

# Glossary of Usage

**ages:** When referencing these subdivisions of geological time, capitalize the proper name, but not the word *age* (e.g., Quaternary age).

**anticline:** Don't capitalize.

**bedding-parallel:** Hyphenate as shown here when used as a modifier. Otherwise, write out *parallel to bedding*.

**butt-welded lap joint:** Hyphenate as shown here.

**closed-form solutions:** Hyphenate as shown here.

**cost vs. costs:** In general, use *cost*. Only use *costs* when referring to the cost of individual items separately (e.g., *Using CML will reduce the cost. The costs of different materials for the project may vary.*)

**continental shelf:** Don't capitalize.

**cut-and-cover:** Hyphenate as shown here when the term modifies a noun such as tunnel, construction, etc.

**downsloping:** As shown here

**east-west:** Use the hyphen, not slash, to punctuate directions.

**Elevation:** Capitalize when referring to a specific elevation (e.g., Elevation 568). The abbreviation El. is allowable.

**e-mail:** As shown here

**First Shale:** Capitalize.

**formation:** Capitalize proper names. See Table 1 in Appendix A.

**from/between:** When used to reflect ranges, use *to* with *from*; use *and* with *between* (e.g., from A to B; between A and B).

**geologic units:** Capitalize the names of geologic units (see Table 1 in Appendix A for a list).

**ground class:** When referring to ground classes in general, do not capitalize. Do capitalize if referring to a specific ground class by number (e.g., Ground Class 1).

**in situ:** Don't hyphenate or italicize.

**keyblock analysis:** In this case, *keyblock* is one word.

**line and grade:** Do not hyphenate.

**Los Angeles Basin:** Capitalize as shown here.

**magnitude (M):** Do not capitalize this measure of earthquake magnitude, and do not insert a space between the abbreviation and the number. (e.g., magnitude 7+, M7+)

**moment magnitude (M<sub>w</sub>):** Do not insert a space between the abbreviation and the number.

**Newmark sliding-block model, Newmark sliding-block analysis, Newmark model:** Capitalize and hyphenate as shown here.

**north-south:** Use the hyphen, not slash, to punctuate directions.

**Orinda Formation:** Capitalize.

**Poisson's effect / Poisson's ratio:** Capitalize and punctuate as shown here.

**raise boring / raise drilling:** Oddly, *raise* is correct – not *raised*. But, when referring to the finished product – a raised bore – *raised* is correct.

**respectively:** Avoid this word, and the constructions it usually enables (e.g., the book and bag are located on the coffee table and kitchen table, respectively).

**right of way:** Do not hyphenate unless used as a modifier (e.g., right-of-way restrictions)

**rock mass types (RMTs):** The rock mass types are not capitalized. They are shown in Table 1 in Appendix A.

**San Andreas fault:** Capitalize this fault, and others, as shown here.

**San Pedro shelf:** Capitalize this shelf, and others, as shown here.

**Second Sandstone:** Capitalize.

**shallow-shear failure:** Hyphenate as shown here.

**shallow-shear-related:** Hyphenate as shown here when used as a modifier.

**shaly:** Not shaley

**soil classification:** Soil descriptions are stated in the following order:

- Consistency or relative density
- Moisture condition
- Color
- Type of soil
- The Unified Soil Classification Symbol appropriate for the soil type
- Grain size

**Station:** Capitalize when referring to specific stations. The abbreviation Sta. is allowable.

**state-of-practice:** Hyphenate as shown here.

**syncline:** Don't capitalize

**tie-back:** Hyphenate when used as a modifier.

**trashracks:** One word.

**up-valley:** Hyphenate as shown here.

**upsloping:** As shown here

**vibrating-wire piezometers:** Hyphenate as shown here.

**Web site:** As shown here