

Family Advocacy Program Data Dictionary

The following established style guidelines reflect the long-standing practices of developers and editors of content for the Family Advocacy Program area. They are consistent with rules and guidance outlined in the Associated Press Stylebook and reflective of Office of Military Community and Family Policy style and usage preferences.

DO

- Pay attention to the overall organization and flow of an article. Information and ideas should be logically organized, and there should be some sense of continuity or “flow” from one idea to the next.
- Emphasize the importance of community when writing about child abuse and neglect (e.g., strong communities strengthen families; community members can help by being informed, attentive and supportive)
- Use language that is family first (e.g., build family togetherness, resilience and readiness vs. build resilience and readiness)
- Avoid redundancy.
- Write in gender-neutral terms, except if appropriate (e.g., gender-specific services or groups).
- Write in relationship-neutral terms, such as “partner” or “couple.”
- Flesh out and clarify statements and ideas.
- Ensure that subheads reflect the content of the following text.
- Focus on the positive side of content as much as possible.
- Focus on the strengths-based perspective and integrate protective factors framework language.
- Incorporate prevention into content.
- Keep the wide audience range in mind.
- Use “softening” or qualifying words, such as “generally,” “may be,” “can be” or “might,” to avoid making blanket statements about how people feel, react, etc.

DO NOT

- Make assumptions.
- Tell people how they feel.
- Tell people what they should, need to, must, ought, can’t or won’t do.
- Tell people what they always or never do.
- Use statistics, unless vetted through the OSD FAP or Central Registry POC.

FORMATTING

- “Less is more” — be concise.

PREFERRED TERMS

Preferred	As opposed to
victim advocate or advocacy	Victim Advocate Program
Transitional Compensation	Transitional Compensation Program
domestic abuse	domestic violence
some or many	most or all
can or may or might	will or are
often or generally	always
tend to	usually
partner or spouse	husband or wife
same-sex couple or same-sex partner	---
LGBTQ	---
Domestic Violence Prevention Month	Domestic Violence Awareness Month
more than	over
child abuse and/or neglect	child abuse
installation Family Advocacy Program	---
Military and Family Support Center	Family Support Center
medical treatment facility	military treatment facility
nonthreatening	nonviolent
scale	spectrum
offenders	abusers

DEFINITIONS

- **Child Abuse and Neglect**

Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, lack of supervision or combinations of these actions or omissions toward a child by an individual responsible for the child's welfare qualify as child abuse or neglect.

- **Domestic Abuse and Domestic Violence**

Domestic abuse and domestic violence are defined as offenses under the United States code, the Uniform Code of Military Justice or state law involving the use, attempted use or threatened use of force or violence against a person or the violation of a lawful order issued for the protection of a person who is:

- A current or former spouse

- A person with whom the abuser shares a child in common
 - A current or former intimate partner with whom the abuser shares or has shared a common domicile.
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- **Family Advocacy Program**
Command support program with responsibility for addressing domestic abuse and child abuse in military families. The Family Advocacy Program provides prevention efforts, early identification and intervention, support for victims and treatment for offenders.

 - **New Parent Support Program**
The New Parent Support Program is a prevention program providing intensive, voluntary home visitation to expectant parents and parents of children from birth to three years of age whose life circumstances place them at risk of child abuse and neglect (part of the Family Advocacy Program).

 - **Protective Factors**
Conditions in individuals, families or communities that, when present, increase the health and well-being of an individual or a family are protective factors.