**EDITORIAL TIPS**

Following is a link describing accepted formatting, usage, and grammar tips for BLM correspondence and documents:

<https://blmspace.blm.doi.net/wo/600/ADcommunications/SitePages/Correspondence.aspx>

For exchange documents, the BLM Manual 1541 – BLM Correspondence and Document Management, BLM Handbook H-1541-1 – Correspondence and Document Management, and BLM Correspondence Style Guide are recommended.

Listed below are some common examples for land exchange documents. Please note that some of the example documents included in this directory do not always conform to the use preferences described below. It did not seem appropriate to alter the documents to reflect these currently-preferred uses. However, if you use one of the example documents you will need to modify them to incorporate the BLM preferred use.

* Capitalize “Federal.”
* Don’t capitalize the “n” in “non-Federal” unless it is the first word in a sentence or is in a title in which the first letters of all words are capitalized.
* Use “Federal” and “non-Federal” instead of “selected” and “offered” to describe the lands being considered in the exchange. Be consistent throughout the documents submitted for review.
* Use of “proponent” to describe the non-Federal exchange party is discouraged. It is recommended the name of the entity, a shortened version of the name, an acronym, or “non-Federal party” be used. Use of a term other than the name should be referenced at the first use, and the term should be used consistently thereafter, except in signature blocks. Do not use multiple terms (i.e., an acronym in one part of the document and “non-Federal party” in another part).
* Do not reference an acronym if it will not be used again in the document.
* Spell out terms before using acronyms and abbreviations.
* When an acronym is used, “the” should be used as though the full name was being used. If “the” would be appropriate before the full name, then “the” should also be used before the acronym. For example, “the BLM would convey” should be used, not “BLM would convey” or “as authorized by the FLPMA” should be used, not “as authorized by FLPMA.”
* Use “would” instead of “will” when referring to land to be exchanged. For example, “non-Federal land would be acquired from” instead of “non-Federal land will be acquired from.” Until the land exchange decision record (or ROD) is signed, the outcome is not certain. Will is a definite statement, which means that you use it when you are certain that the future action is going to take place. Would is used in sentences that describe preferences, events that “might” happen.
* Insert two spaces after the period that ends a sentence.
* Make sure information is consistent between documents. Acreage, proponent names, and legal descriptions must be the same in all documents.
* Check your document for spelling, grammar, punctuation, capitalization.
* Accept track changes and finalize documents prior to uploading to DTS.