# stormwater management manual for eastern washington UPDATE

## General Guidelines

* All acronyms will be spelled out at first use within each topic and the acronym used thereafter. [Topic breaks seem to vary between Heading Level 2 and Heading Level 4 in the SWMMWW, may need to adjust once we see the Flare layout.]
* Acronyms and abbreviations may be used in tables.
* Abbreviations for organization names, agency names, and company names may be used for in-text reference citations, even if not spelled out in the main text.
* Use one space between sentences in text.
* Include a period at the end of bulleted statements that are complete sentences
* Do not include a period, semicolon, comma, or other punctuation at the end of each item in a bulleted list unless it is intended to be read as part of a sentence and includes the word “and” on the second to last bullet.
* Do not include a period at the end of table and figure titles.
* Do not use a colon to introduce a series that serves as the object of a verb.
	+ Incorrect use: “The cooler contained: surface water samples, groundwater samples, and seep samples.”
	+ Correct use: “The cooler contained surface water samples, groundwater samples, and seep samples.”
* Capitalize the generic term in common in the plural form of proper nouns.
	+ Example: “the Green and Duwamish Rivers.”
* In headings, capitalize the first word and the last word and all other major words: nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions.
	+ Use lowercase for the words “a,” “an,” and “the,” “and,” “but,” “for,” “or,” and “nor” and for prepositions regardless of their length.
* Do not use italics for common Latin abbreviations: et al., etc., e.g., and i.e.
* Use “datum” for the singular form of “data.”
* Use “criterion” for the singular form of “criteria.”
* Do not confuse the Latin abbreviations “e.g.” and “i.e.”
	+ The abbreviation “e.g.” means “for example”
	+ The abbreviation “i.e.” means “that is”

## Terminology

Table 1 summarizes the preferred Manual terminology (1st column) and alternate terminology used in the existing Manual that should be updated for the 2018 Manual (2nd column).

| Table 1. Preferred Manual Terminology and Alternate Terminology to be Updated. |
| --- |
| Preferred Terminology | Alternate Terminology (not preferred, will need to be updated) |
| aboveground | above ground above-ground |
| and/or | and(or) |
| anti-icing chemicals | anti-icer chemicals |
| Appendix (when referring to a specific appendix such as “Appendix 3D”) | appendix |
| applicant | applicant/contractor |
| backup (noun and adj.)back up (verb) | back-up |
| bankfull (adj) | bank full |
| base flow | baseflow |
| basic treatment | Basic Treatment |
| basin plan | Basin Plan |
| belowground | below ground below-ground |
| Best Management Practice | best management practice |
| biofiltration | biofilter |
| biofiltration swale | biofilter (unless referring generally to biofiltration)bio-swalebioswale |
| bioinfiltration | bio-infiltration |
| blowdown (noun), blow down (verb) | blow-down |
| borehole | bore holebore-hole |
| build-out (noun) | buildout |
| catch basin | catchbasin |
| clean-out (noun and adj.), clean out (verb)  | cleanout |
| cleanup (noun and adj.)clean up (verb) | clean-up |
| climate region | climatic region |
| Climate Region 1 (uppercase when referring to a specific Climate Region) | climate region 1climatic region 1Climatic Region 1Region 1region 1 |
| construction plan | Construction Plan |
| Construction SWPPP | Construction Stormwater Pollution Prevention Plan (only spelled out at first use in each topic [see General Guidelines]) |
| cont’d | cont.continued |
| contractor | Contractor |
| contributing area | drainage areacontributing drainage area |
| Core Element | core element |
| Core Element #5 | core element #5 (lowercase, # symbol)core element 5 (lowercase, no # symbol)core element no. 5 (not currently used in Manual) |
| Core Element #5 (Runoff Treatment) | Core Element #5 “Runoff Treatment” (quotes)Core Element #5 Runoff Treatment (no hyphen, quotes, or parentheses) |
| cross section | cross-section |
| cross-sectional area | cross sectional area |
| deicing chemicals | de-icersde-icer chemicalsde-icing chemicals |
| design water surface elevation | design ponded water depth |
| designer | design engineerengineer |
| detention BMP | detention facilitystormwater detention facility |
| dewatering | de-watering |
| downgradient | down-gradient |
| downspout | down spout |
| drainage report | Drainage Report |
| drainage system | storm drainage systemstorm drain systemstormwater drainage systemstormwater conveyance systemstorm sewerstorm sewer systemdrainage ways |
| drain field | drainfield |
| drywell | dry well |
| floodplain | flood-plainflood plain |
| floodwater(s) | flood water |
| flow control BMP | Flow Control BMPflow control facility |
| flow path | flowpath |
| flow rate | flowrate |
| flow-rate-based treatment BMPs (terminology used in Chapter 6) | flow-rate-based treatment facilitiesflow-rate-based runoff treatment facilityflow-rate-based device |
| gauge | gage |
| geotextile | filter fabric |
| ground cover | groundcover |
| ground water | groundwater |
| handheld (adj.), handhold (noun) | hand-heldhand-hold |
| high-use site | high use site |
| hydrologic soil group | hydrologic group |
| infiltration BMPs | infiltration facility |
| land-disturbing activity | land disturbing activity |
| level-pool routing | level pool routing |
| licensed engineer in the state of Washington | licensed civil engineerlicensed professional engineerlicensed engineer registered in the state of Washingtonprofessional engineerprofessional engineer licensed to practice in the state of Washingtonqualified engineer |
| licensed engineer in the state of Washington with geotechnical expertise | registered professional engineer with geotechnical expertise |
| licensed engineer in the state of Washington with structural expertise | licensed civil engineer with structural expertisestructural engineer |
| licensed professional | site engineerproject engineer |
| local jurisdiction | local government |
| long-duration (adj.) | long duration |
| long-term (adj.) | long term |
| low impact development | low-impact development |
| maintenance hole | manhole |
| man-made | manmade |
| manual | Manual Stormwater Management Manual for Eastern WashingtonSWMMEW |
| mean annual precipitation | Mean Annual Precipitation |
| metals treatment | Metals Treatment |
| Municipal Stormwater Permit | NPDES Permit NPDES Phase II permit |
| native vegetation | natural vegetationnatural vegetated cover |
| nonexempt | non-exempt |
| non-pollution-generating impervious surface (NPGIS) | non-pollutant-generating impervious surface |
| oil and water separator  | oil/water separator oil removal separator |
| oil control BMP | Oil Control BMP |
| online | on-line |
| on-site | on site onsite  |
| off-line | offline |
| off-site | off site offsite |
| O&G (no spaces on either side of “&”) | O & G (spaces on either side of “&”)oil & grease (only spelled out at first use in each topic [see General Guidelines]) |
| O&M (no spaces on either side of “&”) | O & M (spaces on either side of “&”)operations & maintenance (only spelled out at first use in each topic [see General Guidelines]) |
| O&M Manual | O&M plan |
| peak intensity factor | Peak Intensity Factor |
| phosphorus treatment | Phosphorus Treatment |
| pollution-generating impervious surface (PGIS)  | pollutant-generating impervious surface |
| pollution-generating pervious surface (PGPS)  | pollutant-generating pervious surface |
| predeveloped (one word with no hyphen, lowercase) | pre-developed |
| predevelopment (one word with no hyphen, lowercase) | pre-development |
| presettling (one word with no hyphen, lowercase) | pre-settling |
| pretreatment (one word with no hyphen, lowercase) | pre-treatment |
| project proponent | developer/owner/engineerowner/developer |
| proposed development conditions | proposed-development conditions |
| rainfall | rain fall |
| rain-on-snow | rain on snow |
| rainwater | rain water |
| receiving water | waterwaywatercoursesurface water (unless referring to surface water quality standards) |
| registered geologist in the state of Washington with hydrogeology specialty | registered geologist with hydrogeology specialty |
| ridgetop | ridge top |
| right-of-way (singular)rights-of-way (plural)(lowercase) | right of wayrights of wayROW |
| riprap | rip-raprip rap |
| rock | stone |
| rooftop | roof top |
| runoff | run-off |
| runoff treatment BMPs  | water quality treatment BMPsWQ facilityrunoff conveyance and treatment BMPs (Chapter 7)treatment BMPs (Chapter 7 and Chapter 8)treatment facility (Chapter 8) |
| Section (when referring to a specific appendix such as “Section 6.3.3, etc.) | section |
| setback (noun)set back (verb) | set back |
| sheet flow | sheetflow  |
| short-duration (adj.) | short duration |
| short-term (adj.) | short term |
| sidewall | side-wallsite wall |
| Site Suitability Criteria | site suitability criteria |
| snowmelt | snow melt  |
| snowpack | snow pack |
| spill kit | spill cleanup kit |
| SSC | Site Suitability Criteria (only spelled out at first use in each topic [see General Guidelines]) |
| SSP | Stormwater Site Plan (only spelled out at first use in each topic [see General Guidelines]) |
| storm drain | stormwater drainstorm inletstormwater inlet |
| stormwater | storm water |
| stormwater runoff | surface water runoffstorm water runoff |
| Stormwater Site Plan | stormwater site plan |
| streambank | stream bank |
| subbasin | sub-basin |
| SWMMWW | Stormwater Management Manual for Western Washington (only spelled out at first use in each topic [see General Guidelines]) |
| SWPPP Element #2 | SWPPP element #2SWPPP Element No. 2SWPPP element no. 2 |
| Total Maximum Daily Load | total maximum daily load |
| TMDL | Total Maximum Daily Load (only spelled out at first use in each topic [see General Guidelines]) |
| underdrain | under-drain |
| underground | under-groundunder ground |
| upgradient | up-gradient |
| upslope | up-slope |
| U.S. EPA | U.S. Environmental Protection Agency (only spelled out at first use in each topic [see General Guidelines])USEPAUS EPA |
| volume-based treatment BMPs (terminology used in Chapter 6) | volume-based facilitiesvolume-based treatment facilities |
| washwater | wash waterwash-water |
| water bodies | waterbodies  |
| water cleanup plan | Water Cleanup Plan |
| water quality design flow rate | WQ design flow rateWater Quality design flow rate |
| web page | webpage |
| website | web site |
| wellhead | well-headwell head |
| wetpond | wet pond  |
| wetpool | wet pool  |
| wetvault | wet vault |
| windthrow | wind-throw |
| wing wall | wingwallwing-wall |

## Spelling

dissipater (instead of dissipator, which is incorrect, despite its use the title of the FHWA 2006 reference for Chapter 6)

erodibilty (instead of erodability); erodibility is the preferred spelling per *Merriam-Webster’s Collegiate Dictionary*)

judgment (instead of judgement); both are equally acceptable per *Merriam-Webster’s Collegiate Dictionary*, but one or the other should be used consistently)

## Hyphens

Do no use hyphens between prefixes and main words (anti, bio, de, hydro inter, multi, non, over, pre, post, re, semi, sub, supra, ultra, and under. Exceptions: anti-icing, bio-buildup, non-endangerment, non-stormwater, and sub-daily.

Do not hyphenate modifiers that begin with a word ending in “ly.” Examples: evenly graded and gently sloping.

## Measurements

### Numbers

Fractions:

* Use one-half or 0.5, instead of ½
* Use 0.25, instead of ¼
* Use ⅛, instead of 0.125
* Use 3/8, instead of 0.375

Spell out one through nine

Use numerals for 10 and above (unless preceding measurement such as 2 feet or 4%)

Do not include the numeral in parentheses after a spelled out number (e.g., five (5) feet)

year, acre, inch, foot, square feet etc. – use numerals with measurements (e.g., 1 year, 9 acres)

A number with a unit of measurement is hyphenated when it modifies a noun, open when it stands alone:

* 1 foot; 1-foot bottom width
* 12 inches; 12-inch diameter pipe
* 10 years; 10-year storm

Use “to” not a hyphen when describing a range. Example: 1- to 7-acre lots, two to six facilities

Use a comma for numbers > 999 (e.g., 5,000, not 5000)

Ratios expressed as 3:1 or 3H:1V (no spaces)

### Symbols

% instead of “percent”

< or > (use symbol for “less than” or “more than”, do not spell out )

Slope is > 2% (with space between sign and numeral)

V > 1.0 ft/sec (with space between sign and numeral)

yt = total depth (with spaces on both sides of the equal sign)

≤ or ≥ (use symbol for “less than or equal to” or “greater than or equal to”, do not spell out)

### Units

cf (instead of “cu. ft.” or “cubic feet” or “ft3”)

ft or feet instead of apostrophe (e.g., 4’) unless part of a figure or a table

ft/sec (instead of “ft./sec.”)

in/ft (instead of “in./ft.”)

in/hr (instead of “inches per hour”)

mg/L (lowercase “m” and uppercase “L”)

sf (instead of “sq. ft.” or “square feet” or “ft2”)

## References

### Internal References

Use Flare cross references for internal section and appendix references

[Note: section and appendix numbers may be included in Word and PDF files for preliminary review drafts prior to MadCap Flare conversion]

Use “See” instead of “Refer to” when referring to a section, appendix, figure, or table (e.g., See Section 4.2)

### External References

Use the [Chicago Manual of Style](http://www.chicagomanualofstyle.org/tools_citationguide.html) (CMS) (which uses the author-date format) as the basis for citation and reference formats.

Reference lists use a period at the end of each section of information.

A space is not included between references.

References in text are Author(s) Date format with one comma between information as shown:

* One author: (Fowler, 1965)
* Two authors: (Strunk and White, 1979)
* Three or more authors: (Woolston *et al.*,1988) (period after “al” only, italicized “*et al.*”)

All WACs and RCWs will be hyperlinked to the specific WAC/RCW website (<http://apps.leg.wa.gov/wac/> and <http://apps.leg.wa.gov/rcw/>)

Use Flare cross references to a bookmark in the reference topic:

* In the reference topic, each reference should be formatted as a drop down.
* The bookmark should be to the “head” of the drop down.

Embed the PDF of the reference (if available) in the HTML5 output:

* Permission will need to be granted by the owner of the reference.
* Use annotations in Flare to document the date that permission was received.
* Save correspondence granting permission.

## MadCap Flare

### Text Styles

Body text: Arial, size 12, standard black

Heading 1: Arial Black, size 22, blue (R=0, G=76, B=153)

Heading 2: Arial Black, size 18, blue (R=0, G=76, B=153)

Heading 3: Arial Black, size 16, blue (R=0, G=76, B=153)

Heading 4: Arial Black, size 14, blue (R=0, G=76, B=153)

Heading 5: Arial Black, size 14, italicized, blue (R=0, G=76, B=153)

Heading 6: Arial Black, size 12, bolded, blue (R=0, G=76, B=153)

Heading 7: Arial Black, size 11, italicized , blue (R=0, G=76, B=153)

Heading 8: Arial Black, size 11, italicized , standard black

Heading 9: Arial Black, size 10, standard black

Use bolded text when providing a step within a procedure (e.g., **Step 1:** Determine Location of Site Discharge)

Use italics for Latin names (e.g., *Bacillus thuringiensis*)

Use italics for external references (e.g., *Stormwater Management Manual for Western Washington*, WSDOT *Highway Runoff Manual*)

No underlined text unless it is part of the heading style

### Tables

Light blue shading (hex value #E6F2F5 or R=230, G=242, B=245) in table header row

### Figures

Figure formatting in Flare:

* Pop up with mouse hover for HTML5
* Full page for PDF and Word output

### Autonumbering

Use autonumbers for tables, figures, and topic headings

### Layout

Tripane output

No callout boxes

### Tags

Flare condition tags used – PrintOnly and ScreenOnly:

* ScreenOnly tags used for (view) on embedded PDFs in reference section and for PDF figure downloads below each figure throughout the Manual.

### Cross Reference

Use cross reference for referencing other topics within the Manual, hyperlinks for linking to websites, etc. outside of the Manual. Assign hyperlinks to open in a new tab/window.

### File Organization

Use camel case (i.e., writing compound words or phrases such that each word or abbreviation in the middle of the phrase begins with a capital letter, with no intervening spaces or punctuation)

Use the topic title, but not the section number in the file name. (For example, Section 4.2 – Design Storm Distributions would have a file name of “DesignStormDistributions”)

Organize the topic files into folders for each chapter of the Manual

Figures will be prepared in AutoCAD:

* The names in the CAD figures should not include the figure number

[Note: figure numbering and names will included in the Word and PDF files for the Public Review Draft prior to MadCap Flare conversion]

* Figure numbers will be included in the Flare caption using autonumbers.