

Word List

A-E

3D [no hyphen]

acknowledgment
all right OR alright
Alzheimer's [capital correct]
autopilot [closed word]

back end [open noun], back-end [hyphen as adj]
backward [no ending s]
Band-Aid [caps as adj or brand]
bestseller [closed as noun], best-selling [hyphen as adj]
big-time [hyphen as adj], big time [open as noun]
Black [capitalized as race]
blood work [open word]
Bluetooth [capitalized]
brussels sprouts [lowercase]

Café [accent included]
catch-22 [hyphen and numerals]
cofounder [no hyphen]
COVID-19/COVID [all caps]

day care [open word]
day after day [no hyphens]
day by day [no hyphens]
day-to-day [hyphens as adj and noun]
decision-making/decision-maker [hyphen as nouns]
down-to-earth [hyphens correct]

e-book [hyphen correct]
e-commerce [hyphen correct]
eye to eye [no hyphens]

F-J

facade [no accent]
face-to-face [hyphens as adj and adv]
follow through [open as verb] follow-through [hyphen as noun]
Formica [capitalize as brand name]

game changer [open word]
gatekeeper [closed word]

hand in hand [no hyphens]
hangout [closed as noun], hang out [open as verb]
health care [open as noun]
heaven [lowercase]
hell [lowercase]
high five [open as noun] high-five [hyphen as verb]

Internet [capitalize]

jet-lagged [hyphen as adj], jet lag [open as noun]
jukebox

K-O

Kool-Aid [caps as brand]

leaped OR leapt
LEGO [all caps as brand]
Life-and-death [not OR, hyphens correct]

M&M'S [all caps and apostrophe correct as brand]
man-made [hyphen as adj]
matter-of-fact [hyphens correct]
middle class [open as noun], middle-class [hyphen as adj]
midmorning [closed]
mm-hmm (as in "yes") [hyphen correct]

naive [no accent]
nerve-racking [no W]
Nobel Prize [capitals]

off-site [hyphen as adj or adv]
OK or okay
one-on-one [hyphens as adj or adv]
one by one [no hyphens]
opt-in [hyphen as noun], opt in [open as verb]

P-S

pj's [lowercase and apostrophe correct]
PowerPoint [closed with capitals as Brand item]
problem-solving [hyphen as noun]
pre-K [hyphen and capital K]
prekindergarten [closed word]

real-time [hyphen as adj], real time [open as noun]
real-world [hyphen as adj], real world [open as noun]
rearview mirror [rearview closed]
Richter scale [caps for proper names as scientific terms]
RSVP'd [apostrophe correct]

service member [open as noun]
side effect [open as noun]
side by side [no hyphens adv] side-by-side [hyphens adj]
South/south [caps as geographical area, lowercase for direction]
start-up [hyphen correct as noun]
stepping stone [two words]
stained glass window [no hyphens]

T-Z

terra-cotta [hyphen as noun]
turbocharge [closed word]
touché [accent correct]
toward [not towards]
T-shirt [capital T]
twentieth-century [hyphen as adj], twentieth century [open as noun]

underwater [closed word]
upside-down [hyphen as adj], upside down [open as adv]
US [shortened form as adj only], United States [always spelled out as noun]

well-being [hyphen as noun]
Wi-Fi [caps and hyphen correct]
workplace [closed word]
worst-case [hyphen]

X-ray [caps for X as noun], x-ray [lowercase as verb]

zigzag [one word]

CMOS Punctuation

6.33: Commas with participial phrases
6.34: Commas with adverbial phrases
6.48: phrase beginning with not
6.49: sentences that feature not . . . but or similar pairs of correlative conjunctions
6.52: Commas for however, therefore, and indeed
6.61: Semicolons with however, thus, hence, indeed, accordingly, besides, and therefore
6.67: Lowercase or capital after a colon
6.68: Colons with "as follows" and other introductory phrases
6.140: Run-in lists
6.141: Vertical lists

CMOS Special Treatment

7.16: Possessive form of most nouns
7.55: Non-English words and phrases
7.64: Signs and notices
7.66: Words and phrases used as words
7.67: Letters as letters
7.96: HYPHENATION GUIDE

CMOS Names, Terms, Titles

8.20: Titles and offices general rule
8.39: Ethnic, national, and regional groups and associated adjectives
8.44: Ability status or disability
8.62: Words derived from proper nouns
8.69: Institutions and companies—capitalization
8.80: Movements and styles—capitalization
8.162: Hyphenated compounds in title case
8.191: Titles for movies, television, radio, and podcasts

CMOS Numbers

9.2: General rule
9.8: When numerals are always used
9.14: Physical quantities in general contexts
9.20: Percentages
9.28: Page numbers, chapter numbers, etc.
9.39: Numerals versus words for time of day

CMOS Abbreviations

10.4: Periods with abbreviations

CMOS Quotes/Dialogue

12.7: Permissible changes to quotes
12.42: Interrupted Speech
12.43: Faltering speech and incomplete thoughts
12.44: Stuttering and the like
12.49: Unspoken discourse
12.51: Numerals and abbreviations in dialogue

CMOS Citations

14.2: Citing books
14.64: Journal information
14.89: Basic citation format for news articles
14.104: Citing web pages and websites
14.165: Video and film recordings
14.168: Podcasts

Trickies

Capital = city or financial
Capitol = legislative building

Complement = match, foil
Compliment = praise

Council = a group
Counsel = advice or a lawyer

Discreet = tactful, careful
Discrete = separate/distinct

Disparate = different
Desperate = hard up

Elicit = get info from
Illicit = illegal

Pore over = look closely
Pour-over (noun)= dump over

Lay/Lie

Present Tense:
• Lay: **Lay** the blanket on the floor.
• Lie: You'd better **lie** down.
Past Tense:
• Lay: She **laid** the blanket down.
• Lie: I felt sick, so I **lay** down.
Past Participle:
• Lay: She had **laid** the blanket down.
• Lie: I had **lain** there for some time.
Present participle:
• Lay: I was **laying** the blanket down.
• Lie: You've been **lying** down all day.

Adjective Order

Quantity or Number
Quality or Opinion
Size, length, height
Temperature
Physical quality or appearance
Age
Shape
Color
Proper adjective
Material
Purpose