Writing Style Guide

Corporate standards for all internal and external communication

March 2009

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Section I

Preferred Writing Style and Dictionary Use

The Red Deer Public Library follows writing style set by The Canadian Press, Canada's national news agency. Refer to the most recent edition of The Canadian Press (CP) Stylebook if available (14th edition as of January 2007).

For spelling, refer to the (CP) **Caps and Spelling guide** (17th edition) first.
If the word is not listed in Caps and Spelling, go to the Canadian Oxford Dictionary (2nd edition). Use the first spelling listed in the dictionary.

The following pages show a quick reference section of RDPL exceptions to the CP Style Guide plus a condensed version of CP Stylebook rules that come up most often.

Writing Style Specific to RDPL (Exceptions to CP Style Guide)

Our Name

Never use 'the' in front of Red Deer Public Library.

There are great programs at **Red Deer Public Library**.

Capitalize **Red Deer Public Library**, the **Library** when referring to RDPL as an organization or corporate entity).

Red Deer Public Library ensures community access to the universe of information, experience, and ideas.

Use lowercase when using library as an adjective or in referring to the library in a general sense.

Bring your child to the **library; library card, library book**.

Capitalize **branch** in formal names - **Dawe Branch**. Lowercase the branch, library branches.

RDPL Related Titles

Do not use chairperson, chairwoman or chairman. Library Board **Chair** Mike Todd.

Write out the title **Councillor** before the name (**Councillor Tara Veer**), lowercase councillor when it stands alone. The councillor voted against the motion.

Other RDPL Specific Styles

Capitalize **City Council**.

Do not use **contractions** (can't, doesn't, couldn't) in formal writing. Use can not, does not, could not, instead.

Do not use **ampersands** (&) unless part of a formal company name. Especially avoid using an ampersand in Centre for Reading and the Arts.

Capitalize **Aboriginal** in all cases, whether noun or adjective.

Do not abbreviate days of the week.

Do not use three-letter month codes:

December, January, February September

Proper Style/Spelling of Some Commonly Used Words at RDPL

- audiobook, audiotape, audiovisual (one word)
- AV
- bookcart, bookmobile, book-signing
- Canada-wide
- caregiver
- CDs/DVDs (no apostrophe)
- Christmas (avoid Xmas)
- co-ordinator
- co-sponsored
- cosy (not cozy)
- drop in; drop-in program
- enrol (not enroll), enrolled, enrolment
- fairy tale (two words); fairy-tale theatre (hyphenated compound)
- finalist
- fundraiser, fundraise, fundraising (one word)
- Governor General
- hardcover, softcover (one word)
- honour, honorary
- jeweller, jewelry
- licence (noun); to license, licensing (verb)
- lieutenant-governor
- medallist
- "our" words (Canadian spelling): armour, behaviour, colour, favour, neighbour, endeavour, honour, labour, vapour, etc.
- per cent (two words); percentage (one word)
- practice (noun); practise (verb)
- preschool
- program (not programme); programming
- provincewide
- puppet show
- readers theatre (no apostrophe since it is a descriptive rather than a possessive)
- READ IN Week (caps)
- storytime
- system-wide
- videocassette (one word); videotape (one word); videocassette recorder, video recording, video recorder (two words); video game (two words); video camera (two words); video card (two words)
- Young Reader's Choice Award

Internet Related Spelling

- Adobe Acrobat, JavaScript
- blog
- CD-ROM
- chat room
- cyberspace
- domain name
- email (one word)
- home page (two words)
- hyperlink
- instant messaging
- Internet, the Net (capped)
- intranet (lower case)
- iPod - if referring to the product developed by Apple Computers. Otherwise MP3 should be used to refer to similar devices developed by other companies.
- iTunes - if referring to the service developed by Apple Computers. Use "online music" if referring to music available on the Internet
- online
- shareware
- World Wide Web, the web (lower case), web browser, webcam, webcast, web-enabled, webmaster, web page (two words), weblog, web server, website

Section II

Condensed Version of the CP Stylebook

Abbreviations and acronyms

Use only abbreviations and acronyms (abbreviations pronounced as words) that are familiar to ordinary readers.

CN, CTV, NATO, radar

Abbreviations that have become household terms are acceptable in all references and need not be spelled out.

CBC, DNA, MP, NATO, NDP, RCMP

Omit periods in all-capital abbreviations unless the abbreviation is geographical or refers to a person.

AD, UFO, VIP; B.C., P.E.I., U.S.; J. R. Ewing, J.R., E.T.

Abbreviate degrees, awards, honours and orders after a name:

BA, MA, Louis Baker Jr., PhD, P.Eng.

Compound abbreviations are written without space:

B.Comm., B.Sc., P.Eng.

Omit periods from currency abbreviations.

$500 US, $800 Cdn

Most lowercase and mixed abbreviations take periods:

f.o.b., Jr., lb., Mrs., m.p.h., B.Comm. But mixed abbreviations that begin and end with a capital letter do not take periods. PhD, PoW, U of A
(NOTE: metric symbols are not abbreviations and do not take periods. km/h)

Single-letter abbreviations are followed by a period.

36 King St. E. (for East); but the letter E, brand X

Dates and times

AD is acceptable for anno Domini (Latin for in the year of the Lord) and BC for before Christ

Time is written in figures. However, write noon or midnight, not 12 noon or 12 midnight.

> Write 10 a.m., not 10:00 a.m.

Measurements

In general, spell out such terms as foot, hundredweight, kilogram, metre and minute.

Metric symbols are not abbreviations and take periods only at the end of a sentence:

> **mm, cm, m, KB, km, kg, g, ml, l, ha, kPa, km/h.**

A few common terms – km, mm, m.p.h., c.c. – are acceptable on second reference when used with figures.

Numbers

In general, spell out whole numbers below 10 and use figures for 10 and above. In a series there will often be a mixture:

> **There are 27 trees; two beeches; 10 chestnuts, three elms and 12 maples.**

Do not use commas with dimensions, measurements and weights consisting of two or more elements:

> **a woman five feet 11 inches tall; a trip of six months three weeks two days; but the six-foot-three, 250-pound tackle.**

Use figures in ages standing alone after a name:

> **Melanie, 2, has two brothers, eight and nine. Note: When the context does not require years or years old, the reader presumes the number is years: He was 21. One girl is five.**

Dates and years:

> **3 BC, AD5; Dec. 8, 8th of December; 1983, ’83; the 1920s, the ’20s; he’s in his late 50s.**

Phone numbers: **use a dash to separate the numbers not a period. 403-342-9122**

Decimals and numbers larger than one with fractions:

0.25 centimetre, a .30-calibre rifle, 2½ days, 99 and 44-100ths.

Monetary units:

$2 (not $2.00), two dollars; two francs, 2.5 francs; $1 million (but one million people); $2 billion, the $2-billion project; but the two-million-member federation and the 2.2 million-member CLC.

Sequential designations:

Act 1 (but the first act), Channel 2, Chapter 15, Grade 7, Highway 21, Room 3, Section 5.

Temperatures:

5 C, –26 C (tight dash, not hyphen). But when Celsius or Fahrenheit is not specified, spell out: five degrees.

Times:

1 a.m. (not 1:00 a.m.), 9 at night, 2 o'clock, 10:15 p.m., a 2:09 run, 3:20:15 but a time of three hours 20 minutes fifteen seconds.

Spell out numbers at the start of a sentence if you must start with a number. When numbers from 21 through 99 must be written out, use a hyphen:

Thirty-five or 36 may have been sold.

Informal or casual usage:

Letters poured in by the hundreds and thousands. Damage was in the millions.

Common fractions below one, standing alone:

one-half, one-quarter inch, five-eighths. Note: In casual use, write a half, half a loaf, a quarter share.

Round numbers in the thousands are usually given in figures:

They have 2,345 books. $3,500, 375,000 francs. Spell out for casual usage: There were thousands of mosquitoes.

In expressing a range, repeat million or billion:

25 million to 30 million.

Use commas to set off numbers of four or more figures except house, telephone, page, year and other serial numbers:

> **2,500; 1265 Yonge Street; 429-8000; p. 1025; the year 2000.**

Italics

In printed matter, italicize the titles of the following:

- books
- published reports and studies
- journals
- newspapers
- magazines
- pamphlets
- plays
- operas and long musical compositions
- novels
- periodicals
- films
- long poems
- foreign words
- paintings

Use italics for emphasis as little as possible. Bold face is preferred.

Titles

As a rule of thumb, formal titles are those that could be used with the surname alone:

> Bishop MacNeil. These embrace government titles (Prime Minister Harper) professional titles (Dr. Massey, Prof. Jackson), military and paramilitary titles (Pte. Johnson, Insp. Low), and religious titles (Rabbi Levin, Brother Agnew).

Capitalize in all references to the Canadian incumbent.

- The Governor General arrives tomorrow. But use lower case for former governor general Adrienne Clarkson.
- Governor General's Awards, Governor General's Award for poetry
- Governors General, lieutenant-governors

Do not abbreviate attorney general, auditor general, representative, secretary, senator or treasurer.

Abbreviate Dr., Prof., Rev., Sgt. and the like before full names on first reference.

Courtesy titles

In general, do not use the courtesy titles **Mr., Mrs., Ms** or **Miss**.

> **Justice** (not Mr. Justice) **John Saunders wrote the ruling. Murray said she enjoys singing.**

When it is necessary to use **Mrs., Miss** or **Ms**, follow the woman's preference.

When possible, refer to a couple on first reference by their first names and their common last name:

- **William and Joan Levinson.** If their relationship is not that of husband and wife, explain: **Wayne Gretzky and his sister, Kim.**

When married people do not use a common surname, an explanation is needed:

> **Joanne Woodward and her husband, Paul Newman.**

To distinguish between persons of the same last name on second reference, repeat first names.

Gender

Treat the sexes equally and without stereotyping. A woman's marital or family status – single, married, divorced, grandmother – is pertinent only to explain a personal reference or to round out a profile.

> **The test always is: Would this information be used if the subject were a man?**

Do not assume a woman uses her husband's last name. Check.

Use only established feminine variants ending in -woman.

> **businesswoman, Frenchwoman, spokeswoman** but not journeywoman, linewoman, second basewoman.

RDPL uses chair rather than chairperson, chairwoman or chairman

Often a plural construction solves the gender problem in a sentence.

> **Retired officers are not usually referred to by their former ranks, instead of A retired officer is not usually referred to by his or her former rank.**

It is proper English to let he (him, his) stand as a word of common or indeterminate gender.

> **Each student must bring his lunch.**

Write **his** or **her** and the like only if there is a danger that women may seem excluded:

> Whoever is promoted will have $50 added to his or her pay. It is also acceptable to use they or their as the generic singular.

Organizations

Spell out company in the names of entertainment, cultural groups.

> **Canadian Opera Company**

Spell out United Nations as a noun, but the abbreviation UN is acceptable as an adjective.

> **UN Security Council, UN vote**

An ampersand is acceptable in corporate names if the organization uses it.

> **AT&T, S&P**

Capitalization

The basic rule for capitalization is:

Capitalize all proper names, formal titles BEFORE a name, trade names, government departments and agencies of government, names of associations, companies, clubs, religions, languages, nations, races, places and addresses. Otherwise lowercase is favoured where a reasonable option exists.

Generally, lowercase formal titles when they stand alone, or when they are set off from the name with commas:

- Premier Ed Stelmach;
- Ed Stelmach, premier;
- the premier, Ed Stelmach.
- The prime minister, Stephen Harper, will represent Canada at the talks.
- Prime Minister Stephen Harper will represent Canada at the talks.

Lowercase when there is more than one:

> **premiers Ed Stelmach and Gary Doer.**

In many organizations, internal documents capitalize staff titles, even when they stand alone.

> **Director of Libraries, Editor-in-Chief**

Lowercase occupational titles and job descriptions:

> **teacher Joan Miller, librarian Tom Atfield, GM president Andre Lefort, general manager Sid James.**

Capitalize the principal words in the titles of books, broadcast programs, films, plays, poems, songs, speeches, works of art and other compositions. Composition titles are not enclosed in quotation marks.

> **CBC's World at Six, Gone with the Wind, The Taming of the Shrew, In Flanders Fields**

The word the (or its non-English equivalent) is capitalized at the start of titles of books, magazines, movies, TV programs, songs, paintings and other compositions:

> **The Red Deer Advocate, The Holly and the Ivy, The Artist and His Model.**

Do not capitalize the at the start of names of almanacs, the Bible, dictionaries, directories, encyclopedias, handbooks and the like:

> **the Canadian Almanac, the Concise Oxford Dictionary.**

Capitalize proper-name elements of a department or ministry when they stand alone:

> **The cuts will affect Justice and Communications.**

Lowercase common-noun elements standing alone and in plurals:

> t**he department, board figures, the authority, departments of Justice and Defence.**

Capitalize the City of Red Deer and the City when referring to the corporate entity only. Lowercase when using in a general sense

> **We are going to the city for the weekend.**

Capitalize holidays, religious feasts and all special times:

> **New Year's Eve (but in the new year), Ash Wednesday, Mother's Day, Canada Day, Christmas Day, Halloween, Yom Kipur, Ramadan, Education Week,** etc. But write **election day**.

In general, capitalize a noun followed by a number denoting place in a number series:

> **Act 1, Article 29, Channel 2, Room 6, Volume 12, Ward 4, Grade 6.**

Lowercase such words in plural use:

> **acts 3 and 5, chapters 1-3, grades 9 through 12.**

Lowercase page, paragraph, sentence, size, verse, line:

> **page 36, paragraph 2, line 3.**

Capitalize universities and colleges but not their departments:

> **University of Alberta, Red Deer College, McGill medical school, English department, faculty of education.**

Capitalize formal names of schools only:

> **Prince Charles Elementary, Bisset School, Centennial School. For lists of two or more schools use Prince Charles, Bisset and Centennial schools.**

Compounds

Compound words may be written **open** (knuckle ball), **hyphenated** (knuckle-ball) or **solid** (knuckleball). In practice, a new compound is normally written at first as two or more words (street car), becomes increasingly hyphenated (street-car) and is then combined into a single world (streetcar). In North America, the tendency is to drop the hyphen as soon as a new compound becomes familiar.

Compound adjectives are often hyphenated before the noun they modify:

> **a world-class athlete**, **a 12-year-old child**. But, when the words forming a compound adjective stand alone in a sentence, they are usually not hyphenated: **an athlete of world class, the child is 12 years old.**

When *Oxford English Dictionary* and *(CP) Caps and Spelling* offer no help, write a compound noun as separate words or one word rather than with a hyphen.

Compound verbs are usually either hyphenated or written as one word:

> **hand-picked, babysit, dry-clean, whitewash, deep-six.**

Compound verbs ending in an adverb or a preposition are not hyphenated:

> **break away, hold up, run in, lean to, clip on. Note:** The same two words used as nouns or adjectives are written solid. But if the solid form would be hard to grasp, use a hyphen: **breakaway, holdup; but run-in (not runin), lean-to (not leanto), a clip-on lid (not clipon).**

Possessives

Singular and plural nouns not ending in s take an apostrophe and s to form the possessive case:

> **father's pipe, people's food, alumni's donations.** Note: It looks careless to err on words like **children's** (not childrens') shoes, **women's** (not womens') issues, **men's** (not mens') salaries.

Plural nouns ending in s take an apostrophe alone:

> **teachers' apples, the girls' history.**

Singular nouns ending in s (or an s sound) normally take an 's to indicate a sis or siz sound. But if adding the extra s would make the word hard to say or grate on the ear, use an apostrophe alone:

> **Chris's sandwich, Burgess's novel, the witness's testimony; but the Sommers' cat.**

For company and institutional names, follow the organization's preference:

> **The Alberta Teachers' Association, Professional Golfers' Association, Canadian Forces Headquarters.**

Where the usage is more descriptive than possessive, omit the apostrophe:

> **an autoworkers spokesman, the board of directors meeting, readers theatre.**

Use a single apostrophe for joint possession, separate apostrophes for separate possession:

> **Smith and Cusak's pharmacy, Pierre and Marie's children, Susan's and Jane's shoes.**

In general, inanimate objects take an of phrase rather than an apostrophe:

> **the colour of the coat, not the coat's colour.**

Compound nouns with built-in apostrophes are generally singular:

> **arm's length, baker's dozen.**

Most pronouns are written without an apostrophe:

> **hers, its, ours, yours, theirs, whose. But anyone's guess, another's hopes, others' feelings, each other's view, no one else's.**

Note: Beware the careless confusion of **its** and **it's** (it is), **theirs** and **there's** (there is), **your** and **you're** (you are), **whose** and **who's** (who is).

Section III

Punctuation

Apostrophe

Use an apostrophe:

• to denote possession (see Possessives page 15)

• to indicate the omission of letters or figures: couldn't, the class of '80

• in plurals of lowercase letters: Mind your p's and q's

Do not use an apostrophe with:

• plurals of capital letters or numbers: She graduated with straight As, the three Rs, two VIPs, the Dirty 30s

• shortened forms that have become accepted as complete words: cello, copter, flu, gym, phone

Colon

Use a colon:

• to introduce a direct quotation longer than a short sentence:

Winston Churchill said in 1942: "this is not the end. It is . . . ."

• in lines introducing lists, texts and tables

• to introduce an amplification, an example or a formal question or quotation.

It takes the place of for example, namely, that is. It was a mixed cargo: iron ore, wheat and coal.

• to mark a strong contrast: Man proposes: God disposes.

• after a formal salutation: Madam Speaker: Dear Mrs. Howard:

Semicolon

Use the semicolon sparingly. Overused, it gives writing an old-fashioned, musty flavour.

Use a semicolon to separate statements too closely related to stand as separate sentences: "I never read a book before reviewing it; it prejudices a man so." — Sidney Smith

Use a semicolon to separate phrases that contain commas: Best actor, Robert De Niro, Raging Bull; best actress, Sissy Spacek, Coal Miner's Daughter; best film, Ordinary People.

Use a semicolon to precede explanatory phrases introduced by for example, namely, that is and the like when a comma seems too weak: Some pleasures cost next to nothing; for example, reading.

Comma

Use commas:

• between the elements of a series but not before the find and, or or nor unless it avoids confusion:

men, women, children and pets

• before clauses introduced by the conjunctions and, but, for, or, nor or yet if the subject changes:

We are all in the gutter, but some of us are looking at the stars. — Oscar Wilde

• to separate adjectives before a noun when the commas represent and:

a frank, open face; a vigorous, genial, popular man

• to separate words and numbers when confusion might otherwise result:

He who can, does. Instead of 20, 50 came.

• when words readily understood are omitted for brevity, use commas to mark the omission, unless the sentence reads smoothly without them:

To Cliff he gave $5; to Mohammed, $2; to Darrin, nothing. One child received $5, another $2 but the third nothing.

• to separate geographical elements:

We went from Golden, B.C., to Banff, Alta., in five days.

• to set off the year from the month plus day; do not use commas when the day is not included:

March 31, 1949, was the date that Newfoundland joined Confederation. January 1980 was mild in Victoria.

• to set off a person's age, degrees, awards and affiliations:

Jean Tate, 48, Brandon, Man.; René Tremblay, PhD, faced Alex Dodd, VC, in the debate.

• inside closing quotation marks:

Barb said, "I don't want any," but the pedlar only smiled. The clue consisted of four words: "spinner," "blackbird," "watchman," and "maple."

When in doubt, err on the side of too few commas.

Period

Use a period:

• to end any sentence

• to end an indirect question (The reporter asked how many attended the fair.), a request phrased as a question (Would someone answer my question.), or a rhetorical question (What do I care.)

• with decimals, including decimal currencies: 3.25; $9.50

• inside quotation marks:

The writer said, "This is the end." Her brother said, "I don't know why she said 'This is the end.' "

Omit periods after headings, figures, roman numerals, single letters (except initials) and scientific and metric symbols:

POPE, UNIONIST MEET; $52; Chapter 2; Albatross II; E flat; Au (for gold); 15 cm; 20 C.

Dash

The dash is an effective tool but can easily be overused. Many times it can be avoided by breaking a long sentence into two shorter ones.

Use dashes to set off mid-sentence lists punctuated by commas:

The ministers will discuss common problems – trade, tourism, immigration and defence – before going to the summit talks.

Use dashes when commas (generally preferable) would create confusion:

The pies – meat and fruit – were cheap.

Use a dash to attribute a quotation:

There's daggers in men's smiles. — Macbeth 2:3.147

Do not use dashes with colons, semicolons and commas.

Parentheses

In general, try to use parentheses sparingly, when other punctuation won't do the job: Their biggest difficulties were the heat (temperatures were in the high 20s) and clouds of blackflies.

Use parentheses:

• to enclose a nickname within a name: William (Bible Bill) Aberhart

• in numbering or lettering a series within a sentence: The union pressed for (a) more pay, (b) a shorter work week and (c) better pensions.

• to enclose equivalents and translations

Hyphen

Write words as compounds to ease reading, to avoid ambiguity and to join words that when used together form a separate concept:

a used-car dealer, an extra-high collar.

Hyphens are used to unravel meaning:

an old-book collector, an old book-collector.

Use a hyphen to avoid doubling a vowel, tripling a consonant or duplicating a prefix:

co-operate, re-emerge, doll-like, brass-smith, re-redesign; but readjust, reaffirm, reinstate, reopen, etc.

Use a hyphen to join an initial capital with a word:

T-shirt, V-necked, X-ray.

Use a hyphen with fractions standing alone and with the written numbers 21 to 99:

two-thirds, fifty-five. Note: Omit the hyphen between numerator and denominator when one or the other already contains a hyphen: one twenty-fifth, three ten-thousandths.

Use a hyphen to connect dates except when preceded by from or between:

the 1982-83 tax year, from January to May (not from January-May), between 1970 and 1976 (not between 1970-76).

Use a hyphen to differentiate between words of different meanings but the same or similar spellings:

correspondent (letter writer), co-respondent (in divorce); resign (quit), re-sign (sign again); recover (regain health), re-cover (cover again); recreate (entertain), re-create (create again).

Use a hyphen to avoid awkward combinations of letters:

cave-in, not cavein; co-star, not costar; non-native, not nonnative; re-ink, not reink; set-to, not setto.

Hyphenate most well-known compounds of three or more words:

happy-go-lucky, good-for-nothing, mother-in-law, a two-year-old, forget-me-not, but coat of arms, next of kin.

Use a hyphen with certain compounds containing an apostrophe:

bull's-eye, cat's-paw.

Use a hyphen to join prefixes to proper names:

French-Canadian, anti-Trudeau, pro-Communist, but transatlantic, transpacific.

Quotation marks

Quotation marks are used to enclose direct quotations:

The lawyer said, "I don't think the police should be paying suspects for information."

Use quotation marks to set off a pungent or significant word or phrase but not around routine words or phrases:

His first ship was an old "rustbucket." Not: The minister replied that the economy is "improving."

Do not use quotation marks:

• to enclose slang, colloquialisms or specialized words. Use such words only when the context is right.

• to enclose titles of compositions or slogans and headlines

• in question-and-answer formats

Periods and commas always go inside closing quote marks; colons and semicolons outside. The question mark and exclamation mark go inside the quote marks when they apply to the quoted matter only; outside when they apply to the entire sentence.

When a sentence ends with single and double quotation marks, separate them by a thin space.

Sensitive subjects

Age, race, sex, disabilities and religion are often pertinent but must be handled thoughtfully. Use fairness, sensitivity and good taste when identifying age, colour, creed, nationality, personal appearance, religion, sex or any other heading under which a person or group may feel slighted.

In all references, be guided by the preference of those concerned.

Age

In general, give a person's age rather than imprecise and possibly derogatory terms such as senior citizen, retiree, oldster, youngster.

Writing Mario Lalonde, 30, is usually preferable to the more cumbersome 30-year-old Mario Lalonde.

Males up to 16 are called boys and females to that age are girls. Use a phrase like young people for those of both sexes who are somewhat older. Youth in general includes both sexes: the youth of Canada.

Disabilities

Be accurate, clear and sensitive when describing a person with a disability, handicap, illness or disease. They are people first; their disability is only one part of their humanity. Mention a disability if it is pertinent.

Avoid defining people by their disorders: the disabled, the blind, the retarded.
Writing people with disabilities emphasizes the human beings and not the disabilities.

Race

Identify a person by race, colour or national origin only when it is truly pertinent.

Names of races

Capitalize the proper names of nationalities, peoples, races and tribes. Aboriginal Peoples, Arab, Caucasian, French-Canadian, Jew, Latin, Negro, Asian, Cree. Note that black, mulatto, red, yellow and white do not name races and are lower case.

The term black is acceptable in all references in Canada and the United States. In the United States African-American is increasingly in use.

Native peoples

Cap the word Aboriginal in all cases. Aboriginal Peoples, which includes all Indian, Métis and Inuit people in Canada. First Nations is also uppercase. Other variations – indigenous people, native peoples – are lowercase.

Use native advisedly. Aboriginal is more specific and is preferred by many in the community.