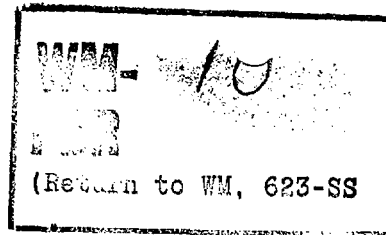


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MEMORANDUM FOR: BWIP Group Coordinators, Review Team

FROM: Ronald B. Uleck
High-Level Waste Technical
Development Branch
Division of Waste Management

SUBJECT: EDITORIAL RECOMMENDATIONS FOR SCA PRODUCTS

In the BWIP group coordinators' meeting on November 10th, NRC editors Marthe Singh and Ann Thomas identified several principles that need to be followed in preparing SCA products:

- Use present tense as a general rule - e.g., "the staff finds that DOE ..." Use past tense only when necessary, such as when describing past events.
- Use "the staff" as the voice throughout, rather than "we" or the "NRC", unless specifically required otherwise. "The staff" refers to NRC staff; use appropriate descriptors for personnel of other organization.
- Personal communications (e.g., telephone calls) may be used in the text, but they must be clearly indicated as such in the text. Personal communications need not be cited formally in the reference lists.
- See NUREG 0770 and 0544 for a uniform use of terms, acronyms, and abbreviation.s
- SCA products should be totally defensible intellectually.
- Need help? Don't hesitate to call NRC editors;

Marthe Singh, X29435

Ann Thomas, X28903

To minimize the amount of rewriting and editing required to develop the SCA, it is important that all authors make every effort to adhere to these principles.

"ORIGINAL SIGNED BY"

Ronald B. Uleck
High-Level Waste Technical
Development Branch
Division of Waste Management

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