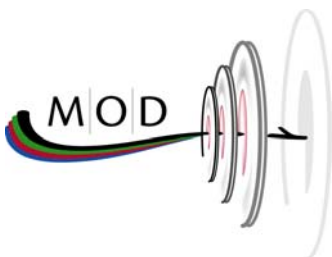


# MOD Team Style Guide

Version 1.0  
October 2004





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## Document Management History

### Document Location

This document is located in QuickPlace.

QuickPlace Location	File Name
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### Revision History

Version Number	Version Date	Summary of Changes	Team - Author
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### Approvals

This document requires the approval of:

Name	CLIN	Title
MOD Team Quality Manager		

### Distribution

This document was distributed to:

Name	Title
The MOD team, with the October 21, 2004, newsletter	

## 1. MOD Team Style: The Primary Guides

Three documents dictate the style of MOD team materials:

- *The Government Printing Office Style Manual*
- A dictionary of American English, preferably *Webster's Third International*
- The MOD Team Style Guide

The *Government Printing Office Style Manual*, or GPO Style Manual for short, is the master style guide. It covers the majority of style issues that arise in MOD team documents. The dictionary and the MOD Team Style Guide supplement GPO.

Collectively, these three guides cover nearly all style issues associated with MOD team documents, although each has a different breadth and focus, as illustrated in figure 1.

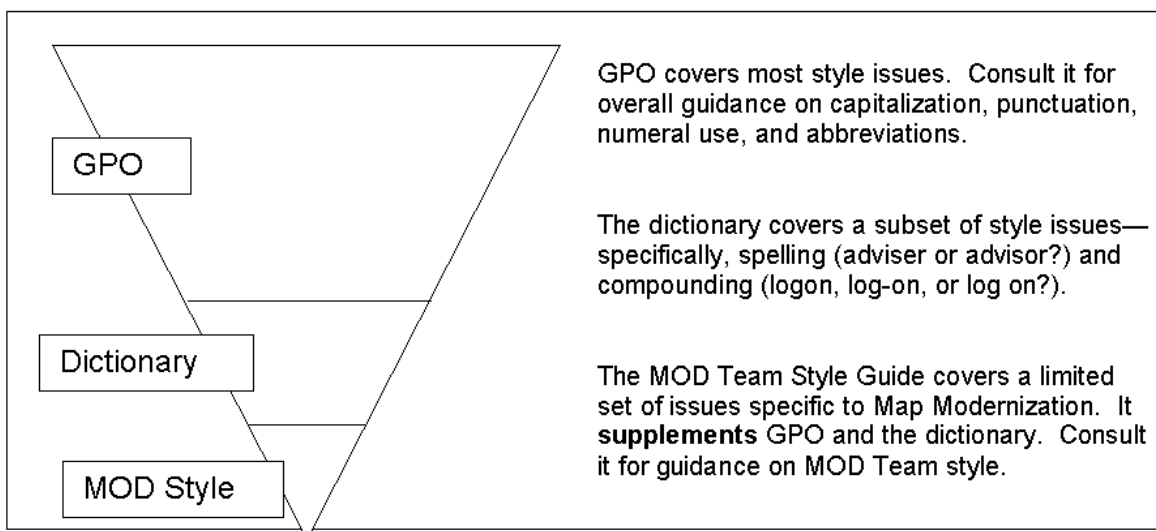


Figure 1. Hierarchy of Style Guides

The GPO Style Manual is available on the Web at [www.gpoaccess.gov/stylemanual/index.html](http://www.gpoaccess.gov/stylemanual/index.html). The Web-based version has an online search feature. If you prefer hard copy, the manual or any part of it can be downloaded and printed in PDF format. Paperback or hardbound copies can be ordered through the Web site. The paperback costs about \$40.

*Webster's Third World Dictionary* can be purchased at bookstores or office supply stores. If you don't have Webster's Third World, almost any up-to-date dictionary of American English will do. Note, however, that GPO cites Webster's Third World as its source for spelling and compounding.

The MOD Team Style Guide focuses on style issues specific to Map Modernization and mapping technology in general. For example, when is it MOD Team or MOD team? Is it Multi-hazard Information Platform or multihazard information platform?

The next three sections provide some tips for using the guidance documents effectively.

### 1.1. Tips for Printing and Using the GPO Style Manual

In the course of writing and editing material for Map Modernization documents, you will use some chapters of GPO frequently and others not at all. Particularly relevant are the chapters covering the following categories of style:

- Capitalization rules and capitalization examples (chapters 3 and 4)
- Compounding rules and compounding examples (chapters 6 and 7)
- Punctuation (chapter 8)
- Numerals (chapter 12)

If you download and print relevant portions of the manual instead of the entire thing, you can minimize the page count and save some trees. Here's how:

1. Go to the GPO Web site ([www.gpoaccess.gov/stylemanual/index.html](http://www.gpoaccess.gov/stylemanual/index.html)). The main page is illustrated in figure 2.

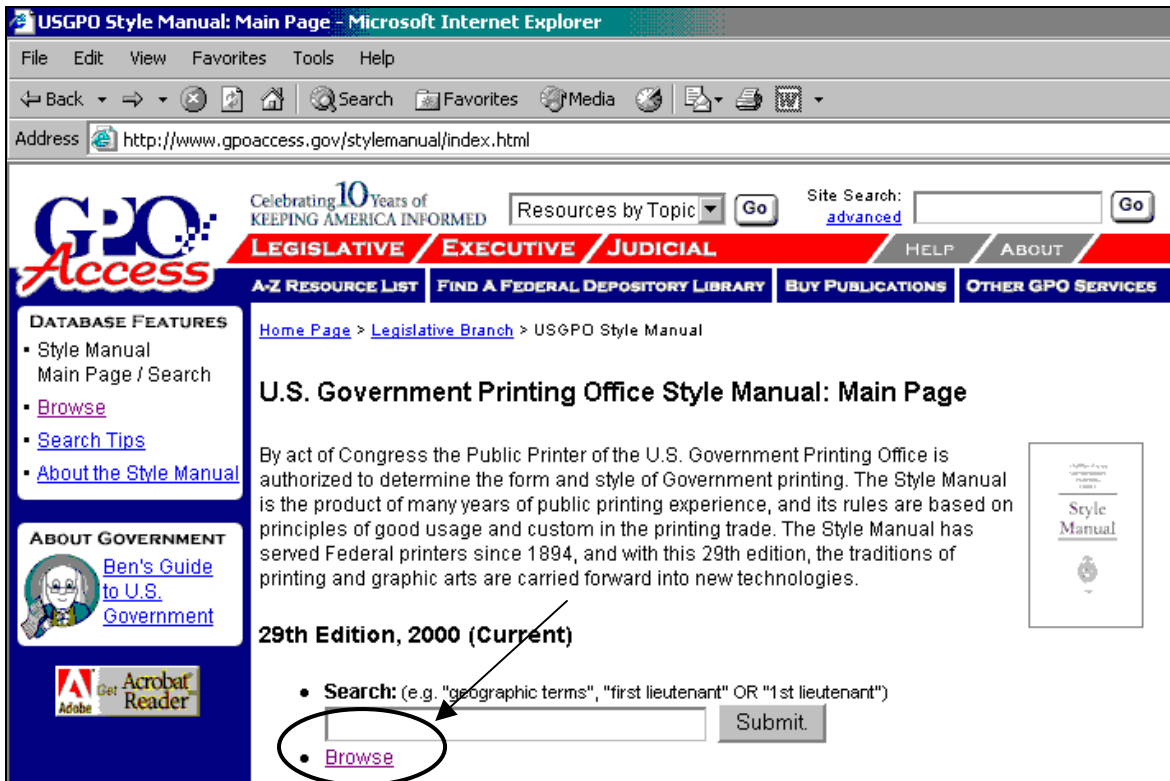


Figure 2. GPO Web Site

2. Click the Browse link. The GPO Style Manual Browse Page appears (figure 3).

U.S. Government Printing Office Style Manual: Browse			
U.S. Government Style Manual (2000), 29th Edition			
Document Title		File Size and File Format	Print Copy Pages
<b>INTRODUCTION</b>			
Title Page Style Board Extract from Title 44, U.S.C.		<a href="#">HTML 3K</a> <a href="#">PDF 240K</a>	I-III
About this manual		<a href="#">HTML 3K</a> <a href="#">PDF 240K</a>	IV
What is <i>GPO Access</i> ?		<a href="#">HTML 10K</a> <a href="#">PDF 240K</a>	V
<b>CONTENTS</b>			
Chapter 1	Advice to authors and editors	<a href="#">HTML 9K</a> <a href="#">PDF 211K</a>	1
Chapter 2	General instructions	<a href="#">HTML 36K</a> <a href="#">PDF 184K</a>	7
Chapter 3	Capitalization rules	<a href="#">HTML 30K</a> <a href="#">PDF 139K</a>	23
Chapter 4	Capitalization examples	<a href="#">HTML 101K</a> <a href="#">PDF 177K</a>	35
Chapter 5	Spelling	<a href="#">HTML 30K</a> <a href="#">PDF 107K</a>	63
Chapter 6	Compounding rules	<a href="#">HTML 21K</a> <a href="#">PDF 105K</a>	75
Chapter 7	Compounding examples	<a href="#">HTML 156K</a> <a href="#">PDF 241K</a>	85

Figure 3. GPO Style Manual Browse Page

- Click on the PDF link of the chapter you want to print. (Note that you may have to scroll down to see the chapter you want.) The chapter opens in PDF, and you can send it to your printer.

If you have a paperback version or a complete printout of the manual, you can locate topics using the table of contents or the comprehensive index, which is located at the rear of the document.



To locate topics in the Web-based version, you can use the online search feature, which allows searches by subject, page number, and four other methods. Background information and instructions for using the search features are available at the Search Tips link (see figure 4).



Figure 4. Search Tips Link

## 1.2. Tips for Using the Dictionary

Obviously, the dictionary is your guide for spelling, but it also provides comprehensive guidance on usage and compounding issues. *Usage* refers to the accepted meaning and manner in which a word or phrase is used in standard American English. For example, the dictionary can tell you if *data* is considered a singular or plural word. (It's usually singular, according to GPO and Webster's). *Compounding* is the standard by which some compound words are always fused (stakeholder), always hyphenated (e-mail), or separate (flood map).

The compounding examples in chapter 4 of GPO represent a partial list, and the compounding examples in this style guide focus on compounds frequently used in Map Modernization documents. The most complete list is available in the dictionary.

When checking for the proper compounding style, keep in mind how the compound is used in a given sentence. Verb forms often are different than noun or unit modifier (u.m.) forms. For example, “follow up” (the verb phrase) is two words, while “followup” (the noun) is fused.

Here are a few additional rules of thumb for using the dictionary:

- For compounds, the dictionary has the most complete coverage; however, you should check the MOD Team Style Guide first, then GPO.
- If the dictionary lists two spellings, use the first one. (Example: adviser, advisor)
- If you’re looking for a compound and can’t find it, that usually means the compound is separate words. (Example: flood map)

### 1.3. In Case of Conflict, Which Guide Prevails?

In case of conflict, the MOD Team Style Guide takes precedence over GPO and the dictionary. Conflicts should be rare, however, because the MOD team has developed this guide to dovetail with GPO and the dictionary. Nevertheless, this guide reflects technical terminology and specialized style conventions of long-standing that sometimes clash with the “off-the-shelf” conventions of GPO and the dictionary. As illustrated in figure 5, you should check the MOD Team Style Guide first, then GPO, then the dictionary, even though GPO and the dictionary are broader in scope.

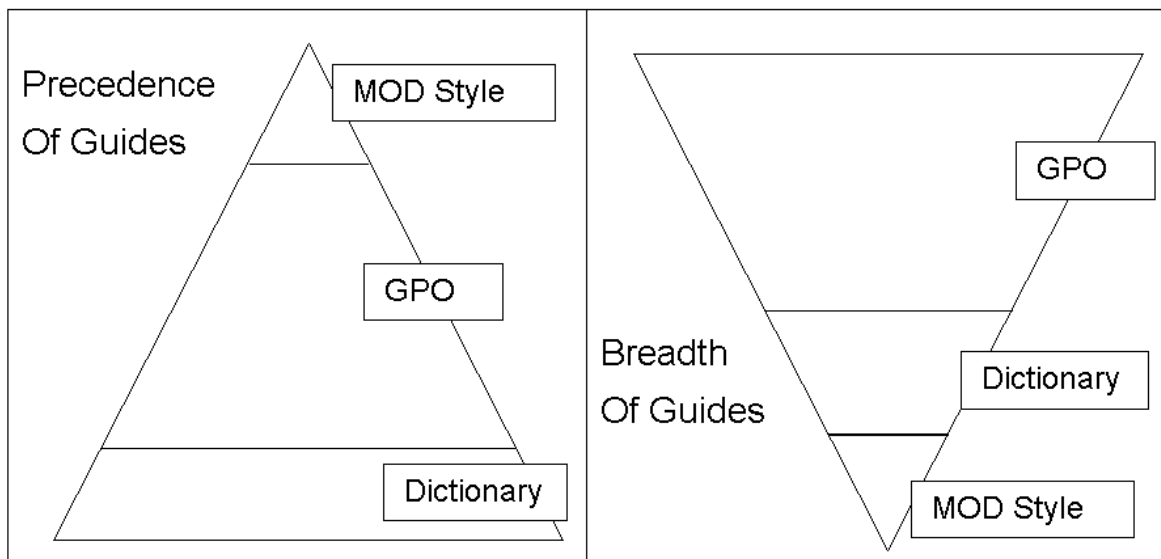


Figure 5. Precedence of Guides

### 1.4. Point of Contact for Comments and Additions

Contact the MOD team Quality Manager if you have comments or additions for the MOD Team Style Guide.

## 2. MOD Team Style

Guidelines and Style	Authoritative Source
<b>Abbreviations General Guidance</b>	
Use abbreviations sparingly. Spelled-out words and phrases are easier to understand than abbreviations.	Best editing practices
Avoid abbreviations if they appear only once in a section.	Best editing practices
The spelled-out form should be used before the first appearance of an abbreviation or acronym in a document, with the following exception: An acronym may appear in a heading or table before it has been spelled out.	Best editing practices
<b>Abbreviations Specific Guidance</b>	
Use the \$ symbol instead of spelling out dollars. For example: \$100	
U.S. is used when preceding the word Government or the name of a Government agency. For example: U.S. Congress	GPO
For States, use the two-letter Postal Service abbreviations (AK for Alaska, PA for Pennsylvania, etc.)	GPO
<b>Capitalization General Guidance</b>	
Do not capitalize the first letters of words in a phrase just because it precedes an acronym. If the phrase ordinarily would be lowercase, keep it that way. For example: "information technology (IT)," not "Information Technology (IT)"	Best editing practices
In bulleted lists, capitalize the first letter of the first word in each bullet	Best editing practices
<b>Capitalization Specific Guidance</b>	
e-mail (except at beginning of sentence or phrase. it's E-mail)	GPO
Base Flood Elevation	FEMA style
County, county (lowercase except when used as part of a specific county's name). For example: Even though a county may be marked as complete, this does not mean all the needs of the community have been met. The population of Los Angeles County was more than 9 million. The number of claims in that county accounted for 0.6% of the national total.	GPO (rule 3.5)
Federal (uppercase, even when used in standalone generic sense; for example: Federal programs, Federal funding, the Federal government, etc.)	GPO
federally (lowercase)	GPO
figure 3-2, figure 4-4, etc. The exceptions are in figure captions and if "figure" is the first word in a sentence.	GPO (rule 3.9)
map 3-2, map 4-4, etc. The exception is in map captions and when "map" is the first word in a sentence.	GPO (rule 3.9)
Map Modernization (short for Multi-Hazard Map Modernization).	MOD team style
Nation (uppercase "N" when used as a synonym for the United States)	GPO (examples in chapter 4)

## MOD Team

Guidelines and Style	Authoritative Source
Region, region (for FEMA regions, uppercase only when used as part of full title with number; for example: In Region 6, more than 80% of studies...). Lowercase in all other occurrences, even when referring to a specific region. For example: Maintaining the data requires coordination with each region to review and update..)	GPO (inferred from rule 3.5)
regional (lowercase "r": For example: Funding is allocated to individual county studies based on information contained in State and regional business plans.)	MOD team style
section 3-2, section 4-4, etc. The exception is when "section" is the first word in a sentence.	GPO (rule 3.9)
State is almost always capitalized, even in generic references. Example: A State-level plan; receipt of review from all States in Region 6; Voters in the State of North Carolina.	GPO (rule 3.19)
table 3-2, table 4-4, etc. The exception is in table captions and if "table" is the first word in a sentence.	GPO (rule 3.9)
<b>Compounding Guidance</b>	
Refer to section 6	
<b>Cross-References to Figures and Tables</b>	
Use the figure or table number only. For example: For percentages of studies funded in FY05, see figure 5-3.	MOD team style
<b>Cross-References to Other Sections</b>	
Use the section number and its title, with no quotation marks and no italics. For example: Additional details on data capture standards are available in section 10, Cost Saving Methods and Tools.	MOD team style
<b>Numerals General Guidance</b>	
Quantities of one through nine are generally spelled out. Quantities of 10 or more generally are expressed as numerals.	GPO
Units of measurement and time, actual or implied, are expressed as numerals even if the quantity is less than 10. For example: 5-year plan, 6 inches	GPO
Arabic numerals (1, 2, 3, etc.) are easier to comprehend than Roman numerals (I, II, III, etc.). In general, use Arabic numerals unless a specific style convention dictates otherwise.	
<b>Punctuation</b>	
Use serial commas (The American flag is red, white, and blue.).	GPO
Bulleted lists: Every item in a bulleted list should be a fragment or a sentence. In a list of fragments, do not use semicolons or periods at the end of each item	MOD team style
Capitalization in headings, headers, and footers - The first letter in nouns, verbs, and adjectives is upper case. The first letter in short prepositions (from, to, etc.) and short articles (an, the) is not capitalized.	MOD team style
Spaces after punctuation - Insert two spaces after a period [.] and colon [:], and question mark [?]. Insert one space after a comma (,) and semicolon [;].	MOD team style
Use single quotation marks when nesting quotation marks.	
<b>Usage</b>	
Data (it's singular, not plural)	American Heritage Dictionary

Guidelines and Style	Authoritative Source
<b>Things to Avoid</b>	
Words or phrases that imply a guarantee or warranty: <ul style="list-style-type: none"> <li>▪ Insure, ensure, assure</li> </ul>	
Section headings with no intervening words before the next heading	
Failure to spell check and grammar check	
Referring to Map Modernization as a program or an initiative	MOD team style
Using the verb “utilize” when “use” is appropriate	

## 3. Frequently Used Acronyms and Terms

Acronym or Term	Definition or Direction
CCC	Customer Care Center (part of MOD team)
EVMS	Earned Value Management System
Map Modernization (can be Map Mod for short)	
MCC	Map Coordination Contractor NOTE: under the MHFMM contract, the MOD team is <b>not</b> an MCC
MICA	Do <b>not</b> use MICA. Use WISE Scoping Module or WISE Scoping Tool.
MHIP	Multi-Year Flood Hazard Identification Plan
MIP	Multihazard Information Platform
MOD	Mapping on Demand
MOD team	Mapping on Demand team or MOD team, <b>not</b> MOD Team (except in headlines, headings)
NFIP	National Flood Insurance Program
NSP	National Service Provider; is the same as MOD team
PMO	Program Management Office
RMC	Regional Management Center (part of MOD team)
WISE	Watershed Information System

## 4. General and FEMA-Specific Terms and Acronyms

Acronym or Term	Definition or Direction
ANI	Area Not Included
Approximate areas	SFHAs not studied by detailed methods. See Unnumbered A Zones.
ASFPM	Association of State Flood Plain Managers
BFE	Base Flood Elevation
CBRA	Coastal Barrier Resources Act (of 1982)

## MOD Team

Acronym or Term	Definition or Direction
CCO	Consultation Coordination Officer
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
Cfs	cubic feet per second
CID	Community Information Number. <i>Not</i> CIN.
CIS	Community Information System
CLOMA	Conditional Letter of Map Amendment
CLOMR	Conditional Letter of Map Revision
CLOMR-F	Conditional Letter of Map Revision Based on Fill
CRS	Community Rating System
CSB	Community Status Book
CTP	Cooperating Technical Partner
CTP Program	Cooperating Technical Partners Program. <i>Not</i> CTP program.
DEM	Digital Elevation Model. <i>Not</i> digital elevation model.
DFIRM	Digital Flood Insurance Rate Map. <i>Not</i> Digital FIRM
DFO	Disaster Field Office
DHS	Department of Homeland Security
DOQ	Digital Ortho Quadrangle
DOQQ	Digital Ortho Quarter Quadrangle
DRC	Disaster Recovery Center
DTM	Digital Terrain Model
EDR	External Data Request
Elevation Certificate	<i>not</i> elevation certificate
ERM	Elevation Reference Mark
ESDP	Engineering Study Data Package
FBFM	Flood Boundary and Floodway Map
FEMA	Federal Emergency Management Agency
FHBM	Flood Hazard Boundary Map
FIA	Federal Insurance Administration
FIPS	Federal Information and Processing Standards
FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study. FIS refers to the actual engineering work.
FIS report	Flood Insurance Study report. FIS report refers to the printed text describing the engineering study.
Floodplain	<i>not</i> flood plain
Floodprone	<i>not</i> flood-prone or flood prone
FMA	Flood Mitigation Assistance

Acronym or Term	Definition or Direction
FMA	Floodplain Management Association
FOIA	Freedom of Information Act
GAO	Government Accounting Office
Geospatial	<i>not</i> geo-spatial
GIS	Geographic Information System
GPS	Global Positioning System
GSA	General Services Administration
HMGP	Hazard Mitigation Grant Program
ICC	Increased Cost of Compliance
IFSAR	Interferometric Synthetic Aperture Radar
IT	information technology
LAG	Lowest Adjacent Grade
LIDAR	Light Detection And Ranging
LMMP	Limited Map Maintenance Program
LODR	Letter of Determination Review
LOMA	Letter of Map Amendment
LOMC	Letter of Map Change. LOMCs include LOMAs, LOMR-Fs, and LOMRs
LOMR	Letter of Map Revision
LOMR-F	Letter of Map Revision Based on Fill
MIS	Management Information System
MNUSS	Mapping Needs Update Support System
MSC	Map Service Center
MT-1	Application forms submitted for CLOMA and CLOMR-F requests
MT-2	Application forms submitted for CLOMR and CLOMR-F requests
MT-EZ	Application form submitted for LOMA requests
NAD27	North American Datum of 1927
NAD83	North American Datum of 1983
NAI	No Adverse Impact (ASFPM term)
NAVD88	North American Vertical Datum of 1988
NFIF	National Flood Insurance Fund
NOAA	National Oceanic and Atmospheric Administration
NRCS	National Resources Conservation Service
OPA	Otherwise Protected Areas
PDF	Portable Document Format
PMR	Physical Map Revision
PRP	Preferred Risk Policy
Q3	Q3 Flood Data
SC	Study Contractor
SFHA	Special Flood Hazard Area

Acronym or Term	Definition or Direction
SFHDF	Standard Flood Hazard Determination Form
SFIP	Standard Flood Insurance Policy
SOMA	Summary of Map Actions
TSDN	Technical Data Support Notebook
TIGER	Topologically Integrated Geographic Encoding and Reference (System)
TSARP	Tropical Storm Allison Recovery Project
Unnumbered A zones	SFHAs not studied by detailed methods. <i>See</i> Approximate Areas.
USACE	U.S. Army Corps of Engineers. <i>Not</i> COE or Corps.
USGS	U.S. Geological Survey
Web site	<i>not</i> website, Website, or web site (per GPO)
WSEL	Water surface elevation
WYO	Write Your Own (companies or program)

## 5. A Word About Standard Document Format (Layout, Fonts, Etc.)

Standard templates have been developed for MOD team documents. The templates control aspects of documents such as cover style, margins, page headers, outline structure, fonts, and table numbering. Most MOD team documents should be in the format dictated by the templates.

The templates and instructions for using them are available in QuickPlace at Home / Joint PMO Room / PMO Reference Materials / MOD Templates / Standard Report Templates and Instructions.

## 6. Guidance on Compound Words

For overall product consistency, FEMA MOD team staff should refer to chapters 6 and 7 of the *U.S. Government Printing Office Style Manual* for guidance on compound words, including hyphenated words.

- Chapter 6 is available for download at [www.gpoaccess.gov/stylemanual/2000/chap06.pdf](http://www.gpoaccess.gov/stylemanual/2000/chap06.pdf)
- Chapter 7 is available for download at [www.gpoaccess.gov/stylemanual/2000/chap07.pdf](http://www.gpoaccess.gov/stylemanual/2000/chap07.pdf)

The following list provides compound words that MOD team staff may encounter during the preparation and review of controlled correspondence. The term “(u.m.)” indicates the form of the compound word is used as “unit modifier”; that is, as an adjective or adverb.

### Numbers

10-year (u.m.)

100-year (u.m.)

1-percent-annual-chance, or 1% annual chance (u.m.)



50-year (u.m.)

500-year (u.m.)

0.2-percent-annual-chance, or 0.2% annual chance (u.m.)

### A

above-cited (u.m.)

aboveground (u.m.)

above-mentioned (u.m.)

above-referenced (u.m.)

acre-foot

acre-inch

aforementioned (u.m.) and all other words with “afore” as a prefix

afterward and all other words with “after” as a prefix

airflow

airmass

airphoto ("aerial photograph" is preferred)

airspeed

alluvial fan

alluvial fan flood hazards

alluvial fan flooding

alongshore

### B

backfill

backflow

backup (noun and u.m.)

base flood (noun and u.m.)

base flood elevation (noun and u.m.)

base map

beforehand

benchmark (nonliteral)

bench mark (surveying)

biweekly and all words with “bi” as a prefix

bottommost

### C

centerline

citywide  
cliffside  
closeout (noun and u.m.)  
closeup (noun and u.m.)  
cloudburst  
coastline  
commonplace  
common sense (noun)  
commonsense (u.m.)  
congressionally mandated  
countywide  
countryside  
countrywide  
coverup (noun and u.m.)  
cross section (noun)  
cross-section (u.m.)  
cutoff (noun, u.m.)

### **D**

database  
dataset  
decentralized and all other words with “de” as a prefix except as specified in GPO Style Manual  
downcoast  
downflow  
downriver  
downslope  
downstream  
drawback  
drawdown (noun and u.m.)

### **E**

east-central  
easternmost  
east-northeast  
east-southeast  
eightfold  
existing-conditions (u.m.)  
extraterritorial

### **F**

fan-shaped (u.m.)  
far-reaching (u.m.)  
faultline  
federally funded  
federally mandated  
fireplug  
first-class (u.m.)  
first-floor (u.m.)  
fivefold  
flagpole  
flood-control (u.m.)  
floodflow  
floodgate  
flood level  
floodmark  
floodplain  
flood-mitigation (u.m.)  
floodprone  
floodproofing  
floodwall  
floodwater  
floodway  
flowchart  
followup (noun, u.m.)  
footbridge  
footpath  
fourfold  
fourth-class (u.m.)  
freestanding (u.m.)  
freezeup (noun, u.m.)  
future-conditions (u.m.)

### **G**

geocode (and all other words with “geo” as a prefix)  
Government-owned (u.m.)  
governmentwide

ground water  
ground-water (u.m.)  
guardrail

### **H**

hailstorm  
handrail  
handwritten  
hard copy (noun and u.m.)  
headgate  
headwall  
headwaters  
hereafter  
hereinafter  
hereinbefore  
heretofore  
high water  
high-water mark  
hillside  
hilltop  
holdup (noun, u.m.)  
homebuilder  
homeowner  
housetop  
hydroelectric  
hydropower

### **I**

iceberg  
icebreaker  
icecap  
icefloe (island)  
iceflow (current)  
icepack  
in-depth (u.m.)  
in-house  
inner-city (u.m.)  
innermost

### **J**

jumpoff (noun, u.m.)

juxtaposition

### **K**

keyword

kickoff (noun, u.m.)

knee-deep (u.m.)

knee-high (u.m.)

know-how (noun, u.m.)

### **L**

lakebed

lakefront

lakeshore

lakeside

landfill

landform

landlocked

landside

landslide

large-scale (u.m.)

lawsuit

leeward

letterhead

leveeward

linework

low-lying (u.m.)

### **M**

mainstream (nonliteral)

manhole

manmade

metadata

milepost

mindset

minimally floodprone  
mountainside  
mountaintop  
mudbank  
mudflow  
multi (all one word; e.g., multipurpose)  
multiple-purpose (u.m.)

### **N**

ninefold  
non-floodprone  
north-central  
northeast  
northernmost  
north-northeast  
north-northwest  
northwest

### **O**

oceanside  
odd-numbered (u.m.)  
offline  
offshore  
offsite  
one-dimensional (u.m.)  
one-half  
one-sided (u.m.)  
one-way (u.m.)  
ongoing  
online  
onshore  
onsite  
out-as-shown (u.m.)  
outdated  
outermost  
overall  
overbank  
overflow

### **P**

payoff  
payout  
per diem  
per se  
phaseout  
pickup (noun, u.m.)  
piecemeal  
pileup (noun, u.m.)  
pinhole  
pinpoint  
post (all one word when used as prefix; e.g., postflood)  
powerplant  
printout  
pro forma  
pro rata  
proofread  
proofreader

### **R**

railguard  
railroad  
railway  
rainfall  
rainstorm  
reevaluated  
reissuance  
restudied  
retroactive  
revalidation  
riverbank  
riverbed  
riverflow  
riverfront  
riverside  
riverward  
roadbed

roadside  
rooftop  
runoff (noun, u.m.)  
runup (noun,u.m.)

### S

sandbag  
sandbar  
sandspit  
seacoast  
seashore  
seaside  
seawall  
second-class (u.m.)  
second-floor (u.m.)  
semiannual  
semiarid  
setback  
setup  
sevenfold  
sinkhole  
small-scale  
snowbank  
snowfall  
snowmelt  
snowpack  
snowstorm  
south-central  
southeast  
southeasternmost  
southernmost  
south-southeast  
south-southwest  
southwest  
southwesternmost  
standpipe  
standstill (noun, u.m.)  
standup (noun, u.m.)



State-operated (u.m.)  
State-owned (u.m.)  
statehood  
Statewide  
stillwater  
stillwater flood level  
stormflow  
storm water (noun)  
storm-water (u.m.)  
straightforward  
streambank  
streambed  
streamflow  
stream line (when referring to map delineation of a stream's course)  
streamline (all other uses)  
streamside  
subalpine  
subbasin  
subcommittee

## T

tailgate  
tailwind  
takeoff (noun, u.m.)  
tenfold  
terra cotta  
thereabout(s)  
thereafter  
thereby  
thereinafter  
third-class (u.m.)  
three-dimensional (u.m.)  
threefold  
tie-in (noun, u.m.)  
tie in (verb)  
tieup (noun, u.m.)  
timeframe  
timespan

topflight (u.m.)  
topmost  
topsoil  
townfolk  
townspeople  
tradeoff  
transatlantic  
transpacific  
treeline  
tree-lined (u.m.)  
two-dimensional (u.m.)  
twofold

### U

upcoast  
uppermost  
upriver  
upslope  
upstream

### W

waterflow  
watergate  
waterlocked  
watermark  
watershed  
waterside  
water-surface elevation  
wavelength  
Web-enabled  
Web site  
west-central  
west-northwest  
west-southwest  
westernmost  
whereabouts  
whereinsoever  
wheresoever

wherever  
widemouthed  
wide-open (u.m.)  
widespread  
wildlife  
windblown  
windfall  
windflow  
windside  
windspeed  
windstorm  
windswept  
wingwall  
work map  
worflow  
workplace  
write-in (noun, u.m.)  
writeoff (noun, u.m.)  
writeup (noun, u.m.)