

QUICK-REFERENCE WORD LIST

AB

accommodate = correct spelling
accounts receivable = make the most significant word plural
accumulation = correct spelling
affect = verb meaning to influence
airmail = one word
alphanumeric = one word, no hyphen
back up = verb
backup = noun, adjective
biweekly = no hyphen; every two weeks
break up = verb
breakup = noun, adjective
build up = noun
buildup = noun, adjective
by-product = hyphenate

CDE

coinsurance = no hyphen
cathode ray = noun, no hyphen
cathode-ray tube = noun, hyphenate
check up = verb
checkup = noun
companywide = one word
commitment, committed = correct spelling
communications lines = not communication lines
corporatewide = one word
cost-benefit = adjective, hyphenate
cost-effective = adjective, hyphenate
criterion = singular
cross over = verb phrase
crossover = noun, adjective
cross-reference = hyphenate
cross-train = hyphenate
cut back = verb
cutback = noun, adjective
cutoff = noun
cut off = verb
cutover = one word, noun or adjective
cut over = verb, two words
data base = two words
data set = two words

decision-making = adjective, hyphenate
decision maker = noun, two words
downtime = one word
down load = two words
ensure = to guarantee (see insure)

FGH

federal = do not capitalize, as in federal government
flowchart = one word
follow up = verb
follow-up = noun, adjective
front end = noun
front-end = adjective
fulfill = correct spelling
full-time = hyphenate before a noun
functionality - do not use
home office = lowercase

IJ

inbound = one word
interface = avoid using when referring to human interaction
in-depth = adjective, hyphen-ate
in-force = adjective, hyphen-ate
in force = adverb, two words
in-house = hyphenate
insure = refers to insurance
judgment = correct spelling

KLMN

lead-time = hyphenate, adjective
lead time = two words, noun
letterwrite = do not use
long term = adverb, do not hyphenate
long-term = adjective, hyphen-ate
mail room = noun, two words
mail-room = adjective
mainframe = one word
man-days = noun, hyphenate
man-hours = noun, hyphenate
man-made = hyphenate
man-months = noun, hyphenate

manpower = one word
man time = noun, two words
man-time = adjective, hyphen-ate
man-years = noun, hyphenate
marketplace = one word
market share = two words
microcomputer = one word, no hyphen
minicomputer = one word, no hyphen
nonpayment = no hyphen

OPQR

ongoing = no hyphen
on-line = hyphenate
on-site = hyphenate
outbound = one word
overutilization = no hyphen
part-time = hyphenate, adjective or verb
payoff = one word, noun or adjective
percent = one word
postconversion = one word
postsimplimentation = one word
precomputer = do not use
preconversion = one word
prepayment = one word, no hyphen
prioritization = do not use
real time = noun, two words
real-time = adjective, hyphen-ate
record keeping = two words, noun
record-keeping = hyphenate, adjective
reentry = one word, no hyphen
reinsurance = one word, no hyphen
run time = two words, noun
run-time = hyphenate, adjective

STUV

semiannual = twice a year
semimonthly = twice a month
semiweekly = no hyphen; twice a week
Series/1 = use slash
set up = verb
setup = noun, adjective
stand-alone = adjective, hyphenate
start-up = noun, hyphenate
state = lowercase

state of the art = noun
state-of-the-art = adjective
slash = do not use as a substitute for "and"
spreadsheet = one word
System/36 = use slash
System/38 = use slash
systems engineer - not system engineer
systems integration = not system integration
third party = noun, no hyphen
third-party liability = adjective, hyphenate
throughput = not thruput
time frame = noun, two words
turn over = verb
turnover = noun, adjective
uptime = one word
user = replace "user" with "customer," "client" or a specific name whenever possible
vice president = two words

WXYZ

walkthrough = noun
workday = one word
work flow = noun, two words
work-flow = adjective, hyphen-ate
work force = two words
work plan = noun, two words
work-plan = adjective, hyphen-ate
workload = noun, adjective
work sheet = noun, two words
workstation = one word
workweek = one word
zip code = two words, lower-case

