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ABRIDGED
STYLE MANUAL
OF THE
UNITED STATES
GOVERNMENT PRINTING OFFICE

ABRIDGED EDITION APPROVED
BY PERMANENT CONFERENCE ON PRINTING
APRIL 1933

33-26415

ABRIDGED STYLE MANUAL

OF THE
UNITED STATES
GOVERNMENT PRINTING OFFICE

ISSUED BY THE PUBLIC PRINTER UNDER AUTHORITY
OF SECTION 51 OF AN ACT OF CONGRESS
APPROVED JANUARY 12, 1895

ABRIDGED EDITION APPROVED
BY PERMANENT CONFERENCE ON PRINTING
APRIL 1933



WASHINGTON : 1933

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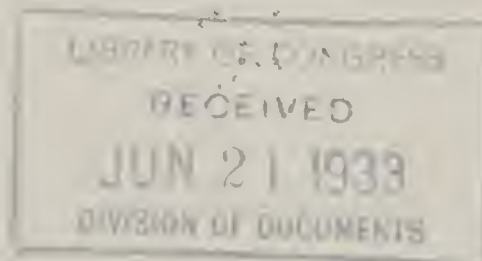
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SUGGESTIONS TO AUTHORS AND EDITORS

This Style Manual is intended to facilitate Government printing. Careful observation of the following suggestions will aid materially in expediting publication and reducing printing expenditures. As a general rule, copy will be printed in conformity with this Style Manual, unless otherwise authorized by the Public Printer.

Copy should be carefully edited in accordance with the style here laid down before being sent to the Government Printing Office. Changes on proof sheets add greatly to the expense and delay the work.

Copy should be sent flat, with the sheets numbered consecutively, and typewritten, if possible, on one side of the paper only unless reprint. If both sides of reprint copy are to be used, a duplicate must be furnished if available.

Each page should begin with a paragraph. If a paragraph runs over to another sheet, the sheets will be cut and pasted by the copy editor to retain the paragraph intact.

Tabular matter should be written on sheets separate from the text, as it is handled separately during composition.

Legible copy, not faint carbon copies, must be furnished. This is most essential for copy in foreign languages and copy containing figures.

Proper names, foreign words, and technical terms should be written plainly and verified. Signatures and figures should be written plainly.

Manuscript and typewritten copy in a foreign language should be marked accurately to show capitalization, punctuation, accents, etc.

Reference marks in text and tables should be arranged consecutively from left to right across each page. (See table, p. 86.)

Photographs, drawings, etc., for illustrations should accompany the manuscript, each bearing the name of the publication in which it is to be inserted and the figure or plate number. The proper place for each text figure should be indicated on the copy by inserting its number and title.

A requisition for work containing illustrations must be accompanied by a letter certifying that the illustrations are necessary and relate entirely to the transaction of public business (U.S.C., title 44, sec. 118). The total number of illustrations and the processes of reproduction desired should also be indicated. Instructions should be given on the margin of each illustration if enlargement or reduction is necessary.

If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of the copy.

Samples should be furnished if possible. They should be plainly marked, showing whether they illustrate the desired style of type, size of type page, paper, trim, lettering, or binding.

All corrections should be made on first proofs submitted, as later proofs are intended for verification only. Plate corrections will be made only when absolutely necessary.

Corrections should be marked on the margins of a proof sheet opposite the indicated errors, not by writing over the print or between the lines. All queries on proof must be answered.

Corrections in proofs read by authors or department readers must be indicated as follows:

⊙	Period.
,	Comma.
-	Hyphen.
:	Colon.
;	Semicolon.
'	Apostrophe.
"	Quotations.
◻	Em quadrat.
$\frac{1}{m}$	One-em dash.
$\frac{2}{m}$	Two-em parallel dash.
∩	Push down space.
⊂	Close up.
✓	Less space.
^	Caret—left out, insert.
9	Turn to proper position.
#	Insert space.
⌊ or ⌋	Move to left or to right.
⌈ or ⌋	Move up or move down.
tr.	Transpose.
----- or <i>stet.</i>	Let it stand.
3	Dele—take out.
⊗	Broken letter.
¶	Paragraph.
No ¶	No paragraph.
w. f.	Wrong font.
✓7 or <i>eq. #</i>	Equalize spacing.
≡ or <i>Caps.</i>	Capitals.
= or <i>s. c.</i>	Small capitals.
<i>l. c.</i>	Lower-case.
√ or 1	Superior or inferior.
— or <i>ital.</i>	Italic.
<i>rom.</i>	Roman.
[/]	Brackets.
(/)	Parentheses.

TYPOGRAPHICAL ERRORS

6: pt. ital. caps

11 ✓ d.c. It does not appear that the earliest printers had
 any method of correcting errors before the form
 was on the press. The learned ~~The learned~~ cor-
 rectors of the first two centuries of printing were
 not proofreaders in our sense; they were rather
 what we should term office editors. Their labors
 were chiefly to see that the proof corresponded to
 the copy, but that the printed page was correct
 in its latinity, ~~that the words were there~~, and
 that the sense was right. They cared but little
 about orthography, bad letters, or purely printers'
 errors, and when the text seemed to them wrong
 they consulted fresh authorities or altered it on
 their own responsibility. Good proofs in the
 modern sense, were ~~not~~ possible until professional
 readers were employed; men who had first a
 printer's education, and then spent many years
 in the correction of proof. The orthography of
 English, which for the past century has under-
 gone little change, was very fluctuating until after
 the publication of Johnson's Dictionary, and capi-
 tals, which have been used with considerable reg-
 ularity for the past 80 years, were previously used
 on the [miss or hit] plan. The approach to regu-
 larity, so far as we have, may be attributed to the
 growth of a class of professional proofreaders, and
 it is to them that we owe the correctness of mod-
 ern printing. More errors have been found in the
 Bible than in any other one work. For many gen-
 erations it was frequently the case that Bibles
 were brought out stealthily, from fear of govern-
 [mental interference. They were frequently
 printed from imperfect texts, and were often mod-
 ified to meet the views of those who published
 them. The story is related that a certain woman
 in Germany, who was the wife of a printer, and
 had become disgusted with the continual asser-
 tions of the [superiority] of man over woman which
 she had heard, hurried into the composing room
 while her husband was at supper and altered a
 sentence in the Bible, which he was printing, so
 that it read Narr instead of Herr, thus making
 the verse read "And he shall be thy fool" instead
 of "And he shall be thy Lord." The word not
 was omitted by Barker, the King's printer in En-
 gland in 1632, in printing the seventh commandment.
 He was fined £3,000 on this account.

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CAPITALIZATION

(See also Abbreviations; list on pp. 24–40)

The initial capital letter is all that remains of our originally all-capital alphabet. It survives because it serves a definite purpose, such as introducing a sentence or an enumeration, distinguishing an individual within a class, or indicating preeminence or respect or distinction attaching to a certain individual, position, or object. By thus emphasizing words, the capital letter helps the reader to grasp their significance more readily. Purpose, therefore, rather than mere opinion, is the logical criterion in deciding whether a particular word should be capitalized.

The fundamental principle underlying rules for capitalization in the English language is that proper nouns and proper adjectives are capitalized and that common nouns and common adjectives are not capitalized. The difficulty in applying this principle lies in the fact that some nouns and adjectives are construed as proper in certain connections and common in others. It is impossible to give rules that will cover every conceivable problem, but by considering the purpose to be served and the fundamental principle it is possible to attain a considerable degree of uniformity.

The list of approved usages given on pages 24–40 will serve as a reference guide. Manifestly such a list cannot be complete, but the correct usage with respect to any term not included can be determined by analogy or by application of the rules or the fundamental principle.

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PROPER NAMES

Proper names

1. Proper names are capitalized.

Rome	John Macadam	Italy
Brussels	Macadam family	Anglo-Saxon

Derivatives of proper names

2. Derivatives of proper names, if used with a proper meaning, are capitalized; if used with an acquired and independent common meaning, they are not capitalized.

Roman (of Rome)	Johannean	Italian
roman (type)	macadam (crushed rock)	italicize
brussels sprouts	watt (electric unit)	anglicize
venetian blinds	plaster of paris	pasteurize

Common nouns and adjectives in proper names

3. A common noun or common adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

Massachusetts Avenue; the avenue	Federal Express; the express
Bunker Hill Monument; the monument	Cape of Good Hope; the cape
Statue of Liberty; the statue	Jersey City; <i>also</i> Washington City; <i>but</i>
Roosevelt Dam; the dam	city of Washington; the city
Boston Light; the light	Cook County; the county
Crow Reservation; the reservation	Lake of the Woods; the lake
Angeles National Forest; the national forest	North Platte River; the river
Soldiers' Home of Ohio; the soldiers' home	Lower California; <i>but</i> lower Mississippi
Johnson House (hotel); Johnson house (residence)	Charles the First; Charles I
	Fourteenth Census; the census
	Pier A; the pier; Lock 27; the lock

(a) A common noun used alone as a well-known short form of a specific proper name is capitalized.

- the Canal (Panama Canal)
- the Capitol, the Monument (at Washington)
- the District (District of Columbia)
- the Lakes (Great Lakes)
- the Soldiers' Home (District of Columbia only)

(b) The plural form of a common noun capitalized as part of a proper name under rule 3 or any other rule is also capitalized.

Seventh and F Streets (rule 3)	British and French Governments (rule 7a)
Lakes Erie and Ontario (rule 3)	Presidents Washington and Adams (rule 16)
Potomac and James Rivers (rule 3)	
State and War Departments (rule 6)	

(c) A common noun used with a date, number, or letter merely to denote time or sequence, or merely for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 17.)

act of 1928	article 1	appendix C	abstract B
treaty of 1918	book II	class I	collection 6
war of 1914	chapter III	column 2	exhibit D
first district	page 2	figure 7	group 7
(not congressional)	paragraph 4	plate IV	schedule K
second ward	part I	table 4	signature 4
twentieth century	section 3	volume X	station 27

Definite article in proper names

4. The word *the* (or its equivalent in a foreign language) used as an essential part of a proper name or a title is capitalized.

British Consul v. The Mermaid (title of legal case)

The Dalles (Oreg.); The Weirs (N.H.); *but* the Dalles region; the Weirs streets

The Hague; *but* the Hague Court; the Second Hague Conference

El Salvador; Las Cruces; L'Esterel

The Adjutant General (prescribed by law to designate the chief adjutant general)

(a) In common practice this rule is disregarded in references to newspapers, periodicals, vessels, airships, trains, and firm names.

the Times

the Atlantic Monthly

the *Mermaid*; the *U-3*

the *Los Angeles*

the Federal Express

the National Photo Co.

Particles in names of persons

5. In foreign names such particles as *d'*, *da*, *della*, *van*, and *von* are capitalized unless preceded by a forename or title.

D'Orbigny; Alcide d'Orbigny

Da Ponte; Cardinal da Ponte

Van Rensselaer; Stephen van Rensselaer

(a) In American and British names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven

Thomas De Quincey; William De Morgan

Henry van Dyke (his usage)

If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.

(b) In names set in capitals *de*, *von*, etc., are set in cap and small caps but are closed up with the surname only if that is the individual preference.

Names of organized bodies

6. The full names of organized bodies and the distinguishing substitutes for such names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 24-40; rule 3*b*.)

National governmental units:

United States Congress: Seventy-second Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other committees)

Department of Agriculture: the Department; Division of Publications, the Division; *similarly* all departmental units; *but* legislative, executive, and judicial departments; department clerk

Bureau of the Census: the Census Bureau; the Bureau; the Census Office

Geological Survey: the Survey

Interstate Commerce Commission: the Commission

Board of Commissioners of the District of Columbia: the Board of Commissioners; the Board

Foreign Service: the Service

American Embassy, British Embassy: the Embassy; *but* the consulate; the consulate general

Treasury of the United States: General Treasury; National Treasury; Public Treasury; the Treasury; Treasury notes; New York Subtreasury, the subtreasury

United States Army, French Army: the Army; the Infantry; Eighty-first Regiment; the Regulars; the Volunteers; Army Establishment; the Army Band; Army officer; Regular officer; Reserve officer; *but* volunteer officer; army shoe; Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman

United States Navy, British Navy: the Navy; the Marine Corps; the Air Service; Navy (Naval) Establishment; Navy officer; *but* navy yard; naval officer; naval station

International organizations:

League of Nations: the League; the Council; the Assembly; the Secretariat

International Court of Arbitration: the Court; the Tribunal (only in the proceedings of a specific arbitration tribunal)

Hague Peace Conference of 1907: the Hague Conference; the Peace Conference; the Conference

Common-noun substitutes:

Virginia Assembly: the assembly; the senate; the house of delegates

California State Highway Commission: the highway commission; the commission

Buffalo Consumers' League: the consumers' league; the league

Republican Party: the party

Democratic National Convention: the convention

Pennsylvania Railroad Co.: the Pennsylvania Railroad; Pennsylvania Road; the railroad company; the company

Riggs National Bank: the Riggs Bank; the bank

Metropolitan Club: the club

(a) The names of members and adherents of organized bodies are capitalized where it is necessary to distinguish them from the same words used merely in a descriptive sense. (See also rule 15.)

Representative
Republican

Liberal
Socialist

Communist
Boy Scout

Names of countries, domains, and administrative divisions

7. The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used with or as proper names or as proper adjectives. (See table on p. 152; also rule 3.)

United States: the Republic; *also* the Nation; the Union; *but* republic, republican (in general sense)

New York State: the State, a State (official designation); State rights (United States); *but* state (in general sense); church and state; statehood; state's evidence

Territory of Hawaii: the Territory, Territorial; *but* territory, territorial (in general sense)

Japanese Empire: the Empire; *but* empire (in general sense)

Dominion of Canada: the Dominion; *but* dominion (in general sense)

Ontario Province: the Province, Provincial; *but* province, provincial (in general sense)

(a) The similar designations *commonwealth*, *confederation* (*federal*), *government*, *nation* (*national*), *powers*, *union*, etc., are capitalized only if used with or as proper names or as proper adjectives. (See also rule 3b.)

British Commonwealth, Commonwealth of Massachusetts: the Commonwealth; *but* commonwealth (in general sense)

Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)

French Government: the Government; French and Italian Governments;
but government (in general sense); the Kerensky government; European governments

Cherokee Nation: the nation; nation (in general sense); American nations
 National Government (of any specific nation); *but* national customs

Allied Powers, Central Powers (in World War); *but* the powers; European powers

Union of South Africa: the Union; *but* union (in general sense)

Names of regions, localities, and geographic features

8. A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized. (See also rule 3*b*.)

the North Atlantic States
 the Gulf States; the Central States
 the West; the Midwest; the Middle West
 the Eastern Shore (Chesapeake Bay)
 the Badlands (South Dakota)
 the Driftless Area (Mississippi Valley)
 the Continental Divide (Rocky Mountains)

the Occident; the Orient
 the Far East; the East
 the Promised Land
 the Continent (continental Europe)
 the Western Hemisphere
 the North Pole; the North and South Poles
 the Torrid Zone
 the East Side (section of a city)

(*a*) A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west
 northerly; northern; northward
 eastern; oriental; occidental
 east Tennessee; southern California
 west Florida; *but* West Florida (1763-1819)

Names of calendar divisions

9. The formal names of calendar divisions are capitalized.

January; February; March; etc.
 Monday; Tuesday; Wednesday; etc.
but spring; summer; autumn; fall; winter

Names of historic events, etc.

10. The formal names of historic events, historic epochs, holidays, and ecclesiastical feast and fast days are capitalized.

Battle of Bunker Hill
 Battle of the Giants
 War of 1812; World War; *but* war of 1914 (rule 3*c*)
 Reformation

Christian Era; Middle Ages; *but* twentieth century (rule 3*c*)
 Renaissance
 Fourth of July; the Fourth
 Feast of the Passover; the Passover

Trade names

11. A trade name is capitalized; a mere descriptive class term, or a common noun following the trade name of a brand, market grade, or variety, is not capitalized.

Bon Ami (trade name)
 Listerine (trade name)
 durum wheat (class term)
 Fordor sedan (brand)

Airline honey (brand)
 Choice lamb (market grade)
 Yellow Stained cotton (market grade)
 Red Radiance rose (variety)

Scientific names

12. The name of a phylum, class, order, family, or genus is capitalized; the name of a species is not capitalized, even though derived from a proper name.

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), *Agnostus* (genus)

Agnostus canadensis; *Aconitum wilsoni*; *Epigaea repens* (genus and species)

(a) In scientific descriptions coined terms derived from proper names are not capitalized.

aviculoid; menodontine

(b) A plural formed by adding *s* to a Latin generic name is capitalized.

Rhynchonellas; Spirifers

(c) Other scientific terms also are capitalized or not in conformity with accepted scientific usage. In case of doubt copy should be followed. (For lists of geologic and physiographic terms, see p. 149.)

(d) The words *sun*, *moon*, and *earth* are capitalized only if used in association with the names of other astronomical bodies that are capitalized.

The nine known planets, in the order of distance from the Sun, are Mercury, Venus, the Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto.

Fanciful appellations

13. A fanciful appellation used with or for a proper name is capitalized.

the Big Four
the Hub

the Keystone State
the Pretender

Personifications

14. A personification in a figure of speech is capitalized.

The Chair recognized the gentleman from New York:
For Nature wields her scepter mercilessly.

All are architects of Fate
Working in these walls of Time.

Religious terms

15. All words denoting the Deity except *who*, *whose*, and *whom*, all names for the Bible and other sacred writings, and the names of confessions of faith and of religious bodies and their adherents are capitalized.

Heavenly Father; the Almighty. Trust Him who rules all things.

Bible; Scriptures; Koran; *also* Biblical; Scriptural; Koranic

Gospel (memoir of Christ); *but* gospel (tidings)

Apostles' Creed; Augsburg Confession

Episcopal Church; an Episcopalian; Catholicism; a Protestant

Christian; *also* Christendom; Christianity; Christianize

Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters;
Sister(s)

TITLES

Titles of persons

16. Any title or designation preceding a name is capitalized. (See also rule 3*b*.)

President Roosevelt
King George
Ambassador Gibson
Lieutenant Fowler

Chairman Smith
Nurse Cavell
Professor Leverett

(*a*) A title immediately following the name of a person or used alone as the substitute for the name of a person, which is most often regarded as a common noun, is capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 24–40, and also rule 3*b*.)

Title of a head or assistant head of state:

Franklin D. Roosevelt, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; *similarly* the Vice President

Albert C. Ritchie, Governor of Maryland: the Governor of Maryland; the Governor; *similarly* the Lieutenant Governor

Title of a head or assistant head of a national governmental unit:

Cordell Hull, Secretary of State: the Secretary; *similarly* the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; etc.

Hugh S. Gibson, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; *but* the consul general; the consul; the attaché; etc.

Gen. Charles P. Summerall, Chief of Staff: the Chief of Staff; *but* the general (military title standing alone not capitalized)

Title of a ruler or prince:

George V, King of England: the King; the Crown; His Most Gracious Majesty; His Majesty; *similarly* the Emperor; the Tsar; etc.

Edward, Prince of Wales: the Prince; His Royal Highness.

Common-noun titles:

Charles F. Hughes, rear admiral, United States Navy: the rear admiral
Cloyd H. Marvin, president of the George Washington University: the president

C. H. Eckles, professor of dairy husbandry: the professor
John Smith, chairman of the committee: the chairman

(*b*) A title in the second person is capitalized.

Your Excellency
Your Highness
Your Honor

Mr. Chairman
Mr. Secretary
my dear General

(*c*) In formal lists of delegates and representatives of governments all titles and descriptive designations immediately following the names should be capitalized if any one must be capitalized under rule 16*a*.

Titles of publications, papers, documents, acts, laws, etc.

17. In the full or short English titles of books, plays, poems, essays, addresses, articles, periodicals, series of publications, reports, historic documents, legal cases, and works of art, the first word and all important words are capitalized. This rule applies also to the titles of parts and chapters of books, plays, etc. (See also rule 4*a*.)

The Outline of History

Part XI: Early Thought; *but* part XI (standing alone: rule 3*c*)

Statutes at Large; Revised Statutes; District Code; Bancroft's History;

Journal (House or Senate) (short titles); *but* the code; the statutes

Address of President Hoover on Unemployment Relief

American Journal of Science

Saturday Evening Post

Monograph 55; Research Paper 123; Circular A; Senate Document No.

70; House Resolution 45; Executive Order No. 24; Public Law No. 9;

Private and Union Calendars; Calendar No. 80; Calendar Wednesday

Annual Report of the Public Printer

Declaration of Independence; the Declaration

Constitution (United States or with name of country or State); *but* twelfth amendment (rule 3*c*)

Kellogg Pact; Treaty of Versailles; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919 (rule 3*c*)

United States v. Four Hundred Twenty-two Casks of Wine (legal case)

The Blue Boy (painting)

(*a*) In the short or popular titles of acts the first word and all important words are capitalized.

Revenue Act of 1926; the Volstead Act; the Panama Canal Act; the Classification Act; *but* revenue act; act of 1926; the act

(*b*) In titles of legal cases such words as *appellant* and *respondent* are not capitalized.

De Jager, appellant, v. Attorney General of Natal, respondent

(*c*) The capitalization of the titles of books, etc., written in a foreign language is to conform with national practice.

Danish: Kongelig dansk Hof- og Stats-Kalendar

Dutch: Jaarboek van het mijnwezen in Nederlandsche Oost-Indië

French: Droit international de l'Europe; La littérature française

German: Allgemeine deutsche Biographie; Die Homerische Frage

Italian: Storia della diplomazia europea in Italia

Latin: De lege Rhodia et jactu; Bellum Catilinarium

Norwegian: Norges geologiske undersøkelse

Portuguese: Historia de Portugal; Historia da civilização iberica

Spanish: Historia crítica de España y de la cultura española

Swedish: Svensk botanisk tidskrift

(*d*) The capitalization in bibliographies, footnote citations, synonyms, and lists is to conform with rules 17 and 17*c* unless the particular class of work requires its own established style and the copy is prepared accordingly.

(*e*) The capitalization of catalog cards is to conform with Library of Congress style.

FORMAL USAGES

First words

18. The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a line of poetry, or of a formally introduced series of items or phrases following a colon is capitalized.

The question is, Shall the bill pass?
He asked, "And where are you going?"
Lives of great men all remind us
We can make our lives sublime.

The assay content was as follows: Gold, 0.5 ounce to the ton; copper, 8 percent; (etc.)
(See also Punctuation.)

(a) The first word of a fragmentary quotation is not capitalized.

He objected "to the phraseology, not to the ideas."

(b) The first word following a colon, an exclamation point, or an interrogation point is not capitalized if the matter following is merely a supplementary remark making the sense fuller or clearer.

Revolutions are not made: they come.
Intelligence is not replaced by mechanism: even the televox must be guided by its master's voice.
But two months dead! nay, not so much; not two.
What is this?
Your knees to me? to your corrected son?

(c) The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

Whereas the Constitution provides * * *; and
Whereas Congress has passed a law * * *;
Whereas, moreover, * * *: Therefore be it
Resolved, That * * *
Resolved by the Washington Board of Trade, That * * *
Provided, That * * *
Provided further, That * * *
Ordered, That * * *
Be it enacted, That * * *

Addresses, salutations, and signatures

19. The first word and all principal words in addresses, salutations, and signatures are capitalized. (For examples, see Date Lines, Addresses, and Signatures.)

Interjections

20. The interjection *O* is always capitalized; other interjections are not capitalized except as indicated in rule 18.

Sail on, O Ship of State!
For lo! the days are hastening on.
But, oh, how fortunate!

Historic papers, documents, etc.

21. In the printing of historic papers, documents, journals, correspondence, etc., the capitalization (and other features of style) of the original text may be followed where historic accuracy is required.

GUIDE TO CAPITALIZATION

The following list is based on the preceding principles and rules for capitalization. This capitalization applies to both singular and plural forms. Parenthetical references are to rule numbers, but no such references follow common nouns that are lower-cased under the general principle but not under any particular rule.

- abstract B, 1, etc. (3c)
- Academy, if part of proper name (6):
 - United States Military; the academy
 - United States Naval; the academy
- Act, short or popular title or with number (17a):
 - Act 14
 - Act No. 14
 - Public Act 145
 - Revenue Act of 1928; *but* revenue act; act of 1928
 - Classification Act
 - Prohibition Act
 - Panama Canal Act
 - Volstead Act
 - War Department Appropriation Act for the fiscal year ending June 30, 1933
- Acting, if preceding a capitalized title (16a)
- Actuary of the Treasury; the Actuary (16a)
- administration, Harding, etc.; the administration
- Administrator of Veterans' Affairs; the Administrator (16a)
- Admiralty, British (6)
- Admiralty, Lords of the (16a)
- age: stone, copper, ice, etc.
- Agency:
 - Chippewa, etc. (Indian only); the agency (6)
 - National Bank Redemption; the Agency (6)
- Ages (10):
 - Dark
 - Golden Age (only if meaning Golden Age of Pericles)
 - Middle
- Air Corps; the corps (6)
- Air Mail Service; the Service (6)
- Alien Property Custodian; the Custodian (16a)
- Alliance, Farmers', etc.; the alliance (6)
- Allied Powers (World War); European powers; the powers (7a)
- Allies, the (World War) (1)
- All-Russian Congress of Soviets of Workmen's and Soldiers' Deputies (6)
- Ambassador, British, etc.; the Ambassador; the Senior Ambassador; His Excellency (16a)
- amendment to the Constitution; fourteenth amendment (3c)
- American:
 - Federation of Labor; the federation (6)
 - Legion; the Legion (6)
 - National Red Cross; the Red Cross (6)
- anglicize (2)
- Ancient Free and Accepted Masons (6); a Mason (6a)
- Annex, if part of name of building; the annex (3)
- Antarctic Ocean; the ocean (3); Antarctic ice
- apache (Paris)
- appellant (17a)
- appendix 1, A, II, etc.; the appendix (3c); *but* Appendix II, with title (17)
- appropriation bill:
 - deficiency
 - Department of Agriculture
 - District of Columbia
 - Executive Office
 - for any governmental unit
- Appropriations Committee; the committee (6)
- Aqueduct, Washington, etc.; the aqueduct (3)
- Archipelago, Philippine, etc.; the archipelago (3)
- Architect of the Treasury, of the Capitol; the Architect (16a)
- Arctic Circle, Ocean, nights, seas, etc.; the circle; the ocean (3)
- Arctics, the (3b)
- Area, First Corps, etc.; the corps area (3)
- Arlington Memorial Amphitheater; the Memorial Amphitheater; the amphitheater (3, 3a)
- Arlington Memorial Bridge; the Memorial Bridge; the bridge (3, 3a)
- Armory, Springfield, etc.; the armory (3)

- Army (American or foreign; noun, adjective, or standing alone) (6):
 Air Corps (or Service); the corps (6)
 Band (6)
 Blue (maneuvers) (6)
 branches and organizations, names capitalized (6):
 Infantry; Regulars; Volunteers; Gordon Highlanders; Royal Guards, etc.
 Brigade, First, etc.; the brigade; Robinson's brigade (6)
 Company A; A Company; the company (6)
 Confederate (referring to Southern Confederacy); the Confederates (1)
 Continental; Continentals (13, 3b)
 corps; *but* Air Corps; Hospital Corps; etc. (6)
 Corps Area, First, etc.; the corps area (3)
 Department of the East; Finance Department (6); *but* the department; *similarly* all departments of the Army
 District of Washington (military district); the district (3)
 Establishment (6)
 General Commanding the (16a)
 General of the (commanding); *but* the general (16a)
 General Staff; the Staff (6)
 General Staff College; the college (6)
 General Staff Corps; the corps (6)
 Gun Factory; the gun factory; the factory (3)
 Headquarters of the; the Headquarters (6)
 headquarters, First Regiment
 Inspector General, only if referring to head of service (16a)
 Judge Advocate General (16a)
 Medical Museum; the museum (3)
 mobile army
 Organized Reserves; the Reserves (6)
 Paymaster General (16a)
 Regular; the Regulars
 Regular Establishment (6)
 Regulations (book) (17); *but* Army regulation 56 (3c)
 Regiment, First, etc.; the regiment (6)
 Revolutionary (American, French, British) (6)
 service, the (6)
 Surgeon General (16a)
 The Adjutant General (4, 16a)
 Volunteer; the Volunteers
 War College (6)
 White (maneuvers) (6)
 army, if with name of a person: Lee's army (6)
 army shoe, mule, etc. (6)
 Arsenal, Rock Island, etc.; the arsenal (3)
 article 2, II, etc. (3c); *but* Article 2, with title (17)
- Articles of Confederation (United States) (17)
 Articles of War (17); *but* sixty-second article of war
 Artillery School, United States (6)
 Asiatic Naval Station; the Asiatic Station; the station (3)
 Assembly of New York; the assembly (6)
 Assembly of the League of Nations; the Assembly (6)
 Assistant, if preceding a capitalized title (16a)
 Associate Justice, United States Supreme Court (16a)
 Astrophysical Observatory; the Observatory (6)
 Atlantic:
 cis-Atlantic
 coast
 Coast States (8)
 Fleet; the fleet (3)
 mid-Atlantic
 seaboard
 slope
 Squadron; the squadron (3)
 Torpedo Flotilla; the torpedo flotilla; the flotilla (3)
 trans-Atlantic
 Attorney General, United States (16a)
 autumn (9)
 Avenue:
 Constitution; etc.; the avenue (3)
 Pennsylvania; the Avenue (District of Columbia only) (3a)
 award (arbitral decision)
- Badlands (South Dakota and Nebraska) (8)
 Band, Eastern, etc. (of Cherokee Indians); Joseph's; the band (3)
 Band:
 Army (6)
 Fourth Field Artillery (6)
 Marine (6)
 Navy (6)
 Sousa's (3)
 Bank, only if part of proper name; the bank (6):
 Farm Loan Bank of Dallas; Dallas Farm Loan Bank; farm-loan bank; farm-loan bank at Dallas
 Federal Reserve Bank of New York; Richmond Federal Reserve Bank; *but* reserve bank at Richmond
 First National; etc.
 Joint Stock Land Bank of Louisville; Louisville Joint Stock Land Bank; joint-stock land bank; joint-stock land bank at Louisville
 Barracks, only if part of proper name; the barracks (3):
 A barracks; barracks A; etc.
 Marine, District of Columbia
 Vancouver; Washington; etc.
 Battery, the (New York City) (3a)

- Battle, only if part of proper name; the battle (10):
 of Gettysburg; *but* battle at Gettysburg; etc.
 of the Marne; of the Wilderness; of Waterloo; etc.
- Belt, only if part of proper name; the belt (8):
 Black (United States)
 Wheat; Corn; etc.
- Bible; Biblical; Scriptures; etc. (15)
- bill (Kiess)
- Bill of Rights (historic document) (17)
- Black Hand (organization) (6)
- B'nai B'rith (6)
- Board, if part of proper name; capitalized, standing alone, only if referring to a Federal board, a board of the District of Columbia, or an international board (6):
 Aeronautical
 Compensation (Navy)
 Crop Reporting
 Farm Loan
 Federal Horticultural
 Federal Reserve, Federal Reserve System
 for Vocational Education
 General Education
 General (Navy)
 General (of Engineers)
 Geographic (United States)
 Governing (Pan American Union)
 Insecticide and Fungicide
 Macy Board; etc. (Federal board, with name of person)
 Mediation and Conciliation (United States)
 Naval Examining
 Naval Retiring
 of Charities (District of Columbia)
 of Commissioners of the District of Columbia
 of Education (District of Columbia)
 of Engineers
 of Food and Drug Inspection
 of General Appraisers; a general appraiser
 of Indian Commissioners
 of Managers (of the Soldiers' Home)
 of Ordnance and Fortification
 of Pension Appeals
 of Public Welfare (District of Columbia)
 of Regents (Smithsonian Institution)
 of Road Commissioners for Alaska
 of Visitors (Annapolis and West Point)
 United States Geographic
 United States Interdepartmental Social Hygiene
 War Credits (War Department)
- Bolshevik; Bolsheviks (collective plural); Bolshevik (6a); bolshevism
- book:
 books of the Bible
 First Book of Samuel; etc. (17)
 Good Book (synonym for Bible) (15)
 book 1, I, etc. (3c); *but* Book 1, with title (17)
- Borough, only if part of proper name:
 Borough of the Bronx; the borough (3)
- Botanic Garden (National); the garden (3)
- Boy Scouts (the organization); a Boy Scout; a Scout (6, 6a)
- Breakwater, only if part of proper name; the breakwater (3)
- Bridge, only if part of proper name; the bridge (3):
 Arlington Memorial
 Cabin John
 Francis Scott Key; Key
 M Street
 Pennsylvania Railroad bridge
- Brigadier General Commandant, Marine Corps (16a)
- Brother; Brothers (adherent of religious order) (15)
- Budget of the United States; the Budget (publication) (17); *but* the budget, in general sense
- Building, only if part of proper name; the building (3):
 Atlantic
 Colorado
 Federal
 General Staff College
 Herald
 House (or Senate) Office
 Treasury
 Treasury Annex
 Winder
- Bulletin 420 (17)
- Bureau, if part of proper name; capitalized, standing alone, only if referring to a bureau of the Federal or District Government or an international bureau (6):
 International Bureau at Berne; the International Bureau; the Berne Bureau
 of Customs
 of Foreign and Domestic Commerce
 of Immigration
 of Indian Affairs
 of Ordnance
 of Prohibition
 of Reclamation
 of Mines
 of the Budget
 of the Public Health Service
 of Social Hygiene, New York; the bureau; etc.
- Business Men's League; the league (6)
- Cabinet, American or foreign (noun, adjective, or standing alone) (6):
 British Cabinet; the Cabinet
 the President's Cabinet; Cabinet officer; the Cabinet
- Calendar, only if part of proper name; the calendar (17) (*see also* church calendar):
 Consent; etc.
 House

Calendar, etc.—Continued

No. 99
 of Bills and Resolutions
 Private
 Senate
 Union
 Wednesday (legislative)
 Canal Zone (Isthmian); the Canal; the zone (3)
 Cape, only if part of proper name; the cape (3)
 Capes, the (Charles and Henry) (3a)
 Capital, Capital City, National Capital (Washington, D.C.) (3a); *but* the capital (State)
 Capitol, the (at Washington, D.C.) (3a):
 Chamber
 Grounds
 Hall of Fame; the Hall
 Halls of Congress
 Halls, meaning Hall of the House and Chamber of the Senate
 Police; the police
 Statuary Hall
 Capitol Building (State); the capitol (3)
 Captain Commandant (Coast Guard) (16a)
 Cemetery, only if part of proper name; the cemetery (3):
 Arlington National
 Oak Hill
 Census:
 Fourteenth; the census (3)
 the fourteenth and subsequent decennial censuses
 central Asia (8a)
 Central Powers; the powers (7a)
 century; twentieth century (3c)
 Chair, the, if personified (14)
 Chairman (16a):
 of the Committee of the Whole House; the Chairman
 of the Federal Trade Commission; the Chairman
 of the Appropriations Committee; the chairman
 Chamber, the (Senate or House) (3a)
 Chamber of Commerce of Boston; Boston Chamber of Commerce; the chamber of commerce (6)
 chapter 5, II, etc. (3c); *but* Chapter 5, with title (17)
 Chargé d'Affaires, British, etc.; the Chargé d'Affaires; the Chargé (16a)
 chart 2, A, II, etc. (3c); *but* Chart 2, with title (17)
 Chicago Sanitary District; the sanitary district; the district (6)
 Chief, only if referring to a unit of the Federal or District Government; the Chief (16a)
 Constructor, Navy
 Coordinator
 Intelligence Office, Navy

Chief, etc.—Continued

Justice, United States
 Magistrate (the President)
 of Naval Operations (Navy)
 of the Bureau of Insular Affairs, etc.
 of the Division of Publications
 Chief Clerk, the, of a governmental unit which is capitalized (16a)
 Christian; Christendom; Christianity; Christianize (15)
 church calendar (10):
 Advent
 Ascension
 Christmas
 Easter
 Epiphany
 Lent
 Quinquagesima
 Septuagesima
 Sexagesima
 Trinity
 Whitsuntide (Pentecost)
 Church, if with name, referring to building, congregation, or organization (3, 6)
 church and state (7)
 Chute, only if part of proper name; the chute (3)
 Circle, only if part of proper name; the circle (3):
 Arctic Circle; Dupont Circle; Logan Circle; etc.
 cis-Atlantic; etc.
 cities, sections of, capitalized (8):
 East Side
 Latin Quarter
 North End
 the Loop
 City, only if part of corporate or popular name; the city (3):
 Kansas City
 Mexico City
 New York City
 Washington City; *but* city of Washington
 Clan, only if part of proper name; the clan (3)
 class 2, A, II, etc. (3c); *but* Class 2, with title (17)
 Clerk, the, of the House of Representatives; of the Supreme Court of the United States (16a)
 Coast Guard, United States; the Coast Guard (6)
 Coastal Plain (Atlantic and Gulf) (8); *but* a coastal plain
 Coast Pilot (book) (17)
 Code (in shortened title of a publication); the code (17):
 District
 Federal Criminal
 International (signal)
 Mississippi
 Penal; etc.
 United States

- College, only if part of proper name; the college (3):
 Columbia
 Gallaudet
 of Bishops
 Colonials (Colonial Army) (3a)
 Colonies, Thirteen American; the Thirteen Colonies; the Colonies (7)
 Columbia Institution for the Deaf; the institution (6)
 Comintern (Communist International) (6)
 Commission, if part of proper name; capitalized, standing alone, only if referring to a national governmental or international commission (6):
 Alaskan Engineering
 Civil Service
 District (District of Columbia)
 Electoral
 Federal Power
 Federal Radio
 Federal Trade
 Gettysburg National Military Park
 Immigration, Joint Congressional
 Inter American High (no hyphen)
 International Boundary, United States and Mexico
 International High; the High Commission
 International Prison
 International Waterways
 Interstate Commerce
 Isthmian Canal
 Merchant Marine
 Mississippi River
 National Forest Reservation
 National Monetary
 National Screw Thread
 National Waterways
 of Fine Arts
 Philippine
 Public Buildings
 Public Utilities (District of Columbia)
 Shiloh National Military Park
 Spanish Treaty Claims
 to Revise the Laws of the United States
 United States Employees' Compensation
 United States Tariff
 Vicksburg National Military Park
 Commissioner, the, of any national governmental or international commission (16a):
 of Customs
 of Patents
 of Prohibition
 of the District of Columbia; the Commissioner; the Commissioners of the Five Civilized Tribes; etc.
 United States Commissioner, International Prison Commission
 Commissioner General of Immigration; the Commissioner General (16a)
 Committee, if used as part of proper name; the Committee, only if referring to a Federal or international committee or the Committee of the Whole House (6):
 Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee
 Democratic National; the committee
 National Advisory, for Aeronautics; the Committee
 of One Hundred, etc.; the committee of the Whole House on the state of the Union; Committee of the Whole; the Committee
 on Accounts; the committee
 on Post Offices and Post Roads (Senate); the committee
 on the Post Office and Post Roads (House); the committee
 on Public Safety; the committee
 Republican National, etc.; the national committee; the committee
 Commonwealth (synonym for State) (7a): of Australia; of Massachusetts; etc.; the Commonwealth
 Commune (of Paris) (7)
 Communist (6a)
 Communist International (6)
 Comptroller (16a):
 of the Currency; the Comptroller of the Post Office Department; the Comptroller
 Comptroller General, United States; the Comptroller (16a)
 Confederacy (of the South) (6)
 Confederate Army; government; soldier; States (7a)
 Confederation, Swiss; the Confederation (7a)
 Conference, if part of proper name; capitalized, standing alone, only if referring to a national or an international conference (6):
 First Hague; the International Peace Conference
 on Limitation of Armament
 on Unemployment; the conference
 Confession, Augsburg (15)
 Congress (legislature), if referring to a national congress (6):
 of Bolivia; etc.; the Congress of the United States; First, Second, etc.; the Congress
 Congress (assembly), if part of proper name; capitalized, standing alone, only if referring to an international congress (6):
 International Good Roads Congress; Good Roads Congress; the Congress
 of Parents and Teachers, National; the congress

- Congressional (congressional, standing alone):
 Directory; the Directory (17)
 District, First; etc.; the First District; the district (3)
 Library; the Library (3, 3a)
 Congressman; Member of Congress; Member (6a, 16a)
 Constitution, the (United States), or with name of country or State (17)
 consul, British, etc. (16a)
 consul general, British, etc. (16a)
 consulate, British, etc. (6)
 Continent, only if part of proper name; the continent (3); *but* the Continent (continental Europe) (8)
 Continental:
 Army; the Army (6)
 Congress; the Congress (6)
 Divide; the Divide (8)
 continental Europe
 Continentals (Revolutionary soldiers) (13)
 Convention, if part of proper name (6):
 Constitutional (United States, 1787); the Convention
 International Postal; the convention
 International Sanitary; the convention
 Republican National; the convention
 convention of 1907 (treaty); the convention (3)
 Corn Belt; the belt (8)
 Corporation, Reconstruction Finance; the Finance Corporation; the Corporation (6)
 Corps, only if part of proper name; the corps (6):
 Air
 Artillery
 Chaplain
 diplomatic corps
 General Staff
 Hospital
 Marine
 Medical
 Nurse
 of Cadets
 of Engineers
 Pay
 Quartermaster
 Signal
 Cotton Belt; the belt (8)
 Council (6):
 Choctaw; etc.; the council
 of the League of Nations; the Council
 Boston City; the council
 National Research; the council
 Philadelphia Common; the council
 His Majesty's Privy Council; the Privy Council
 Councilor, Privy (16a)
 countries, domains, and administrative subdivisions (7, 7a)
 County, Frederick; County Kilkenny; etc.; the county (3)
 Court (of law; *see also* Court Style), capitalized if part of name of a national or international court, a United States court, a district court, or a State court; lower-cased if part of the name of a city or county court; capitalized, standing alone, only if referring to the Supreme Court of the United States or to an international court (6)
 Circuit Court of the United States for the Southern District of New York; the circuit court; the court
 Commerce Court, United States; the court
 Court of Appeals of the State of Wisconsin; etc.; the court of appeals; the court
 Court of Claims; the court
 Court of Customs and Patent Appeals; the court
 Court of Impeachment, the Senate; the court
 Court of Private Land Claims; the court
 District Court of the United States; the district court; the court
 International Court of Arbitration; the Court
 Supreme Court of the United States; the Supreme Court; the Court
 Supreme Court of the District of Columbia; etc.; the supreme court; the court
 World Court; the Court
 Covenant of the League of Nations; the Covenant (17)
 Creed, Apostles'; the Creed (15)
 Crown, if referring to a ruler (16a):
 lands; etc.
 Dalles, The; *but* the Dalles region (4)
 Dam 1; Dam No. 1 (3)
 Daughters of the American Revolution; King's Daughters; a Daughter; a Real Daughter (6, 6a, 15)
 Day (10):
 Arbor
 Armistice
 Founders'
 Mother's
 dean of the diplomatic corps
 Declaration of Independence; the Declaration (17)
 decorations, medals, etc., names capitalized (3):
 Congressional Medal of Honor; the medal
 Croix de Guerre; the cross
 Distinguished Service Medal; the medal
 Iron Cross; the cross
 Victoria Cross; the cross
 Deity, words denoting, capitalized (15)
 Delegate (in Congress) (16a)

delegate (to a conference); the delegate; the delegation (6a, 16a)

Delta, Mississippi River; the Delta (3, 3a)

Department, if part of proper name (6):
of State; the Department; *similarly*,
all national executive departments

Land Department (for General Land Office); the department
department (6):

clerk

legislative, executive, and judicial departments

Deputy, if preceding a capitalized title (6); *but* the deputy, standing alone
derivatives of proper names no longer identified with the names from which they were derived (2):

anglicize

artesian well

babbitt metal

bristol board

britannia ware

brussels sprouts

burley tobacco

canada balsam

(microscopy)

carlsbad twins

(petrography)

cashmere shawl

china clay

chinaware

chinese blue

delftware

derby hat

dutch windmill

fedora hat

fuller's earth

georgette crepe

german silver

gothic architecture

gothic type

haikwan tael

harveyized steel

india ink

india rubber

japanese varnish

kafir corn

kraft paper

leghorn hat

levantine silks

levant (leather)

lima beans

london purple

lynch law

lyonnaise potatoes

macadamized

road

manila rope, paper

mercerized fabrics

merino sheep

morocco (leather)

navy blue

navy cloth

new market

cloak

osnaburg cloth

palm-beach suit

panama hat

pasteurized

milk

parian ware

paris green

plaster of paris

portland cement

prussian blue

raglan coat

roentgen rays

roman numerals

roman type

russia (leather)

scotch plaid

surah silk

timothy grass

turkey red

ulster coat

utopia

venetian blinds

venturi tube

wedgwood ware

diplomatic corps

Diplomatic List (publication) (17)

Director General (16a):

of the Pan American Union; the

Director General; the Director

of Railroads; the Director General;

the Director

Director, if referring to the head of a national governmental unit; the Director (16a):

of Postal Savings

of Public Buildings and Public Parks

of the Budget

of the Census

of the Geological Survey

of the Mint

Disciplinary Barracks, Fort Leavenworth, Kans., etc.; the barracks (3)

District, only if part of proper name; the district (3):

Sixth Congressional (3); Sixth District (3c); the district

first assembly district; third lighthouse district; etc. (3c)

District of Alaska; the District (7)

District of Columbia; the District (7, 3a):

Anacostia Flats; the flats (3)

Arlington Memorial Bridge; the Memorial Bridge; the bridge (3, 3a)

Avenue, the (Pennsylvania Avenue only) (3a)

District jail; the jail

Highway Bridge; the bridge (3)

juvenile court; the court

Mall, the (3a)

Metropolitan Police; Metropolitan policeman; the police (6)

Monument, Washington; the Monument (3, 3a)

Monument Grounds; the grounds (3)

Monument Lot; the lot (3)

municipal court

Plaza, the, Union Station (3a)

police court

Potomac Flats; the flats (3)

Public Library; the free Public Library; the library (3)

Speedway, the (3a)

Tidal Basin; the Basin (3, 3a)

White Lot; the lot (3)

Divide, Continental; the Divide (8)

Division, if referring to a national governmental unit (6):

of Accounts; the Division

of Rural Mails; the Division

Passport; the Division

Division, Army, only if part of name (6):

First Division; the division

Document, only if part of proper name; the document (3):

Document Numbered One Hundred and Thirty

Document No. 2

Dominion, capitalized if part of proper name (7):

of Canada; of New Zealand; etc.; the Dominion

but a dominion, dominion status

drawing II, A, 3, etc. (3c)
Driftless Area (Mississippi Valley) (8)

eagle boats (a class) (11)
earth, rarely capitalized (12d)
east Africa (8a)
East Coast (Africa) (8)
east Tennessee (8a)
East, the (section of the United States, (8)

eastern Gulf States (8, 8a)
easterner
Eastern Hemisphere (8)
Eastern Shore (Chesapeake Bay) (8)
electoral college; the electors
Embassy, British; etc.; the Embassy (6)
Emperor, Japanese; the Emperor (16a)
Empire, Japanese; etc.; the Empire;
but an empire (7)

Engine Company No. 6; No. 6 Engine
Company; the company (6)
Engineer Commissioner, District of
Columbia (16a)

Engineer Department; the Depart-
ment (6)

Engineer in Chief (Navy); the Chief
(16a)

Engineer officers; etc. (of Engineer
Corps) (16a)

Entente Allies; the Entente; the Triple
Entente (6)

Envoy Extraordinary and Minister
Plenipotentiary; the Envoy; the Min-
ister (16a)

Equator, the; equatorial (8)

Establishment, only if part of proper
name (6):

Army
Lighthouse
Military
Naval
Regular

but civil establishment

Estate, Girard (a foundation); the es-
tate (3)

estate, third (the commons); fourth
(the press); etc.

Excellency, His; Their Excellencies
(16a)

Executive (meaning President of the
United States) (16a)

executive departments (6)

Executive Document No. 95 (17)

Executive Mansion; Executive Office;
the White House; the Office (3, 3a)

Executive order (by the President);
Executive Order No. 34 (17)

exhibit 2, A, II, etc. (3c); *but* Exhibit
2, with title (17)

Express, only if part of proper name (3).
Federal Express, the (4a)

fall (season) (9)

Falls, Niagara; the Falls (3, 3a)

fanciful appellations capitalized (13):

Bay State (Massachusetts)
Big Four (railroad)

fanciful appellations capitalized—con:

City of Churches (Brooklyn)

Great Father (the President)

the Hub (Boston)

Keystone State (Pennsylvania)

Far East (the Orient); *but* far West
(U.S.); far eastern (8, 8a)

Father of his Country (Washington)
(13)

Federal (synonym for United States
Government) (7a)

Federal Council; the Council; Federal
Government (of a national federal
government) (7a)

Federal District (Mexico) (7a)

Federal Reporter (publication); the
Reporter (17)

Federal Reserve Board, the Board
(6); Federal Reserve System; the
System.

Fidac (Fédération Interalliée des
Anciens Combattants) (6)

Field, Bolling; Hoover; Mitchel; etc.;
the field (3)

figure 2, A, II, etc. (illustration) (3c);
Figure 2, with title (17)

Financial Adviser-General Receiver;
the Financial Adviser; the General
Receiver (16a)

flag, United States (13):

Old Flag

Old Glory

Stars and Stripes

Star-Spangled Banner

flag code

Flats, Anacostia; etc.; the flats (3)

Fleet, only if part of proper name; the
fleet (3):

Baltic

Channel

Grand

High Seas

Naval Reserve

Pacific; etc. (naval)

United States

Food and Drug Administration; the
Administration (6)

foreign cabinet officers (16a):

Premier

Prime Minister

Foreign Commerce Service; the Service
(6)

Foreign Legion (French); the legion
(6)

Foreign Service; the Service (6)

Forester (Chief of Forest Service);
the Chief (16a)

Forest, only if part of proper name; the
national forest; the forest (3):

Angeles National

Black

Coconino and Prescott National
Forests

Minam National

Forest Service; the Service (6)

form 2, A, II, etc. (3c); Form 2, with
title (17)

Foundation, only if part of proper name; the foundation (3):

Chemical
Rockefeller
Russell Sage

Free City of Danzig; the Free City (7)
Freedman's Savings Bank; the bank (6)
Freedmen's Hospital; the hospital (6)
Frisco (for San Francisco; no apostrophe) (13)

Garden, Botanic; the garden (3)
General Accounting Office; the Accounting Office; the Office (6)

General Board (of the Navy); the Board (6)

General Counsel for the Bureau of Internal Revenue; the General Counsel (16a)

General Order No. 14; General Orders, No. 14; a general order (17)

General Supply Committee (of the United States Government); the Committee (6)

gentile

geographic terms, capitalized if part of proper name (3, 3b, 8); capitalized, standing alone, only if well-known short form of specific name (3a); lower-cased in general sense (valleys of Virginia and Maryland):

Aqueduct	Forest
Archipelago	Fork (stream)
Basin	Fort
Bay	Gap
Bayou	Glacier
Beach	Gulch
Bend	Gulf
Bight	Harbor
Borough	Head
Branch (stream)	Highway
Breakwater	Hill
Butte	Hollow
Camp (military)	Hook
Canal; the Canal (Panama)	Inlet
Canyon	Island
Cape	Isle
Channel	Islet
Chute	Jetty
Cove	Lake
Crater	Landing
Creek	Levee
Dam	Light
Desert	Lighthouse
Dike	Light Station
Ditch	Lock
Dock	Mesa
Dome (but not in geologic sense; see p. 149)	Mole
Draw (stream)	Mount
Dry Dock	Mountain
Dune	Narrows
Falls	Oasis
Ferry	Ocean
Flats	Parish (Louisiana)
	Park
	Pass
	Passage

geographic terms, etc.—continued

Peak	Rock
Peninsula	Run (stream)
Pier	Sea
Plateau	Shoal
Point	Slip
Pond	Sound
Port	Spring
Range (mountain)	Strait
Reef	Tunnel (but not a mine tunnel)
Reservoir	Valley
Ridge	Volcano
River	Weir
Roads (anchorage)	Wharf
	Woods

Geological Survey; the Survey (6)

George V; George the Fifth (16a)

Girard Estate (a foundation); the estate (3)

Girl Scouts (organization); a Girl Scout; a Scout (6, 6a)

Gold Coast, Africa (8)

Golden Rule (15)

Gold Star Mothers (organization); a Mother (6, 6a)

Gospel, only if referring to the first four books of the New Testament (15)

gospel (tidings) (15)

Government and similar designations, capitalized if part of proper name; capitalized, standing alone, only if referring to a specific government (7a):

French Government; the Government; Government publications, etc.; *but* Kerensky government; European governments; insular government; provincial government; island government; seat of government; etc.

British Commonwealth; the Commonwealth; etc.

National (United States)

governmental

Government Printing Office; the Printing Office; the Office (6)

Governor General (16a):

of Canada; the Governor General of the Philippine Islands; the Governor General

Governor (6):

of Puerto Rico; the Governor of the Federal Reserve Board; the Governor

of the Panama Canal; the Governor of Wisconsin; etc.; the Governor

Grain Futures Administration; the Administration (6)

Grand Army of the Republic; the Grand Army; the Army (6)

Grand Army Post No. 63; etc.; Post No. 63; Grand Army post; the post (3)

Grange, the (National) (8)

graph 2, A, II, etc. (3c); *but* Graph 2, with title (17)

- Great (3, 8):
 Basin
 Beyond
 Divide
 Lakes; the Lakes (3, 3a)
 Plains
 White Way (New York City)
 great circle (navigation)
 Greater New York (8)
 group 2, II, A, etc. (3c); *but* Group 2,
 with title (17)
 Gulf of Mexico; the Gulf (3, 3a)
 Gulf Stream; the stream (3)
- Hague, The; *but* the Hague Court (4)
 Hall (Senate or House) (3a)
 Halls of Congress (3a)
 Heaven (Deity) (15); heaven (place)
 Hemisphere, Eastern; Western; etc.;
 the hemisphere (8)
 High Church (15)
 High Commissioner (16a)
 High School, only if part of proper
 name; the high school (3):
 Eastern
 Western
 Catonsville
 Highway Bridge (Washington, D.C.);
 the bridge (3)
 His Excellency the Duke of Athol; etc.;
 His Excellency; Their Excellencies
 (16a)
 His Majesty; Her Majesty; Their
 Majesties (16a)
 Historical Adviser of the Department
 of State; the Historical Adviser (16a)
 historical events and epochs (10):
 Reformation, the
 Renaissance, the
 Restoration, the (English)
 Revolution, the (American, 1775;
 French, 1789; English, 1688)
 Revolution of July (French)
 holidays, etc. (10):
 Admission Day
 Arbor Day
 Armistice Day
 Christmas Day, Eve
 Decoration Day
 Easter Sunday
 Father's Day
 Fourth of July
 Good Friday
 Inauguration Day
 Independence Day
 Labor Day
 Memorial Day
 Mother's Day
 New Year's Day, Eve
 Thanksgiving Day, Eve
 Washington's Birthday
 Holy Writ (Bible) (15)
- Hospital, only if part of proper name;
 the hospital (3):
 Edward Hines, Jr.
 Fifth Regiment
 Providence
 St. Elizabeths (no apostrophe)
 House, if part of proper name:
 Ebbitt (hotel); the house (3)
 Johnson house (private residence) (3)
 of Representatives; the House (6)
 of the Woods (palace); the House
 (3, 3a)
 Office Building; the office building (3)
 House of Representatives, titles of offi-
 cers, standing alone, capitalized
 (16a):
 Chairman (Committee of the Whole)
 Chaplain
 Clerk
 Doorkeeper
 Official Reporter
 Parliamentarian
 Postmaster
 Sergeant at Arms
 Speaker
 Speaker pro tempore
 Hydrographer, the (Navy Department)
 (16a)
 Hygienic Laboratory; the Laboratory
 (6)
- Income Tax Unit; the Unit (6)
 independence; in the year of our inde-
 pendence the one hundred and fifty-
 sixth
 Indians (1):
 Absentee Shawnee
 Eastern (or Lower) Band of Chero-
 kee; the band (3)
 Five Civilized Tribes; the tribes (3)
 Joseph's Band; the band (3)
 Shawnee Tribe; the tribe (3)
 Inquisition, Spanish; the Inquisition
 (10)
 Institute, if part of proper name;
 capitalized, standing alone, only if
 referring to an international organ-
 ization (6):
 Institute of International Law; the
 Institute
 Woman's Institute; the institute
 Institution, if part of name; capitalized,
 standing alone, only if referring to
 a national governmental unit (6):
 Smithsonian Institution; the Insti-
 tution
 Carnegie Institution; the institution
 insular government; island government
 international law
 Isthmian Canal; the Canal (3, 3a)
 Isthmus of Panama, the Isthmus (3,
 3a)

- italicize (2)
 Ivory Coast (8)
 Jersey cattle (11)
 Jim Crow law, car, etc. (13)
 Journal clerk; the clerk
 Journal (House or Senate) (17)
 Judge Advocate General (Army or Navy) (16a)
 King of England; etc.; the King (16a)
 Ku-Klux Klan (organization); the Klan (6)
 Lake, only if part of proper name; the lake (3):
 Salt
 Lake of the Woods
 Lakes, the (Great Lakes) (3a)
 Lane, only if part of proper name; the lane (3):
 Bradley
 Maiden
 Latter-Day Saints (15)
 law of nations
 law of nature
 League of Nations; the League (6):
 Assembly of the; the Assembly
 Council of the; the Council
 Covenant of the; the Covenant
 Secretariat of the; the Secretariat
 Legal Adviser of the Department of State; the Legal Adviser (16a)
 Legation, Chinese; etc.; the Legation (6)
 Legion, if part of proper name:
 American; the Legion (6)
 French Foreign; the legion (6)
 Legislative Assembly, only if part of proper name (6):
 of New York; the legislative assembly; the assembly
 of Puerto Rico; the legislative assembly; the assembly
 Legislature, only if part of proper name (6):
 National Legislature (United States Congress)
 Ohio Legislature; the legislature
 Letters Patent No. 378964 (17)
 Levant, the (Mediterranean region) (8)
 Liberty Loan bonds; the loan bonds; the bonds (3)
 Librarian of Congress; the Librarian (16a)
 Library, if part of proper name:
 of Congress; the Library (3, 3a)
 Public (District of Columbia); free Public Library; the library (3)
 Lieutenant Governor, of a State; the Lieutenant Governor (16a)
 Light, only if part of proper name; the light (3, 3a):
 Boston Light
 Buffalo South Pier Light 2; *but* light no. 2; light 2 (3c)
 Highland Light
 but Massachusetts Bay lights
 Lighthouse (*see* Light Station)
 Lighthouse Service; the Service (6)
 Lightship (formerly Light Vessel), only if part of proper name; the lightship (3):
 North Manitou Shoal Lightship
 Grays Reef Lightship
 Light Station, only if part of proper name; the light station; the station (3):
 Minots Ledge Light Station
 Watch Hill Light Station
 Line(s), only if part of proper name; the line(s) (3):
 Burlington Lines (railroad)
 Cunard Line (steamship)
 Greyhound Line (bus)
 Ludington Line (airplane)
 Lock 1; Lock No. 1; Locks Nos. 1 and 2 (3)
 Loop, the (section of city) (8)
 Louisiana Purchase (8)
 Low Church (15)
 Lower, only if part of proper name (3):
 Lower California (Mexico)
 Lower Egypt
 lower House of Congress
 lower Mississippi
 Lower Peninsula (of Michigan)
 Magna Carta (17)
 Majesty, His, Her; Their Majesties (16a)
 Major General Commandant (Marine Corps); the major general (16a)
 Mall (District of Columbia) (3a)
 mandate
 Mandatory Government, if referring to a specific government; the Mandatory (7a)
 map 3, A, II, etc. (3c); *but* Map 2, with title (17)
 Marine Corps; the corps (6); a marine (16a)
 Marine Corps Naval Reserve; Marine Corps Reserve; the reserve (6)
 Maritime Customs (Chinese International Customs Service) (6)
 Maritime Provinces, Canada (8)
 market grades (11):
 Half Blood, Fine, Second (wool), etc.
 Middling, Fair, Good, Ordinary (cotton)
 No. 2 Dark Northern Spring, No. 1 Red Spring, No. 2 Red Durum, Sample grade (wheat)
 Old Belt Flue-cured, Southern Bright (tobacco)
 Prime, Fancy, Common (cattle)
 Red Kidney, U.S. No. 2 Pea (beans)
 Timothy Light Clover Mixed, Upland Prairie (hay)
 Marshal, United States Supreme Court (16a)
 Member, if referring to a Senator, Representative, Delegate, or Resident Commissioner of United States Congress

Memorial Bridge, Arlington; the Memorial Bridge; the bridge (3, 3a)
 Merchant Marine Naval Reserve; the reserve (6)
 midcontinent region
 Middle West, Midwest (section of United States) (8)
 Middle Western States; Midwestern States; *but* midwestern farmers; etc. (8, 8a)
 Mikado, the (Emperor of Japan) (16a)
 Military Academy, United States; the academy (3, 3a)
 Military Establishment (Army); the establishment (6)
 Militia, only if part of proper name; the militia (6):
 First Regiment Ohio
 Indiana
 Naval
 New York Naval Reserve of Ohio
 Organized
 Minister Plenipotentiary; the Minister (16a)
 Mint, Philadelphia; etc.; the mint (3)
 miscellaneous lower-cased terms. (*See* derivatives)
 Mission, only if part of proper name; the mission (6):
 diplomatic mission
 Gospel Mission
 Monroe Doctrine (17)
 Monument, Bunker Hill; etc.; the monument (3)
 Monument, Washington (District of Columbia); the Monument (3a)
 Monument Grounds (D.C.); the grounds (3)
 Monument Lot (D.C.); the lot (3)
 moon, rarely capitalized (12d)
 Mountain States (8)
 Mount Vernon Memorial Highway; the Memorial Highway; the highway (3, 3a)
 Mr. Chairman; Mr. Secretary; etc. (16b)
 Museum, National; the Museum (3, 3a)

Nation (synonym for United States) (7)
 Nation, Creek; Osage; etc.; the nation (7a)
 nation, in general, standing alone (7a)
 Nation-wide (United States)
 National, only if preceding a capitalized name:
 Academy of Sciences; the Academy (6)
 Advisory Committee for Aeronautics; the Committee (6)
 and State institutions; etc.
 Bank Redemption Agency; the Agency (6)
 Capital (Washington); the Capital (3, 3a)
 Forest, Prescott; etc.; the national forest; the forest (3)

National, etc.—Continued
 Forest Reservation Commission; the Commission (6)
 Gallery of Art; the National Gallery; the Gallery (3, 3a)
 Grange; the Grange (3, 3a)
 Guard, Ohio; etc.; the National Guard; the guard; a guardsman (6, 16a)
 Home for Disabled Volunteer Soldiers (6)
 Legislature (United States Congress) (6)
 Medical Museum; the Medical Museum; the museum (6)
 Naval Volunteers; the Naval Volunteers; the volunteers (6)
 Park, Yellowstone; etc.; Yellowstone Park; the national park; the park (3)
 Treasury; the Treasury (6)
 Woman's Party; the party (3)
 national customs, spirit, etc. (7a)
 Naturalization Service; the Service (6)
 Naval, if part of proper name (3, 6):
 Academy (United States); the academy
 Aircraft Factory; the aircraft factory; the factory
 Asylum; the asylum
 Establishment; the establishment
 Gun Factory; the gun factory; the factory
 Home (Philadelphia); the home
 Militia; the militia
 Observatory; the Observatory (6)
 Reserve; the Reserve
 Reserve Force; the force
 Reserve officer; Reserve officer
 Station, Key West; etc.; the station
 War College; the War College; the college
 naval, in general sense (6):
 expenditures
 Navy (American or foreign; noun, adjective, or standing alone) (6):
 Admiral of the; the admiral (16a)
 Battle Force; the battle force; the force
 Blue Fleet, etc. (maneuvers); the fleet
 Establishment; the establishment
 Hospital Corps; the corps
 Regular
 Regulations (book) (17); *but* Navy regulation 56
 Scouting Force; the scouting force; the force
 Special Service Squadron; the service squadron; the squadron
 navy blue; navy cloth; etc. (2)
 Navy Yard, only if immediately preceding or following proper name; the navy yard (3):
 Brooklyn Navy Yard; the Navy Yard, Brooklyn
 Near East (8)

- Needle, Cleopatra's (13)
 Negro, Negress (1)
 New, only if part of proper name (1):
 Ebbitt
 Willard
 New World (8)
 Night Riders (organization); a Night Rider (6, 6a)
 Nine Power Treaty; the treaty (17)
 North Atlantic (8)
 North Atlantic Squadron, the squadron (3)
 North Atlantic States (8)
 northerners
 Northern States (8)
 North Pole (8)
 North Star (Polaris)
 North, the (section of United States) (8)
 numbers and letters capitalized if spelled out as part of a name (3):
 Charles the First
 Committee of One Hundred
 First Regiment
 Fourteenth Census
 Tenth Congressional District; Tenth District

 Observatory, Astrophysical; Naval; the Observatory (6)
 Occident, the (8); occidental
 Office, if referring to a national governmental unit; the Office (6)
 Executive
 General Land
 Government Printing
 Hydrographic
 Nautical Almanac
 of Education
 of Experiment Stations
 of Indian Affairs
 of Naval Intelligence
 of Naval Operations
 of Public Buildings and Public Parks of the Supervising Architect
 Patent
 Pension
 Old South (13)
 Old World (8)
 opinion (arbitral decision)
 Order of Business No. 56 (congressional calendar)
 Ordnance Department; the department (3)
 Organization Tables (War Department publication) (17)
 Organized Militia; the militia (6)
 Organized Reserves; the Reserves (6)
 Orient, the (8); oriental

 Pacific (*see also* Atlantic):
 coast
 Coast States (8)
 seaboard
 slope
 Pan American Union; the Union (6):
 Governing Board; the Board (6)
 Parcel Post Service; the Service (6)

 Parish, Caddo; etc. (Louisiana civil division); the parish (3)
 Park, only if part of proper name; the park (6)
 Park Police, District of Columbia (6);
 Park policeman
 Parliament, House of; Parliament (6)
 Parliamentarian, House of Representatives (16a)
 part 2, A, II, etc. (3c); *but* Part 2, with title (17)
 Party, only if part of name; the party (6):
 Democratic Party
 National Woman's Party
 Pass, Passes, only if part of proper name; the pass (3):
 Brenner Pass
 Head of Passes, Mississippi River
 Shoshone Pass
 pasteurize (2)
 Paymaster General (Army or Navy) (16a)
 Peninsula, if part of proper name; the peninsula (3):
 Upper (Lower) Peninsula (Michigan)
 Penitentiary, Albany; etc.; the penitentiary (3)
 Permanent Court of International Justice; the World Court; the Court (6)
 Pharisee (Biblical sect) (15); pharisee (in general)
 Philippine:
 Assembly; the assembly (6)
 Commission; the Commission (6)
 Constabulary; the constabulary (6)
 government
 Philippines, Governor General of the; the Governor General (16a)
 Pier 1, A, etc.; White Star Line pier; the pier (3)
 Pilgrim Fathers (1620); the Pilgrims; a Pilgrim (1)
 Place, only if part of proper name; the place (3); Jefferson Place
 Plains (Great Plains), the (3a)
 plaster of paris (2)
 plate 2, A, II, etc. (3c); *but* Plate 2, with title (17)
 Plaza, Union Station (Washington, D.C.); the Plaza (3a)
 Pole Star (Polaris); polar star
 Police, only if part of proper name; the police (6):
 Capitol
 Metropolitan (District of Columbia)
 Park (District of Columbia)
 political parties and adherents (6, 6a):
 Anticlerical Party; an Anticlerical
 Boxers; a Boxer
 Center; Right; Left
 Communist Party; a Communist
 Conservative Party; a Conservative
 Independent Party; an Independent
 Progressive Party; a Progressive
 Socialist Party; a Socialist
 Unionist Party; a Unionist

- Port, only if part of proper name; the port (3):
 Arthur
 of New York Authority; the port authority
 of Spain
 Postal Savings System; Postal Savings; the System (6)
 Postal Service; the Service (6)
 Postal Union; the Union (6)
 Postmaster General (16a)
 Powers, Central, Allied (World War); the powers; European powers (7a)
 precinct; first precinct (3c)
 President (16a):
 of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect
 of any other country, the President
 of the Civil Service Commission, President of the Commission; the president
 president of the Erie Railroad
 Presidency (office of a head of state) (6)
 Presidential (President of the United States); otherwise lower-cased
 Prince Edward; the Prince of Wales; the Prince (16a)
 Printing Office, Government; the Printing Office; the Office (6)
 Privy Council, His Majesty's; the Privy Council (6)
 Province, if referring to an administrative subdivision of a state (7):
 Ontario Province; Province of Ontario; the Province
 Provincial, only if referring to a specific province (7)
 Proving Ground, if part of proper name; the proving ground (3):
 Sandy Hook; etc.
 Public, No. 37; Public Act 26; Public Act No. 44; Public Law No. 9; Public Resolution 3 (17)
 Public Printer; the Printer (16a)
 Puerto Rico:
 Governor of; the Governor (16a) government (6)
 Legislative Assembly of; the legislative assembly (6)
 Provisional Regiment; *but* Puerto Rico regiment (6)
 Puritan (15)
 Range, Coast; etc. (mountains) (8)
 Rebellion (American Civil War) (10)
 Reconstruction Finance Corporation; the Reconstruction Corporation; the Finance Corporation; the Corporation (6)
 Reform School of the District of Columbia; the reform school (3)
 Reformation, the (10)
 Reformatory, only if part of proper name; the reformatory (3): Elmira; etc.
 Register of the Treasury; the Register (17)
- Regular Army; Regular Navy (6)
 Reign of Terror, the (France, 1792) (10)
 religious names capitalized (15):
 Baptist
 Buddhist
 Catholic; Catholicism; *but* catholic (universal)
 Christian
 Christian Science
 Evangelical
 Hebrew
 Latter-Day Saints
 New Thought
 Protestant
 Seventh-day Adventists
 United Brethren
 Renaissance, the (era) (10)
 Report, only if part of proper name; the report (17)
 Reporter, the (United States Supreme Court) (16a)
 Reporter, Federal (publication); the Reporter (17).
 Representative (in United States Congress)
 Republic, capitalized if part of proper name; capitalized, standing alone, if referring to a specific government (7a):
 French; the Republic
 of Panama; the Republic
 Swiss; the Republic
 United States; the Republic
 Reservation (forest, military, or Indian) if part of proper name; the reservation: Great Sioux
 Reserve:
 United States Army Reserve Corps; the Reserves; Reserve officer
 United States Naval Reserve; the Reserve; Reserve officer
 Resident Commissioner (Philippine Islands and Puerto Rico) (16a)
 Resolution, only if part of proper name; the resolution (17):
 Resolution No. 6
 Public Resolution 6
 Senate Concurrent Resolution 18
 House Joint Resolution 3
 Resolution 42
 Revised Statutes (United States); Supplement to the Revised Statutes (17)
 Revolution, Revolutionary (if referring to the American, French, or English Revolution) (6)
 River, only if part of proper name; the river (3):
 Potomac, the
 Mississippi, the
 roman numerals, common nouns used with, not capitalized (3c):
 book II; chapter II; part II; etc.
but Book II: Modern Types (complete heading) (17)
 Part XI: Early Thought (complete heading) (17)
 roentgen rays (2)

- Road, only if part of proper name; the road (3):
 Benning Road
 Erie Road (railroad)
 Military Road
 route no. 12466; mail route 1742; railway mail route 1144 (3c)
 rule 21; rule XXI (3c)
 Ruler of the Universe (13)
 Rules and Articles of War (book) (17)
- Sabbath; Sabbath Day (15)
 schedule 2, A, II, etc. (3c); *but* Schedule 2, with title (17)
 School, only if part of proper name; the school (3):
 any school of the United States Army or Navy
 Hayes
 Girls' Reform
 St. John's Industrial
 Pawnee Indian
 Scriptures (the Bible) (15)
 Secretariat of the League of Nations; the Secretariat (6)
 Secretary, if referring to the head of a national governmental unit (16a):
 of State; of War; etc.; the Secretary of State for Foreign Affairs, British; for the Colonies; etc.; the Secretary of the Smithsonian Institution; the Secretary
 Secretary General of the League of Nations; the Secretary General (16a)
 section 2, A, II, etc. (3c); *but* Section 2, with title (17)
 Senate, titles of officers, standing alone, capitalized (16a):
 Chaplain
 Chief Clerk
 Official Reporter
 Postmaster
 President of the
 President pro tempore
 Presiding Officer
 Secretary
 Sergeant at Arms
 Vice President
 Senator (United States Congress); *but* lower-cased if referring to State senators unless preceding a name (16a)
 senatorial
 Sergeant at Arms (Senate or House. (16a)
 Sermon on the Mount (15)
 Service, if referring to any Federal or District service; the Service (6):
 Air
 Air Mail
 Army Transport
 Chemical Warfare
 City Delivery
 Consular
 Customs
 Diplomatic and Consular
 Employment
- Service, etc.—Continued
 Extension
 Federal Coordinating
 Foreign
 Foreign Commerce
 Forest
 Indian
 Internal Revenue
 Lighthouse
 National Park
 Postal
 Public Health
 Railway Mail
 Rural Free Delivery; Rural Delivery; Free Delivery
 Secret (Treasury)
 States Relations
 Steamboat Inspection
 Sister; Sisters (adherent of religious order) (15)
 Six Nations (Iroquois Confederacy) (7a)
 Smithsonian Institution; the Institution (6)
 Society, only if part of proper name; the society (6):
 Boston Medical
 of the Cincinnati
 Soldiers' Home, if part of proper name (3):
 Ohio Soldiers' Home; the soldiers' home; etc.
 Soldiers' Home, the (District of Columbia only) (3a)
 Solicitor for the Department of Commerce; etc.; the Solicitor (16a)
 Solicitor General (Department of Justice) (16a)
 Son of Man (Christ) (15)
 Sons of the American Revolution (organization); a Son; a Real Son (6, 6a)
 Sound, if part of proper name; capitalized, standing alone, only if referring to Long Island Sound or Puget Sound (3, 3a)
 Albemarle Sound; the sound
 Pamlico Sound; the sound
 South Atlantic (8)
 South Pole (8)
 South, the (section of United States) (8)
 southerners
 Soviet, if part of proper name; capitalized, standing alone, only if referring to a central governmental unit (6):
 a soviet
 of People's Commissars
 of Labor and Defense
 regime
 system
 Moscow Soviet; city soviet; the soviet
 Union of Soviet Socialist Republics (q. v.)
 Special Order No. 12; Special Orders, No. 12; a special order (17)
 Speedway, the (District of Columbia) (3a)

- Spirit of '76 (painting) (17); *but* spirit of '76 (in general sense)
 spring (season) (9)
 Squadron, only if part of proper name; the squadron (3):
 North Atlantic; etc.
 Square, only if part of proper name; the square (3):
 Lafayette; etc.
 Staked Plains (8)
 Star of Bethlehem (15)
 Star-Spangled Banner (13)
 statehood (7)
 statehouse
 State prison (7)
 State rights (7)
 State-wide (United States) (7)
 State's attorney (7)
 state's evidence (7)
 States (8):
 Eastern; *but* western Gulf (8a)
 Gulf
 Middle
 Middle Western
 Midwestern
 North Atlantic
 Thirteen Original (8)
 Station, only if part of proper name (3); not capitalized if referring to surveying or similar work:
 Broad Street Station; the station (3)
 Union; Union Depot; the depot (3)
 substation A (3c)
 Statistical Abstract; the Abstract (17)
 Statue of Liberty; the statue (3)
 Statutes at Large (United States only) (17)
 Street, only if part of proper name; the street (3):
 One Hundred and Tenth Street
 K Street
 Subtreasury, New York; etc.; subtreasury at New York; the subtreasury (6)
 summer (9)
 sun, rarely capitalized (12d)
 Superintendent, of any Federal or District organization; the Superintendent (16a):
 of the Coast and Geodetic Survey
 of Documents (Government Printing Office)
 of the Naval (or Military) Academy
 of the Naval Observatory
 Supervising Architect (Treasury); the Architect (16a)
 Supervising Inspector General, the (Steamboat Inspection Service); the Inspector General (16a)
 Supplement to the Revised Statutes (United States); the Revised Statutes (17)
 Supreme Bench (13)
 Supreme Court (United States); the Court; titles of officers, standing alone, capitalized (16a):
 Associate Justice
 Chief Justice
- Supreme Court—Continued
 Clerk
 Marshal
 Reporter
 Surgeon General, the (Army, Navy, and Public Health Service) (16a)
 Survey, only if part of title of a national governmental unit; the Survey (6):
 Biological
 Coast and Geodetic
 Geological
 Lake
 System (6):
 Federal Reserve; the System
 Parcel Post; the System
 table 2, II, A, etc. (3c); *but* Table 2, with title (17)
 Territory, capitalized if part of proper name; capitalized, standing alone, only if referring to a specific Territory (7a):
 of Hawaii; the Territory; etc.
 Territorial, only if referring to a specific Territory (7)
 The, as part of a name, capitalized (4); lower-cased (4a):
 The Adjutant General (chief adjutant general)
 The Assistant Secretary (chief assistant in Labor, Navy, and War Departments)
 The Dalles; The Hague; The Weirs; *but* the Dalles region; the Hague Conference; the Weirs streets
 the Times; the *Mermaid*; the Federal Express
 Thirteen American Colonies; the Thirteen Colonies; the Colonies (8)
 Thirteen Original States (8)
 Tidal Basin (D.C.); the Basin (3, 3a)
 time, standard: central; eastern; mountain; Pacific
 title 2, II, A, etc. (3c); *but* Title 2, with title (17)
 Tomb of the Unknown Soldier; the tomb (3)
 trade names (11):
 Bon Ami
 Ceres flour
 Packard 12
 Pears' soap
 Puffed Rice
 Pyrex glass
 Quaker Oats
 Royal typewriter
 Sapolio
 Shredded Wheat
 Studebaker Commander.
 trans-Atlantic; trans-Siberian; etc.
 Treasurer of the United States; the Treasurer (16a)
 Treasurer, Assistant, of the United States; the Assistant Treasurer; *but* assistant treasurer at New York; etc. (16a)
 Treasury, of the United States; General; National; Public (6)
 Treasury notes (6)
 Treasury Decisions (book); the Decisions (17)
 Treasury Regulations (book); the Regulations (17)

- Treaty of Versailles (17); *but* treaty of 1919; the treaty (3, 3c)
- Tribunal, standing alone, capitalized only in minutes and official reports of a specific arbitration
- Tropic of Cancer; of Capricorn (8)
- Twin Cities (Minneapolis and St. Paul) (13)
- Umpire, in an international arbitration (16a)
- Under Secretary, if referring to a national governmental officer; the Under Secretary (16a):
of State
of the Treasury
- Union, if synonym for United States or part of proper name; lower-cased in general sense (7a):
Pan American Union; the Union
plumbers' union; typographical union; etc.
Station; Union Passenger Station; etc. (3)
- Union of Soviet Socialist Republics (U.S.S.R.) (6):
Central Control Commission; the Commission
Central Executive Committee; Central Committee; the Committee
Central Soviet (R.I.L.U.)
Congress (of central government)
Executive Bureau (R.I.L.U.)
Executive Committee of the Communist International; the Committee
Political Bureau; the Bureau
Presidium (of Central Executive Committee)
Red International of Labor Unions
- University, only if part of proper name; the university (3):
Howard
Leland Stanford Junior
- Unknown Soldier; Unknown Soldier's Tomb; the tomb (3)
- Upper, only if part of proper name (3):
Upper Egypt
Upper Peninsula (of Michigan)
upper House of Congress
- utopia (2)
- venturi tube (2)
- Veterans' Administration; the Administration (6)
- vice consul, British, etc.; the vice consul (16a)
- Vice Governor of the Philippines; the Vice Governor (16a)
- Vice President (same as President) (16a)
- vilayet
- volume 2, A, II, etc. (3c); *but* Volume 2, with title (17)
- Volunteer Naval Reserve; the Reserve (6)
- War, only if part of proper name: (3)
between the States
Civil War
European war
French and Indian War (1754-63)
French and Indian wars
Great War
Indian war
Mexican War
of the Nations
of the Rebellion; the Rebellion
of the Revolution; the Revolution of 1812; *but* war of 1914
Revolutionary War
Seven Years' War
Spanish War
Spanish-American War
with Mexico
with Spain
World War (1914-18)
ward 1, 2, etc.; first, second, etc. (3c)
War Mothers (organization); a Mother (6, 6a)
Washington's Farewell Address (17)
West Coast (Africa) (8)
West End; etc. (section of city) (8)
West Florida (1763-1819) (7a)
West, the (section of United States) (8)
Western Hemisphere (8)
Wheat Belt; the belt (8)
Whisky Rebellion (10)
White Army (Russia) (6)
White Caps (organization) (6)
White House (3):
Blue Room
East Room
Red Room
State Dining Room
winter (9)
Woman's Christian Temperance Union (6)
Woman's Party (National); the party
Woods, only if part of proper name; the woods (3):
Belleau Woods
House of the Woods (Palace)
- World:
New World (8)
Old World (8)
- World Court; the Court (6)
- X-rays
- Young Women's Christian Association (6)
- Your Excellency; Your Honor; Your Majesty; etc. (16b)
- Zone, if part of proper name:
Canal (Panama); the zone (3)
Frigid; the zone (3)
Temperate; the zone (3)
Zoological Park (National); the Park; the Zoo (3, 3a)

SPELLING

(See also Compound Words; Abbreviations)

To avoid the confusion and uncertainty of various authorities on spelling, the Government Printing Office must of necessity adopt a single guide for the spelling of words the preferred forms of which are not otherwise listed or provided for in this manual. This guide is Webster's New International Dictionary, which has been the accepted authority for Government printing for the past 70 years. Unless herein otherwise authorized, the Government Printing Office will continue to follow Webster's spelling. Colloquial and dialect spellings are not to be used unless required by the subject matter or specially requested.

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RULES

Approved forms

22. The forms given in the following list are to be used in preference to any other forms.

abreast	appendixes	bazar	busses
accessory	apprize (to ap- praise)	behoove	bylaw
adapter	archeology	beveling	caddie (golf)
adviser	arrester	bloc (group)	caddying
adz	artisan	blond	caliper
afterward	asafetida	bluing	calk
aid	ascendancy	bombazine	cancellation
aide (military)	awhile (adv.)	boulder	canceled
aide-de-camp	ax	bourne	canceled
airplane	aye	briquet	cannot
aline	backward	briquetted	cantaloup
aluminum	bagging	briquetting	canyon
ambidextrous	bandanna	broadax	carabao (singular, plural)
analog	bark	bronco	carbureted
anyway	baritone	bunion	carburetor
anywise	barreled	bur	caroled
appareled		bus	

catalog	enclose	inquire	racket (all mean-
caviar	enclosure	inquiry	ings)
center	encumber	install	ratable
chancellor	encumbrance	installation	rattan
chancelry	endorse	installed	raveling
channeled	endorsement	installment	recompense
char	endwise	instill	reconcilable
charred	enfeeble	instilled	reconnaissance
check	enforce	instillment	reenforce (enforce
chiffonier	enforcement	insure	again)
chili (pepper)	enroll	inward	refractory
choir	enrolled	jeweler	registrar
chop suey	enrollment	judgment	reinforce
citable	enshade	kidnaper	(strengthen)
clue	ensheathe	kilogram	remodeler
coconut	ensnare	kopek	reveler
collaret	enthrall	labeled	rime
conjuror	entrench	landward	ruble
connector	entwine	leatheret	salable
conveyor	envelop	lengthwise	savable
cook	epaulet	leveler	scaloped
coolie	escaloped	libelant	sextet
coquet	farther (distance)	libeled	Shakespeare
cornetist	further (not dis-	license	sideward
councilor (member	tance)	likable	sirup
of council)	favor	livable	skill
counselor (adviser)	feldspar	lodestar	skilled
crawfish	fetal	lodestone	skillful
cyclopedia	finable	mandolin	smolder
dato	flannelet	maneuver	sometime (adv.)
debouch	fledgling	manywise	stanch
defense	flex	margarin (in chem-	stifling
dependent	flexion	istry)	subpena
desecrater	focusing	margarine (butter	sulphur
dextrous	forbade	substitute)	swiveled
dialing	forbear	medaled	sylvan
dialog	forego	medieval	taxi
diarrhea	fueler	meter	taxied
dieresis	fulfill	modeler	taxies
dieretic	fulfilled	mold	taxying
dike	fulfillment	moneys	teasable
dingey (boat)	funneled	mortise	thralldom
disheveled	fuse (safety de-	movable	thrash
disk	vice)	myth	thresh (grain)
dispatch	fuze (ignition de-	offense	toward
despatch (dip-	vice)	onward	toweling
lomatic com-	gage	organdie	toxemia
munication)	galosh	orthopedia	tranquelize
distill	garrote	pajama	tranquillity
distilled	gasoline	paneling	traveled
distillment	gayety	parceling	traveler
distributor	good-bye	partisan	traveling
doggerel	graveled	percent	trolley
downward	gray	petaled	tunneler
draft	groveling	pickax	turquoise
drought	gruesome	plow	upward
dumfound	gypsy	practice (noun,	visa
eastward	harken	verb)	visaed
edema	hiccup	pretense	wainscoting
edgewise	hindmost	program	weeviled
employee	homeopath	ptomain	westward
enameling	homeward	quarreling	whiskies
encage	hypotenuse	quartet	whisky
encave	idyl	raccoon	willful

Ligatures

23. Ligatures are not used in anglicized or Latin words; in other foreign words national practice is followed.

Caesar	Cædmon (Old English)
Leguminosae	vœu (French)

Diacritical marks

24. Diacritical marks are not used with completely anglicized words.

angstrom	crepe	fete	portiere
applique	crepe de chine	frappe	premiere
apropos	debris	glace	regime
blase	debut	habitude	role
boutonniere	debutante	ingenue	rotisserie
cafe	decollete	jardiniere	roue
cafeteria	denouement	matinee	soiree
comedienne	depot	melee	souffle
confrere	ecru	moire	tragedienne
consomme	elite	moron	
cortege	entree	naive	
coulee	facade	nee	

(a) Foreign words carry the diacritical marks that are an essential part of their spelling.

abbé	communiqué	grillé	porte cochère
agrément	congé	littérateur	porte-lumière
à la carte	coup de grâce	longéron	pousse-café
à la king	coup de maître	matériel	précis
à la mode	coup d'état	mélange	procès-verbal
attaché	crédit foncier	mère	protégé (masculine)
auto-da-fé	crédit mobilier	mésalliance	protégée (feminine)
beauséant	crème	métier	raisonné
bêche de mer	curé	nacré	rôle
béton	déjeuner	naïveté	recherché
blesse	distingué	opéra bouffe	résumé
caïque	doña	opéra comique	risqué (masculine)
calèche	dos-à-dos	outré	risquée (feminine)
cañada	entrepôt	papier mâché	santé
canapé	étude	passé (masculine)	señor
centième	exposé	passée (feminine)	table d'hôte
chargé	faïence	pâté	tête-à-tête (n.)
chargé d'affaires	fiancé (masculine)	père	velón
chiné	fiancée (feminine)	piña	vis-à-vis
cloisonné	garçon	pléiade	

Geographic names

25. The spelling of geographic names must conform with the decisions of the United States Geographic Board, except as to accents and diacritical marks, which will not be used unless necessary to avoid confusion of names having identical spelling or unless specially authorized. In the absence of a decision by the Geographic Board, the United States Postal Guide is to be used for names in the United States and its possessions, and the rules of the Board are to be followed in the spelling of foreign names. (See First Report on Foreign Geographic Names, 1932.)

If the decisions or the rules of the Geographic Board permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify or correct the spelling of the particular form used.

Transliterations

26. In the spelling of nongeographic words transliterated from Chinese, Japanese, or other languages that do not have a Latin alphabet, copy is to be followed literally. (Countries that do not use a Latin alphabet are marked with an asterisk in the table on p. 154.)

Indian words

27. In Indian words, including tribal and other proper names, copy is to be followed literally as to spelling and the use of spaces and hyphens.

Nationality (nouns and adjectives)

28. The table on page 154 shows forms to be used for nouns and adjectives denoting nationality.

Endings “ible” and “able”

29. The following list comprises the words ending in *ible*; other words of this class end in *able*. Words with both endings (indicated in the list) differ in meaning with the ending.

abhorrible	cullible	feasible	incompressible
accendible	decoctible	fencible	inconcussible
accessible	deducible	flexible	incontrovertible
addible	deductible	fluxible	inconvertible
adducible	defeasible	forcible	inconvincible
admissible	defectible	frangible	incorrigible
affectible	defensible	fungible	incorrodible
apprehensible	depressible	fusible	incorruptible
audible	descendible	gullible	incredible
bipartible	destructible	horrible	indefeasible
circumscriptible	diffusible	ignitable	indefectible
coctible	digestible	illegible	indefensible
coercible	dirigible	immersible	indelible
cognoscible	discernible	immiscible	indeprehensible
cohesible	discerpible	impartible	indestructible
collapsible	discerptible	impassible	indigestible
collectible	dissectible	(impassable)	indiscernible
combustible	distensible	impatible	indivisible
committible	distractible	impedible	indocible
compactible	divertible	imperceptible	inducible
compatible	divestible	impermissible	ineffervescible
compossible	divisible	imperscriptible	ineligible
comprehensible	docible	impersuasive	ineludible
compressible	edible	implausible	inevasible
conducibile	educible	impossible	inexhaustible
conductible	effectible	imprescriptible	inexpansible
confluxible	effervescible	impressible	inexpressible
connectible	eligible	imputrescible	infallible
contemptible	eludible	inaccessible	infeasible
contractible	evasible	inadmissible	inflexible
controvertible	evincible	inapprehensible	infractible
convertible	exhaustible	inaudible	infrangible
(conversable)	exigible	incircumscriptible	infusible
convertible	expandible	includible	inscriptible
convincible	expansible	incoercible	insensible
corrigible	explosible	incognoscible	instructible
corrodible	expressible	incombustible	insubmergible
corrosible	extendible	incommiscible	insuppressible
corruptible	extensible	incompatible	insusceptible
credible	fallible	incomprehensible	intactible

intangible	negligible	redemptible	subvertible
intelligible	nexible	redressible	supersensible
interconvertible	omissible	reducible	suppressible
intervisible	ostensible	reflectible	susceptible
invencible	partible	reflexible	suspensible
invendible	passible	refrangible	tangible
inventible	(passable)	remissible	tensible
invertible	perceptible	renascible	terrible
invincible	perfectible	rendible	traducible
invisible	permiscible	reprehensible	transfusible
irascible	permissible	resistible	transmissible
irreducible	persuasible	responsible	transmittible
irrefrangible	pervertible	reversible	transvertible
irremissible	plausible	revertible	tripartible
irreprehensible	possible	risible	unadmissible
irrepressible	prehensible	seducible	unexhaustible
irresistible	prescriptible	sensible	unexpressible
irresponsible	producible	sponsible	unresponsible
irreversible	productible	suasible	vendible
legible	protrusible	subdivisible	vincible
mandible	putrescible	submergible	visible
marcescible	receptible	submersible	vitrescible
miscible			

Endings "ise", "ize", and "yze"

30. A large number of words have the termination *ise*, *ize*, or *yz*, all pronounced *ize*. The letter *l* is followed by *yz* if the word expresses an idea of loosening or separating (from the Greek *λύειν*, as *analyze*); all other words of this class, except those ending with the suffix *wise* and those in the following list, end in *ize* (from the Greek *ἵζειν*).

advertise	compromise	excise	prise (to force)
advise	demise	exercise	prize (to value)
affranchise	despise	exorcise	reprise
apprise (to inform)	devise	franchise	revise
apprize (to appraise)	disenfranchise	improvise	rise
arise	disfranchise	incise	supervise
chastise	disguise	merchandise	surmise
circumcise	emprise	misadvise	surprise
comprise	enfranchise	mortise	
	enterprise	premise	

Endings "cede", "ceed", and "sede"

31. Only one word ends in *sede* (supersede); only three end in *ceed* (exceed, proceed, succeed); all other words of this class end in *cede* (precede, secede, etc.).

Indefinite articles

32. The indefinite article *a* is used before consonants and aspirated *h*; *an* is used before silent *h* and all vowels except *u* pronounced *yu* and *o* pronounced as in *one*.

a historical review	a union	an hour	an onion
a human being	a one-sided view	an honor	an oyster

Plural forms

33. Nouns ending in *o* preceded by a vowel add *s* to form the plural; nouns ending in *o* preceded by a consonant add *es* to form the plural, except as indicated in the following list:

albinos	Eskimos	merinos	sextos
armadillos	gauchos	mestizos	siroccos
cantos	halos	octavos	solos
cascos	inamoratos	octodecimos	tobaccos
centos	juntos	pianos	twos
didos	kimonos	provisos	tyros
duodecimos	lassos	cuartos	virtuosos
dynamos	magnetos	salvos	zeros
embryos	mementos	sextodecimos	

34. In forming the plurals of complex titles, the principal word (always a noun) takes the plural form.

Principal word first:	Principal word second:
attorneys general	deputy judges
chargés d'affaires	judge advocates
postmasters general	lieutenant colonels
sergeants at arms	major generals
sergeants major	under secretaries
surgeons general	vice chairmen

35. The following list comprises some of the words whose plurals may cause difficulty:

addendum, addenda	gladiolus (sing., plu.)
alga, algae	hypothesis, hypotheses
alumnus, alumni (masc.); alumna, alumnae (fem.)	index, indexes (indices in mathematics)
antenna, antennas (antennae in zoology)	larva, larvae
appendix, appendixes	lava, lavas
basis, bases	medium, mediums
crisis, crises	memorandum, memoranda
criterion, criteria	phenomenon, phenomena
datum, data	procès-verbal, procès-verbaux
desideratum, desiderata	radius, radii
dilettante, dilettanti	septum, septa
ellipsis, ellipses	stimulus, stimuli
erratum, errata	stratum, strata
folium, folia	syllabus, syllabi
formula, formulas	synopsis, synopses
genius, geniuses	tableau, tableaux
genus, genera	terminus, termini
	thesis, theses

Possessives and apostrophes

36. The possessive case of a singular or plural noun not ending in *s* is formed by adding an apostrophe and *s*; the possessive case of a singular or plural noun ending in *s* is formed by adding an apostrophe only. (See, however, rule 36*a*.)

man's, men's	hostess', hostesses'	Jesus'
prince's, princes'	princess', princesses'	Mars'
Essex's, Essexes'	Jones', Joneses'	Dumas'

(*a*) In the use of an apostrophe in geographic names, firm names, the names of organizations and institutions, and the titles of books the authentic form is to be followed.

Harpers Ferry	St. Peter's Church
Traders Bank	St. Elizabeths Hospital
Masters, Mates, and Pilots' Association	Johns Hopkins University
Court of St. James's	Hinds' Precedents

(b) Possessive pronouns do not take an apostrophe.

its theirs

37. The singular possessive case should be used in such general terms as the following:

author's alterations	printer's ink
miner's inch	writer's cramp

38. An apostrophe is used to indicate contractions and the plurals of letters, figures, and symbols.

don't	it's (it is)	Spirit of '76
I've	Y.M.C.A.'s (plu.)	a's; 7's; ¶'s

39. The possessive case is often used in lieu of an objective phrase even though ownership is not involved.

1 day's labor (labor for 1 day)	for charity's sake
a stone's throw	for pity's sake
2 weeks' pay	For euphony s is omitted in—
his going	for acquaintance' sake
the ship's hovering	for conscience' sake

40. The possessive case is not used in such expressions as the following, in which one noun modifies another.

day labor (labor by the day)	State prison
quartermaster stores	State rights

41. Other than as indicated in rules 38 and 39, an apostrophe is not used if ownership is not to be indicated.

teachers college	Grain Exchanges Act	the Williams claim
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Doubled consonants in derivatives

42. A single consonant following a single vowel and ending a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, baggage	allot, allotted
red, reddish	concur, concurred
rob, robbing	

(a) If the accent in a derivative falls upon an earlier syllable than in the primitive, the consonant is not doubled.

refer, reference	prefer, preference	infer, inference
------------------	--------------------	------------------

COMPOUND WORDS

(See also Guide to Compounding, p. 165)

A compound word is a union of two or more words, either with or without a hyphen.

In the development of the English language many separate words have been united into compounds because of their close and repeated association, but the process, in general for want of guiding principles, has been both haphazard and erratic. Consequently current usage abounds in inconsistencies, and authorities do not agree.

A compound word conveys a unit idea that is not conveyed by the component words in unconnected succession. The hyphen in a compound is a mark of punctuation that not only unites but separates the component words and thus facilitates understanding, aids readability, and insures a correct pronunciation. The formation of all compounds therefore involves the answer to two questions:

- (1) Is a compound word needed?

A compound word is needed only if the intended meaning is not clearly conveyed by the same words in unconnected succession.

- (2) Is the compound word to be hyphenated or solid?

A compound word is to be hyphenated only if a hyphen is needed to facilitate understanding, aid readability, or insure a correct pronunciation; otherwise it is to be solid.

Since the formation of compounds is a continuous process of adopting new word forms to meet new requirements, mere word lists can never be complete or satisfactory; therefore principles are the only logical criteria for compounding.

In the interest of uniformity, compounding and the use of the hyphen in compounding are to be governed by the above principles and the following rules, examples, and guide based thereon. Otherwise preference will be given to compounding as shown in Webster's Dictionary.

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COMPOUNDING

(Rules for the hyphen are indicated in parentheses)

General rules

43. Two or more words are compounded either to express a unit idea (literal or nonliteral) or to avoid ambiguity. (See Guide to Compounding, p. 165.)

Literal compounds:

anyone	ball-like (44 <i>a</i>)	childlike
drydock	blue-green (50)	hereby
forethought	chocolate-brown (50)	today
outlaw	looker-on (46)	tomorrow
hearsay	good-looking (49)	whitewash
something	ill-advised (49)	hammerharden
afterglow	horsepower-hour (47)	moreover
onlooker	ninety-seven (47)	alongside
everybody	mother-in-law (46)	nowadays

Nonliteral compounds:

newsprint (paper)	hold-up (robbery) (46)
redcoat (soldier)	thimble-eye (fish) (44 <i>a</i>)
adderstongue (plant)	walking-wheel (pedometer) (44 <i>b</i>)
ladyfinger (cake)	man-of-war (warship) (46)
carpetbagger (adventurer)	jack-in-the-box (toy) (46)

(*a*) In general, two nouns (including verbal nouns ending in *ing*) used together in their literal sense are joined to form a compound noun only if one of them functions as a prefix or suffix. (See Guide to Compounding, p. 165.)

Nouns joined (italicized noun functioning as prefix or suffix):

<i>birth</i> place	<i>land</i> owner	<i>copy</i> holder
<i>book</i> case	<i>tea</i> kettle	<i>radio</i> telegram
<i>foot</i> man	<i>brick</i> maker	<i>iron</i> monger
<i>door</i> way	<i>brick</i> making	<i>clergy</i> woman

Nouns not joined (meaning clear without compounding):

abiding place	boy king	navy yard
binding tape	day labor	post office
dining room	fellow citizen	school board
printing office	government employee	telegraph pole
training camp	insurance office	title page
working day	member state	wave length

USE OF THE HYPHEN IN COMPOUNDING

Rules applying to all parts of speech

44. A hyphen is used:

- (*a*) To avoid doubling a vowel or tripling a consonant.
thimble-eye; brass-smith; ball-like
- (*b*) To insure ready intelligibility.
asses'-eyes; head-on
- (*c*) To join a single capital letter to a noun or participle.
U-boat; X-ray; T-shaped
- (*d*) To join the elements of an improvised compound.
make-believe (n.); blue-pencil (v.); know-it-all (n.)

45. A derivative of a compound retains the form of the original compound:

hammerhardened	cold-bloodedness
outlawry	ill-advisedly

Compound nouns

46. A hyphen is used in a compound noun containing an adverb as its second element; also in a compound noun consisting of three or more words. (Solid compound words used to form other compounds should not be broken apart under the second clause of this rule—for example, north-northeast; see also rule 47.)

flare-back	forget-me-not (plant)
go-between	man-of-war (warship)
hold-up	mother-in-law
looker-on	jack-in-the-box (toy)

47. A hyphen is used in compound numbers, in compound (double) titles, in compound units of measurement, in complex terms of compass direction, and in other complex compounds.

twenty-one	light-year	north-northeast
secretary-treasurer	horsepower-hour	great-grandfather

48. A compound noun not hyphenated under the above rules is written as a solid word. (The elements italicized in the following examples are typical of a large group of words that commonly function as prefixes or suffixes.)

<i>airship</i>	<i>newspaper</i>	<i>copyholder</i>
<i>birthplace</i>	<i>onlooker</i>	<i>ladyfinger</i>
<i>bookcase</i>	<i>teakettle</i>	<i>radiotelegram</i>
<i>roadside</i>	<i>penholder</i>	<i>huckleberry</i>
<i>plaything</i>	<i>brickmaker</i>	<i>ironmonger</i>
<i>doorway</i>	<i>brickmaking</i>	<i>gentlewoman</i>

(a) A compound containing a possessive noun as one of its elements is written as a solid word without an apostrophe unless an apostrophe and a hyphen are needed to insure intelligibility.

bullseye	<i>but asses'-eyes (44b)</i>
maresnest	<i>ass's-foot (44b)</i>
St. Johnswort	<i>ass's-parsley (44b)</i>

Compound adjectives

49. A compound adjective in which the second element is a participle or a coined adjective in the form of a participle is hyphenated unless derived from a solid compound (see rule 45); other compound adjectives are written as solid words unless a hyphen is required under rules 44, 45, or 50.

good-looking	chicken-hearted	childlike
bell-shaped	cold-blooded	fireproof
ill-advised	whole-souled	headlong
wind-blown	high-minded	bloodthirsty
T-shaped	light-fingered	praiseworthy

50. Compound color terms are hyphenated.

blue-green	chocolate-brown	<i>but bluish green</i>
orange-red	milk-white	dark green

Unit modifiers

51. Words combined to form a unit modifier immediately preceding the word or words modified are hyphenated except as indicated in rules 51*a*, 51*b*, and 51*c*.

above-mentioned law	black-and-tan dog
bluish-green dress	matter-of-fact way
contested-election case	most-favored-nation clause
distinguished-service medal	one-half interest
navy-yard employee	two-party system
well-known author	two-thirds majority
Washington-Alexandria region	10-foot pole

(*a*) The hyphen is not used if the first word is an adverb ending in *ly* or if the first word in a three-word modifier is an adverb and modifies the second.

nicely kept lawn
very well defined rating curve

(*b*) Proper names used as unit modifiers retain their noun form.

Haute-Vienne (French town): Haute-Vienne avenues
United States: United States laws

(*c*) A modifier should not be confused with the word it modifies.

competent shoemaker
wooden-shoe maker

Compounds other than nouns and adjectives

52. Compounds other than nouns and adjectives are written as solid words unless a hyphen is required under rules 44 or 45.

gainsay(ing)	today	inasmuch
caseharden(ed)	tomorrow	nowadays
hammerharden(ed)	everybody	whosoever

Elliptical compounds

53. Where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last, the hyphens are retained.

2- or 3-em quads (*not* 2 or 3-em quads)
long- and short-term money rates (*not* long and short-term money rates)
but twofold or threefold (*not* two or threefold: solid words inseparable)

Scientific terms

54. The compounding and hyphenating of scientific terms are governed by scientific usage. (In general, copy is considered authoritative.)

Civil and military titles

55. Civil and military (single) titles are not hyphenated.

commander in chief	under secretary	<i>but</i> under-secretaryship
major general	vice president	vice-presidency

Fractions

56. A fraction is not hyphenated unless used as a unit modifier.

two thirds
twenty-three thirtieths
twenty-three thirty-seconds
but two-thirds majority (rule 51)

Idiomatic phrases

57. Idiomatic phrases are not hyphenated.

come by (obtain)	inasmuch as
Monday week	insofar as

Prefixes and suffixes

58. Prefixes and suffixes form derivatives—not compounds—and therefore do not require a hyphen except as indicated below.

<i>antedate</i>	<i>infrared</i>	<i>semiofficial</i>	<i>percentage</i>
<i>antislavery</i>	<i>interview</i>	<i>stepfather</i>	<i>twentyfold</i>
<i>bylaw</i>	<i>misstate</i>	<i>subsecretary</i>	<i>manhood</i>
<i>cooperate</i>	<i>nonneutral</i>	<i>superfine</i>	<i>selfish</i>
<i>countercase</i>	<i>postscript</i>	<i>transship</i>	<i>stainless</i>
<i>deenergize</i>	<i>preexist</i>	<i>tricolor</i>	<i>relationship</i>
<i>excommunicate</i>	<i>prooptic</i>	<i>ultraviolet</i>	<i>northward</i>
<i>extraordinary</i>	<i>reenact</i>	<i>unnecessary</i>	<i>clockwise</i>

(a) Combining forms are treated as prefixes.

<i>heroicomic</i>	<i>planoconvex</i>	<i>Anglomania</i>
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(b) The prefixes *ex* (former), *quasi*, and *self* (reflexive) and the suffix *elect* require a hyphen.

ex-governor	quasi-contract	self-interest	president-elect
ex-trader	quasi-deposit	self-defense	vice-president-elect

(c) A hyphen is also used:

- To avoid doubling a vowel (except after the short prefixes *co*, *de*, *pre*, *pro*, *re*): anti-imperial; micro-organism; ultra-atomic.
- To join a prefix to a proper name: un-American; Anglo-American; *but* Pan American (official usage).
- To prevent mispronunciation or misinterpretation: contra-indicated; dynamo-electric; re-treat (treat again); non-civil-service positions; anti-hog-cholera serum.

ABBREVIATIONS

(See also Numerals; Symbols)

Abbreviations are used to save space and to avoid distracting the mind of the reader by a repetition of long, cumbersome words or phrases.

The nature of the publication governs the extent to which abbreviations are used. In ordinary text abbreviations are to be avoided, with a few exceptions; in formal usage even fewer abbreviations are required; in the text of technical publications and in parentheses, footnotes, sidenotes, tables, leader work, and bibliographies many words are commonly abbreviated. Cut-in side heads are regarded as text.

Some scientific, technical, and industrial groups have adopted definite forms of abbreviations for terms in their specialized fields, and these forms are acceptable for use in publications falling within the respective fields.

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RULES

Capitalization, hyphenation, period, and spacing

59. In general, an abbreviation follows the capitalization and hyphenation of the word or words abbreviated. It is followed by a period unless otherwise indicated.

A.A.A.S. no.
c.o.d. ft.-lb.

(a) In the abbreviation of an expression of two or more words each element is followed by the period, and if any element consists of a single letter the whole abbreviation (initials of names excepted) is run together without spaces.

D.C. N.Mex.
B.t.u. *but* C. M. Jones

Geographic terms

60. The words *United States* are abbreviated if preceding the name of a Government organization in parentheses, footnotes, sidenotes, tables, and leader work; also in all cases if preceding the name of a Government vessel.

U.S. Government
U.S. National Museum
U.S. monitor *Nantucket*
U.S.S. *Brooklyn* (note abbreviation for ship)

61. In other than formal usage the names of States of the United States (except Idaho, Iowa, Maine, Ohio, and Utah) and of Puerto Rico and the Philippine Islands are abbreviated after any geographic term, including armory, arsenal, aviation field, barrack, fort, Indian agency, military camp, national forest, national park, navy yard, reservation, reservoir, or station.

Richmond, Va. Mount Rainier National Forest, Wash.
Anne Arundel County, Md. Stone Mountain, Ga.

Approved forms of abbreviations:

Ala.	Ill.	Mo.	Okla.	Vt.
Ariz.	Ind.	Mont.	Oreg.	Va.
Ark.	Kans.	Nebr.	Pa.	Wash.
Calif.	Ky.	Nev.	P.I.	W.Va.
Colo.	La.	N.H.	P.R.	Wis.
Conn.	Md.	N.J.	R.I.	Wyo.
Del.	Mass.	N.Mex.	S.C.	
D.C.	Mich.	N.Y.	S.Dak.	
Fla.	Minn.	N.C.	Tenn.	
Ga.	Miss.	N.Dak.	Tex.	

(a) The names of other insular possessions and of Territories and foreign countries are not abbreviated.

62. The words *street*, *avenue*, *place*, and *boulevard* are abbreviated only if necessary to save space, as in tables or leader work. For the numbers of streets or avenues, figures are used in tables and leader work; elsewhere numbers of streets and avenues are spelled out.

First Street NW. Ninth Avenue
but E Street East (to prevent confusion); *also* West, North, South

63. The words *fort*, *mount*, *point*, and *port* are not abbreviated.

Descriptions of tracts of land ¹

64. In the description of tracts of public land the following abbreviations are used:

SE¹/₄NW¹/₄ sec. 4, T. 12 S., R. 15 E. of the Boise meridian
lot 6, NE¹/₄ sec. 4, T. 6 N., R. 1 W.
N¹/₂ sec. 20, T. 7 N., R. 2 W. sixth principal meridian
Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.
T. 3 S., R. 1 E., sec. 34, W¹/₂E¹/₂, W¹/₂, and W¹/₂SE¹/₄SE¹/₄
sec. 32 (with or without a township number)

(a) In such descriptions where fractions are spelled out *half* and *quarter* are used (not *one half* or *one quarter*).

south half of T. 47 N., R. 64 E.

¹ For full details, see Specifications for Descriptions of Tracts of Land for Use in Executive Orders and Proclamations, published by the Board of Surveys and Maps of the Federal Government, 1931.

Names and titles

65. Christian names are abbreviated only if it is necessary to save space. The following forms are used:

Benj.	Edwd.	Saml.
Danl.	Jas.	Thos.

(a) The following forms are not always abbreviations, and copy should be followed as to periods:

Alex	Ed	Sam
Ben	Fred	Will

(b) In signatures the form used by the signer must be retained.

George Wythe	Geo. Taylor
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66. In firm names, if it is not necessary to preserve the full legal title, the forms *Bro.*, *Bros.*, *Co.*, *Ltd.*, *Inc.*, and *&* are used; the word *Corporation*, if a part of the name, is not abbreviated.

American Telephone & Telegraph Co.	Smith & Bro.
Jones Bros. & Co.	Vic Sport Shop, Inc.
Maryland Steamship Co., Ltd.	Hough Shade Corporation

(a) The words *railroad* and *railway* are abbreviated (R.R., Ry.) in parentheses, footnotes, sidenotes, tables, and leader work, except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corporation."

(b) In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan	Cuvier and Valenciennes
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67. In other than formal usage a civil, military, or naval title preceding a name is abbreviated if followed by Christian name or initial. *Mr.*, *Mrs.*, and *Dr.* are always abbreviated.

Adjt.	Judge Adv. Gen.	Orderly Sgt.
Adjt. Gen.	Lt.	Passed Asst. Surg.
Asst. Surg.	Lt. Col.	Prof.
Brig. Gen.	Lt. Comdr.	Pvt.
Bvt.	Lt. Gen.	Pvt. (1st cl.)
Capt.	Lt. Gov.	Q.M. Gen.
Col.	Lt. (Jr. Gr.)	Q.M. Sgt.
Com. Sgt.	M., MM. (Monsieur,	Second Lt.
Corp.	Messieurs)	Sgt.
First Lt.	Maj.	Sgt. Maj.
First Sgt.	Maj. Gen.	Supt.
Gen.	Messrs.	Surg.
Gov.	Mlle.	Surg. Gen.
Hosp. Sgt.	Mme.	Surg. Maj.
Hosp. Steward	Ord. Sgt. (Ordnance Ser-	Third Lt. Eng.
Insp. Gen.	geant)	

(a) The words *Honorable* and *Reverend* are adjectives, not titles, and should be followed by the first name, the initials, or the appropriate title; they are usually abbreviated unless preceded by *the*.

Hon. Elihu Root; the Honorable Elihu Root
 the Honorable Mr. Curtis
 Rev. Allen A. Stockdale; Rev. Dr. Stockdale (*not* Rev. Stockdale)
 the Reverend Dr. Graham
 Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman

(b) The following abbreviations are used after a name:

Esq., Jr., Sr.
 Degrees: LL.D., M.A., Ph.D., etc.
 Fellowships, orders, etc.: F.R.S., K.C.B., etc.

Parts of publications

68. For parts of publications mentioned in parentheses, footnotes, sidenotes, lists of references, synonymies, tables, and leader work, the following abbreviations are used:

art., arts. (article, articles)	par., pars. (paragraph, paragraphs)
ch., chs. (chapter, chapters)	pl., pls. (plate, plates)
fig., figs. (figure, figures)	pt., pts. (part, parts)
no., nos. (number, numbers)	sec., secs. (section, sections)
p., pp. (page, pages)	vol., vols. (volume, volumes)

Terms relating to Congress

69. For the words *Congress* and *session* in parentheses, footnotes, sidenotes, lists of references, synonymies, tables, and leader work, the following abbreviations are used (note punctuation):

72d Cong., 1st sess.
1st sess. 72d Cong.

70. References to bills, resolutions, documents, and reports in parentheses, footnotes, sidenotes, tables, and leader work are abbreviated as follows:

H.R. 416 (House bill)	S.J.Res. 45 (Senate joint resolution)
S. 116 (Senate bill)	H.Doc. 35 (House document)
H.Res. 5 (House resolution)	S.Doc. 62 (Senate document)
H.Con.Res. 10 (House concurrent resolution)	H.Rept. 214 (House report)
H.J.Res. 21 (House joint resolution)	S.Rept. 410 (Senate report)
S.Res. 50 (Senate resolution)	Ex. Doc. 20 (Executive document)
S.Con.Res. 17 (Senate concurrent resolution)	Misc. Doc. 16 (miscellaneous document)

71. References to statutes in parentheses, footnotes, sidenotes, tables, and leader work are abbreviated as follows (for abbreviations of State names, see rule 61):

Rev. Stat. (Revised Statutes)
Supp. Rev. Stat. (Supplement to the Revised Statutes)
Stat.L. (Statutes at Large)

Calendar divisions

72. The names of months (except May, June, July), where followed by the day, are abbreviated in parentheses, footnotes, sidenotes, tables, and leader work as follows:

Jan.	Apr.	Oct.
Feb.	Aug.	Nov.
Mar.	Sept.	Dec.

(a) In narrow columns of tables the names of months may be abbreviated even if standing alone.

73. The names of days of the week are preferably not abbreviated, but the following forms are used if necessary to save space.

Mon.	Thurs.	Sat.
Tues.	Fri.	Sun.
Wed.		

Common abbreviations

74. The following abbreviations are in common use:

A.D., anno Domini (in the year of our Lord)
 a.i., ad interim (in the interim)
 A.M., anno mundi (in the year of the world)
 B.C., before Christ
 b.o., buyer's option
 B.t.u., British thermal units
 ca., circa (about)
 C.Cls., Court of Claims
 C.Cls.R., Court of Claims Reports
 c.i.f., cost, insurance, and freight
 c.m., circular mil (wire measure)
 c.o.d., cash on delivery
 c.p.a., certified public accountant
 cf., confer (compare)
 e.g., exempli gratia (for example)
 et al., et alii, et aliae (and others)
 et seq., et sequentes, et sequentia (and the following)
 et ux., et uxor (and wife)
 etc., et cetera (and so forth)
 f., ff., and following page (pages)
 f.a.s., free alongside
 f.o.b., free on board
 F.R.S., Fellow of the Royal Society
 f°, folio
 feet b.m., feet board measure (with figures)
 ft.-lb., foot-pound
 hp., horsepower
 ibid., ibidem (in the same place)
 id., idem (the same)
 i.e., id est (that is)
 inch², square inch (superior figure here not a reference)
 inch³, cubic inch (superior figure here not a reference)
 K.C.B., Knight Commander of the Bath
 kw.-hr., kilowatt-hour
 L.S., locus sigilli (place of the seal)
 loc. cit., loco citato (in the place cited)
 ms., mss., manuscript, manuscripts
 n.e.s., not elsewhere specified
 no., nos., number, numbers (only preceding figures)
 n.o.i.b.n., not otherwise indexed by name
 nol-pros, nolle prosequi (to be unwilling to prosecute)
 non-pros (v.), non prosequitur (he does not prosecute)
 O.K., O.K.'d., O.K.ing
 O.R.C., Officers' Reserve Corps
 op. cit., opere citato (in the work cited)
 p., pp., page, pages
 percent (no period), per centum
 p.p.m., parts per million
 q.v., quod vide (which see)
 R.O.T.C., Reserve Officers' Training Corps
 r.p.m., revolutions per minute
 S.A.T.C., Student Army Training Corps
 SOS (no periods), suspend other service (wireless distress signal)
 sec.-ft., second-foot
 ser., series
 sp. gr., specific gravity
 ss, scilicet (namely, in law)
 S.S., steamship (with name)
 St., SS., Saint, Saints
 T., Tps., township, townships
 TB (no periods), tuberculosis
 TNT (no periods), trinitrotoluol
 U.S.A., United States of America
 U.S. Army, United States Army

U.S.C., United States Code
U.S.N.R., United States Naval Reserve
U.S.S.R., Union of Soviet Socialist Republics
U S 40 (no periods), United States Highway No. 40
v. or vs., versus (against)
viz (no period), videlicet (namely)
WMAL, etc. (no periods), radio stations
4°, quarto
8°, octavo

Terms of measure

75. Compass directions are abbreviated as follows:

N.	E.	S.	W.	10° N. 25° W.
NE.	SW.	NNW.	ESE.	NW. by N. ¼ W.

76. The words *latitude* and *longitude* followed by figures are abbreviated in parentheses, footnotes, sidenotes, tables, and leader work, and the figures are closed up.

lat. 52°33'05'' N.
long. 13°21'10'' E.

77. Temperature and gravity are expressed in figures with the degree mark; the following abbreviations are used:

C., centigrade	B., Baumé
F., Fahrenheit	A.P.I., American Petroleum Institute
Cel., Celsius	Twad., Twaddell
R., Réaumur	32° F.
K., Kelvin	273.1° K.
Abs., absolute	18° A.P.I.

78. References to meridian in statements of time are abbreviated as follows:

10 a.m.	12 m. (noon)
2:30 p.m. (equal space each side of colon)	12 p.m. (midnight)

(a) The word *o'clock* is not needed with the above abbreviations.

79. Metric abbreviations are simply the initial letters of the respective units combined with the initial letters of the prefixes, set in lower-case and without period, the same form being used for both singular and plural.

Prefixes and their meaning				Metric units	
m	milli =one thousandth (0.001)	m	meter (for length)		
c	centi =one hundredth (0.01)	g	gram (for weight or mass)		
d	deci =one tenth (0.1)	l	liter (for capacity)		
[The unit equals 1]					
dk	deka =ten (10)				
h	hecto=one hundred (100)				
k	kilo =one thousand (1,000)				
Length		Area		Volume	
km	kilometer	km ²	square kilometer	km ³	cubic kilometer
hm	hectometer	hm ²	square hectometer	hm ³	cubic hectometer
dkm	dekameter	dkm ²	square dekameter	dkm ³	cubic dekameter
m	meter	m ²	square meter	m ³	cubic meter
dm	decimeter	dm ²	square decimeter	dm ³	cubic decimeter
cm	centimeter	cm ²	square centimeter	cm ³	cubic centimeter
mm	millimeter	mm ²	square millimeter	mm ³	cubic millimeter
μ	micron (0.001 mm)	μ ²	square micron	μ ³	cubic micron
mμ	millimicron				

<i>Weight</i>		<i>Land area</i>		<i>Capacity of containers</i>	
kg	kilogram	ha	hectare	kl	kiloliter
hg	hectogram	a	are	hl	hectoliter
dkg	dekagram	ca	centare	dkl	dekaliter
g	gram			l	liter
dg	decigram			dl	deciliter
cg	centigram			cl	centiliter
mg	milligram			ml	milliliter

(a) A similar plan of abbreviation applies to any unit based on the metric system.

A	angstrom	h	henry	kc	kilocycle
a	ampere	j	joule	mf	millifarad
c	cycle (kc only)		ohm (not abbreviated)	μf	microfarad (one millionth of a farad)
d	dyne			μμ	one millionth of a micron
e	erg	v	volt		
f	farad	w	watt		

80. The units of English weight and measure are abbreviated as follows, the same form of abbreviation being used for both singular and plural:

<i>Length</i>		<i>Area and volume</i>	
in., inch		sq. in.	
ft., foot		cu. in.	
yd., yard		sq. mile (s)	
mile(s), not abbreviated		cu. ft.	
<i>Weight</i>		<i>Capacity</i>	
grain(s), not abbreviated		gill(s), not abbreviated	
dr., dram		pt., pint	
oz., ounce		qt., quart	
lb., pound		gal., gallon	
cwt., hundredweight		pk., peck	
ton(s), not abbreviated		bu., bushel	
		bbl., barrel	

Money

81. For terms indicating money the following abbreviations and symbols are used:

\$ (dollars)	£ (pounds)
c., ¢ (cent, cents)	s. (shillings)
₱ (pesos)	d. (pence)
£12 16s. 8d. (not 12/16/8)	

(For the abbreviations of other terms indicating foreign money, see Foreign Coins, p. 155.)

NUMERALS

(See also Tabular Work; Leader Work)

Arabic numerals are generally preferable to roman numerals. Most rules for the use of arabic numerals are based on the general principle that they are used in expressions of quantity or measurement, in enumerations, and in matter that is primarily statistical, but that numbers are spelled out in certain connections for special reasons. The following rules cover the most common conditions that require a decision between the use of arabic numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

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NUMBERS EXPRESSED IN FIGURES

Punctuation

82. The comma is used in a number containing four or more digits, except in serial numbers. (See also rule 84.)

2,349 364,320 8,123,400

Quantities and measurements

83. Quantities and measurements are expressed in figures, as indicated below.

Age:

- 6 years old
- 52 years 10 months 6 days
- a 3-year-old

Clock time (see also Time):

- 4:30 p.m. (equal space each side of colon)
- 10 o'clock or 10 p.m. (preferably not 10 o'clock p.m.)
- half past 4
- 4^h30^m or 4.5^h, in scientific work, if so written in copy

Dates:

June 1917; June 29, 1917 (*not* June, 1917, *or* June 29th, 1917)
 the 5th instant
 4th of July (*but* Fourth of July, meaning the holiday)
 the 1st [day] of the month (*but* the last of April *or* the first of May,
 not referring to specific days)

In referring to a fiscal year, consecutive years, or a continuous period covering more than two years the contracted forms 1931-32, 1801-2, 1875-79 are used (*but* 1895-1914, 1900-1901); for two or more separate years not representing a continuous period a comma is used instead of a dash (1875, 1879).

Decimals: In text a cipher should be supplied before a decimal point if there is no unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch
 silver 0.900 fine
 specific gravity 0.9547
 gage height 10.0 feet
but .30 caliber (meaning 0.30 inch; bore of small arms); 30 calibers (length)

Degrees, etc. (spaces omitted):

longitude 77°04'06'' E.	strike N. 16° E.
latitude 49°26'14'' N.	dip 47° W., <i>or</i> 47° N. 31° W.
a polariscopic test of 85°	gravity 16.6° B.
45.5° to 49.5° below zero	25'.5 <i>or</i> 25.5', as in copy
an angle of 57°	

Market quotations:

4½-percent bonds	gold is 109
Liberty bonds sell at 95	wheat at 42
Metropolitan Railroad, 109	sugar, .03

Measurements:

110 meters	20/400 (vision)
about 10 yards	60 μ
8 by 12 inches	2,500 horsepower
(<i>not</i> 8 x 12 inches <i>or</i> 8 x 12'')	15 cubic yards
1½ miles	12 pounds
6 acres	245 second-feet
40 bushels	80 foot-pounds
1 gallon	10s (for yarns and threads)
3 ems	<i>but</i> tenpenny nail

Money (see also rule 91):

\$3.65; \$0.75; 75 cents	2.5 francs <i>or</i> fr.2.5
\$3 per 200 pounds	£2 4s. 6d.
75 cents apiece	65 yen
3¢ to 5¢ (no spaces)	₹265
Rs.3,225,644 (Indian rupees)	

Percentage:

12 percent; 25.5 percent; 0.5 percent (*or* one half of 1 percent)
 3.65 bonds; 3.65's, 5-20 bonds; 5-20's; 4½'s; 3's
 50-50 (colloquial expression)

Proportion:

1 to 4
 1:62,500 (equal space each side of colon)

Time (see also Clock time):

6 hours 8 minutes 20 seconds	8 days
10 years 3 months 29 days	7 minutes

Unit modifiers:

5-day week

8-year-old wine

8-hour day

10-foot pole

$\frac{1}{2}$ -inch pipe (see also rule 98)

Enumerations

84. Figures are generally used for enumerations and serial numbers, as follows (see also rule 90):

(a) Groups of enumerations (including two or more items).

8 horses and 9 cows (*but six horses; see rule 90c*)

5 men, 3 women, and 9 children

(b) Isolated numbers of 10 or more.

50 ballots

10 guns

24 horses

nearly 10 miles

about 40 men

10 times as large

(c) Serial numbers.

Bulletin 725

Document 71

pages 352-357

paragraph 1

3 U.S. 24

Genesis 39:20 (equal space each side of colon)

Metropolitan 9020 (telephone number)

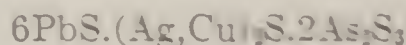
the year 1931

17825 St. Clair Avenue

Letters Patent No. 189463

Chemical formulas

85. In chemical formulas ordinary figures are used before the symbol or group of symbols to which they relate and inferior figures after the symbol.



Fractions

86. Built fractions ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, $\frac{2}{3}$, $\frac{5}{8}$, $\frac{7}{8}$, $\frac{1}{2954}$) are used in text, but the shilling mark with full-sized figures ($1\frac{1}{4}$, $1\frac{1}{2954}$) may be used if specially requested.

87. Figure fractions are used in a unit modifier. (See also rule 94.)

$\frac{1}{2}$ -inch pipe

NUMBERS SPELLED OUT

Numbers beginning a sentence

88. Numbers are generally spelled out at the beginning of a sentence, but in technical matter or to avoid cumbersome expressions arabic numerals are used even in that position. A colon preceding a number does not affect the use of numerals.

Serious and dignified subjects

89. Numbers mentioned in connection with serious and dignified subjects are spelled out.

the Thirteen Original States

in the year nineteen hundred and thirty-two (in formal documents)

the Seventy-second Congress

millions for defense but not one cent for tribute

(a) Numbers larger than 1,000, if spelled out, should be in the following form:

two thousand and twenty

one thousand eight hundred and fifty

eighteen hundred and fifty (serial number)

Enumerations

90. The following enumerations are spelled out:

(a) Enumerations preceding a compound modifier containing a figure.

two $\frac{3}{4}$ -inch boards
twelve 6-inch guns

(b) Indefinite expressions.

the early seventies
in the eighties
between two and three hundred horses

(c) Isolated enumerations less than 10.

six horses
five wells

(d) Ordinal numbers, except in dates and in technical work.

twentieth century
sixty-sixth birthday
One Hundred and Twentieth Street
but 141st meridian, 32d parallel (in technical work)

91. In expressing large numbers the word *million* (or a similar group term) may be spelled out.

20 million	25½ million dollars
460 millions	2¾ thousands

Related numbers

92. Related numbers close together at the beginning of a sentence are treated alike. (See also rule 88.)

Fifty or sixty miles away is snow-clad Mount McKinley.

Round numbers

93. Round numbers are spelled out.

a hundred cows	a million and a half
a thousand dollars	one or two millions
forty-odd people	one hundred and odd men

Fractions

94. Fractions standing alone are generally spelled out. (Note omission of hyphen in fractions; see rule 56.)

three fourths of an inch
one half inch
one fourth inch
or, if copy so reads and is uniform:
three quarters of an inch
half an inch
a quarter of an inch

SYMBOLS

The increased use of symbols and their importance in technical and scientific work has emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

Certain symbols are well standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9), letter symbols (the letters of the alphabet, a, b, c, d, etc.), and graphic symbols (the arithmetical signs +, −, ×, ÷). As heretofore, the Government Printing Office will furnish at cost new special symbols for technical matter when necessary.

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RULES

Letter symbols

95. Letter symbols are set in italics without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning. However, a few symbols are set in roman if so indicated in copy.

Chemical symbols

96. The chemical elements are designated by the initial letter or a shortened form of the English or Latin name. Not being strictly symbols but rather abbreviations, they are set in roman.

Standardized symbols

97. Symbols duly standardized through the procedure of any national qualified scientific, professional, or technical group are accepted as preferred forms within the field of the group when a duly authenticated copy of such standardized symbols is furnished to the Government Printing Office. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

Examples

98. The following approved lists of standardized symbols are acceptable under rule 97, since they have passed the conditions set forth in that rule, approved copies having been furnished to the Style Board:

- Mathematical Symbols (ASA Z 10f—1928).
- Letter Symbols for Electrical Quantities (ASA Z 10gl).
- Aeronautical Symbols (ASA Z 10e—1929).
- Graphical Symbols for Telephone and Telegraph Use (ASA Z 10g6—1929).
- Symbols for Hydraulics (ASA Z 10b—1929).

Symbols for Photometry and Illumination (ASA Z 10d—1930).

Symbols for Heat and Thermodynamics (ASA Z 10c—1931).

Report of the Committee on Standardization of the Institute of Radio Engineers, reprinted from the 1931 Yearbook of the Institute of Radio Engineers.

Symbols for Mechanics Structural Engineering, and Testing Materials (ASA Z 10a—1932).

PUNCTUATION

Punctuation is a device to clarify the meaning of written or printed language. In speech, pauses and emphasis serve the same purpose. Either punctuation or pauses, if wrongly placed, may alter the sense.

Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and insure exact interpretation.

The punctuation required even in well-phrased text should aid clearness. If the use of a punctuation mark is in doubt, the question to be asked is "Why?" rather than "Why not?" If doubt persists, the mark should be omitted to aid the smooth flow of words. Marks interrupt. They are needed only to make the thought clearer or to facilitate oral expression. Beyond that they are detrimental to speed, ease, and exactness of understanding.

Rules for punctuation may be arbitrary in origin and may be observed from habit or inertia. Moreover, rules cannot be devised to meet all exigencies in the limitless variety of word sequence; hence principles must govern.

At each critical point in a sentence there may be a choice of punctuation, so that the following brief summary of the functions of punctuation marks, in order of decreasing break, may prove helpful:

The period marks a full break or complete stop.

The dash, parenthesis, bracket, and comma allow the interpolation of extraneous matter in the main text.

Marks of ellipsis break the continuity of the text to indicate an omission.

The colon introduces the text that follows it but does not necessarily break the continuity of the thought.

The semicolon breaks the text with somewhat more force than the comma and should not be used where a comma will suffice.

The comma—the least break in the text—prevents ambiguity by setting off items in sequence where a false connection might otherwise be imputed.

Quotation marks, question marks, exclamation points, apostrophes, hyphens, and braces all have unique functions which require no explanation.

The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the author's thought.

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Colon

104. The colon is used—

(a) To introduce a clause that supplements the preceding clause.
(See Capitalization, rule 18*b*.)

Railroading is not a variety of outdoor sport: it is service.

(b) After a complimentary address.

MY DEAR SIR:

Ladies and Gentlemen: (flush)

(c) To introduce formally any matter that follows.

The following question came up for discussion: What policy should be adopted?

He said: [if direct quotation of more than a few words follows]. (See rule 105*b*.)

(d) In expressing clock time.

2 : 40 p.m. (equal space each side of colon)

(e) In Biblical citations.

Luke 1:3 (equal space each side of colon)

I Corinthians xiii : 13 (equal space each side of colon)

(f) In proportions.

Concrete mixed 1:3:5 (equal space each side of colons)

(g) After introductory lines in lists, tables, and leader work, if indented subentries follow.

Seward Peninsula:

Council district:

Northern Light Mining Co.

Wild Goose Trading Co.

Fairhaven district:

Alaska Dredging Association.

Comma

105. The comma is used—

(a) To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.

Instead of 20, 50 came.

February 10, 1929.

In 1930, 400 men were dismissed.

To John, Smith was very kind.

but To John he was very kind.

In 1930 there were 400 men dismissed.

(b) Before a direct quotation of only a few words following an introductory phrase. (See rule 104*c*.)

He said, "Now or never."

(c) To indicate the omission of a word or words.

Then we had much; now, nothing.

(d) After each of a series of coordinate qualifying words.

short, swift streams; *but* short tributary streams.

(e) Between an introductory modifying phrase and the subject modified.

Beset by the enemy, they retreated.

(f) Before *Jr.*, *Sr.*, *Esq.*, *Ph.D.*, *F.R.S.*, etc.

Henry Smith, Jr.

Peter Johns, F.R.S.

(g) To set off parenthetical words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.

Mr. Jones, attorney for the defendant, signed the petition.

I should add, moreover, that the conditions are quite different.

It must be remembered, however, that the Government had no guaranty.

It is obvious, therefore, that this office cannot function.

but:

The man who fell [restrictive clause] broke his back.

The dam which gave way [restrictive clause] was poorly constructed.

However desirable this may seem, it cannot be done.

He therefore gave up the search.

(h) To separate thousands, millions, etc., in numbers of four or more digits, except in serial numbers. (See rule 106*b*.)

4,230

50,491

1,000,000

(i) After each member within a series of three or more words, phrases, letters, or figures.

horses, mules, and cattle

Cloth is sold by the bolt, by the yard, or in remnants.

a, b, and c

6, 7, and 8

(j) Before the conjunction in a compound sentence if the second clause is complete with subject and predicate.

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.

The boy went home alone, but his sister remained with the crowd.

(k) After a noun or phrase in direct address.

Senator, will the measure be defeated?

Mr. Chairman, I will reply to the gentleman later.

106. The comma is omitted—

(a) Between month and year in dates.

June 1917; *but* June 2, 1917 (rule 105*a*)

(b) In serial numbers.

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(c) Between superior letters or figures in footnote references.

Numerous instances may be cited.^{1 2}

(d) Wherever possible without danger of ambiguity.

\$2 gold

\$2.50 United States currency

\$3.50 Mexican

Executive Order No. 21

General Order No. 12; *but* General Orders, No. 12

Public Law 37; Public Law No. 37; *but* (in text) Public, No. 37

June last

My age is 30 years 6 months 12 days.

colonel Seventh Cavalry (only one colonel); *but* captain, Seventh Cavalry (more than one captain)

Walsh of Massachusetts; Walsh of Montana (duplicate names of Senators or Representatives in United States Congress).
 Carroll of Carrollton; Henry of Navarre (places closely identified with the persons); *but* John Anstruther, of New York; President Hadley, of Yale University.

Dash

107. The dash is used—

(a) To mark a sudden break or abrupt change in thought.

He said—and no one contradicted him—"The battle is lost."
 If the bill should pass—which God forbid!—the service will be wrecked.
 The auditor—shall we call him a knave or a fool?—approved an inaccurate statement.

(b) To indicate an interruption or an unfinished word or sentence (2-em dash).

I de——

I wonder——

Q. Did you see—— A. No, sir.

(c) Instead of commas or parentheses, if the meaning may thus be clarified.

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

(d) After a word or phrase set in a separate line, if followed by elements at the beginning of each line of which the word or phrase is implied.

I recommend—

That we accept the rules.

That we also publish them.

(e) With a preceding question mark, in lieu of a colon.

How can you explain this?—"Fee paid, \$5."

(f) Sometimes, in lieu of opening quotation marks, in French, Spanish, and Italian dialog.

(g) To precede a credit line or a run-in credit or signature.

Still achieving, still pursuing,
 Learn to labor and to wait.

—*Longfellow*;

Every man's work shall be made manifest.—I Corinthians 3:13.

This statement is open to question.—G.H.F.

(h) After a period following a run-in side head. (See rule 114e.)

(i) To separate run-in questions and answers in testimony.

Q. Did he go?—A. No.

108. The dash is not used—

(a) At the beginning of any line of type, except as indicated in rules 107f and 107g.

(b) With any other mark of punctuation except as indicated in rules 107a, 107e, 107g, 107h, and 107i.

Ellipsis

109. Marks of ellipsis (asterisks or periods, according to the nature of the text) are used to indicate the omission of part of a quotation.

Three asterisks, separated by an em quad, are used to denote an ellipsis in text; if periods are used instead of asterisks, they are separated by an en quad. Neither asterisks nor periods are overrun at the end of a paragraph.

In document measure, "line of stars" means seven asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. If two or more sizes of type are used on a page, 10-point asterisks are indented 2 ems; 8-point, 2½ ems; and 6-point, 3½ ems. An extra indentation is added in indented matter.

For the use of marks of ellipsis within quotations, see rule 119.

Exclamation point

110. The exclamation point is used to mark surprise, incredulity, admiration, or appeal, which may be expressed even in a declarative or interrogative sentence.

He acknowledged the error!

How beautiful!

"Great!" he shouted.

What!

Who shouted, "All aboard!" (Note omission of question mark.)

(a) In direct address, either to a person or a personified object, *O* is used without an exclamation point, but if strong feeling is expressed an exclamation point is placed at the end of the expression.

O my friend, let us consider this subject impartially.

O Lord, save Thy people!

(b) In exclamations without direct address or appeal *oh* is used instead of *O*, and the exclamation point is omitted.

Oh, but the gentleman is mistaken.

Oh dear; the time is so short.

Hyphen

111. The hyphen is used—

(a) To connect the elements of certain compound words. (See Compound Words.)

(b) To indicate the continuation of a word divided at the end of a line. (See rules 290-296.)

Parentheses

112. Parentheses are used—

(a) To set off matter not intended to be part of the main argument of the text, yet important enough to be included.

The CHAIRMAN (to Mr. Smith).

Mr. KELLEY (to the chairman).

(Objected to.)

A. (After examining list.) Yes; I do.

Q. (Continuing.)

A. (Reads:)

A. (Interrupting.)

This case (124 U.S. 329) is not relevant.

The result (see fig. 2) is most surprising.

(b) To enclose a parenthetical clause where the interruption is too great to be indicated by commas.

You can find it neither in French dictionaries (at any rate, not in Littré) nor in English.

(c) To enclose an explanatory word not part of the statement.

the Eric (Pa.) News
but the News, of Eric, Pa.

113. A reference in parentheses at the end of a sentence is placed before the period unless it is a complete sentence in itself or unless copy is specifically marked otherwise.

The specimen exhibits both phases (pl. 14, A, B).
The individual cavities show great variation. (See pl. 4.)

(a) If a sentence contains more than one parenthetical reference the one at the end should be placed before the period.

This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

Period

114. The period is used—

(a) After a declarative sentence.

Stars are suns.
He was employed by Sampson & Co.

(b) After an imperative sentence.

Do not be late.
On with the dance.

(c) After an indirect question or a polite request.

Tell me how he did it.
Please furnish three sets of proofs.

(d) Sometimes to indicate ellipsis.

He went . . . and slept.

(e) After a run-in side head (with a dash following).

Conditional subjunctive.—The conditional subjunctive is required for all unreal and doubtful conditions.

(f) To separate integers from decimals in a single expression.

3.75 percent \$3.50 1.25 meters

(g) After abbreviations, unless otherwise specified. (See Abbreviations.)

gal.	NE.	but m (meter)
qt.	N.Y.	kc (kilocycle)

(h) After legends and explanatory matter beneath illustrations.

(i) Rarely, to indicate multiplication; the multiplication sign is preferable for this purpose.

a.b (a×b)

115. The period is omitted—

(a) After roman numerals used as ordinals.

George V

(b) In general, at the ends of lines in title pages; after center heads, running heads, and flush or cut-in side heads; after box heads of tables; after scientific or other symbols; after abbreviations based on the metric system; and after items (other than abbreviations) set in columns.

(c) After a quotation mark that is preceded by a period.

He said, "Now or never."

(d) After letters used as names without specific designation.

A said to B that * * *

Mr. A told Mr. B that * * *

but Mr. A. (for Mr. Andrews)

Mr. K. (for Mr. King)

Question mark

116. The question mark is used—

(a) To indicate a direct query, even if not in the form of a question.

Did he do it?

He did it?

Can the money be raised? is the question.

Who asked, "Why?" (Note single question mark.)

(b) To express more than one query in the same sentence.

Can he do it? or you? or anyone?

(c) To express doubt.

He said the boy was 8 (?) feet tall.

For the use of a period instead of a question mark in indirect questions and polite requests, see rule 114c; for the use of an exclamation point in questions, see rule 110.

Quotation marks

117. Quotation marks are used—

(a) To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

He said "No."

He said, "John said 'No.'" (Alternate single and double quotes for quotations within quotations.)

"John," said Henry, "why do you go?"

(b) In general, to enclose any matter following the expressions *entitled*, *the word*, *termed*, *marked*, *endorsed*, *signed*, *known as*, *so-called*, etc.

Congress passed the act entitled "An act * * *."

After the word "treaty" insert a comma.

He was known as "The Cid."

(c) At the beginning of each paragraph of a quotation, but at the end of the last paragraph only. In order to avoid too many quotation marks at the beginning of such paragraphs, however, it is sometimes preferable to run matter in. Quotation marks should be limited, if possible, to three sets (double, single, double).

(d) To enclose misnomers, slang expressions, or ordinary words used in an arbitrary way.

He voted for the "lame duck" amendment.

His report was "bunk."

It was a "gentlemen's agreement."

The "invisible government" is responsible.

118. Quotation marks are not used to enclose complete letters having date and signature, or quotations that are indented or set in smaller type.

119. Punctuation marks should be placed inside the quotation marks if they are a part of the matter quoted; otherwise they are placed outside.

Ruth said, "I think so."

The trainman shouted, "All aboard!"

Who asked, "Why?"

Insert the word "growth", "production", or "manufacture", according to facts.

The President suggests that "an early occasion be sought * * *."

120. In a citation the period and quotation marks should precede the footnote reference number.

The commissioner claimed that the award was "unjustified."¹

His exact words were: "The facts in the case prove otherwise."²

121. If poetry is quoted, each verse should start with quotation marks, but only the last verse should end with them. The lines of the poem should range on the left, those that rime taking the same indention, and the quotation marks should be cleared.

"Rest is not quitting
The busy career;
Rest is the fitting
Of self to one's sphere.

"'Tis the brook's motion,
Clear without strife,
Fleeing to ocean
After its life."
—*John Sullivan Dwight.*

Semicolon

122. The semicolon is used—

(a) To separate phrases containing commas.

Other minerals of this stage are dolomite, in small rhombic crystals; celestite, in slender prisms and radial aggregates; and sylvanite, in small prismatic crystals.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

(b) To separate statements that are too closely related in meaning to be written as separate sentences.

It is true in peace; it is true in war.

123. The semicolon is to be avoided where a comma will suffice.

Single punctuation

124. Single punctuation is used wherever possible without ambiguity.

124 U.S. 321 (no comma)

SIR: (no dash)

Joseph replied, "It is not worth while." (no end period)

TABULAR WORK

(See also Abbreviations; Leader Work)

The object of a table is to present in a concise and orderly manner information that could not be presented so clearly in any other way. The rules here given for tabular composition are based upon the general principle that tables should be clear and easy to read.

The style given for text in other sections of this manual applies also to tables, unless deviation therefrom is made necessary by the form or purpose of the tables. Special features of tabular composition and necessary deviations from text style are set forth in the following rules.

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RULES

Abbreviations

125. In a reading column the names of months, some with the day and some standing alone, are all spelled if the width of the column permits.

126. In columns containing names of persons copy is followed as to abbreviations of given names, but well-known abbreviations of such names are used if necessary to save overruns.

127. Periods are not used after abbreviations followed by leaders but are used before footnote references.

Bear-off

128. An en quad is used for bear-off—from the rule on the left in an inside reading column, from the rule on the right in an inside figure column, from both rules in an inside date column, and from the adjacent rule in an outside date column. In a crowded table the bear-off may be omitted in figure columns. (See rule 174.)

Blanks

129. Blank lines are omitted unless their retention is specially requested.

Box heads

130. Periods are omitted after box heads, but a dash is used after any box head that reads into the matter below.

131. Box heads are set solid and bear off an em space above and below rule unless they run up.

132. Box heads are centered except that in a column 10 ems or more in width a head making three lines or more is set with hanging indentation.

133. Box heads run crosswise wherever practicable; if necessary to run up, they are reduced to the minimum practicable depth. If one head must run up, all heads over figure columns in the same table are run up. Running up over reading and date columns is to be avoided. Box heads need not run up in all sections of divided tables.

134. Run-up heads are indented an en quad at the beginning of the line and bear off an en quad from the top rule; if they make two lines, the second is centered; if three lines, they are set with hanging indentation.

135. If a single box exceeds the depth of a double or triple box, the extra space is placed in the lowermost box.

136. In compound boxes the greatest number of lines in a top box controls the depth of all the top boxes, unless the total depth of the head would thereby be increased; so also in each of the other boxes. The top box of a triple box head may be of such depth as to make a better appearance by alining its bottom rule with the bottom rule of the second box.

Age at beginning regular work and sex	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box governs depth of box on left]				
	Number	Percent distribution	June to August		September to May		Not reported
			Number	Percent distribution	Number	Percent distribution	
Boys (12 to 14)-----	3,869	45.5	1,415	9.6	2,405	15.8	49

137. In boxes containing two lines the first line is to be the longer if possible, but good appearance must not be sacrificed by dividing short words or making two-letter divisions in wide columns.

138. In parallel tables a box head that is divided is repeated on each page. Words are preferably not divided between pages in heads over parallel tables.

139. In referring to quantity or things the word *number* in box heads is spelled if possible.

140. In an 8-point table with a 6-point box head an 8-point quad line is inserted between head and body of table if no italic unit of quantity is given. If a unit of quantity is given, a 6-point quad line is used.

Braces

141. Braces are avoided if possible; if used, they are preferably placed on the right of a rule and should extend to include overruns.

Center heads, flush heads, and subheads

142. Center heads over tables are set solid over solid tables and leaded over leaded tables; they follow the same general style of the tables as to the use of figures and abbreviations.

143. Punctuation is omitted after center heads. Flush heads and subheads are followed by a colon, but a dash is used after any head that reads into the matter below.

144. A full quad line is placed above all center heads in the stub, including years used as heads in reading columns. However, if a dash, overrun, etc., in another column furnishes a blank space above the head, an extra quad line is not added.

145. If the center head clears the reading matter below, and there are leaders, no space is used below the head; if there are no leaders below and the center head clears at least an em, the quad line is omitted, but if it clears less than an em, a full quad line is used; otherwise a full quad line is used below the head.

146. If center heads appear in figure columns, a quad line is placed above but no space below.

147. Where the logical construction of a table requires, it is permissible to insert page-width lines between cross rules within the table to indicate class groups to which the data refer. The box head is not repeated.

Ciphers

148. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point.

149. Copy is followed in the use of the word *none* or a cipher to indicate none in figure columns. If neither one appears in the copy, leaders are inserted. In columns of figures under the heading *£. s. d.*, if a whole number of pounds is given, one cipher is supplied under *s.* and one under *d.*; if only shillings are given, one cipher is supplied under *d.* The use of ciphers on the right under the heading *Ft. in.* and after a decimal point depends upon the nature of the work, but they will be used unless otherwise requested. In a column containing sums of money the period and ciphers are omitted if the column consists entirely of even dollars.

Continued heads

150. In continued heads an em dash is used between the head and the word *Continued*. The abbreviations *Contd.* or *Con.* are used only to avoid an overrun. If the head is in small caps the term *continued*, *contd.*, or *con.* is not capitalized. The term is set in roman.

151. Continued heads over tables are to be condensed into one line if possible. If heads to tables or box heads have a reference and footnote, the reference is not repeated in the continued head. Notes above tables (see rule 197) are not generally repeated with continued heads unless necessary to make the table clear.

Dashes or rules

152. Rules may be used in place of dashes in a crowded table.

153. Dashes or rules are not carried in reading or date columns.

154. Parallel dashes are used to cut off figures from other figures below that are added or subtracted; also above a grand total.

Date columns

155. Date columns with month and day are cast $4\frac{1}{2}$ ems for outside columns and 5 ems for inside columns; with month, day, and year, 7 ems and $7\frac{1}{2}$ ems. The figures are alined on the right, and any extra space is inserted between the month and day. An en comma is used between the day and the year.

156. In a date column of $4\frac{1}{2}$ ems that is the first column of a table the month is cleared instead of being repeated or indicated by *Do*.

157. A date column is not considered a reading column, and no period is used after the date if the column is the last one of the table.

158. Footnote references in date columns are placed at the right. If the date column is the last column, the references are placed at the left.

159. If the year is centered in columns consisting entirely of dates or months, a full quad line is inserted above but no space below.

160. In columns consisting entirely of single and double years, the figures are centered in the columns without leaders.

	1898	
	1899-1900	
	1901-2	

Ditto

161. The abbreviation *do.* is used in reading and date columns only, lower-cased if preceded by leaders, otherwise capitalized; but all *do.*'s should be uniform as to capitalization in any one column. (See rule 156.)

162. *Do.* is not used in the first line under a center head in the column in which the center head occurs, under a line of leaders, or in a reading column containing only short words such as *Yes* and *No*; it may be used, however, under a blank space.

163. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to the *do*.

164. *Do.* under a braced group relates only to the last item of the group.

165. Leaders are not used before *Do.* in the first column nor before or after *Do.* in the last column.

166. In a first column 6 ems or less in width $1\frac{1}{2}$ ems of quads are used before *Do.*; in all other columns 6 ems or less in width $1\frac{1}{2}$ ems of leaders are used.

167. In a first or last column more than 6 ems in width 2 ems of quads are used before *Do.*; in all other columns more than 6 ems in width $2\frac{1}{2}$ ems of leaders are used. If the preceding line is indented, the indention of the *Do.* is increased accordingly.

168. In a stub *do.*, followed by 2 ems of leaders, is used under a unit of quantity if the unit is spelled; if the unit is abbreviated, the abbreviation is repeated. (See rule 209.)

169. In fol.-lit. matter inverted commas may be used instead of *do*.

Dollar mark

170. The dollar mark is placed close to the figure; it is used only at the head of the table and under cross rules. In columns containing mixed amounts (as money, tons, gallons) the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money; but if several sums of money are grouped together and added to make a total, the symbol is placed at the top of the group only.

171. In a single money column containing double rows of figures dollar marks are required in both rows, but only on the first line.

\$10-\$12; \$10 to \$12

Double-up tables

172. If the matter under a center head, flush head, or subhead breaks and is carried over to the second part of a double-up table a continued head is inserted at the top of the second part. (See rules 150, 151.)

173. An en-quad bear-off is used on each side of the parallel rule separating the two parts of a double-up table. This applies also to leaders and dashes in the last column of the first part, but not to rules in box heads.

Figure columns

174. Figures aline on the right. In a crowded table the en-quad bear-off may be omitted from the figure columns, but if only a few figures will touch the rule on the left it is preferable to retain the bear-off on the right. The whole table, including all parts of a divided table, must be treated alike.

175. In double rows of figures in a single column, connected by a dash, a plus or minus sign, or the word *to* or a similar connecting word, the dashes, signs, or words are usually alined.

176. Plus or minus signs at the left of figures are placed close to the figures, regardless of alinement.

177. Words and roman numerals in figure columns are alined on the right with the figures; letters and symbols are centered in the columns.

178. Figures expressing mixed units of quantity (feet, dollars, etc.) are alined on the right.

179. Decimal points are alined except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals. Copy editors should indicate at the top of each column the clear necessary for decimals; in a continued or double-up table the maker-up should transpose the space so that all columns will have an en bear-off only.

Footnotes and references (see also Headnotes)

180. Figures are used for footnote references, but if figures might lead to ambiguity (for example, in connection with a chemical formula), letters, asterisks, daggers, etc., may be used instead.

181. If a reference is repeated on another page it may carry the original footnote; but, to prevent repetition, especially of a long note, it may carry instead, as a cross reference, the words "See footnote 1 [or 2, 3, etc.], p. —."

182. References to footnotes are numbered consecutively across the page from left to right and across both pages in a parallel table. Footnotes to a parallel table begin on the even page, unless there are no references on that page.

183. Footnote references are placed at the right in reading columns and at the left in figure columns and are borne off. If a date column is the last column, however, the references are placed at the left.

184. In a figure column or date column a reference letter standing alone in parentheses is centered; in a reading column it is set at the left and is followed by leaders, as if it were a word.

185. The footnotes are placed immediately beneath the table. If the table runs over more than one page, the appropriate footnotes go with each page.

186. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, the two groups separated by a 60-point rule flush on left.

187. Footnotes are set as paragraphs, but two or more short footnotes may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems. In a series of short footnotes the reference numbers are alined on the right.

188. Footnotes in measure wider than document may be doubled up.

189. The footnotes and notes referring to a table are set solid if the table is solid and leaded if the table is leaded.

190. Footnotes and notes referring to tables are usually set in type 2 points smaller than the table but not smaller than 6-point.

191. The same abbreviations are used in the footnotes as in the table.

192. In footnotes numbers are expressed in figures, even at the beginning of a note or sentence.

193. If a footnote consists entirely or partly of a table, the footnote table is set the full width of text. It should always be preceded by introductory matter carrying the reference number; if necessary copy editor should add an introductory line, such as “¹ See the following table:”

194. An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by two leads.

Fractions

195. Em fractions are set flush to the rule on the right; en fractions bear off as usual. Whole numbers clear the fractions throughout the columns except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage). Copy editors should indicate at the top of each column the clear necessary for fractions; in a continued or double-up table the maker-up should transpose the space so that all columns will have an en bear-off only. (See rule 179.)

196. Fractions standing alone are expressed in figures, even at the beginning of a line.

Headnotes

197. Headnotes above tables are enclosed in brackets and set in type 2 points smaller than the table but not smaller than 6-point. (See rule 151.)

Leaders

198. Leaders run across the entire table except that they are omitted from a last reading column or a first or last date column. Leaders may be omitted in any line from a reading column followed only by other reading columns which in that particular line are blank.

199. Figures used to form a stub may be followed by leaders if so indicated on the copy.

200. If there is only one reading column in a table, the leaders run from the bottom line of an overrun; if there is more than one reading column, they run from the top line, and the overrun ends with a period. (A date column is not regarded as a reading column.)

201. In tables where the lines are numbered on the outside of each page the leaders run from the top line.

Letter-spacing of words

202. Words in a line are letter-spaced if more than 1½ ems would otherwise be required between words. All of a short word is letter-spaced rather than only part of a long one.

Overruns

203. Overruns are set with hanging indentation. The indentation is 1 em more than the indentation of the item or, to prevent conflict, 1 em more than the indentation of a following subordinate item.

Reading columns

204. The indentation in reading columns is in addition to the en quad used for bear-off.

205. If the last word in a leader line runs close to the rule, an en leader is inserted if space permits; if not, a thin space.

206. Numerical terms are expressed in figures, even at the beginning of a sentence: 241 days from Dec. 1; trains 3 times a day.

Tables in rules

207. All figures bear off an em quad where an em quad can be used on each side of the figures; otherwise they bear off an en quad, except that the first and last columns (including leaders) bear off an em quad from the outside rules.

Total lines

208. The usual indentation of the word *Total* is 3 ems, but this indentation should be increased as necessary to avoid alinement with preceding item.

Units of quantity

209. Units of quantity in stub columns are placed on the right, 1-em leader from the rule. If the subject does not make a full line but is too long to permit the insertion of the unit of quantity, the line is quadded out and the unit of quantity is placed on the next line at the right, but not preceded by leaders.

210. Over figure columns, units of quantity and the abbreviations *a.m.* and *p.m.*, if not included in the box heads, are set in 6-point italic and are placed immediately above the figures, without periods other than an abbreviating period. If units change in a column the new units are set in italic, with full quad line above and no space below.

211. Units of quantity over figure columns are used only at the beginning of a table or at the head of a continued page or continued column in a double-up table.

Table showing style in regard to the use of units of quantity in stub and figure columns, dashes, reference figures for footnotes, words in figure columns, plus and minus marks, use of braces, miscellaneous figures, usual form of italic and box heads, etc.

Article	Date	Year				
		1901	1902		1903	
FARM PRODUCTS						
Animal matter						
Hides and skins, other than furs-----pounds--	June 16 ¹	Value ² \$5, 729, 927	Quantity 5, 881, 168	Value ² \$942, 246	Quantity 5, 364, 426	Value ² \$964, 424. 00
Wool:						
Washed-----do-----	} May 16	{ 18, 423	146, 000	} 622-49, 233	-----	{ 27, 643. 50
Do-----do-----						
		11, 521	152, 429			22, 368. 25
Vegetable matter						
Cocoa and chocolate						
pounds-----do-----	do-----	254, 452	2, 452, 452	+ ² 24, 942	2, 432, 264	² 476, 242. 00
Coffee-----do-----	Feb. 20	4, 279, 779	4, 263, 943	-64, 243	-----	-----
Fibers, vegetable:						
In raw state:						
Cotton ³ -----bales--	Mar. 17	42, 648, 335	98, 250	+272, 894	None	-----
Do-----do-----	Apr. 10	26, 084	16, 789	48, 716	10, 709	40, 278. 50
Do. ³ -----do-----	Apr. 15	63, 094	152, 429	-308, 736	None	-----
Istle or tampico fiber---pounds--	May 12	70, 124	84, 026	+5, 158	(⁴)	-----
Total-----	-----	53, 315, 784	-----	3, 575, 973	-----	1, 059, 864. 00

¹ Approximate. ² Amount estimated. ³ Other than in raw state. ⁴ Not stated.

LEADER WORK

(See also Tabular Work; Abbreviations)

Leader work is a simple form of tabular work without box heads or vertical rules. In general, leader work is governed by the same rules of style as tabular work. Any necessary deviations from that style are indicated below.

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RULES

Columns

212. A figure column is an en quad wider than the longest line of figures but not less than 2 ems.

213. If the last column is a reading column, leaders are run within an en quad of the first word. If the first column overruns it is indented 1 em from the first word of the last column.

Continued heads

214. If leader work continues on a following page, the center and flush heads are also continued.

Ditto

215. The abbreviation *do.* is capitalized if not preceded by leaders.

Dollar mark

216. The dollar mark is used at the beginning of each statement, on the first line of double-up matter, at the head of a continued statement, and on the first line of each cut-in group.

Flush heads and subheads

217. Flush heads and subheads clear the figure columns.

Footnotes

218. Footnotes are placed at the bottom of the page with the footnotes to text, being numbered consecutively with references in text. If the leader work runs over from one page to another, the appropriate footnotes are carried on each page, being repeated if necessary.

Units of quantity

219. A unit of quantity centered over a column of figures is capitalized and set in italic in type 2 points smaller than the figures, but not smaller than 6-point. The examples immediately below show the style to be observed where there is a short side head at the left (one lead under unit of quantity).

Pennsylvania R.R.:	<i>Tons</i>
Freight carried Jan. 1, 1921-----	21, 000
Baltimore & Ohio R.R.:	
Freight carried:	
May-----	150, 000
June-----	152, 000
If there is no side head:	<i>Tons</i>
Freight carried by the Pennsylvania R.R. and the Baltimore & Ohio R.R. in May-----	371, 500

Miscellaneous examples

220. The following are typical examples of leader work:

Half measure doubled up (units of quantity are alined across the page):

Seedlings:	<i>Inches</i>	Seedlings—Continued.	<i>Inches</i>
Black locust-----	27	Osage orange-----	20
Honey locust-----	16	Catalpa-----	16
Green ash-----	7	Black walnut-----	10
Box elder-----	24	Chestnut-----	12

Mixed units of quantity and amounts and words:

Capital invested-----	\$8, 000
Value of implements and stock-----	\$3, 000
Land under cultivation-----	acres-- 128. 6
Orchard-----	do.---- 21. 4
Forest land-----	square miles-- 50
Livestock:	
Horses:	
Number-----	8
Value-----	\$1, 500
Cows:	
Number-----	18
Weekly production of butter per cow--	pounds-- 7½
Hogs:	
Number-----	46
Loss from cholera-----	None

Abbreviated unit of quantity repeated:

Length of skull, premaxillaries to condyles, <i>Menodus trigono-</i> <i>nocerus</i> -----	mm-- 2, 120
Height at shoulder (top of third dorsal), <i>Brontops robus-</i> <i>tus</i> -----	mm-- 2, 311
Width of atlas, <i>Diploclonus tyleri</i> -----	mm-- 320

DATE LINES, ADDRESSES, AND SIGNATURES

The general principle involved in the typography of date lines, addresses, and signatures is that they should be so set as to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth in the rules below. Other typographic details covered by these rules are designed to insure uniformity and good appearance. Certain general instructions (rules 221 to 224) apply alike to date lines, addresses, and signatures.

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Addresses (rules 228-231) -----	90
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Miscellaneous examples -----	92

RULES

General instructions

221. Principal words in date lines, addresses, and titles accompanying signatures are capitalized.
222. Titles and *Esq.*, *Jr.*, and *Sr.*, with names, are generally set in caps and lower-case if the name is in caps and lower-case or caps and small caps; if the name is in all caps they are set in caps and small caps, if small caps are available—otherwise in lower-case.
223. Lines set in boldface, all caps, small caps, or caps and small caps are spaced with en quads.
224. Lead is omitted if space is clear between date line and address, signature and text, or signature and address.

Date lines

225. Date lines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the place name and date in italic; if the originating office is not given, the place name is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such date lines are indented from the right 1 em for a single line, 3 ems and 1 em successively for two lines, or 5 ems, 3 ems, and 1 em successively for three lines.

THE WHITE HOUSE, *July 30, 1921.* □
THE WHITE HOUSE, □ □ □
Washington, D.C., January 1, 1921. □
TREASURY DEPARTMENT, □ □ □ □ □
OFFICE OF THE TREASURER OF THE UNITED STATES, □ □ □
Washington, D.C., May 4, 1921. □
TREASURY DEPARTMENT, *July 30, 1921.* □

DEPARTMENT OF COMMERCE, ☐ ☐ ☐
July 30, 1921. ☐

OFFICE OF JOHN SMITH & Co., ☐ ☐ ☐
26 Bill Street, New York, N.Y., June 6, 1921. ☐

WASHINGTON, *May 20, 1921—10 a.m.* ☐

THURSDAY, MAY 5, 1921—2 P.M. ☐

WASHINGTON, *November 29, 1921.* ☐ ☐ ☐
 [Received December 6, 1921.] ☐

ON BOARD THE U.S.S. "CONNECTICUT", ☐ ☐ ☐
September 21, 1921. ☐

OFFICE OF THE COMMISSIONERS OF THE DISTRICT OF COLUMBIA, ☐ ☐ ☐
Washington, November 6, 1921. ☐

HOUSE OF REPRESENTATIVES, ☐ ☐ ☐ ☐ ☐
 COMMITTEE ON THE MERCHANT MARINE, RADIO, AND FISHERIES, ☐ ☐ ☐
Thursday, October 27, 1921. ☐

But, congressional hearings:

MONDAY, OCTOBER 24, 1932

HOUSE OF REPRESENTATIVES, ☐ ☐ ☐ ☐ ☐
 COMMITTEE ON THE MERCHANT MARINE, RADIO, AND FISHERIES, ☐ ☐ ☐
Washington, D.C. ☐

UNITED STATES SENATE, ☐ ☐ ☐ ☐ ☐
 SUBCOMMITTEE OF THE COMMITTEE ON MANUFACTURES, ☐ ☐ ☐
Washington, D.C. ☐

CONGRESS OF THE UNITED STATES, ☐ ☐ ☐ ☐ ☐
 JOINT COMMISSION OF AGRICULTURAL INQUIRY, ☐ ☐ ☐
Washington, D.C. ☐

226. Date lines at the end of a letter or paper are set at the left side of the page, indented 1 em. If above the signature they are set in roman caps and lower-case; if below, in caps and small caps for the place and italic for the date.

Above signature:

☐ Steubenville, Ohio, July 30, 1921.

☐ July 28, 1921.

Below signature:

☐ STEUBENVILLE, OHIO, *July 28, 1921.*

☐ JULY 30, 1921.

227. Date lines on newspaper extracts are set at the beginning of the paragraph, the place name in caps and small caps and the date in roman caps and lower-case.

☐ NEW YORK, N.Y., August 21, 1921.—A dispatch received here from * * *

Addresses

228. Addresses are set at the left side of the page, either at the beginning or at the end of a letter or paper as indicated on the copy. If the address is at the beginning, the first line is set flush; if at the end, it is indented 1 em.

To the American Diplomatic and Consular Officers.

☐ GENTLEMEN: You are hereby * * *

To SMITH & JONES and

☐ ☐ BROWN & GREEN, Esqs.,
Attorneys for Claimant.

☐ ☐ ☐ (Attention of Mr. Green.)

(a) If an address line is longer than a name line, the address line is indented 2 ems under the name line; if both lines are about the same length or the address is the shorter, the address line is placed so that its center will be at the end of the name line.

229. The name or title forming the first line of the address is set in caps and small caps; the matter following is set in italic. The words *United States Army* or *United States Navy* immediately following a name are set in roman caps and lower-case, in the same line as the name.

Maj. Gen. LYTLE BROWN, United States Army,
Chief of Engineers.

THE CHIEF OF ENGINEERS, UNITED STATES ARMY.

Maj. Gen. LYTLE BROWN,
□ □ *Chief of Engineers, United States Army, Washington, D.C.*

Hon. SOUTH TRIMBLE,
□ □ *Clerk of the House of Representatives.*

230. General addresses (not to a particular person) are set in italic, flush, with overruns indented 2 ems.

To Collectors of Customs and Internal Revenue:

To the Congress of the United States:

To the Senate:

To the Senate and House of Representatives:

To whom it may concern:

Examples illustrating other types of addresses:

THE CHIEF OF ENGINEERS
□ □ (Through the Division Engineer).

MY DEAR SIR: I have the honor, etc.

MR. REED:

STATE OF NEW YORK,
County of New York, ss:

DEAR MR. CLERK: I have the honor, etc.

Lt. (Jr. Gr.) JOHN SMITH,
Navy Department:

□ The care shown by you, etc.

231. An extra lead is used below an address at the beginning of a letter or paper.

Signatures

232. Signatures are set at the right side of the page. They are indented 1 em for a single line, 3 ems and 1 em successively for two lines, and 5 ems, 3 ems, and 1 em successively for three lines.

233. The name or names are set in caps and small caps, the title in italic.

234. If name and title make more than half a line, they are set as two lines.

235. Two or more independent signatures are alined on the left, and the longest name is indented 1 em on the right if no title follows.

236. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT CO., ☐
By JOHN SMITH, *Secretary*.

JOHN L. PENN, *Solicitor*,
By FREDERICK VAN DYNE,
Assistant Solicitor. ☐

JOHN SMITH ☐ ☐ ☐
(For the Governor of Pennsylvania). ☐

NORTH AMERICAN ICE CO., ☐
G. Y. ATLEE, *Secretary*.

JOHN W. SMITH ☐ ☐ ☐
(And 25 others). ☐

JOHN (his thumb mark) SMITH. ☐

PHILIP P. CAMPBELL, ☐ ☐ ☐
JOHN L. CABLE,
Managers on the part of the House. ☐
[Lead]

WESLEY L. JONES,
KNUTE NELSON,
Managers on the part of the Senate. ☐

☐ I am, very respectfully, yours,

(Signed) ☐ FRED C. KLEINSCHMIDT, ☐ ☐ ☐
Assistant Clerk, Court of Claims. ☐

☐ I have the honor to be,

☐ ☐ ☐ Very respectfully, your obedient servant,

JOHN R. KING, *Secretary*. ☐

☐ Hoping to hear from you soon, I have the honor to be,

☐ ☐ ☐ Very respectfully, your obedient servant,

HENRY L. JONES. ☐

☐ [SEAL]

RICHARD ROE, ☐ ☐ ☐
Notary Public. ☐

J. M. WILBER. [SEAL] ☐
BARTLET, ROBINS & Co. ☐ [SEAL] ☐

☐ In presence of—

☐ ☐ ☐ A. B. BROWN.

☐ ☐ ☐ JOHN DOE.

☐ Attest:

RICHARD ROE, *Notary Public*. ☐

☐ By the governor:

NATHANIEL COX, *Secretary of State*. ☐

☐ Approved.

JOHN SMITH, *Governor*. ☐

☐ By the President:

☐ ☐ ☐ CHARLES EVANS HUGHES,
Secretary of State.

☐ On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS.
SAML. CAMPBELL.
H. H. STROHMEYER & Co. ☐

☐ Respectfully submitted.

L. A. WRIGHT, ☐ ☐ ☐
United States Indian Agent. ☐

☐ ☐ ☐ Yours truly,

JAMES STALEY, Jr., ☐ ☐ ☐
Superintendent. ☐

☐ ☐ ☐ Very respectfully,

A. F. CALDWELL, ☐ ☐ ☐
United States Indian Agent. ☐

☐ ☐ ☐ I am yours truly,

☐ ☐ ☐ "Very respectfully,

"M. T. JENKINSON. ☐
"ALBERT WARD."

From 8 to 20 names, inclusive, without titles following, are set in half measure, in caps and small caps, each name on a separate line, the longest line 1 em from right; if more than 20, or if 8 or more with titles following, they are set in full measure, caps and lower-case, run in, indented 5 and 7 ems, as follows:

□□□□□ Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,
 □□□□□□ attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,
 □□□□□□ Symons & Co.; Harrison Bros. & Co., by George Harrison;
 □□□□□□ Hoare, Miller & Co.

A long title of three or more lines following a signature is indented as follows:

□[SEAL] (Signed) □ THOMAS E. RHODES, □□□
 □□□ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* □
 □□□ *Alien Property Custodian, and H. T. Tate, Acting Treasurer of the* □
 □□□ *United States.*

ITALIC

Italic letters stand out prominently in a page of roman type and therefore are commonly used for words and phrases which for any purpose are to be differentiated from other text. However, as an undue amount of italic actually defeats its purpose, its use in general work is restricted as indicated in the following rules.

	Page
Emphasis, foreign words, titles of publications (rule 237) -----	95
Names of vessels and aircraft (rule 238) -----	95
Names of legal cases (rule 239) -----	95
Scientific names (rule 240) -----	95
Words and letters (rules 241–243) -----	96

RULES

Emphasis, foreign words, titles of publications

237. Italic is not used for mere emphasis, foreign words, or the titles of publications unless it is specially requested and the copy is edited therefor.

Names of vessels and aircraft

238. The names of vessels and aircraft are italicized unless otherwise provided.

the *Friendship* the *U-7*
the *Spirit of St. Louis* the *Do-X*

(a) Such names are quoted in matter printed in other than lower-case roman.

Sinking of the "Lusitania"
SINKING OF THE "LUSITANIA"
Sinking of the "Lusitania"

Names of legal cases

239. The names of legal cases are italicized, except the *v.* or *vs.*

De Jager, appellant, v. Attorney General of Natal, respondent
Smith vs. Brown et al.
 but SMITH v. BROWN ET AL. (heading)
 SMITH vs. BROWN ET AL. (heading)

Scientific names

240. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

Tsuga canadensis
Cypripedium parviflorum var. *pubescens*
the genera *Quercus* and *Liriodendron*
the family Leguminosae

Words and letters

241. The words *Be it resolved*, *Resolved*, *Resolved further*, *Provided*, *Provided further*, and *Ordered*, in bills, acts, resolutions, etc., are italicized; also the words *To be continued* (at the end of an article) and *See* and *See also* (in indexes only).

Be it resolved, That (resolution)

[*To be continued*] (centered; no period)

[Continued from p. 3] (centered; no period)

See also Mechanical data (index entry)

242. All letters (caps, small caps, lower-case, superiors, and inferiors) used as symbols are italicized, except chemical symbols and certain other standardized symbols. (See Symbols.)

$$D \div 0.025 V_m^{2.7} = \frac{0.042}{G-1} V_m^{2.7}$$



243. Parentheses and brackets which are adjoined to italicized words are set in roman type instead of italic; other punctuation marks match the type of the character to which they are adjoined.

FOL., FOL. LIT., ETC.

In some classes of printing—for example, legal and historic documents—literal faithfulness to the original text is essential. The responsibility for faithfulness to original text must rest with the author, editor, or originating office. The extent to which it is desired that copy be followed should always be specifically indicated. (See first paragraph on p. 1.)

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Copy marked “bill style” (rule 247)-----	97
Unprepared copy (rule 248)-----	97

RULES

Copy marked “fol.”

244. Copy marked “fol.” is to be followed with respect to verbal expression, spelling, abbreviations, signs, symbols, figures, and italic, but not necessarily with respect to capitalization, punctuation, or compounding. Any spelling in “fol.” matter is permissible that has the sanction of a dictionary.

Copy marked “fol. lit.”

245. Copy marked “fol. lit.” is to be followed in all respects, including capitalization, punctuation, compounding, and even manifest errors, but not necessarily size and style of type.

Copy marked “reprint”

246. Copy marked “reprint” is to be followed in all respects, including size and style of type, if practicable.

Copy marked “bill style”

247. Copy marked “bill style” is to follow the style of the Government Printing Office Bill Style Manual.

The Bill Style Manual conforms to this Style Manual in many particulars, such as the use of figures in dates; sums of money; percentages; the numbers of articles, chapters, lines, pages, paragraphs, parts, sections (including land descriptions), and volumes; the classification of vessels (A-1); and all other instances where *numbered* is used or implied. Otherwise, everything is spelled out except *Mr.* and *Mrs.*

Unprepared copy

248. Copy that bears no preparation will be printed in conformity with this Style Manual.

MISCELLANEOUS RULES

The rules in this section cover miscellaneous features of style that do not properly fall under any of the preceding subjects.

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RULES

Center and side heads

283. The responsibility for uniformity in type used for heads of coordinate rank rests with copy editors.

284. Unless otherwise marked, center heads are set in capitals and side heads are set in lower-case (only first word and proper names capitalized).

285. Periods are omitted after center heads, running heads, and flush and cut-in side heads; a period and dash are used after a side head run in with the text, except such terms as *Article 1, Section 1*.

286. Division of words should be avoided in center heads making more than one line, and the first line should be centered, not made to fill the measure by unduly wide spacing.

287. Center heads set in capitals are spaced with at least en quads between words, and the space is widened proportionately for an extended face or for letter-spaced words.

288. In heads set in capitals a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lower-case *c* or *ac*. In heads set in small caps an apostrophe is used instead of the *c*. (See also Capitalization, rules 5 and 5*a*.)

Citations (see also Reference marks and footnotes)

289. In text, a parenthetical citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise.

304. The overrun page numbers are indented 7 ems in full measure and 3½ ems in half measure, more than one line being used if necessary. These indentions are increased if necessary to avoid conflict with matter above or below.

305. In index entries the following forms are used:

Brown, A. H., Jr. (*not* Brown, Jr., A. H.)

Brown, A. H., & Sons (*not* Brown & Sons, A. H.)

306. In a table of contents, where such a word as *chapter*, *plate*, or *figure* is followed by a number and period in the first line and cleared in the following lines, an en quad is used after the period in the first line, and the periods are alined.

307. Subheads to tables of contents are centered on the full measure. If such subheads extend to the figure column, the figure column and an equal number of ems on the left are cleared.

Leads and slugs (see Spacing, p. 108)

Legends beneath illustrations

308. Legends of one or two lines are centered; legends of more than two lines are set with hanging indentation. If an illustration is narrower than full measure and text is to be run at the side of it the legend is set the width of the illustration; if text is not to be run at the side of the illustration the legend is set full measure regardless of the width of the illustration, unless copy is otherwise marked.

309. Legends are leaded if the text is leaded and are set solid if the text is solid.

310. Legend lines of illustrations which run the broad way should be printed to read up; that is, the even-page legend should be on the binding (or inside) margin, and the odd-page legend on the outside margin.

311. A period is used after legends and explanatory matter beneath illustrations.

Letters illustrating shapes and forms

312. Letters used to illustrate shapes and forms, as *U-shape(d)*, *A-frame*, *T-rail*, are set in gothic—case 380 for 10-point, case 379 for 8-point, and case 378 for 6-point—except that for *I-beam* cases 14, 13, and 12, respectively, are used. A gothic capital is not used in *X-ray* and *U-boat*, which have no reference to shape or form.

Numbered paragraphs or items

313. A period and en quad are used after a number or letter at the beginning of a paragraph or item, but if parentheses are used the period is omitted.

Reference marks and footnotes

314. For reference marks in text, superior figures are used, separated from the words to which they apply by thin spaces, unless immediately preceded by a period or comma. Unless copy and proofs are otherwise marked, the footnotes are numbered consecutively, from 1 to 99, but in a publication that is divided into chapters or articles the reference numbers begin with 1 in each chapter or article. A superior reference mark follows all punctuation marks except a dash.

315. Where reference figures might lead to ambiguity (for example, in matter containing exponents) italic superior letters may be used.

316. Footnotes are set in the same measure as the text to which they belong.

317. Footnotes are set as paragraphs and are separated from the text by a 60-point rule, flush on the left, with 2 leads above and below the rule. Two or more short footnotes coming together may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems.

318. Unless copy is otherwise marked, footnotes to 12-point text are set in 8-point; footnotes to 10-point and 8-point text are set in 6-point.

319. Letters used for reference marks in explaining diagrams, etc., are set in italic for either capitals or lower-case.

Sidenotes and cut-in notes

320. Sidenotes and cut-in notes are set as paragraphs unless otherwise marked; if so prepared they may be set with each line flush on the left and ragged on the right. The measure to be allowed for cut-in notes is 12 ems of 6-point unless otherwise marked, and the note should bear off from the text an em above and below and at least an em at the side.

321. The cut-in note should begin on the third line of the paragraph of text unless the paragraph is too short.

Spacing

322. Spacing of text is governed by the leading, narrow spacing being more desirable in solid matter than in leaded matter. Very thin or very wide spacing in the first line of a paragraph should be avoided.

323. If the last line of a paragraph follows a widely spaced line it is spaced with en quads instead of 3-em spaces.

324. Center heads are separated from the text by slugs, the space below the head being at least 2 points less than the space above.

325. Unless otherwise marked, extracts or other matter set off from the main text by smaller type or indention are separated from the text by 3 leads in leaded matter and 2 leads in solid matter.

GENERAL INFORMATION

GEOLOGIC TERMS

For the capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The following list gives many of the terms in common use. It should be noted that "Coal Measures" is used for a subdivision of the Carboniferous system; "Calciferous" and "Magnesian" for lithologic subdivisions of the Cambrian and Ordovician, respectively; and "Red Beds" for Permo-Triassic rocks of the West; and that these terms, if used in a common-noun sense, are not capitalized or quoted. The term *redbeds* (lower-case, one word) is used in a technical, nonliteral sense to designate certain formations of mixed lithologic character that are predominantly red. The adjectives *upper*, *middle*, and *lower* are capitalized only as indicated in the list, unless the term is quoted (lower Carboniferous; "Lower Carboniferous"). Such common nouns as *formation*, *member*, *group*, *anticline*, *syncline*, *dome*, *uplift*, and *terrace* are not capitalized even if preceded by a name: Mesaverde formation, Devol anticline, Ozark uplift, etc. A dagger preceding a name (†Lafayette gravel) indicates that the name is obsolete or abandoned.

Acadian	Devonian:	lignitic	Pennsylvanian
Algonkian	Lower	"Magnesian"	Permian
Archean	Middle	Mesozoic	"Permo-Carbon-
"Calciferous"	Upper	Miocene:	iferous"
Cambrian:	Eocene:	lower	Pleistocene
Lower	lower	middle	Pliocene:
Middle	middle	upper	post-Pliocene
pre-Cambrian	upper	Mississippian	pre-Pliocene
Upper	Georgian	Mohawkian	Proterozoic
Carboniferous:	glacial:	Neocene	Quaternary
lower	interglacial	Oligocene:	Recent
upper	postglacial	lower	"Red Beds"
Cenozoic	preglacial	middle	Saratogan
Cincinnatian	Jurassic:	upper	Silurian
"Coal Measures"	Lower	Ordovician:	Tertiary
"Corniferous"	Middle	Lower	Triassic:
Cretaceous:	Upper	Middle	Lower
Lower	"Juratrias"	Upper	Middle
Upper	"Lignitic"	Paleozoic	Upper

PHYSIOGRAPHIC TERMS

The following list of physical divisions of the United States has been approved by the Association of American Geographers and should be used as a guide to capitalization. The general terms *province* and *section*, being used in the common-noun sense, are not capitalized; the other terms are proper names and are therefore capitalized.

PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
Laurentian Upland.....	Superior Upland.....	
Atlantic Plain.....	Continental Shelf.....	
	Coastal Plain.....	Embayed section.
		Sea Island section.
		Floridian section.
		East Gulf Coastal Plain.
		Mississippi Alluvial Plain.
		West Gulf Coastal Plain.
Appalachian Highlands.....	Piedmont province.....	Piedmont Upland.
	Blue Ridge province.....	Piedmont Lowlands.
	Valley and Ridge province.....	Northern section.
		Southern section.
		Tennessee section.
		Middle section.
		Hudson Valley.
	St. Lawrence Valley.....	Champlain section.
		Northern section.

PHYSICAL DIVISIONS OF THE UNITED STATES—Continued

Major division	Province	Section
Appalachian Highlands-----	Appalachian Plateaus-----	Mohawk section. Catskill section. Southern New York section. Allegheny Mountain section. Kanawha section. Cumberland Plateau. Cumberland Mountain section.
	New England province-----	Seaboard Lowland. New England Upland. White Mountain section. Green Mountain section. Taconic section.
	Adirondack province-----	
Interior Plains-----	Interior Low Plateaus-----	Highland Rim. Lexington Plain. Nashville Basin.
	Central Lowland-----	Eastern lake section. Western lake section. Wisconsin Driftless section. Till Plains. Dissected Till Plains. Osage Plains.
	Great Plains-----	Missouri Plateau. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton section. Pecos Valley. Edwards Plateau. Central Texas section.
	Ozark Plateaus-----	Springfield-Salem plateaus. Boston "Mountains."
	Ouachita province-----	Arkansas Valley. Ouachita Mountains.
Rocky Mountain System-----	Southern Rocky Mountains-----	
	Wyoming Basin-----	
Intermontane Plateaus-----	Middle Rocky Mountains-----	
	Northern Rocky Mountains-----	
	Columbia Plateaus-----	Walla Walla Plateau. Blue Mountain section. Payette section. Snake River Plain. Harney section.
	Colorado Plateaus-----	High Plateaus of Utah. Uinta Basin. Canyon Lands. Navajo section. Grand Canyon section. Datil section.
	Basin and Range province-----	Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento section.
	Sierra-Cascade Mountains-----	Northern Cascade Mountains. Middle Cascade Mountains. Southern Cascade Mountains. Sierra Nevada.
	Pacific Border province-----	Puget Trough. Olympic Mountains. Oregon Coast Range. Klamath Mountains. California Trough. California Coast Ranges. Los Angeles Ranges.
Pacific Mountain System-----		
	Lower Californian province-----	

PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.	Judith guide meridian. (Mont.)
First, second, etc., guide meridian.	Kanab guide meridian. (Utah.)
First, second, etc., principal meridian.	Kolob guide meridian. (Utah.)
Auxiliary (first, second, etc.) meridian.	Little Porcupine guide meridian. (Mont.)
Ashley guide meridian. (Utah.)	Louisiana meridian. (La.)
Beaverhead guide meridian. (Mont.)	Maginnis guide meridian. (Mont.)
Belt Mountain guide meridian. (Mont.)	Michigan meridian. (Mich.-Ohio.)
Big Hole guide meridian. (Mont.)	Mount Diablo base line. (Calif.-Nev.)
Bitterroot guide meridian. (Mont.)	Mount Diablo meridian. (Calif.-Nev.)
Black Hills base line. (S.Dak.)	Musselshell guide meridian. (Mont.)
Black Hills guide meridian. (S.Dak.)	Navajo base line. (Ariz.-N.Mex.)
Boise meridian. (Idaho.)	Navajo meridian. (Ariz.-N.Mex.)
Boulder guide meridian. (Mont.)	New Mexico guide meridian. (N.Mex.-Colo.)
Browning guide meridian. (Mont.)	New Mexico principal meridian. (N.Mex.-Colo.)
Buffalo Creek guide meridian. (Mont.)	Panguitch guide meridian. (Utah.)
Carson River guide meridian. (Nev.)	Passamari guide meridian. (Mont.)
Castle Valley guide meridian. (Utah.)	Pine Valley guide meridian. (Utah.)
Chickasaw meridian. (Miss.)	Principal meridian. (Mont.)
Choctaw base line. (Miss.)	Red Rock guide meridian. (Mont.)
Choctaw meridian. (Miss.)	Reese River guide meridian. (Nev.)
Cimarron meridian. (Okla.)	Ruby Valley guide meridian. (Nev.)
Colorado guide meridian. (Utah.)	Salt Lake meridian. (Utah.)
Columbia guide meridian. (Wash.)	St. Helena meridian. (La.)
Colville guide meridian. (Wash.)	St. Stephens base line. (Ala.-Miss.)
Copper River meridian. (Alaska.)	St. Stephens meridian. (Ala.-Miss.)
Coulson guide meridian. (Mont.)	San Bernardino base line. (Calif.)
Deer Lodge guide meridian. (Mont.)	San Bernardino meridian. (Calif.)
Deschutes meridian. (Oreg.)	Sevier Lake guide meridian. (Utah.)
Emery Valley guide meridian. (Utah.)	Seward meridian. (Alaska.)
Fairbanks meridian. (Alaska.)	Shields River guide meridian. (Mont.)
Flathead guide meridian. (Mont.)	Smith River guide meridian. (Mont.)
Fort Belknap guide meridian. (Mont.)	Snake Valley guide meridian. (Utah.)
Fremont Valley guide meridian. (Utah.)	Square Butte guide meridian. (Mont.)
Gila and Salt River meridian. (Ariz.)	Sweet Grass guide meridian. (Mont.)
Grand River guide meridian. (Utah.)	Tallahassee meridian. (Fla.)
Grande Ronde guide meridian. (Oreg.)	Teton guide meridian. (Mont.)
Green River guide meridian. (Utah.)	Uinta special meridian. (Utah.)
Haystack Butte guide meridian. (Mont.)	Ute principal meridian. (Colo.)
Helena guide meridian. (Mont.)	Valley Creek guide meridian. (Mont.)
Henry Mountain guide meridian. (Utah.)	Wah Wah guide meridian. (Utah.)
Horse Plains guide meridian. (Mont.)	Washington meridian. (Miss.)
Humboldt meridian. (Calif.)	Willamette meridian. (Oreg.-Wash.)
Humboldt River guide meridian. (Nev.)	Willow Springs guide meridian. (Utah.)
Huntsville meridian. (Ala.-Miss.)	Wind River meridian. (Wyo.)
Indian meridian. (Okla.)	Yantic guide meridian. (Mont.)
Jefferson guide meridian. (Mont.)	Yellowstone guide meridian. (Mont.)

PRINCIPAL FOREIGN COUNTRIES, WITH THE TITLES OF HEADS OF STATE AND THE NAMES OF LEGISLATIVE BODIES, ETC.

[As of Jan. 1, 1933]

Country	Title of head of state	Legislative body and branches	Domain and major administrative subdivisions
Afghanistan-----	King-----	(Absolute monarchy) National Consultative Assembly.	Kingdom: Province.
Albania-----	do-----	Chamber of Deputies-----	Kingdom: Prefecture.
Andorra-----	Syndic-----	Council-----	Protected State: Parish.
Arabia (see Saudi Arabia).			
Argentina-----	President-----	National Congress: Senate, Chamber of Deputies.	Republic: Province, Territory, Federal Capital.
Austria-----	do-----	Assembly (Nationalrat), First Chamber (Bundesrat).	Republic: Province.
Belgium-----	King-----	Senate, Chamber of Representatives.	Kingdom: Province.
Bhutan-----	Maharaja-----		State.
Bolivia-----	President-----	National Congress: Chamber of Senators, Chamber of Deputies.	Republic: Department, Territory.
Brazil-----	do-----	National Congress: Senate, Chamber of Deputies.	Republic: State, Territory, Federal District.
Bulgaria-----	King-----	National Assembly (Sobranjé)	Kingdom: Province (Okrug).
Chile-----	President-----	National Congress: Senate, Chamber of Deputies.	Republic: Province, Territory.
China-----	do-----	Legislative Yuan ¹ -----	Republic: Province.
Colombia-----	do-----	Congress: Senate, House of Representatives.	Republic: Department, Intendencia, ¹ Comisaria. ¹
Costa Rica-----	do-----	Constitutional Congress-----	Republic: Province.
Cuba-----	do-----	Congress: Senate, House of Representatives.	Do.
Czechoslovakia-----	do-----	National Parliament: Senate, Chamber of Deputies.	Do.
Danzig, Free City of.		Senate, Legislative Assembly (Volkstag).	Free City: Kreis. ¹
Denmark-----	King-----	Diet (Rigsdag): Landsting, Folketing.	Kingdom: Amt. ¹
Dominican Republic.	President-----	Congress: Senate, Chamber of Deputies.	Republic: Province.
Ecuador-----	do-----	National Congress: Senate, Chamber of Deputies.	Republic: Province, Territory.
Egypt-----	King-----	Parliament: Senate, Chamber of Deputies.	Kingdom: Province (Mudiriyyet), Governorate.
El Salvador-----	President-----	National Assembly of Deputies.	Republic: Department.
Estonia-----	Head of State-----	State Assembly (Riigikogu)---	Republic: District (Maavalitus).
Ethiopia (Abyssinia).	Emperor-----	(Absolute monarchy) Parliament: Senate, Chamber of Deputies.	Empire: Feudal Kingdom, Province.
Finland-----	President-----	Diet-----	Republic: Province (Lääni).
France-----	do-----	National Assembly: Senate, Chamber of Deputies.	Republic: Department.
Germany-----	do-----	Legislature of the Republic (Reichstag), State Council (Reichsrat).	Republic: State, Province.
Great Britain and Northern Ireland, British Dominions beyond the Seas, and India.	King (etc.)-----		Empire: Kingdom, Dominion, and India.
Great Britain and Northern Ireland, United Kingdom of.	King-----	Parliament: House of Lords, House of Commons.	Kingdom: Colony, Protectorate, Dependency.
Australia, Commonwealth of.	Governor General-----	Parliament: Senate, House of Representatives.	Dominion: State.
Canada, Dominion of.	do-----	Parliament: Senate, House of Commons.	Dominion: Province, Territory.
Irish Free State---	do-----	Parliament: Senate (Seanad Éireann), Chamber of Deputies (Dail Éireann).	Dominion: County.
Newfoundland---	Governor-----	Legislature: Legislative Council, House of Assembly.	Dominion: District.
New Zealand-----	Governor General-----	Parliament: Legislative Council, House of Representatives.	Dominion: County, Municipality.
South Africa, Union of.	do-----	Parliament: Senate, House of Assembly.	Dominion: Province.
India, British-----	Viceroy and Governor General.	Legislature: Council of State, Legislative Assembly.	Empire: Province.
India, Native States.	Prince, etc-----		State.

¹ No accurate English equivalent.

PRINCIPAL FOREIGN COUNTRIES, WITH THE TITLES OF HEADS OF STATE AND
THE NAMES OF LEGISLATIVE BODIES, ETC.—Continued

Country	Title of head of state	Legislative body and branches	Domain and major administrative subdivisions
Greece	President	Senate, Chamber of Deputies.	Republic: Nome ¹ (Nomos).
Guatemala	do	National Assembly: Permanent Committee functions during recess of assembly.	Republic: Department
Haiti	do	National Assembly: Senate, Chamber of Deputies.	Do.
Hejaz and Nejd (see Saudi Arabia).			
Honduras	do	Congress of Deputies.	Do.
Hungary	Regent	Parliament: Upper House, Lower House.	Kingdom: Comitatus (Vármegye).
Iceland	King	Parliament (Alting): Upper House, Lower House.	Kingdom: District (Syslur).
Iraq	do	Parliament: Senate, Chamber of Deputies.	Kingdom: District (Liwa).
Italy	do	do	Kingdom: Province.
Japan	Emperor	Imperial Diet: House of Peers, House of Representatives.	Empire: Prefectures (Fu and Ken).
Chosen			Province.
Latvia	President	Diet (Saeima)	Republic: Province (Apgabals).
Liberia	do	Congress: Senate, House of Representatives.	Republic: County.
Liechtenstein	Prince	Diet	Principality.
Lithuania	President	Diet (Seimas)	Republic: District (Apskritis).
Luxemburg (Luxembourg).	Grand Duchess	Chamber of Deputies.	Grand Duchy: Canton.
Mexico	President	Congress: Senate, Chamber of Deputies.	Republic: State, Territory, Federal District.
Monaco	Prince	National Council	Principality.
Morocco	Sultan		Sultanate: Territory (civil or military).
Nepal	Maharaja	(Theoretical despotism) Prime Minister: Council of Ministers.	Kingdom.
Netherlands	Queen	States-General: First Chamber, Second Chamber.	Kingdom: Province.
Nicaragua	President	Congress: Senate, Chamber of Deputies.	Republic: Department, Comarca. ¹
Norway	King	Storting: Lagting, Odelsting.	Kingdom: District (Fylke ¹).
Oman (Muscat)	Sultan	(Absolute monarchy)	Sultanate.
Panama	President	National Assembly	Republic: Province.
Paraguay	do	National Congress: Senate, Chamber of Deputies.	Republic: Department.
Persia	Shah	National Consultative Assembly (Mejliss).	Empire: Province.
Peru	President	Congress: Senate, Chamber of Deputies.	Republic: Department.
Poland	do	Diet (Sejm), Senate.	Republic: Province (Województwo).
Portugal	do	Congress of the Republic: Senate, Chamber of Deputies.	Republic: District.
Rumania	King	Parliament: Senate, Chamber of Deputies.	Kingdom: Judetul. ¹
Russia	President of the All-Union Central Executive Committee.	All-Union Congress of Soviets: All-Union Central Executive Committee.	Under present regime designated as "Union of Soviet Socialist Republics," composed of 7 constituent republics: Autonomous Republic, Region (Oblast), Territory (Krai).
Salvador (see El Salvador).			
San Marino	Captains-Regent (two).	Grand Council.	Republic.
Saudi Arabia	King	(Absolute monarchy)	Dual Kingdom.
Siam	King	Legislative Council	Kingdom: Circle (Monthon ¹)
Spain	President	Cortes: Congress of Deputies.	Republic: Province.
Sweden	King	Diet (Riksdag): First Chamber, Second Chamber.	Kingdom: Län. ¹
Switzerland	President	Parliament: Council of States (Ständerat), National Council (Nationalrat).	Republic: Canton.
Turkey	do	Grand National Assembly	Republic: Vilâyet. ¹
Uruguay	do	General Assembly: Senate, Chamber of Representatives.	Republic: Department.
Venezuela	do	Congress: Senate, Chamber of Deputies.	Republic: State, Territory, Federal District.
Yugoslavia	King	National Congress: Senate, Chamber of Deputies.	Kingdom: Banovina. ¹

¹ No accurate English equivalent.

NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Countries that do not use a Latin alphabet are marked with an asterisk]

Country or region	Noun (plural ending in parentheses)	Adjective
*Abyssinia (<i>see</i> Ethiopia).		
*Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
America, United States of	American(s)	{American (preferred). United States.
Andorra	Andorran(s)	Andorran.
Argentina	Argentinean(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
Belgium	Belgian(s)	Belgian.
*Bhutan	Bhutanese	Bhutanese.
Burma	Burman(s)	Burman.
Bolivia	Bolivian(s)	Bolivian.
Brazil (United States of)	Brazilian(s)	Brazilian.
*Bulgaria	Bulgarian(s)	Bulgarian.
Canada	Canadian(s)	Canadian.
Chile	Chilean(s)	Chilean.
*China	Chinese	Chinese.
*Chosen	Korean(s)	Korean.
Colombia	Colombian(s)	Colombian.
Costa Rica	Costa Rican(s)	Costa Rican.
Cuba	Cuban(s)	Cuban.
Czechoslovakia	Czechoslovak(s)	Czechoslovak.
Denmark	Dane(s)	Danish.
Dominican Republic	Dominican(s)	Dominican.
Ecuador	Ecuadoran(s)	Ecuadoran.
*Egypt	Egyptian(s)	Egyptian.
El Salvador	Salvadoran(s)	Salvadoran.
Estonia	Estonian(s)	Estonian.
*Ethiopia (Abyssinia)	{Ethiopian(s) (preferred) Abyssinian(s)	{Ethiopian (preferred). Abyssinian.
Finland	Finn(s)	Finnish.
France	Frenchman (men)	French.
Germany	German(s)	German.
Great Britain	Briton(s)	British.
*Greece	Greek(s)	Greek.
Guatemala	Guatemalan(s)	Guatemalan.
Haiti	Haitian(s)	Haitian.
*Hejaz	Hejazi(s)	Hejaz or Hejazi.
Honduras	Honduran(s)	Honduran.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelander(s)	Icelandic.
India	Indian(s)	Indian.
*Iraq	Iraqi(s)	Iraq or Iraqi.
Ireland (Irish Free State; Northern Ireland).	{Irishman (men) Irish (collective plural)	{Irish.
Isle of Man	{Manxman(men) Manx (collective plural)	{Manx.
Italy	Italian(s)	Italian.
*Japan	Japanese (singular, plural)	Japanese.
*Korea (<i>see</i> Chosen).		
Latvia	Latvian(s)	Latvian.
Liberia	Liberian(s)	Liberian.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.
Lithuania	Lithuanian(s)	Lithuanian.
Luxemburg, Luxembourg	Luxemburger(s)	Luxemburg, Luxembourg.
Mexico (United Mexican States)	Mexican(s)	Mexican.
Monaco	Monacan(s)	Monacan.
Morocco	Moroccan(s)	Moroccan.
*Muscat (<i>see</i> Oman).		
*Nejd	Nejdi(s)	Nejd or Nejdi.
*Nepal	Nepalese (singular, plural)	Nepalese.
Netherlands	Netherlander(s)	Netherland.
Newfoundland	Newfoundlander(s)	Newfoundland.
New Zealand	New Zealander(s)	New Zealand.
Nicaragua	Nicaraguan(s)	Nicaraguan.
Norway	Norwegian(s)	Norwegian.
*Oman (Muscat)	Omani(s)	Oman or Omani.
Palestine	Palestinian(s)	Palestinian.
Panama	Panamanian(s)	Panamanian.
Paraguay	Paraguayan(s)	Paraguayan.
*Persia	Persian(s)	Persian.
Peru	Peruvian(s)	Peruvian.
Poland	Pole(s)	Polish.
Portugal	Portuguese (singular, plural)	Portuguese.
Rumania	Rumanian(s)	Rumanian.
*Russia	Russian(s)	Russian.
Salvador (<i>see</i> El Salvador).		
Scotland	{Scot(s) Scotch (collective plural)	{Scotch. Scottish.

NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

[Countries that do not use a Latin alphabet are marked with an asterisk]

Country or region	Noun (plural ending in parentheses)	Adjective
*Siam.....	Siamese (singular, plural).....	Siamese.
South Africa, Union of.....	South African(s).....	South African.
Spain.....	Spaniard(s).....	Spanish.
Sweden.....	Swede(s).....	Swedish.
Switzerland.....	Swiss (singular, plural).....	Swiss.
Syria.....	Syrian(s).....	Syrian.
Turkey.....	Turk(s).....	Turkish.
United States of America (see Amer- ica, United States of).		
Uruguay.....	Uruguayan(s).....	Uruguayan.
Venezuela.....	Venezuelan(s).....	Venezuelan.
Wales.....	{Welshman (men)..... Welsh (collective plural).....}	Welsh.
*Yemen.....	Yemeni(s).....	Yemen or Yemeni.
Yugoslavia.....	Yugoslav(s).....	Yugoslav.

FOREIGN COINS

[As of Jan. 1, 1933]

Country	Basic monetary unit			Value of basic unit in terms of United States money	Principal derived unit		
	Name	Abbrevia- tion	Synbol		Name	Abbrevia- tion	Synbol ¹
Argentina.....	Peso(s) ²	P.(s.).....	\$	\$0. 9648	Centavo(s).....	Ctvo.(s.)..	
Australia.....	Pound.....		£	4. 8665	{Shilling(s)..... Penny (pence)....	s..... d.....	
Austria.....	Schilling.....	S.....		. 1407	Groschen.....		
Belgium.....	Franc (s) ³	Fr.(s.).....		. 0278	Centime(s).....		
Bolivia.....	Boliviano(s).....	B.(s.).....		. 3650	Centavo(s).....	Ctvo.(s.)..	
Brazil.....	Milreis.....		⁴ 1\$000	. 1196	Real (reis).....		\$
Bulgaria.....	Lev(a).....	L.....		. 0072	Stotinka(ki).....		
Canada ⁵	Dollar(s).....	Doll.(s.)....	\$	1. 0000	Cent(s).....		¢
Chile.....	Peso(s).....	P.(s.).....	\$. 1217	Centavo(s).....	Ctvo.(s.)..	\$
China.....	Haikwan tael.....	H K Tl.(s.)....		(⁶)			
	Shanghai tael.....	Tl.(s.).....		(⁶)			
	Mexican dol- lar.....		\$	(⁶)			
	Yuan dollar.....		\$	(⁶)			
Colombia.....	Peso(s).....	P.(s.).....	\$. 9733	Centavo(s).....	Ctvo.(s.)..	\$
Costa Rica.....	Colon(es).....		¢	. 2500	Centimo(s).....	Ctmo.(s.)..	
Cuba.....	Peso(s).....	P.(s.).....	\$	1. 0000	Centavo(s).....	Ctvo.(s.)..	\$
Czechoslovakia.....	Koruna(ny).....	Kč.....		. 0296	Haler(c).....	Ha.....	
Denmark.....	Krone.....	Kr.....		. 2680	Øre(Ører).....		
Ecuador.....	Sucre(s).....	S/.....		. 2000	Centavo(s).....	Ctvo.(s.)..	
Egypt.....	Pound.....	LE.....		4. 9431	Piastre.....	Pt.....	
El Salvador.....	Colon(es).....		¢	. 5000	Centavo(s).....	Ctvo.(s.)..	
Estonia.....	Kroon(i).....	Ekkr.....		. 2680	Sent(i).....		
Finland.....	Markka(a).....	SMK.....		. 0252	Penni(niä).....	Piä.....	
France.....	Franc(s).....	Fr.(s.).....		. 0392	Centime(s).....		
Germany.....	Reichsmark.....	RM.....		. 2382	Reichspfennig(e).....	Rpf.(e.)...	
Great Britain ⁷	Pound(s).....	L stg.....	£	4. 8665	{Shilling(s)..... Penny (pence)....	s..... d.....	
Greece.....	Drachma(ai).....	Dr.....		. 0130	Lepton(ta).....		
Guatemala.....	Quetzal(es).....	Q.(s.).....		1. 0000	(⁸).....		

¹ In the majority of countries the fractional parts of monetary units are indicated much the same as United States dollars and cents, with the difference that the comma is used instead of the decimal point, i. e. in Mexico, Ps. 495,50 represents 495 pesos and 50 centavos. Where there is still a lesser fractional part, it is written as follows: £5 2s. 4d. represents 5 pounds 2 shillings and 4 pence. Some few countries separate the fractional part simply by a space (without period or comma), while others use the symbol (\$) between the basic unit and the fractional part.

² Gold peso (oro sellado) is abbreviated o/s; paper money (moneda nacional) is abbreviated m/n.

³ The Belga (B.) is used only in exchange transactions.

⁴ The conto or 1,000 milreis is written 1:000\$000.

⁵ Including Newfoundland.

⁶ Par varies with the price of silver.

⁷ The pound is also the unit in all of the British colonies and territories except where a local currency exists. In a number of the African possessions the local shilling is the principal unit and it has the same value as the English shilling. In the British West Indies the local dollar of 100 cents is used in most cases, the pound sterling being the equivalent of 4.80 local currency (\$4.80).

⁸ Fractional currency in terms of the monetary unit, i.e., .50 represents one-half quetzal.

FOREIGN COINS—Continued

Country	Basic monetary unit			Value of basic unit in terms of United States money	Principal derived unit		
	Name	Abbreviation	Symbol		Name	Abbreviation	Symbol
Haiti.....	Gourde(s).....	Gdc.(s.).....		\$0. 2000	Centime(s).....		
Honduras.....	Lempira(s).....	L.(s.).....	\$. 5000	Centavo(s).....	Ctvo.(s.).....	\$
Hong Kong.....	Dollar.....		\$	(⁶)	Cent(s).....		
Hungary.....	Pengo.....	P.....		. 1749	Fillèr.....		
India, British ⁹	Rupce.....	R.(s.).....		. 3650	Anna.....		
Indo China.....	Piastre.....	P.....		. 3920	Centime(s).....		
Irish Free State.....	Pound(s).....		£	4. 8665	{ Shilling(s).....	s.....	
Italy.....	Lira(re).....	L.....		. 0526	{ Penny(pence).....	d.....	
Japan.....	Yen.....		¥	. 4985	Centesimo(i).....		
Latvia.....	Lat(os).....	L.(s.).....		. 1930	Sen.....		
Lithuania.....	Litas(tu).....	L.....		. 1000	Santims(mi).....		
Malaya, British.....	Straits dollar.....		\$	(⁶)	Cent(s).....		
Mexico.....	Peso(s).....	P.(s.).....	\$. 4985	Centavo(s).....	Ctvo.(s.).....	\$
Netherlands ¹⁰	Florin(s).....	Fl.(s.).....		. 4020	Cent(s).....		
New Zealand.....	Pound.....		£	4. 8665	{ Shilling(s).....	s.....	
Norway.....	Krone(er).....	Kr.....		. 2680	{ Penny (pence).....	d.....	
Panama.....	Balboa(s).....	B.(s.).....		1. 0000	Øre(Ører).....		
Paraguay.....	Peso(s) ²	P.(s.).....	\$. 9648	Centavo(s).....	Ctvo.(s.).....	\$
Persia ¹¹	Rial.....			. 2433	Centavo(s).....	Ctvo.(s.).....	\$
Peru.....	Sol(es).....	S/.....		. 2800	Centavo(s).....	Ctvo.(s.).....	\$
Philippines.....	Peso.....		₱	. 5000	Centavo(s).....	Ctvo.(s.).....	\$
Poland.....	Zloty(te).....	Zl.....		. 1122	Grosz(e).....		
Portugal ¹²	Escudo(s).....		\$. 0442	Centavo(s).....	Ctvo.(s.).....	\$
Rumania.....	Leu (lei).....	L.....		. 0060	Ban(i).....		
Salvador (see El Salvador).....							
Siam.....	Baht.....			. 4424	Satang.....		
Spain.....	Peseta.....	Pta.(s.).....		. 1930	Centimo(s).....	Ctmo.(s.).....	
Sweden.....	Krona(nor).....	Kr.....		. 2680	Öre.....		
Switzerland.....	Franc.....	Fr.(s.).....		. 1930	Centime(s).....		
Turkey.....	Pound.....	L Tq.(s.).....		4. 3964	Piastre(s).....		
U.S.S.R. (Russia).....	Chervonets ¹³	R.(s.).....		\$5. 1457	Ruble; kopek.....	R.(s.).....	
Uruguay.....	Peso(s).....	P.(s.).....	\$	1. 0342	Centesimo(s).....	Ctmo.(s.).....	\$
Venezuela.....	Bolivar(es).....	B.(s.).....		. 1930	Centimo(s).....	Ctmo.(s.).....	
Yugoslavia.....	Dinar(i).....	Din.....		. 0176	Para.....		

² Gold peso (oro sellado) is abbreviated o/s; paper money (moneda nacional) is abbreviated m/m.

⁶ Par varies with the price of silver.

⁹ The rupee is also used in Ceylon and some of the African territories.

¹⁰ Including Netherland India.

¹¹ The pahlavi (20 rials) has the same value as the British pound sterling.

¹² The symbol (\$) is used between the escudo and the centavo; the colon (:) used between the conto and the escudo, i.e., 5:415.385\$50 reads 5 contos 415,385 escudos and 50 centavos.

¹³ The chervonets is the equivalent of 10 chervonets rubles. Quotations are usually in rubles.

GUIDE TO COMPOUNDING

The following list is based on the principles and rules for compounding given on pages 49–53. Manifestly such a list cannot be complete, but the approved usage with respect to any words not included can be determined by analogy or by application of the rules or the general principle.

Words printed flush are combined with the words indented beneath them to form solid compounds, hyphenated compounds, or two words (indicated by the space mark).

Words given under combining forms, prefixes, and suffixes are limited to only a few examples. Such words are usually solid (rules 58, 58*a*), but the hyphen is sometimes required for a special reason (rules 58*b*, 58*c*).

Rule numbers are indicated in parentheses, except that no reference is made to the general rule for compounding (rule 43), as that rule applies to all compounds in the list. Words kept apart under the general principle only are followed by no parenthetical reference.

The abbreviations *a.* (adjective), *adv.* (adverb), *n.* (noun), *p.* (participle), *pron.* (pronoun), and *v.* (verb) indicate functions of the compounds as given; words marked *u.m.* (unit modifier) are compounded only if preceding a noun. Foreign languages are indicated by the usual abbreviations.

a (prefix)	acid	after
foot (58)	proof (49)	glow (48)
horseback (52, 58)	fast (49)	-mentioned (49)
shipboard (52, 58)	actino (combining form)	thought (48)
tiptoe (52, 58)	chemistry (58 <i>a</i>)	wit (48)
A-frame (44 <i>c</i>)	-electricity (58 <i>c</i>)	witted (45)
aard	acute-angled (49)	agateware (48)
vark (48)	ad (prefix)	age (suffix)
wolf (48)	minister (58)	percentage (58)
ab (prefix)	adder	air
normal (58)	belt (48)	-bound (49)
abiding place (43 <i>a</i>)	fish (48)	-built (49)
able	addle	craft (48)
-bodied (49)	brain (48)	-dried (49)
-bodiedness (45)	brained (45)	-driven (49)
-minded (49)	head (48)	-dry (44 <i>b</i>)
-mindedness (45)	headed (45)	#duct (43 <i>a</i>)
able (suffix)	pate (48)	-floated (49)
remarkable (58)	pated (45)	lock (v.) (52)
aboutsledge (48)	plot (48)	locked (p.) (45)
above	aero (combining form)	locking (p.) (45)
board (52)	dynamics (58 <i>a</i>)	man (48)
deck (52)	afore	#navigation (43 <i>a</i>)
ground (52)	-going (49)	plane (48)
stairs (52)	-mentioned (49)	port (48)
-mentioned (u.m.) (51)	thought (48)	ship (48)
absent	aft	sick (49)
-minded (49)	castle (48)	-slaked (49)
-mindedly (45)	most (49)	tight (49)
-mindedness (45)		

- air—continued
 tightness (45)
 ward (58)
 way (48)
 woman (48)
 worthy (49)
 aitchbone (48)
 alcoholo (combining form)
 meter (58a)
 ale
 house (48)
 taster (48)
 wife (48)
 all
 #around
 -cap (u.m.) (51)
 -fired (49)
 -firedly (45)
 #mark (43a)
 mouth (48)
 #right
 -round (u.m.) (51)
 spice (48)
 work (48)
 alleyway (48)
 almond-eyed (49)
 alms
 giver (48)
 giving (n.) (48)
 house (48)
 along
 shore (52)
 side (52)
 alpen
 glow (48)
 horn (48)
 stock (48)
 altar
 piece (48)
 #screen (43a)
 wise (58)
 altitude-pressure (u.m.)
 (51)
 alto (combining form)
 cumulus (58a)
 amidships (52)
 amperemeter (48)
 amylo (combining form)
 genesis (58a)
 an (suffix) (58)
 anchor
 hold (48)
 #light (43a)
 angle
 meter (48)
 sight (48)
 twitch (48)
 wing (48)
 wise (58)
 worm (48)
 Anglo (combining form)
 mania (58a)
 -American (58c)
 ant (prefix)
 arctic (58)
 anteater (48)
- ante (prefix)
 date (58)
 ante
 -bellum (u.m.) (51)
 -mortem (u.m.) (51)
 antero (combining form)
 lateral (58a)
 anti (prefix)
 -hog-cholera (u.m.) (51)
 -imperial (58c)
 slavery (58)
 anvil-faced (49)
 any
 body (pron.) (52)
 how (52)
 one (pron.) (52)
 thing (pron.) (52)
 way (52)
 where (52)
 whither (52)
 wise (58)
 applejack (48)
 arch (prefix)
 bishop (58)
 duke (58)
 pillar (58)
 arch (suffix) (58)
 areaway (48)
 argillo (combining form)
 magnesian (58a)
 argus-eyed (49)
 aristo (combining form)
 paper (58a)
 type (58a)
 arm
 chair (48)
 hole (48)
 let (58)
 pit (48)
 rack (48)
 armor
 bearer (48)
 -clad (49)
 -piercing (49)
 #plate (43a)
 -plated (49)
 arrow
 beam (48)
 head (48)
 headed (45)
 stone (48)
 -toothed (49)
 worm (48)
 arterio (combining form)
 sclerosis (58a)
 artillery
 man (48)
 ship (58)
 ash
 #color (43a)
 -colored (49)
 -leaved (49)
 astro (combining form)
 physics (58a)
 athwart
 hawse (52)
- athwart—continued
 ship (52)
 ships (52)
 auto (combining form)
 biography (58a)
 bus (58a)
 -immunization (58c)
 -infection (58c)
 -inoculation (58c)
 -intoxication (58c)
 -ophthalmoscope (58c)
 -oxidation (58c)
 sight (58a)
 truck (58a)
 type (58a)
 awe
 some (49)
 -strike (v.) (44b)
 -stricken (45)
 -striking (p.) (45)
 -struck (p.) (45)
 awl
 -shaped (49)
 ax
 hammer (48)
 man (48)
 stone (48)
 tree (48)
 axletree (48)
 aye-aye (44b)
 back
 ache (48)
 -acting (49)
 angle (48)
 band (48)
 bite (v.) (52)
 biter (45)
 biting (45)
 board (48)
 bone (48)
 boned (45)
 chain (48)
 fire (v.) (52)
 fired (p.) (45)
 firing (p.) (45)
 flap (48)
 focus (a.) (49)
 fold (48)
 furrow (v.) (52)
 furrowed (p.) (45)
 furrowing (p.) (45)
 gammon (48)
 ground (48)
 hand (48)
 handed (45)
 hander (45)
 heel (48)
 joint (48)
 lash (48)
 lashing (n.) (45)
 log (48)
 piece (48)
 plate (48)
 racket (48)
 raking (n.) (48)
 rope (48)
 saw (48)

- back—continued
 set (v.) (52)
 setting (p.) (45)
 settler (48)
 shift (48)
 side (48)
 slide (v.) (52)
 slider (45)
 sliding (p.) (45)
 stage (48)
 stair (a.) (49)
 stamp (n. v.) (48, 52)
 stamped (p.) (45)
 stamping (p.) (45)
 stay (48)
 stick (48)
 stitch (48)
 strap (48)
 strapped (45)
 string (48)
 strip (48)
 stop (48)
 stroke (48)
 sword (48)
 swording (n.) (45)
 swordman (48)
 ward (58)
 wash (n., v.) (48, 52)
 washed (p.) (45)
 washer (45)
 washing (p.) (45)
 water (48)
 way (48)
 woods (48)
 woodsman (48)
 worm (48)
- back (also functions as suffix)
 muleback (48)
- badgeman (48)
 badger-legged (49)
 badland (a.) (49)
 badlands (48)
- bag
 pipe (48)
 piper (45)
 piping (n.) (45)
 reef (48)
 room (48)
 worm (48)
- baggage
 man (48)
 master (48)
 #truck (43a)
- bailpiece (48)
 bailsman (48)
- bake
 house (48)
 shop (48)
- bakelite-dilecto (44b)
 balancewise (58)
- bald
 crown (48)
 -faced (49)
 head (48)
 headed (45)
 pate (48)
- bald—continued
 pated (45)
 patedness (45)
- ball
 fish (48)
 flower (48)
 -like (44a)
 proof (49)
 room (48)
 stock (48)
- band
 box (48)
 master (48)
 #pulley (43a)
 -shaped (49)
 string (48)
 -tailed (49)
 wagon (48)
- bandy
 ball (48)
 -bandy (44b)
 -legged (49)
- bang
 tail (48)
 tailed (45)
- bank
 side (of stream) (48)
 -sided (ship) (49)
- bar
 #bit (43a)
 keeper (48)
 maid (48)
 man (48)
 master (48)
 post (48)
 room (48)
 tender (48)
 way (48)
 wise (58)
 wood (48)
- bare
 back (52)
 backed (45)
 -faced (49)
 foot (a., adv.) (49, 52)
 footed (45)
- barge
 couple (48)
 course (48)
 man (48)
 master (48)
- barkometer (58a)
 barmy-brained (49)
- barn
 #owl (43a)
 stormer (48)
 storming (n.) (48)
 yard (48)
- barring-out (n.) (46)
 barrowman (48)
- base
 ball (48)
 board (48)
 -born (49)
 -bred (49)
 burner (48)
 court (48)
- base—continued
 level (n., v.) (48, 52)
 leveled (p.) (45)
 leveling (p.) (45)
 man (48)
 -minded (49)
 -mindedly (45)
 -mindedness (45)
- basket
 -hilted (49)
 weave (48)
 work (48)
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- dessert-spoonful** (44d)
- deutero** (combining form)
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- devil**
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- dew**
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- die**
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- dim**
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- dingle**
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- direct**
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- dis** (prefix)
 agree (58)
- dish**
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 -faced (49)
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- ditty**
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 -naught (44b)
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post (48)
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drakestone (48)

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knot (48)
link (48)
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net (48)
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(54)

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