S. president is not necessary on first reference.

Use first names when necessary to avoid confusion: *President Andrew Johnson, President Lyndon Johnson.* First names also may be used for literary effect, or in feature or personality contexts.

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## Q

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## R

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**right of way, rights of way (n):** Three words, not hyphenated. *The NWTF's Energy for Wildlife members manage the plants on rights of way for wildlife.*

**Rio Grande wild turkey (n.):** Always capitalize the first word of any subspecies when referring to wild turkeys. On second reference, Rio is acceptable. *Rio Grande wild turkeys are found in Texas. It was in Texas the hunter shot the Rio.*

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## S

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**setup (n.), set up (v.):** One word when used as a noun, two words when used as a verb. *I set up against a large tree when I heard the bird gobble, but, The hunter's setup was located 10 yards from the field.*

**shot size:** Always use No. before the size and not #. *Some hunters prefer to use No. 6 shot and some prefer No. 4 when turkey hunting.*

**sport utility vehicle (n.):** Three words, no hyphens. On first reference, spell out. On second reference, SUV is acceptable. *The sport utility vehicle veered off the road, damaging the front end of the SUV.*

**springtime (adj.)**

**subspecies (n.):** One word, not hyphenated. *The Eastern subspecies is found in South Carolina.*

**summertime (adj.)**

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## T

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**that, which (pro.):** Use *that* and *which* in referring to inanimate objects and to animals without a name. Use *that* for essential clauses — important to the meaning of the sentence — and without commas: *I remember the day that we met.*

Use *which* for nonessential clauses, where the pronoun is less necessary and use commas: *The team, which finished last a year ago, is in first place.*

Tip: If you can drop the clause and not lose the meaning of the sentence, use *which*; otherwise, use *that*. A *which* clause is surrounded by commas, no commas are used with *that* clauses.

**The Caller:** Always capitalize “The” as it is part of the proper name of the publication: Volunteers really enjoyed reading about their chapter’s events in *The Caller*.

**time, date, place:** When listing an event, always use the form time, date place. *The banquet will be held at 6 p.m. March 30 at the Old Oyster Factory.*

**titled:** A book is titled, not entitled. The book he wrote was titled “The 30 Days of Turkey Season.”

**tom (n.):** Lowercase in all uses. *The tom was in shooting range, but the hunter missed.*

**tree stand (n.):** Two words, not hyphenated. *He put his tree stand up the night before the hunt.*

**Turkey Call:** When referring to the television show, use quotation marks. When referring to the magazine, italicize. *I watched a good episode of “Turkey Call” last night, or, I read a good article in *Turkey Call* last week.*

**“Turkey Country”:** When referring to the television show, use quotation marks. *I watched a good episode of “Turkey Country” last night.*

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U

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V

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## W

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**who, whom:** *Who* is the pronoun used for references to human beings and to animals with a name. It is grammatically the subject (never the object) of a sentence, phrase or clause: *The woman who rented the room left the window open. Who is there?*

*Whom* is used when someone is the object of a verb or preposition: *The woman to whom the room was rented left the window open. Whom do you wish to see?*

**weapon (n.):** See firearm entry.

**Web site (n.):** Two words, always capitalize “Web.” *He went to the NWT F Web site to order his hunting gear.*

**wheelchair user (n.):** People use wheelchairs for independent mobility. Do not use “confined to a wheelchair or wheelchair-bound.” If a wheelchair is needed, say why.

**White-tailed (adj.), whitetail (n.):** Two words, hyphenated, when used as adjective; one word when used as a noun. *The white-tailed deer was approaching, but, The whitetail approached the fence.*

**wildfire (n.):** One word, not hyphenated. *A large wildfire consumed many homes last year.*

**wingbone(n):** Always one word. *The wingbone call was the only one he’d use during the turkey season.*

**Women In The Outdoors:** When referring to the magazine, always capitalize all letters. When referring to the program, lowercase “in” and “the:” *She was reading the Women In The Outdoors magazine, but, She was a member of the Women in the Outdoors program.*

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## X

**Xtreme JAKES magazine:** Uppercase only “X” when referring to the program and magazine. Magazine is not part of the proper name, therefore should not be capitalized in any instance: Her son liked an article printed in *Xtreme JAKES* magazine.

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## Y

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## Z

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