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**To:** NRAO Staff  
**From:** Tony Beasley, NRAO Director  
**Date:** June 26<sup>th</sup>, 2012  
**Subj:** Policy on style and practice for referencing facility names

With the NRAO now having a number of facilities whose formal titles include the name of a person as a prefix, it is important that we adopt a consistent approach to how we refer to these facilities in our publications, presentations, websites, and publicity materials.

In consultation with AUI and the NSF, we have determined that our policy will be to use the full formal name of the facility on first reference, followed by an acronym in parentheses that does *not* include a letter for the honored person's name. Further references to the same facility in the same communication piece will use the previously established acronym. Thus:

- The "Robert C. Byrd Green Bank Telescope (GBT)," with "GBT" in subsequent references
- The "Pete V. Domenici Science Operations Center (SOC)," with "SOC" in subsequent references
- The "Karl G. Jansky Very Large Array (VLA)," with "VLA" in subsequent references

For the VLA this policy will help ensure that the significant investments made in establishing the VLA as a "brand" in both the scientific community and among the public will be preserved, and the many preexisting cultural references to "VLA" will retain relevance into the future. Consistent use of one acronym will also help us to avoid confusion. The NRAO library will require this practice for all manuscripts whose authors seek NRAO page charge support. It is understood that in some situations within NRAO the acronym "EVLA" may be used to uniquely identify updated instrument technical or operational capabilities.

One important exception: In cases where the reference to a political patron in the name of a facility could lead to unwelcome associations in the mind of the targeted reader, it is acceptable to simply use the full name of the telescope on first reference without including the political patron's name.

Thank you for your cooperation in this.