

**Comment #44 – 9/30/13 – 7:44 p.m.**

September 30, 2013

RE: *Modeling* Exposure Draft - Bold Defined Terms

Dear ASB:

The highlighting of defined terms is helpful. Otherwise, it is easy to forget that a common word like “implementation” has a specific meaning within the ASOP.

However, I found the bold type very distracting. It was easy to mistakenly think the word was in bold for emphasis.

Here’s another style option to add to your list of ideas: capitalizing the (first letter of) defined terms, e.g., Intended Application.

This is consistent with our *Code of Professional Conduct*, which I found very easy to read.

Although this issue is not a major concern, I quickly checked writing style guides with my local librarian. Results were sparse; details are in an Addendum below.

As noted above, the *Code of Conduct* capitalizes defined terms. The recently added ASOP No. 1 (*Introductory Actuarial Standard of Practice*) has a section of terms defined for used in all other ASOPs. These are italicized, and then immediately referenced in quotation marks. At least some of the other ASOPs do not highlight defined terms.

Thank you very much for your work.

Sincerely,

Mary Jo Napoli, FSA, MAAA

#### Addendum – Checking Style Guides

A local reference librarian and/or I checked: the *Chicago Manual of Style Online*; MLA (the usual source for scientific fields); APA; *A Manual for Writers of Research Papers, Theses and Dissertations, 7<sup>th</sup> Edition: Chicago Style for Students and Researchers* (by Kate Turabian and later editors, 2007); and the *Purdue Owl*. This was a quick check, not a thorough study.

Surprisingly, there is very little prescription for the style of previously defined terms.

- (1) There were several questions asked of the *Chicago Manual Online* as to whether to capitalize, presumably indicating that some professionals use this style. In response to one question on a company procedure manual, the responder indicates that there is no right answer, but that

Chicago is famously partial to lowercasing. Here is that Q & A retrieved as of September 9, 2013 from <http://www.chicagomanualofstyle.org/qanda/data/faq/topics/Capitalization.html?page=2>

“Q. We have a difference of opinion in my company about the capitalization of defined terms in policy and procedure documents. One group would like to capitalize all defined terms, for example, “All Statements must be mailed on the 3<sup>rd</sup> of the month.” This is similar to legal documents and would separate the Statement as a specific item from a nondefined version of a statement. The other group feels this is distracting and does not add to comprehension. What does the Oracle of Style say?

A. Form a committee! Chicago, you may know, is famously partial to lowercasing, but there’s no right answer, so just hammer this out among you, put it in your house style guide, and move on.”

I found the reference to legal documents interesting.

- (2) Turabian recommends italicizing the word only when first defining it (Turabian, Section 22.2.2). The italics might refer to first defining a term within the body of a text, rather than in a glossary. In any event, there’s no later highlighting.

---End of Addendum – MJN

--Mary Jo Napoli