

GPO Scavenger Hunt  
Answer Key  
Reference Toolbox Webinar, August 2009

*Instructions: Use the GPO Style Manual to find the answers to the following questions.  
Available online at: <http://www.gpoaccess.gov/stylemanual/browse.html>*

- 1) Does Harpers Ferry take an apostrophe? If so, where?  
*No. See 8.6.*
- 2) Should the words “spring,” “summer,” “fall,” and “winter” be capitalized?  
*No. See 3.23.*
- 3) Is it Allegany, Alleghany, or Allegheny?  
*It depends on where you are. See p. 369 for details.*
- 4) What is the difference between an Ms., an M.S., and an MS.?  
*The first is a female title, the second a college degree (Master of Science), and the third a manuscript. See 9.61.*
- 5) What exactly comprises the US Virgin Islands?  
*Three islands: St. Croix, St. Thomas, and St. John. see p. 367.*
- 6) Which of the following sentences is correct?
  - a) The company was operating at fifteen percent of its total capacity.
  - b) The company was operating at 15 percent of its total capacity.
  - c) The company was operating at 15% of its total capacity.  
*b) see 10.5 and 12.4*
- 7) What do you call a person from Senegal?  
*Senegalese. See p. 333.*
- 8) In the phrase, Potomac and James Rivers, should the word “rivers” be capitalized?  
*Yes. See 3.8.*
- 9) Is it a FCC ruling, or an FCC ruling?  
*An. See 5.18.*
- 10) Which dictionary provides standard spellings and definitions for government writers?  
*Webster’s Third New International. See 5.1.*