

August 1, 1995

COMMITTEE ON STYLE

REPORT No. 1

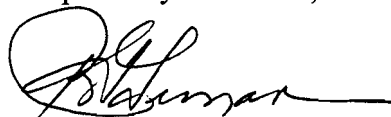
The Committee met on Monday, July 31, 1995. The committee discussed, amended and adopted a style manual that sets out accepted capitalizations, spellings and other stylistic conventions. The committee recommends that the Convention approve the style manual, a copy of which is attached. Once the style manual is adopted, staff may make conforming changes to the text of the Constitution and the Analysis, without the need for a line-by-line examination of the documents by the Convention.

The committee further recommends that the locations mentioned by name in the Constitution, such as Bird Island and Forbidden Island, be referred to by their local names, with the English name in parenthesis following it. A listing of these names is contained in the style manual.

Delegate John Oliver Gonzales has translated the Constitution into the Chamorro language, and it has been printed in today's paper. The Committee thanks Delegate Gonzales for the excellent work.

The style manual adopted by the Committee is attached. The Committee recommends its adoption to the Convention.

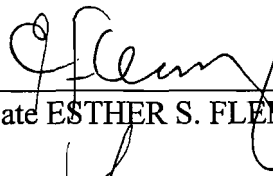
Respectfully submitted,



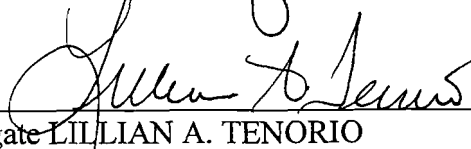
Delegate BERNADITA T. SEMAN, Chair



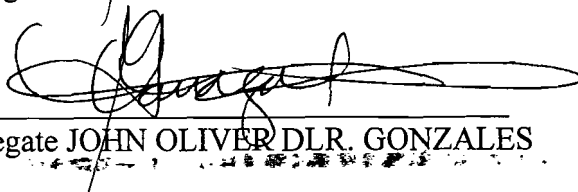
Delegate FRANCES L.G. BORJA



Delegate ESTHER S. FLEMING



Delegate LILLIAN A. TENORIO



Delegate JOHN OLIVER DLR. GONZALES

THIRD CONSTITUTIONAL CONVENTION OF THE NORTHERN MARIANA ISLANDS

STYLE MANUAL

Numerals and Symbols

Spell out numbers (twenty-five, not 25) zero to ninety-nine. For larger numbers, use numerals. Any number that begins a sentence must be spelled out. "Hundred," "thousand," or any other round number is spelled out. If numerals are used in a series, all must be numerals (e.g., 12, 17, 123; not twelve, seventeen, 123.)

Use the word "section," not the symbol. Some fonts do not have the section symbol.

Dollar and percent symbols (\$) and (%) are used when numerals are used (\$100,000; 100%) and words and spelled out when numbers are spelled out (ninety-nine dollars; ninety-nine percent). No space between "\$" or "%" and the numeral.

Italicization for Style

The letter *l* should be italicized when used in a subdivision (section 16(*l*)). Words and phrases in languages other than English or Latin should be italicized.

Capitalization

In Headings and Titles

Capitalize the initial word and all other words except articles ("the"), conjunctions ("and"), prepositions of four letters or less ("but").

In Text

Articles	In the title of the section: Article I But not in the body of the text: The article No changes were made to article I, section 10
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<p>Constitutions</p>	<p>When naming any constitution in full: The Commonwealth Constitution</p> <p>When referring to the United States or Commonwealth Constitutions: The Constitution</p> <p>But not when referring to other constitutions and not using the full title: The constitution of Hawaii</p>
<p>Courts</p>	<p>When naming a court in full: The Commonwealth Supreme Court The Court of Appeals for the Ninth Circuit</p> <p>When referring to the United States Supreme Court: The Court</p> <p>But not when just referring to the court without full name: The supreme court may issue advisory opinions. The superior court The court of appeals</p>
<p>Sections</p>	<p>In the title: Section 19</p> <p>But not in the body of the text: This section has not been amended</p>
<p>Titles of judges and justices</p>	<p>When giving the name: Justice Holmes Judge Learned Hand</p> <p>Or when referring to a previously named justice of the Commonwealth or the U.S. Supreme Court: Writing for the majority, the Justice stated ...</p> <p>But not when describing the office: The chief justice is appointed to a twelve year term.</p>

Titles of agencies	<p>When the full title is used: The Marianas Land Bureau The Legislative Bureau</p> <p>But not when just the last word is used: The bureau</p>
Titles of officials	<p>When giving the name of the person: Attorney General Smith</p> <p>Or when referring to a specific person: The Public Auditor (when talking about a previously named person)</p> <p>But not when talking about the office itself: The public auditor is appointed for a four year term.</p>

Special phrases

Use "Northern Marianas descent," not "Northern Mariana Islands descent."

The Senatorial Districts

- First District - Rota
- Second District- Tinian & Aguiguan
- Third District- Saipan and the northern islands

Spelling of proper nouns

- Aguiguan
- As Matuis Public Park
- As Nieves Latte House.
- Chenchun bird sanctuary
- Dandan Homestead Park
- Garapan Central Park
- Garapan Regional Park (Matsui)
- Guata Beach
- Hole Beach
- Isleta Maigo Luao (Forbidden Island)
- Isleta Maigo (Bird Island)
- Kagman wildlife conservation area
- Kagman Homestead Park

Kammer Beach
Katan Afato wildlife conservation area
Lasarino
Maddock (Grotto)
Managaha Island
Masaolog
Mochong Beach
Naftan wildlife conservation area
Navy Hill Softball Field
Puntan Muchot (Micro Beach)
Puntan Afetna (Afetna Beach Park, San Antonio south of Pacific Island Club Resort)
Puntan Susupe (Susupe Regional Park)
Sabana
Tachogna Beach
Taga Beach
Taga House Park
Taipingot Peninsula
Tanapag Beach Park
Tatachog Beach
Teteto Beach
Tetnon Park (Old Japanese Cannon Park)
Tonga Cave Park
Unai Babui
Unai Chalan Kanoa (Chalan Kanoa District #4 San Isidro Beach Park)
Unai Chalan Kiya (Civic Center Beach, Vietnam Memorial Monument, Kili Beach)
Unai Chulu
Unai Dangkolu and Unai Dikike (Denikuio and Coral Ocean Point)
Unai Dankulu
Unai Fanhang (Jeffries Beach)
Unai Halaihai (Marine Beach)
Unai Hasngot (Old Man By The Sea)
Unai Laolao Kattan (Tank Beach)
Unai Makpe (Wing Beach)
Unai Nanasu (Hidden Beach)
Unai Peo (Ladder Beach)
Unai Talufofo (Talufofo Beach)
Veterans Memorial Park