

UNITED STATES GOVERNMENT
PRINTING OFFICE
STYLE MANUAL



January 1953

34001
42029 Gelders, S.
142029 Healy, A.
142029 Healy, J. A.

34001

Gelders, S.

42029 Brady, A.

16320 Cless, J. T.

UNITED STATES GOVERNMENT
PRINTING OFFICE
STYLE MANUAL

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

REVISED EDITION
JANUARY 1953



WASHINGTON : 1953

UNITED STATES
GOVERNMENT PRINTING OFFICE
STYLE BOARD

GEORGE R. RANOW, *Chairman*

STEPHEN J. COFFEY

FREDERICK KOEPPER

MARVIN R. HERRINGTON

IVANHOE D. LEE

Ex Officio

WILLIAM SMITH

JAMES W. BRODERICK

Production Manager

Planning Manager

MORRIS H. REAVES

EDWARD GERTSCH

Superintendent of Composition

Foreman, Proof Section (1)

J. FRANCIS DOVE

Foreman, Proof Section (2)



UNDER DIRECTION OF THE PUBLIC PRINTER

JOHN J. DEVINY

APPROVED BY
THE JOINT COMMITTEE
ON PRINTING



CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
Washington, November 19, 1952.

DEAR SIR: Receipt is acknowledged of the proof pages of the Government Printing Office STYLE MANUAL for inspection and approval.

The STYLE MANUAL as compiled and submitted is approved by the Joint Committee on Printing.

Respectfully,

CARL HAYDEN,
Chairman.

To the PUBLIC PRINTER,
Government Printing Office.

EXTRACT FROM THE PUBLIC PRINTING LAW

OF JANUARY 12, 1895



SECTION 51. THE FORMS AND STYLE IN WHICH THE PRINTING OR BINDING ORDERED BY ANY OF THE DEPARTMENTS SHALL BE EXECUTED, AND THE MATERIAL AND THE SIZE OF TYPE TO BE USED, SHALL BE DETERMINED BY THE PUBLIC PRINTER, HAVING PROPER REGARD TO ECONOMY, WORKMANSHIP, AND THE PURPOSES FOR WHICH THE WORK IS NEEDED (U. S. C., TITLE 44, SEC. 216).

CONTENTS

Chapter	Page
1. Suggestions to authors and editors.....	1
2. General instructions.....	5
3. Capitalization.....	17
4. Guide to capitalization.....	27
5. Spelling.....	51
6. Compound words.....	63
7. Guide to compounding.....	71
8. Plant names.....	121
9. Punctuation.....	127
10. Abbreviations.....	141
11. Numerals.....	155
12. Italic.....	161
13. Signs and symbols.....	163
14. Tabular work.....	167
15. Leaderwork.....	181
16. Text footnotes, indexes, and contents.....	185
17. Datelines, addresses, and signatures.....	189
18. Courtwork.....	195
19. Useful tables.....	207
20. Counties.....	221
21. Patents.....	231
22. Congressional Record.....	249
Congressional Record index.....	275
23. Senate and House Journals.....	279
Senate Journal index.....	292
House Journal index.....	295
24. Nominations, reports, documents, laws.....	299
25. Foreign languages.....	329
Danish.....	330
Dutch.....	336
Finnish.....	340
French.....	344
German.....	350
Greek (Modern).....	357
Greek (Classical).....	363
Hebrew.....	369
Hungarian.....	375
Italian.....	379
Latin.....	384
Norwegian.....	390
Polish.....	396
Portuguese.....	400
Russian.....	406
Spanish.....	412
Swedish.....	418
Turkish.....	423
Slavic languages and their alphabets.....	427
Index.....	431

Suggestions
to
Authors

General
Instructions

Capitaliza-
tion

Guide to
Capitaliza-
tion

Spelling

Compound
Words

Guide to
Com-
pounding

Plant
Names

Punctua-
tion

Abbrevia-
tions

Numerals

Italics

Signs and
Symbols



1. SUGGESTIONS TO AUTHORS AND EDITORS

1.1. This **STYLE MANUAL** is intended to facilitate Government printing. Careful observance of the following suggestions will aid in expediting publication and in reducing printing expenditures.

1.2. Copy must be carefully edited in accordance with the style laid down herein before being sent to the Government Printing Office. Changes on proofs add greatly to the expense and delay the work.

1.3. Legible copy, not faint carbon copies, must be furnished. This is essential in foreign-language copy and in copy containing figures.

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

1.5. To avoid mutilation of copy, each page should begin with a paragraph.

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

1.7. Proper names, signatures, figures, foreign words, and technical terms should be written plainly.

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

1.9. Footnote reference marks in text and tables should be arranged consecutively from left to right across each page.

1.10. 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.

1.11. 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.

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

1.13. Samples should be furnished if possible. They should be plainly marked, showing whether they illustrate the desired type, size of type page, paper, trim, lettering, or binding; but they will not be considered as style for typesetting if they conflict with the rules in this **STYLE MANUAL**.

1.14. All corrections should be made on first proofs submitted, as later proofs are intended for verification only. All corrections must be indicated on the "R" set of proofs, and only that set should be returned to the Government Printing Office.

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

1.16. 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 stat.	Let it stand.
8	Dele—take out.
Ⓢ	Broken letter.
¶	Paragraph.
no ¶	No paragraph.
wf	Wrong font.
∨ or eq. #	Equalize spacing.
≡ or caps.	Capitals.
= or s. c.	Small capitals.
lc.	Lowercase.
² or ¹	Superior or inferior.
— or ital.	Italic.
rom.	Roman.
⌈ ⌋	Brackets.
(/)	Parentheses.

TYPOGRAPHICAL ERRORS

6 pt. ital. caps

S.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 theseventh commandment.
 He was fined £3,000 on this account.

e
11 ✓
#/6
not
L/,
not #
m
i
=
9/tr
it
I/r
□
8/f/rom.
wf
15/22
a/x
up1 ✓
2 ✓
3/3stat.
2
3/tr1/2
tr.

1/wf

8/lead.

←lead.

Out; see copy.

h

lc./who

11
15/22

15/22

over

4/2

1.17. The following related Government Printing Office publications are available from the Superintendent of Documents, Washington 25, D. C.:

1. Word Division, a supplement to Government Printing Office Style Manual, fifth edition, 128 pages.

Basic rules for division of words; division into syllables of more than 12,500 words.

2. Specimens of Type Faces in the United States Government Printing Office, 262 pages.

Specimens of typefaces for Government editors, printers, and authors; varieties and sizes available; special signs, ornaments, and characters; and rules and borders.

3. Typography and Design, apprentice training series (intermediate period), 187 pages.

Twenty-four lectures, with questions for study and discussion, books for reading, and suggested projects.

4. Theory and Practice of Composition, apprentice training series (orientation period), 254 pages.

Forty lectures on type composition, with questions for study and discussion, books for supplementary reading, suggested projects, and a glossary.

5. Theory and Practice of Presswork, apprentice training series (orientation period), 248 pages.

Forty lectures, with questions for study and discussion, books for supplementary reading, and suggested projects.

6. Theory and Practice of Bookbinding, apprentice training series (orientation period), 246 pages.

Forty lectures, with questions for study and discussion, books for supplementary reading, and suggested projects.

7. Layouts for Flat-Bed, Rotary, and Web Press Imposition, 128 pages.

Most frequently used layouts of face-up impositions; types of folds; and a signature-size chart, with index.

8. Standard Ink Sample Book, 98 sheets.

Sample sheets of letterpress and offset basic ink colors stocked by the Government Printing Office.

General
Instructions

Capitaliza-
tion

Guide to
Capitaliza-
tion

Spelling

Compound
Words

Guide to
Com-
pounding

Plant
Names

Punctua-
tion

Abbrevia-
tions

Numerals

Italic

Signs and
Symbols



2. GENERAL INSTRUCTIONS

PREPARING COPY

2.1. The first duty of copy preparers is to mark those things which are not readily understood and to indicate headings, indentions, dashes, new pages, new odd pages, and other matters of style necessary to give the completed book a good typographic appearance. They must indicate point size and type series on copy, and whether matter is to be leaded or double leaded, etc.; verify folio numbers; and plainly indicate references, footnotes, cut-ins, etc. Unless otherwise marked: (1) Text matter will be set in 10-point solid and tables in 6-point solid; (2) 9-unit figures will be used in tables when boldface is requested; (3) 2-point (hairline) rules will be used in tables.

2.2. Quoted or extract matter should be set 2 points smaller than text, and quotation marks at beginning and end of paragraphs should be omitted. If the same type size is used, quoted matter should be cut in 1 to 3 ems, depending on measure, and initial and closing quotes should be omitted.

"Follow," "follow literally," etc.

2.3. To prevent confusion and delay and to insure economy in printing, all copy that bears no preparation by the requisitioning agency will be set in accordance with the rules laid down in this *STYLE MANUAL*, with which editors and compilers are expected to become familiar, except that in some classes of printing of a legal, technical, or historical nature it may be necessary to adhere strictly to the original text, and the requisitioning office may then properly mark such copy "Fol." or "Fol. lit."

2.4. Copy marked "Fol." will be followed with respect to verbal expression, abbreviations, signs, symbols, figures, and italic, but not with respect to punctuation (including compounding) or capitalization. In "Fol." matter any spelling (not including compounding) is permissible that has the sanction of any dictionary.

2.5. Copy authorized to be marked "Fol. lit." must be thoroughly prepared by the requisitioning agency as to capitalization, punctuation (including compounding), abbreviations, signs, symbols, figures, and italic, and such copy, including even manifest errors, will be followed. "Fol. lit." does not include size and style of type.

2.6. Follow the position of quotation marks in relation to other punctuation marks in matter marked "Fol. lit." and "Fol., incl. caps and punc." Abbreviations do not close up, even in "Fol. lit." matter, unless so prepared.

2.7. To insure uniform practice, a space will be used between a paragraph or section number and a following letter or figure in parentheses, as "paragraph 302 (a), section 23 (7)," even in "Fol. lit." matter, unless prepared to be closed up.

2.8. "Bill style" copy will follow the style of the Government Printing Office Bill Style Manual, which 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, and volumes; the classification of vessels (A 1); and all other instances where *numbered* is used or implied. Punctuation as prepared must be followed.

2.9. It is not necessary to mark again anything that has been plainly indicated at the beginning of a sheet, as such preparation is to apply to the entire sheet; but on copy marked "Fol.," "Fol., incl. caps.," or "Fol. lit.," the preparation must be carried throughout.

2.10. Copy ordered to be kept clean and returned intact must be marked as lightly as possible, so that erasures may be easily made.

2.11. Copy preparer's instructions, which accompany each job, are written to cover the general style and certain peculiarities or deviations from style. These instructions must be followed. The copy preparer must not deviate from the style laid down in this STYLE MANUAL unless authorized to do so by the Chief Copy Preparer.

Abbreviations

2.12. In marking abbreviations to be spelled, copy preparers must show what the spelled form should be, unless the abbreviations are common and not susceptible of more than one construction.

Capitalization

2.13. Unusual capital and lowercase letters must be indicated.

Datelines, addresses, and signatures

2.14. Copy preparers must mark caps, small caps, italic, abbreviations, and indentions; also indicate line breaks where necessary.

Decimals and common fractions

2.15. In figure columns containing decimals or common fractions, preparers must indicate at the top of each folio of a continued table the "clear" or space necessary to preserve proper alinement. The "clear" indicated for decimals does not include the bearoff.

"Et cetera," "etc.," "and so forth"

2.16. In printing a speaker's language, the words *and so forth* or *et cetera* are used—not the abbreviation *etc.* If a quoted extract is set in type smaller than that of the preceding text and the speaker has summed up the remainder of the quotation with the words *and so forth* or *et cetera*, these words should be placed at the beginning of the next line, flush and lowercase, and an em dash should be used at the end of the extract.

Folioing and stamping copy

2.17. Folio numbers should be placed in the upper right-hand corner, preferably half an inch from the top.

2.18. All other stamping—type size, measure, etc.—should be placed in the upper left-hand corner. On cards, any available space may be used.

2.19. Divided tables that have to be cut or that continue on more than one sheet of copy must be folioed down the first divide to the end of the table and continue on the next and following divides to the end. Parallel tables and pasters require only one folio number on each page of copy.

Footnotes and reference marks

(For text, see rules 16.1–16.20, pp. 185–186; for tables, see rules 14.94–14.118, pp. 174–176.)

Headings

2.20. The type to be used for all headings must be marked—case number or size of type, caps, caps and small caps, small caps, caps and lowercase, lowercase (first word and proper nouns capitalized), or italic. (See also rule 3.51, p. 25.)

Pickup

2.21. The jacket number of a job from which matter is to be picked up must be indicated. New matter should conform in style to that of the pickup.

Sidenotes and cut-in notes

2.22. Sidenotes and cut-in notes are set each line flush on left and ragged on right, unless otherwise prepared, and are always set solid.

2.23. The measure allowed for a cut-in note is 6 picas, unless otherwise marked, and the note bears off from the text—above, below, and at the side—not less than an em of the text type. A cut-in note begins on the third line of the paragraph if the length of the paragraph permits.

Signs, symbols, etc.

2.24. All signs, symbols, dashes, superiors, etc., must be plainly marked. Names of Greek letters must be indicated, as they are frequently mistaken for italic or symbols.

2.25. The chemical symbols Al, Cl, Tl are sometimes mistaken for A1, C1, T1 in typewritten matter. Copy preparers must indicate whether the second character is a letter or a figure.

2.26. Since typewriters use the same characters for figure 1 and lowercase l, cipher and cap O, all such characters will be printed as figures unless otherwise marked.

Letters illustrating shape and form

2.27. Letters used to illustrate shape and form, as U-shape(d), A-frame, T-bone, T-rail, are set in gothic—case 392 for 10-point, case 391 for 8-point, and case 390 for 6-point—except that for I-beam, cases 14, 13, and 12, respectively, are used.

2.28. Plurals are formed by adding the apostrophe and s, as T's, Y's, etc. *Golf tee(s)* should be spelled, as it does not indicate shape.

2.29. A gothic capital is not used in *X-ray*, *U-boat*, and other expressions which have no reference to shape or form.

TYPE COMPOSITION

2.30. Compositors and operators must study carefully the rules governing composition. Failure to do this will show plainly on proofs.

2.31. In correcting pickup matter, the compositor or operator must indicate what portion was actually reset.

2.32. Every precaution must be taken to prevent the soiling of proofs, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.

2.33. Corrections queried in a ring must not be made, as such queries are intended for the author.

2.34. If after a proof is read the first time, a word or line is pied or a dropout occurs, attention must be called to such mishap by marking that part of the proof "*Pied*" or "*Dropout*." If a proof is not available, the type involved must be placed feet uppermost when returned to position. This direction is intended for all who handle type.

2.35. In correcting matter set on the Linotype, care must be taken to insert corrected type slugs in their proper places and to remove only such type slugs as necessary. Matter must be run down to see that lines have not been duplicated, transposed, or eliminated. If the corrector is in doubt, he must read the slugs.

Leading and spacing

2.36. Spacing of text is governed by the leading, narrow spacing being more desirable in solid than in leaded matter. Very thin or very wide spacing in first line of a paragraph should be avoided. Words in a line requiring more than 1 em of space between them should be letterspaced, but the fewer letterspaced words the better. All of a short word is letterspaced rather than part of a long word. (See also rule 14.132, p. 177.)

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

2.38. Centerheads set in caps, caps and small caps, small caps, or boldface are spaced with en quads between words, and the space is widened proportionately for an extended face or for letterspaced words.

2.39. Centerheads are separated from the text by slugs, the space below the head being at least 2 points less than the space above: 10-point slug above and 8-point slug below in 10-point text; 8-point slug above and 6-point slug below in 8- and 6-point text. However, a head which clears the line above or below by at least 1 em requires no additional space.

2.40. Heads set in caps are leaded, even in solid matter.

2.41. "Two leads," "three leads," and similar designations marked on copy mean 2 leads in all, 3 leads in all, etc., even in leaded matter.

2.42. Unless otherwise marked, flush heads are separated from text by 2 leads above and 1 lead below in solid matter, and by 3 leads above and 2 leads below in leaded matter.

2.43. Full-measure numbered or lettered paragraphs and quoted extracts are not separated by leads from adjoining matter.

2.44. Unless otherwise marked, extracts and numbered or lettered paragraphs which are set off from the text by smaller type or indentation are separated by 3 leads in leaded matter and by 2 leads in solid matter.

2.45. Extracts set solid in leaded matter are separated from the text by 3 leads.

2.46. Flush lines following extracts are separated by 3 leads in leaded matter and by 2 leads in solid matter.

2.47. Footnotes are leaded if the text is leaded, and are set solid if the text is solid.

2.48. Legends are leaded if text is leaded and solid if text is solid.

Indentions

2.49. In measures less than 30 picas, the paragraph indention is 1 em. Paragraph indentions in cut-in matter are 3 ems, overs 2 ems. Overruns, datelines, addresses, and signatures are indented in multiples of 1 em.

2.50. In matter set 30 picas or wider, the paragraph indention is 2 ems. Paragraph indentions in cut-in matter are 6 ems, overs 4 ems. Overruns, datelines, addresses, and signatures are indented in multiples of 2 ems.

2.51. In measures less than 30 picas, overruns in hanging indentions are 1 em more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 1 em more than the following line.

2.52. In matter set 30 picas or wider, overruns in hanging indentions are 2 ems more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 2 ems more than the following line.

2.53. Indention of matter set in smaller type should be the same, in points, as that of adjoining main-text indented matter.

2.54. Two-line centerheads are centered, but heads of three or more lines are set with hanging indention.

2.55. Overs in flush heads are indented 2 ems in measures less than 30 picas, and 4 ems in wider measures.

Legends for illustrations

2.56. Legends and explanatory matter of 1 or 2 lines are centered; if more than 2 lines, they are set with hanging indention. If an illustration is narrower than full measure and text is 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.

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

2.58. Unless other type is indicated, legends for illustrations are set in 8-point roman, lowercase.

2.59. Periods are used at the ends of legends and explanatory matter beneath illustrations.

2.60. At beginning of legend, *Figure* preceding the identifying number or letter is set in caps and small caps and is not abbreviated.

FIGURE 5, *not* FIG. 5

FIGURE A, *not* FIG. A

2.61. If a chart carries both a legend and footnotes, the legend is placed above the chart.

2.62. Letter symbols used in legends for illustrations are set in italic without periods and are capitalized only if so shown in copy.

PROOFREADING AND COPYHOLDING

2.63. Foremen of composing sections must see that special instructions and layout and style sheets are sent to the Proof Section with the first installment of each job.

2.64. Readers must consult the copy preparer's instruction sheet.

2.65. Speed is desirable, but accuracy is of first importance.

2.66. The reader should see that the rules governing spacing, division of words, and good printing generally have been observed. The reader who passes bad spacing will be held at fault.

2.67. If the reader detects inconsistent and erroneous statements, it is his duty to correct them. He must know, not guess, that they are errors, and he must be prepared, if called upon, to vindicate by recognized authority the soundness of his corrections. If he does not know, he must query.

2.68. If the grammatical construction of a sentence or clause is questioned by a reader and it seems desirable to change the form,

he must indicate the proposed correction, add a query mark, and enclose all in a ring. If a statement of fact is thought erroneous or doubtful, he must underscore the matter in question, write in the margin "Author verify," and enclose it in a ring. It is not enough to write only a query in the margin: the reason for the query must be clearly shown. If there is little doubt, the correction should be made, but a query enclosed in a ring must be written beside the correction to call the author's attention to it.

2.69. A query appearing on copy must be carried to the author.

2.70. Proofs that are not clearly printed or are in any manner defective must be called to the attention of the deskman.

2.71. The manner in which correction marks are made on a proof is of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed in the margin above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, and frequent use of the eraser to obliterate marks hastily or incorrectly made are all faults to be avoided.

2.72. In reading proof of wide tables, the reader should place the correction in white space as near as possible to the error, thus aiding all who handle the proof afterward. He should obliterate entirely a broken or defective figure and rewrite it in a ring. He should not use the transposition mark in little-known words or in figures. He should instead cancel the letters or figures and write them in the margin in the order in which they are to appear.

2.73. In marking errors in display or other unusual type, the case number must be indicated.

2.74. Readers must draw a ring around footnote references in proof, as an aid to the maker-up.

2.75. On discovering evidence of wrong-font matrices, the reader must immediately inform the referee, who will notify the section concerned.

2.76. Readers must not make important changes in indentions or tables without consulting the referee.

2.77. The marks of the copy preparer must be given consideration by all, as he is in a position to know more about the peculiarities of a job than one who reads but a small portion of it.

2.78. Any mark which will change the proof from the copy as prepared must be enclosed in a ring.

2.79. All instructions on copy must be carried on proof by readers.

2.80. Folios of copy must be "run" by the copyholder and checked against those marked on the proof.

2.81. In reading copy an unnecessarily loud tone of voice must be avoided. Short words are as important as long ones, and should be pronounced distinctly. Plurals should be sounded clearly, and names of persons or places pronounced distinctly or read by letters.

MAKEUP

2.82. Government publications will be made up in the following order unless otherwise indicated:

- a. *Frontispiece*, faces title page.
- b. *False title* (frontispiece, if any, on back).
- c. *Title page*.

d. *Back of title*, blank, but frequently carries such useful bibliographic information as list of board members, congressional resolution authorizing publication, note of editions and printings, GPO imprint if departmental imprint appears on title page, price notice, etc.

e. *Letter of transmittal* (new odd page).

f. *Foreword*, differs from preface in that it is an introductory note written as an endorsement by a person other than the author (new odd page).

g. *Preface*, by author (new odd page).

h. *Contents* (new odd page), immediately followed by list of illustrations and list of tables, as parts of contents.

i. *Text*, begins with page 1 (if halftitle is used, begins with page 3).

j. *Bibliography* (new odd page).

k. *Appendix* (new odd page).

l. *Index* (new odd page).

2.83. An *introduction* differs from a foreword or a preface in that it is the initial part of the text; if the book is divided into chapters, it should be the first chapter.

2.84. To number preliminary pages, use small-cap Roman numerals.

2.85. A separate cover should not be used on booklets of 32 or fewer pages (page 1 should be a self-cover or should carry a displayed title heading followed by table of contents, if any, and the text).

2.86. Before beginning his work the maker-up must ascertain the length of type page and style of folios to be used.

2.87. If it is found necessary to make a short page, the facing page should be of approximately equal length if the text permits.

2.88. A blank or sink of 6 picas should be placed at the head of each new odd or even page of 46-pica or greater depth; pages with a depth of from 36 to 45 picas, inclusive, will carry a 5-pica sink; pages less than 36 picas, 4 picas.

2.89. If top center folio is used, the folio on a new page must be placed at the bottom, centered, and enclosed in parentheses.

2.90. Contents, list of illustrations, preface, or any other matter that makes a page in itself should be placed 12 points or more nearer top than bottom, the difference depending upon the length of page.

2.91. In "cleared" indexes the words being cleared must be repeated on following page at the top of the column or page.

2.92. Continued heads over tables and leaderwork must be condensed into one line if possible.

2.93. Footnote references are repeated in boxheads or in continued lines over tables, unless special orders are given not to do so.

2.94. Six-point notes above tables are enclosed in brackets and are not repeated with continued heads unless they are needed on each page for the purpose of clarity.

2.95. Centerheads, whether in boldface, caps, caps and small caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page; if this is not possible, the space above and below the centerlines should be reduced, commencing at the bottom of the page.

2.96. In making up a page of two or more columns with an illustration more than one column in width, the text should be broken so that it will read from above the illustration to the same column below. If a table, diagram, or layout occurs under the same conditions, the text should double up above it.

2.97. In matter set two or more columns to the page, footnotes to full-measure headings should be set page width, while the text footnotes should be set column width and carried at the foot of the column in which the references appear.

2.98. Two or more short footnotes coming together may be combined by the maker-up in one line, with the blank spaces between footnotes equalized, provided the spaces are not less than 2 ems.

¹ Preliminary.

² Including imported cases.

³ Imported.

IMPOSITION

2.99. A page is considered the unit of a signature; the two companion pages, the unit in imposition. Whether the imposition is from the outside or inside, a long or a broad form, work and turn or sheetwise, these companion pages are never separated; their position is determined by the fold.

2.100. To illustrate further that these companion pages are the unit of imposition, it will be found when determining margins that these two pages are always printed in the center of the untrimmed sheet, as regards outer margins, when it is divided into halves, quarters, eighths, or sixteenths. For example, a sixteen is to be made up to 24- by 38-inch paper, side wire stitched; and half of it, the 24-inch way, is 12 inches. The width of the two type pages, say, is 48 picas, or 8 inches, and the back is 10 picas, or 1½ inches, leaving 2½ inches to be used as margin, one-half of which is to go on the outside of each printed page (1½ inches, or 7 picas), making 12 inches in all.

2.101. The other two companion pages that make up the quarter of the sixteen are likewise printed in the center of the quarter sheet, which is 19 inches, one-half of the 38-inch way. It will thus be observed that two pages were used to get the outside margins and another multiple of two (four) to get the bottom margins.

2.102. Margins should be governed by the trimmed book and not by the untrimmed sheet. The back margin or gutter should be such that it will bring the pages nearly in the center of the open printed book, putting any excess space in the outer margins, except in books that are to be side stitched, in which additional space must be allowed for the stitching. The margins should be so planned that when the book is delivered from the binder the back margin is less than the outside. The top margin of the trimmed book should be at least 3 picas and the bottom margin at least 4 picas. The outside margin should be at least 1 pica greater than the back but not as wide as the bottom margin.

2.103. If a running head is used, the head margin should be the same as the back margin; but if a bottom folio is used, that line and the slug above it should be counted as part of the margin.

REVISING

Galley revising

2.104. The importance of revising proofs cannot be overemphasized. Although a reviser is not expected to read proof, it is not enough for him merely to follow the marks found on the proof. He should be alert to detect errors and inconsistencies and must see that all corrections have been properly made and that words or lines have not been transposed or eliminated by the compositor in making the corrections. (See rule 2.115, p. 13.)

2.105. A reviser must not remodel the punctuation of the readers or make any important changes. If he thinks that an important change should be made, he must submit the proposed change to the Chief Reviser for decision.

2.106. In the body of the work, new pages must be properly indicated on the proof. Tables of contents, letters of transmittal, lists of illustrations, the text proper, all matter following halftitles (except parallel tables), and indexes must begin on new odd pages unless instructions to the contrary are given.

2.107. All instructions on proofs must be transferred to revises.

2.108. All queries must be carefully transferred to the revises.

2.109. Each paragraph containing an alteration causing an over-run should be reread.

2.110. Revising must be done with reasonable dispatch, but accuracy must not be sacrificed to speed.

2.111. Corrector's slug number must be written on revise proof.

Page and stone revising

2.112. Page and stone revising require great diligence and care. Not only must the reviser see that the rules governing the work of those who precede him have been followed but he must be on the alert for a multiplicity of points not coming within their sphere.

2.113. The reviser is responsible for marking off all bleed and off-center pages.

2.114. A blank page must be indicated at the bottom of the preceding page.

2.115. Special care must be exercised in revising linotype matter. It is necessary to read the entire line in which a correction has been made, to see that the line has been inserted in the proper place, and to see that the lines above and below have not been disturbed. If it appears that a correction has not been made, the reviser should carefully examine each line on the page to see if the correction was inserted in the wrong place or if lines have been transposed.

2.116. The following rules must be carefully observed:

a. See that proof is clean and clear; send for another if necessary.

b. Before beginning page revising, see that galley proofs run consecutively and that in continuous makeup the matter on the galleys connects.

c. See that page folios are consecutive, that running heads are correct and uniform, and that the proper signature mark is correctly placed. If an error is found in running heads or in signature marks, notify the Chief Reviser immediately, so that the correction may be made in other forms or pages of the same job.

d. Revise carefully, observe connection between pages, take care that continued and repeated lines are free from errors, and carry all unanswered queries if the proof is to be sent to the author; if not, see that all queries are answered.

e. If a revise is not properly corrected or is not reasonably free from errors, call for another corrected proof, stating number of copies wanted, and destroy all duplicates.

f. Watch for slips, dropouts, doublets, and transpositions.

g. Read all running heads and boxheads in continued tables; see that all leading lines are carried at the top where subordinate matter runs over, that dollar marks and italic captions of columns are uni-

form and properly placed, that bearoffs in figure columns are uniform, that the matter is as compact as circumstances will permit, and that footnotes fall on the page containing the corresponding references and are properly arranged.

h. Preserve complete files of all proofs returned to the desk.

i. On the first page of a signature of a stone revise carry any special directions that may be necessary, and on open or session jackets carry the number of copies to be printed.

j. When page proofs are to be sent out on partly completed jobs, fill out reviser's memorandum, noting the last galley, the last page, the signature mark, the page on which the last signature mark occurred, and the folio lines. Attach the memorandum to the markoff galley and return to the Chief Reviser.

k. Make sure that different sets of proofs of the same job are correctly marked in series ("R," "2R," "3R," etc.); where a sheet is stamped "Another proof," carry the same designating "R" on the corresponding clean proof, destroying the stamped proof when it has served its purpose. Advance the "R," "2R," "3R," etc., on each set of page proofs returned from the originating office; if a dummy folio has been used and later a true folio is finally given, revert to single "R." When the "R" is not to be advanced, use an "x," as "2R^x."

l. If two or more jobs are imposed in one form, separate the parts to verify the imposition. Until familiar with the fold, exercise care in cutting the sheet.

m. See that rules do not lap, that work is not jammed in the lockup, that damaged letters and slips are indicated, and that the matter is ready in all respects to pass rigid inspection.

n. Legend lines of full-page cuts that run the broad way should be printed so as 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.

o. If a footnote is eliminated, do not renumber the footnotes; just omit that number.

2.117. If the footnotes in an entire job have been made uniform, even though not according to style, do not change them.

2.118. If a footnote is added in proof, use the preceding number with a superior letter added, as ^{15a}.

2.119. Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush at the left, with 2 leads on each side of the rule. (See also rule 14.108, p. 175.)

2.120. In revising galleys into pages, revisers must enter on the markoff slip the number of the last footnote and see that instructions to the maker-up are followed.

Press revising

2.121. Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and makeup of Government publications. He is required to O. K. all forms that go to press—bookwork, covers, jobwork, etc. He must see that all queries are answered. He must necessarily have a knowledge of the bindery operations required to complete a book or job and be familiar with all types of imposition, folds, etc. He must be capable of

ascertaining the proper head, back, and side margins for all work, to insure proper trimming of the completed job to the required size.

2.122. Although speed is essential when forms reach the pressroom, accuracy must not be sacrificed.

SIGNATURE MARKS, ETC.

2.123. Unless otherwise indicated, signature marks are set 6-point lowercase and indented 3 ems.

2.124. Figures indicating the year should follow the jacket number in signature marks:

125327—52—4 116529—52—pt. 5—3 116529—52—vol. 1—3 92694°—52—2
 92694 O—52—2 92694^m—52—2 92694^v—52—2

2.125. When allmark (○) and signature or imprint and signature appear on same page, the signature line is placed below the allmark but above the imprint.

2.126. The allmark is placed below the page, bulletin, or circular number but above the signature line, if both appear on the same page.

2.127. Imprints and signature lines appearing on short pages of text are placed at the bottom of the page.

2.128. All plated jobs take a degree mark (°) immediately after the jacket number in the signature line.

2.129. All offset jobs take a capital O immediately after the jacket number in the signature line.

2.130. When matrix is to be made of job, a superior *m* (^m) is placed immediately after jacket number in the signature line.

2.131. All jobs having vinylite molds before printing from type take a superior *v* (^v) immediately after the jacket number.

2.132. On a job reprinted on account of change, a black star (★) precedes the jacket number in the signature line and precedes the date on the title page:

★17234—52—2

★12-15-52

2.133. The following forms are used for signature marks in House and Senate documents and reports printed on session jackets:

H. Doc. 73, 78-1—2
 S. Doc. 57, 78-2, pt. 1—2
 H. Rept. 120, 78-2—8

S. Doc. 57, 78-1—2
 S. Doc. 57, 78-2, vol. 1—2
 S. Rept. 100, 78-2—9

2.134. In a document or report printed on other than a session jacket, use the jacket number, year, and signature number only, omitting the document or report number.

2.135. For pasters, the jacket number, the year, and the page to be faced by the paster are used as follows (note punctuation):

12344—52 (Face p. 10)

2.136. On a paster facing an even page, the marks go at the lower right-hand side; on a paster facing an odd page, at the lower left side.

2.137. If more than one paster faces the same page, each is numbered as follows:

12344—52 (Face p. 19) No. 1
 12344—52 (Face p. 19) No. 2

2.138. When a paster follows the text, the allmark is placed on the last page of the text and never on the paster.

REPRINTS, IMPRINTS, AND PRICE NOTICES

Reprints

2.139. To aid bibliographic identification of reprints or revisions, the dates of the original edition and of reprint or revision should be supplied by the author on the title page or in some other suitable place. Thus:

First edition July 1941
Reprinted July 1943

First printed June 1940
Revised June 1941

Original edition May 1941
Reprinted May 1942
Revised July 1943

2.140. The year in the imprint on cover, title page, or elsewhere is not changed from that in the original print, nor are the signatures changed, unless other mends are necessary. This applies to all reproducible, including type.

Imprints

2.141. The Government Printing Office imprint must appear on all printed matter, except certain classified work.

2.142. Use full imprint on the title page of a congressional speech.

2.143. The imprint and allmark are not used together on any page; if one is used, the other is omitted.

2.144. The imprint is not used on a halftitle or (except on congressional hearings) on any page of a cover.

2.145. If there is a title page, the imprint is placed on the title page; but if there is no title page, or if the title page is entirely an illustration, the imprint is placed on the last page of the text.

2.146. The Government Printing Office crest is used only on Government Printing Office publications. If it is printed on page II, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 1952.

Price notices

2.147. If there is a cover but no title page, the price notice is printed on page 1 of the cover. Unless otherwise indicated, if there is a title page, with or without a cover, the price notice is printed at the bottom of the title page below a cross rule; if there is no cover or title page, the price notice is printed at the end of the text, below the imprint, and the two are separated by a cross rule.

2.148. Price notices are not printed on congressional documents. The price notice is not considered an imprint.

Samples of imprints and price notices are given below.

2.149. On title page:

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1952

For sale by the Superintendent of Documents, U. S. Government Printing Office
Washington 25, D. C. - Price 00 cents

2.150. On last page of text:

U. S. GOVERNMENT PRINTING OFFICE: 1952
(16 points)

For sale by the Superintendent of Documents, U. S. Government Printing Office
Washington 25, D. C. - Price 00 cents

2.151. On last page of text (usually 4 ems from right); open star (☆) indicates outside purchase:

Capitaliza-
tion

Guide to
Capitaliza-
tion

Spelling

Compound
Words

Guide to
Com-
pounding

Plant
Names

Punctua-
tion

Abbrevia-
tions

Numerals

Italo

Signs and
Symbols



3. CAPITALIZATION

(See also Abbreviations; Guide to Capitalization)

3.1. It is impossible to give rules that will cover every conceivable problem in capitalization. But by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given on pages 27 to 50 will serve as a guide. Manifestly such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.

Proper names

3.2. Proper names are capitalized.

Rome	John Macadam	Italy
Brussels	Macadam family	Anglo-Saxon

Derivatives of proper names

3.3. Derivatives of proper names used with a proper meaning are capitalized.

Roman (of Rome)	Johannean	Italian
-----------------	-----------	---------

3.4. Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are lower-cased. Since this depends upon general and long-continued usage, a more definite and all-inclusive rule cannot be formulated in advance. A list of derivatives is given on pages 34 to 35.

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

3.5. A common noun or 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	Crow Reservation; the reservation
Washington Monument; the monument	Federal Express; the express
Statue of Liberty; the statue	Cape of Good Hope; the cape
Hoover Dam; the dam	Jersey City; <i>also</i> Washington City; <i>but</i>
Boston Light; the light	city of Washington; the city
Modoc National Forest; the national forest	Cook County; the county
Panama Canal; the canal	Great Lakes; the lakes
Soldiers' Home of Ohio; the soldiers' home	Lake of the Woods; the lake
Johnson House (hotel); Johnson house (residence)	North Platte River; the river
	Lower California; <i>but</i> lower Mississippi
	Charles the First; Charles I
	Seventeenth Census; the 1950 census

3.6. If a common noun or adjective forming an essential part of a name becomes removed from the rest of the name by an intervening common noun or adjective, the entire expression is no longer a proper noun and is therefore not capitalized.

Union Station: union passenger station
Eastern States: eastern farming States
Western States: western farming States

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

the Capitol (at Washington); *but* State capitol
 the Channel (English Channel)
 the District (District of Columbia)
 the Soldiers' Home (District of Columbia only)

3.8. The plural form of a common noun capitalized as part of a proper name is also capitalized.

Seventh and I Streets
 Lakes Erie and Ontario
 Potomac and James Rivers

State and Treasury Departments
 British and French Governments
 Presidents Washington and Adams

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

abstract B
 act of 1928
 appendix C
 article 1
 book II
 chapter III
 chart B
 class I
 collection 6

column 2
 drawing 6
 exhibit D
 figure 7
 first district (not
 congressional)
 form 4
 graph 8
 group 7

mile 7.5
 page 2
 paragraph 4
 part I
 plate IV
 region 3
 rule 8
 schedule K
 section 3

signature 4
 station 27
 table 4
 title IV
 treaty of 1919
 volume X
 war of 1914
 ward 2

3.10. The following terms are lowercased, even with a name or number. (For capitalized forms, see geographic terms, p. 38.)

aqueduct
 breakwater
 buoy
 chute
 dam (lowercase with number or in conjunction with lock; capitalize with name, *but* Boulder Dam site; Boulder dam and site)

dike
 dock
 drydock
 irrigation project
 levee
 lock
 pier
 reclamation project
 seaway
 ship canal

shipway
 slip
 spillway
 tunnel (see also Tunnel, p. 48)
 watershed
 weir
 wharf

Definite article in proper names

3.11. To achieve greater distinction or to adhere to the authorized form, the word *the* (or its equivalent in a foreign language) used as a part of an official name or title is capitalized. When such name or title is used adjectively, *the* is not capitalized, nor is it supplied at any time when not in copy.

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 (only when so in copy)

3.12. In common practice, rule 3.11 is disregarded in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Times
 the Atlantic Monthly
 the Washington Star

the *Mermaid*
 the *Los Angeles*
 the *U-3*

the Federal Express
 the National Photo Co.
 the Netherlands

Particles in names of persons

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

D'Orbigny; Alcide d'Orbigny
Da Ponte; Cardinal da Ponte
Du Pont; E. I. du Pont de Nemours Co.
Van Rensselaer; Stephen van Rensselaer

3.14. In anglicized 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)
Samuel F. Du Pont (his usage); Irénée du Pont
(for firm names, see p. 37)

3.15. 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.

3.16. In names set in capitals, *de*, *von*, etc., are also capitalized.

Names of organized bodies

3.17. The full names of existing or proposed organized bodies and their shortened 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. 27-50.)

National governmental units:

United States Congress: 82d 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

Bureau of the Census: the Census Bureau, the Bureau

Geological Survey: the Survey

Interstate Commerce Commission: the Commission

National Advisory Committee for Aeronautics: the Committee

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

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

Department of Defense:

Military Establishment; Armed Forces; *but* armed services

United States Army: the Army; the Infantry; 81st Regiment;

Army Establishment; the Army Band; Army officer; Regular

Army officer; Reserve officer; Volunteer officer; *but* army shoe;

Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman

United States Navy: the Navy; the Marine Corps; Navy (Naval)

Establishment; Navy officer; *but* naval shipyard; naval officer; naval station

French Ministry of Foreign Affairs; the Ministry; French Army; British Navy

International organizations:

United Nations: the Council; the Assembly; the Secretariat

Permanent 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: Highway Commission of California; the highway commission; the commission
 Montgomery County Board of Health: the Board of Health of Montgomery County; the board of health; the board
 Buffalo Consumers' League: the consumers' league; the league
 Republican Party: the party
 Pennsylvania Railroad Co.: the Pennsylvania Railroad; Pennsylvania Co.; Pennsylvania Road; the railroad company; the company
 Riggs National Bank: the Riggs Bank; the bank
 Metropolitan Club: the club
 Yale School of Law: Yale University School of Law; School of Law, Yale University; school of law

3.18. The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

a Representative (U. S. Congress)	a Socialist
a Republican	an Odd Fellow
an Elk	a Communist
a Liberal	a Boy Scout
a Shriner	a Knight (K. C., K. P., etc.)

Names of countries, domains, and administrative divisions

3.19. The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See table on p. 210.)

United States: the Republic; the Nation; the Union; *but* republic, republican (in general sense)
 New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; *but* (in general sense) foreign states; church and state; statehood; state's evidence
 Territory of Hawaii: the Territory; a Territory; Territorial; *but* territory, territorial (not a political subdivision)
 Ethiopian Empire: the Empire; *but* empire (in general sense)
 Dominion of Canada: the Dominion; *but* dominion (in general sense)
 Ontario Province; Province of Ontario: the Province, Provincial; *but* province, provincial (in general sense)

3.20. The similar designations *commonwealth*, *confederation* (*federal*), *government*, *nation* (*national*), *powers*, *union*, etc., are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

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; Soviet Government; *but* government (in general sense); the Churchill government; European governments
 Cherokee Nation: the nation; *but* Greek nation; American nations
 National Government (of any specific nation); *but* national customs
 Allied Powers (in World Wars I and II); Central Powers (in World War I); *but* the powers; European powers
 Union of South Africa: the Union; *but* union (in general sense)

Names of regions, localities, and geographic features

3.21. A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized; also for temporary distinction a coined name of a region is capitalized.

the North Atlantic States; the Gulf States; the Central States; the Pacific Coast States; the Lake States; East North Central States; Eastern North Central States; Far Western States; Eastern United States
the West; the Midwest; the Middle West; Far West
the Eastern Shore (Chesapeake Bay)
the Badlands (S. Dak. and Nebr.)
the Continental Divide (Rocky Mountains)
Deep South; Midsouth
the Occident; the Orient

the Far East; the East
Middle East (Asia)
Near East (Balkans, etc.)
the Promised Land
the Continent (continental Europe)
the Western Hemisphere
the North Pole; the North and South Poles
the Temperate Zone; the Torrid Zone
the East Side (section of a city)
the Driftless Area (Mississippi Valley)
Western Germany, Western Europe (political entities)

3.22. 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 Pennsylvania; southern California
west Florida; *but* West Florida (1763-1819)

eastern region; western region
central Europe; south Germany; southern France
but East Germany; West Germany (political entities)

Names of calendar divisions

3.23. The 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.

3.24. The names of holidays, ecclesiastic feast and fast days, and historic events are capitalized.

Battle of Bunker Hill
Battle of the Giants
Christian Era; Middle Ages; *but* 20th century
Feast of the Passover; the Passover

Fourth of July; the Fourth
Reformation
Renaissance
War of 1812; World War II; *but* war of 1914

Trade names

3.25. Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized.

Airwick (trade name)
Foamite (trade name)
Snowdrop (trade name)

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

Scientific names

3.26. 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)

3.27. In scientific descriptions coined terms derived from proper names are not capitalized.

aviculoid

menodontine

3.28. A plural formed by adding *s* to a Latin generic name is capitalized.

Rhynchonellas

Spirifers

3.29. In soil science the 24 soil classifications are capitalized. (For complete list, see p. 46.)

Alpine Meadow

Bog

Brown

3.30. 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.

3.31. For lists of geologic and physiographic terms, see page 207.

Fanciful appellations

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

the Big Four
the Dust Bowl
the Hub

the Keystone State
the New Deal
the Pretender

Personification

3.33. A vivid personification 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

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

Heavenly Father; the Almighty; Thee; Thou; He; Him; *but* himself;
(God's) fatherhood

Divine Father; *but* divine providence; divine guidance; divine service

Son of Man; Jesus' sonship; the Messiah; *but* a messiah; messiahship;
messianic; messianize; christology; christological

Bible, Holy Scriptures, Scriptures; Koran; *also* Biblical; Scriptural; Koranic
Gospel (memoir of Christ); *but* gospel truth

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)

Satan; His Satanic Majesty; Father of Lies; the Devil; *but* a devil; the
devils

Titles of persons

3.35. Any title or designation immediately preceding a name is capitalized.

President Roosevelt
King George
Ambassador Gibson
Lieutenant Fowler

Chairman Smith
Nurse Cavell
Professor Leverett

3.36. To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

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; ex-President Hoover; former President Hoover; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Curtis Harry W. Nice, Governor of Maryland: the Governor of Maryland; the Governor; *similarly* the Lieutenant Governor; *but* secretary of state of Idaho; attorney general of Maine

Title of a head or assistant head of an existing or proposed National or District 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.; *but* Secretaries of the military departments.

Gen. Omar N. Bradley, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; Chief of Staff, United States Air Force; the Chief of Staff; *but* the general (military title standing alone not capitalized)

Titles of members of diplomatic corps:

Walter S. Gifford, 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; Ambassador at Large Norman Davis; *but* ambassador at large; etc.

Title of a ruler or prince:

Elizabeth II, Queen of England: the Queen; the Crown; Her Most Gracious Majesty; Her Majesty; *similarly* the Emperor; the Sultan; etc.

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

Titles not capitalized:

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

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

3.37. In formal lists of delegates and representatives of governments, all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.

3.38. A title in the second person is capitalized.

Your Excellency
Your Highness
Your Honor

Mr. Chairman
Mr. Secretary

Not salutation:
my dear General
my dear sir

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

3.39. 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.

The Outline of History

Part XI: Early Thought; *but* part XI (standing alone or after title)

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

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

Address of President Roosevelt on Unemployment Relief

Atlantic Charter; Balfour Declaration; *but* British white paper

American Journal of Science

Saturday Evening Post; the Post

Monograph 55; Research Paper 123; Circular A; Article 15, Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Executive Order No. 24; Public Law 9; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; *but* Senate bill 416; House bill 61

Annual Report of the Public Printer, 1950; *but* seventh annual report

Declaration of Independence; the Declaration

Constitution (United States or with name of country); *but* New York State constitution; first amendment, 12th amendment (see rule 11.10, p. 157)

Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919

United States v. Four Hundred Twenty-two Casks of Wine (legal case) (see also rule 18.33, p. 197)

The Blue Boy (painting)

3.40. In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.

Revenue Act of 1926; Volstead Act; Panama Canal Act; Classification Act; *but* revenue act; act of 1926; the act; Harrison narcotic law; interstate-commerce law

3.41. The capitalization of the titles of books, etc., written in a foreign language is to conform to national practice in that language. For further details and examples, see section on foreign languages.

3.42. In lists, including bibliographies and synonymies, and in footnote citations, capitalization will conform to the rules of this chapter, unless the work requires its own established style.

First words

3.43. 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 vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

3.44. The first word of a fragmentary quotation is not capitalized.

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

3.45. 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 meaning 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?

3.46. 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
 Whereas the Senate provided for the * * *: Now, therefore, be it
Resolved, That * * *; and be it further
Resolved by the Washington Board of Trade, That * * *
Provided, That * * *
Provided further, That * * *
Provided, however, That * * *
And provided further, That * * *
Ordered, That * * *
Be it enacted, That * * *

Center and side heads

3.47. Unless otherwise marked, (1) centerheads are set in capitals, and (2) sideheads are set in lowercase and only the first word and proper names are capitalized.

3.48. Except as indicated elsewhere, everything in a cap heading is set in caps; in a cap and small-cap heading, in caps and small caps; and in a small-cap heading, in small caps, including, if available, parentheses, brackets, and figures.

3.49. In heads set in caps, a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lowercase *c* or *ac* is used. In heads set in small caps, an apostrophe is used instead of the *c*, but a space is used after the *ac*.

3.50. In such names as *LeRoy*, *DeHostis*, *LaFollette*, etc. (one-word forms only), set in caps, the second letter of the particle is made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a space is used.

3.51. In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds. The articles *a*, *an*, and *the*, the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up*, the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor*, and the second element of a compound numeral are not capitalized.

Built-up Stockpiles Are Necessary
 World in AH-Out War
 Man Hit With 2-Inch Pipe
 No-Par-Value Stock for Sale
 Price-Cutting War
 Yankees May Be Winners
 No Ex-Senator Admitted
 Notice of Filing and Order on Exemption From Requirements
but Building on Twenty-first Street (if spelled)
 One Hundred and Twenty-three Years (if spelled)
 Only One-tenth of Shipping Was Idle
 Many 35-mm. Films in Production

3.52. If a normally lowercased short word is used in juxtaposition with a capitalized word of like significance in the sentence, it should also be capitalized.

Buildings In and Near Minneapolis

3.53. In a heading set in caps and lowercase or in caps and small caps, a normally lowercased short last word, if it is the only lowercased word in the heading, should also be capitalized.

All Returns Are In

3.54. The first element of an infinitive verb is capitalized.

Controls To Be Applied *but* Aid Sent to Disaster Area

3.55. In matter set in caps and small caps, the abbreviations *etc.* and *et al.* are set in small caps; in matter set in caps and lowercase, these abbreviations are set in lowercase.

PLANES, GUNS, SHIPS, ETC.
JAMES BROS. ET AL.

Planes, Guns, Ships, etc.
James Bros. et al.

3.56. As accents in cap lines have a tendency to break off in proofing, presswork, etc., they may be omitted, even if the same words carry accents in text.

3.57. Paragraph series letters in parentheses appearing in heads set in caps, caps and small caps, or in caps and lowercase are to be set as in copy.

Addresses, salutations, and signatures

3.58. The first word and all principal words in addresses, salutations, and signatures are capitalized. (See Datelines, Addresses, and Signatures, p. 189.)

Interjections

3.59. The interjection *O* is always capitalized; within a sentence other interjections are not capitalized.

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

Historic or documentary accuracy

3.60. Where historic or documentary accuracy is required, capitalization and other features of style of the original text should be followed.

Guide to
Capitaliza-
tion

Spelling

Compound
Words

Guide to
Com-
pounding

Plant
Names

Punctua-
tion

Abbrevia-
tions

Numerals

Italo

Signs and
Symbols



4. GUIDE TO CAPITALIZATION

(Based on the preceding rules for capitalization)

A-bomb

abstract B, 1, etc.

Academy:

Andover; the academy

Merchant Marine; the Academy

Military; the Academy

National Academy of Sciences; the Academy of Sciences; the Academy

Naval; the Academy

Act (Federal, State, or foreign), short or popular title or with number; the act:

Classification

Economy

Lend-Lease Act; *but* lend-lease materials, etc.

Panama Canal

Public Act 145 (see also Public Act)

Revenue Act of 1928; *but* revenue act; act of 1928

Selective Training and Service

Tariff Act of 1930; 1930 Tariff Act

Treasury Department Appropriation Act for the fiscal year ending June 30, 1943

Volstead Act; *but* Volstead law

Acting, if part of capitalized title

Adjutant General, The (see The)

Administration, with name; capitalized standing alone if referring to Federal unit:

Farmers' Home

Food and Drug

Maritime

Veterans'

but Roosevelt administration; administration bill, policy, etc.

Administrator of Veterans' Affairs; the Administrator

Admiralty, British, etc.

Admiralty, Lord of the

Adviser, Legal (see Legal Adviser)

Agency, if part of name; capitalized standing alone if referring to Federal unit:

Chippewa (Indian); the agency

Federal Security; the Agency

Ages:

Age of Discovery

Dark Ages

Elizabethan Age

Golden Age (of Pericles only)

Middle Ages

but atomic age; Cambrian age; copper age; ice age; stone age; etc.

Agreement:

General Agreement on Tariffs and Trade (GATT); the general agreement; the agreement

International Wheat Agreement; the wheat agreement; the agreement *but* the Geneva agreement; the Potsdam agreement

Air Force:

Air Explorers

Air National Guard (see National)

Base (see Base)

Civil Air Patrol; Civil Patrol; the patrol

Command (see Command)

Reserve

Reserve Officers' Training Corps

WAF (see Women in the Air Force)

Airport: LaGuardia; National; the airport

Alien Property:

Director (see Director)

Office of (see Office)

Alliance, Farmers', etc.; the alliance alliances and coalitions (see also powers):

Allied Powers; the powers (World Wars)

Axis, the; Axis Powers; the powers

Benelux (Belgium, Netherlands, Luxembourg)

Big Four (European); of the Pacific Big Three

Central Powers; the powers (World War I)

European Defense Community

Fritalux (France, Italy, Benelux countries)

North Atlantic Treaty Organization (see Organization)

Western Powers

Western Union (powers); the union

Allied (World Wars):

armies

Governments

Nations

peoples

Powers; the powers; *but* European powers

Allies, the (World Wars); *but* our allies

Ambassador:

British, etc.; the Ambassador; the Senior Ambassador; His Excellency

Extraordinary and Plenipotentiary; the Ambassador

amendment:

Tobey amendment
to the Constitution (United States);
first amendment, 14th amend-
ment, etc. (see rule 11.10)

American:

Federation of Labor; the Federation
of Labor; the federation
Gold Star Mothers, Inc.; Gold Star
Mothers; a Mother
Legion (see Legion)
National Red Cross; the Red Cross
Veterans of World War II
(AMVETS)
War Mothers; War Mothers; a
Mother

Ancient Free and Accepted Masons;
a Mason; a Freemason

Annex, if part of name of building; the
annex

Antarctic Ocean (see Ocean)

anti-New Deal

appendix 1, A, II, etc.; the appendix;
but Appendix II, when part of title:

Appendix II:¹ Education Directory

appropriation bill (see also bill):

deficiency
Department of Agriculture
for any governmental unit
independent offices

Appropriations Committee (see Com-
mittee)

Arab States (see States)

Arabic numerals

Archipelago, Philippine, etc.; the archi-
pelago

Architect of the Capitol; the Architect
Archives, the, etc. (see The)

Archivist of the United States; the
Archivist

Arctic:

Circle (see Circle)
night, seas, etc.

Ocean (see Ocean)
but subarctic

Arctics, the

Arlington:

Experimental Farm; the farm
Memorial Amphitheater; the Me-
morial Amphitheater; the amphi-
theater

Memorial Bridge (see Bridge)

National Cemetery (see Cemetery)

Armed Forces (synonym for overall
Military Establishment)

armed services

armistice

Armistice Day (see holidays)

Armory, Springfield, etc.; the armory

Army, American or foreign, if part of
name; capitalized standing alone
only if referring to United States
Army:

Army—Continued

Adjutant General, The (see The)

Band (see Band)

branches: Gordon Highlanders;
Royal Guards; etc.

Brigade, 1st, etc.; the brigade;
Robinson's brigade

Command (see Command)

Command and General Staff College
(see College)

Company A; A Company; the
company

Confederate (referring to Southern
Confederacy); the Confederates

Continental; Continentals

Corps (see Corps)

District of Washington (military);
the district

Division, 1st, etc.; the division
engineer (see also Corps of Engi-
neers)

Establishment

Field Establishment

Field Forces (see Forces)

Finance Department; the Depart-
ment

First, etc.

General of the Army; *but* the gen-
eral

General Staff; the Staff

headquarters, 1st Regiment

Headquarters of the; the head-
quarters

Hospital Corps (see Corps)

Medical Museum (see Museum)

Organized Reserve Corps; Organized
Reserves; the Reserves

Regiment, 1st, etc.; the regiment

Regular Army officer; a regular
Revolutionary (American, British,
French, etc.)

service

Surgeon General, the (see Surgeon
General)

Volunteer; the Volunteers; a volun-
teer

army:

Lee's army; *but* Clark's Fifth Army
mobile

mule, shoe, etc.

of occupation; occupation army

Red

Arsenal, Rock Island, etc.; the arsenal
article 15; *but* Article 15, when part of
title: Article 15:¹ Uniform Code of
Military Justice

Articles of Confederation (United
States)

Assembly of New York; the assembly
(see also Legislative Assembly)

Assembly (see United Nations)

Assistant, if part of capitalized title;
the assistant

assistant, Presidential (see Presidential)

Assistant Secretary (see Secretary)

Associate Justice (see Supreme Court)

¹ The colon is preferred; a dash is permissible; but
a comma is too weak.

- Association, if part of name; capitalized standing alone if referring to Federal unit:
 Federal National Mortgage; the Association
 Young Men's Christian; the association
 Young Women's Christian; the association
 Astrophysical Observatory (see Observatory)
 Atlantic:
 Charter (see Charter)
 coast
 Coast States (see States)
 Destroyer Flotilla; the destroyer flotilla; the flotilla
 Fleet (see Fleet)
 mid-Atlantic
 North
 Pact (see Pact)
 seaboard
 slope
 South
 time, standard time (see time)
but cisatlantic; transatlantic
 Attorney General (United States); *but* attorney general of Maine, etc.
 Authority, capitalized standing alone if referring to Federal unit:
 National Shipping; the Authority
 Port of New York; the port authority; the authority
 Tennessee Valley; the Authority
 autumn
 Avenue, Constitution, etc.; the avenue
 Axis, the (see alliances)
- Badlands (S. Dak. and Nebr.)
 Balkan States (see States)
 Baltic States (see States)
 Band, if part of name; the band:
 Army, Marine, Navy, Sousa's
 Eastern, etc. (of Cherokee Indians)
 4th Field Artillery
 Bank, if part of name; the bank:
 Export-Import Bank of Washington;
 Export-Import Bank
 Farm Loan Bank of Dallas; Dallas
 Farm Loan Bank; farm-loan bank;
 farm-loan bank at Dallas
 Farmers & Mechanics, etc.
 Federal home-loan bank at Cumberland
 Federal Land Bank of Louisville;
 Louisville Federal Land Bank;
 land bank at Louisville; Federal
 land bank
 Federal Reserve Bank of New York;
 Richmond Federal Reserve Bank;
but Reserve bank at Richmond;
 Federal Reserve bank; Reserve
 bank; Reserve city
 First National, etc.
 International Bank of Reconstruction and Development
 International Monetary
 International World
- Barracks, if part of name; the barracks:
 Carlisle
 Disciplinary (Leavenworth)
 Marine (District of Columbia)
but A barracks; barracks A; etc.
 Base, Andrews Air Force; Air Force
 base; the base (see also Naval Base)
 Battery, the (New York City)
 Battle, if part of name; the battle:
 of Gettysburg; *but* battle at Gettysburg; etc.
 of the Bulge; of the Marne; of the Wilderness; of Waterloo; etc.
 battlefield, Bull Run, etc.
 battleground, Manassas, etc.
 Belt, if part of name; the belt:
 Corn
 Cotton
 Dairy
 Ice
 Wheat
but Bible belt, goiter belt.
 Benelux (see alliances)
 Bible; Biblical; Scriptures; etc.
 Big Inch; Little Inch (pipelines)
 bill, Kiess; Senate bill 217; House bill 31
 (see also appropriation bill)
 Bill of Rights (historic document); *but*
 GI bill of rights
 Bizonia; bizonal; bizone
 Bluegrass region, etc.
 B'nai B'rith
 Board, if part of name; capitalized standing alone only if referring to Federal, interdepartmental, District of Columbia, or international board:
 Civil Aeronautics
 Employees' Compensation Appeals
 Federal Maritime
 Federal Reserve (see Federal)
 General (Navy)
 Loyalty Review
 Macy Board, etc. (Federal board with name of person)
 Military Production and Supply (NATO)
 of Directors (Federal unit); *but* board of directors (nongovernmental)
 of Education (District of Columbia)
 of Health of Montgomery County;
 Montgomery County Board of Health; the board of health; the board
 of Managers (of the Soldiers' Home)
 of Regents (Smithsonian)
 of Visitors (Military and Naval Academies)
 on Geographic Names
 Bolshevik; Bolshevik (collective plural); Bolshevik; bolshevism
 bond:
 defense bond; defense savings bond; savings bond; defense savings bonds and stamps; E-bond; savings bonds and stamps
 Victory bond; the bond
 war savings bond; savings bond; war bond

book:

books of the Bible

First Book of Samuel; etc.

Good Book (synonym for Bible)

book 1, I, etc.; *but* Book 1, when partof title: Book 1:² The Golden Legend

Borough, if part of name: Borough of

the Bronx; the borough

Botanic Garden (National); the garden

Bowl, Dust, Ice, Rose, etc.; the bowl

Boxer Rebellion (see Rebellion)

Boy Scouts (the organization); a Boy

Scout; a Scout

Branch, if part of name; capitalized

standing alone only if referring to

a Federal or District of Columbia

unit:

Accounts Branch

Public Buildings Branch

but executive, judicial, or legislative
branch

Bridge, if part of name; the bridge:

Arlington Memorial; Memorial

Francis Scott Key; Key

M Street

but Pennsylvania Railroad bridgeBrother; Brothers (adherents of reli-
gious order)Budget of the United States; the budget
budget:

department

estimate

Federal

message

performance-type

President's

Building, if part of name; the building:

Capitol (see Capitol Building)

Colorado

House (or Senate) Office

Investment

New House Office

Old House Office

Pentagon

the National Archives; the Archives

Treasury; Treasury Annex

bulletin 420; *but* Farmers' Bulletin No.
420Bureau, if part of name; capitalized
standing alone if referring to
Federal, District of Columbia, or
international unit:

of Customs; Customs Bureau

of Engraving and Printing

of Foreign and Domestic Commerce

of Indian Affairs

of Mines; Mines Bureau

of Social Hygiene, New York; the
bureau; etc.

of the Budget; Budget Bureau

Cabinet, American or foreign, if part of
name or standing alone (see also
foreign cabinets):

British Cabinet; the Cabinet

Cabinet—Continued

the President's Cabinet; the Cabinet;

Cabinet officer, member

Calendar, if part of name; the calendar:

Consent; etc.

House

No. 99

of Bills and Resolutions

Private

Senate

Unanimous Consent

Union

Wednesday (legislative)

Cambrian age (see Ages)

Camp Funston, etc.; the camp

Canal, with name; the canal:

Isthmian

Panama

Zone (Isthmian); the zone

Cape (see geographic terms)

Capital, Capital City, National Capital

(Washington, D. C.); *but* the capital

(State)

Capitol Building (State); the capitol

Capitol, the (Washington, D. C.):

Architect of (see Architect of the
Capitol)

Chamber

dome

Grounds

Hall of Fame; the Hall

Halls (House and Senate)

Halls of Congress

Hill; the Hill

Police (see Police)

Power Plant

Press Gallery, etc.

rotunda

Statuary Hall

the well (House or Senate)

Cemetery, if part of name; the ceme-
tery:

Arlington National

Oak Hill

Census:

Seventeenth Decennial (title); Seven-

teenth Census (title); the census

1950 census

the 14th and subsequent decennial
censuses

central Asia, central Europe, etc.

central time, central standard time (see
time)

century, first, 20th, etc. (see rule 11.10)

Chair, the, if personified

Chairman:

of the Board of Directors; the Chair-

man (Federal); *but* chairman of the
board of directors (non-Federal)

of the Committee of the Whole

House; the Chairman

of the Federal Trade Commission;

the Chairman

of the Loyalty Board; the Chairman

but chairman of the Appropriations
Committee² See footnote 1, p. 28.

Chamber of Commerce; the chamber:
 of Boston; Boston Chamber of Commerce; the chamber of commerce
 of the United States; United States Chamber of Commerce; the chamber of commerce
 Chamber, the (Senate or House) chapter 5, II, etc.; *but* Chapter 5, when part of title: Chapter 5:³ Research and Development
 Chargé d'Affaires, British, etc.; the Chargé d'Affaires; the chargé
 chart 2, A, II, etc.; *but* Chart 2, when part of legend: Chart 2.—Army strength
 Charter, capitalized with name; the charter:
 Atlantic
 United Nations
 Chief, if referring to head of Federal or District of Columbia unit; the Chief:
 Forester (see Forester)
 Intelligence Office
 Justice (U. S. Supreme Court); *but* chief justice (of a State)
 Magistrate (the President) of Division of Publications
 of Engineers (Army)
 of Naval Operations
 of Staff
 of the Bureau of Insular Affairs
 Chief Clerk, if referring to head of Federal or District of Columbia unit
 Christian; Christian name, etc.; Christendom; Christianity; Christianize; *but* christen
 church and state
 church calendar:
 Christmas
 Easter
 Lent
 Whitsuntide (Pentecost)
 Church, if part of name of organization or building
 Circle, if part of name; the circle:
 Arctic
 Logan
but great circle
 cities, sections of, official or popular names:
 East Side
 Latin Quarter
 North End
 Northwest Washington, etc. (District of Columbia); *but* northwest (directional)
 the Loop
 City, if part of corporate or popular name; the city:
 Kansas City; the two Kansas Citys
 Mexico City
 New York City
 Twin Cities
 Washington City; *but* city of Washington

City—Continued

Windy City
but Reserve city (see Bank)
 Civil Air Patrol (see Air Force)
 Civil Service, capitalize only when word "Commission" follows or is implied:
 the Civil Service has ruled
but civil-service employee; examination, etc.
 Civil War (see War)
 Clan, if part of tribal name; the clan class 2, A, II, etc.; *but* Class 2 when part of title: Class 2:³ Leather Products
 Clerk, the, of the House of Representatives; of the Supreme Court of the United States
 Coast Guard, United States; the Coast Guard; Coastguardsman Smith; *but* a coastguardsman; a guardsman
 Coastal Plain (Atlantic and Gulf)
 Code (in shortened title of a publication); the code:
 District
 Federal Criminal
 Internal Revenue
 International (signal)
 of Federal Regulations
 Penal; Criminal; etc.
 Pennsylvania State
 Uniform Code of Military Justice
 United States
but civil code; flag code; Morse code
 collector of internal revenue
 College, if part of name; the college:
 Armed Forces Staff
 Command and General Staff
 Gallaudet
 Gettysburg
 National War
 of Bishops
but electoral college
 college degrees:
 bachelor of arts, etc.
 doctor of philosophy, etc.
 Colonials (American Colonial Army); *but* colonial times, etc.
 Colonies, the:
 Thirteen
 Thirteen American
 Thirteen Original
 colonists, the
 Columbia Institution for the Deaf (see Institution)
 Cominform (see U. S. S. R.)
 Command, capitalize with name; the command:
 Air Materiel
 GHQ Far East
 Joint Far Eastern
 Potomac River Naval
 Zone of Interior
 Commandant, the (Coast Guard or Marine Corps only)
 Commandos, the; Commando raid; a commando; a commandoman

³ See footnote 1, p. 28.

Commission, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international commission:

Alaska Road
Atomic Energy
Civil Service
District (District of Columbia)
Electoral
International Boundary, United States, Alaska, and Canada
of Fine Arts
on Organization of the Executive Branch of the Government (Hoover)
Public Buildings
Public Utilities (District of Columbia)

Commissioner, if referring to Federal, District of Columbia, or international commission:

Land Bank; *but* land bank commissioner loans
of Customs
of Immigration and Naturalization
of Patents
of the District of Columbia; the Commissioner(s)
of the Five Civilized Tribes, etc.
United States (International Boundary Commission, etc.)

Committee, if part of name; the Committee, if referring to international or noncongressional Federal committee or to the Committee of the Whole, the Committee of the Whole House, or the Committee of the Whole House on the State of the Union:

Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee
Democratic National; the national committee; the committee
Democratic policy committee; the committee

Interagency Advisory Committee on Domestic Transport and Storage and Post Utilization; the Committee

Joint Committee on Atomic Energy; the joint committee; the committee
National Advisory, for Aeronautics; the Committee

of Defense Ministers (NATO); the Committee (see also Organization, North Atlantic Treaty)

of One Hundred, etc.; the committee
on Finance; the committee
on Post Office and Civil Service; the committee

on Public Safety; the committee
President's Advisory Committee on Management; the Committee

Republican National; the national committee; the committee

Committee—Continued

Republican policy committee; the committee

Senate policy committee
but Kefauver committee

Commonwealth of Australia, Massachusetts, etc.; British Commonwealth; the Commonwealth

Commune (of Paris)

Communist; communism; communistic
Communist government (see Union of Soviet Socialist Republics)

Communist International (see Union of Soviet Socialist Republics)

Communist States (see Union of Soviet Socialist Republics)

compact, United States marine fisheries, etc.; the compact

Company, if part of name; capitalized standing alone if referring to unit of Federal Government:

Panama Railroad Company; the Company

Procter & Gamble Co.; the company

Comptroller:

of the Currency; the Comptroller of the Post Office Department; the Comptroller

Comptroller General (United States); the Comptroller

Confederacy (of the South)

Confederate Army; government; soldier; States

Confederation, Swiss; the Confederation

Conference, if referring to governmental (United States) or international conference:

Bretton Woods; the Conference

Judicial Conference of the United States; United States Judicial Conference; Judicial Conference; the Conference

Sixth Annual Conference of Southern Methodist Churches; the conference

but conference of governors; conference of mayors

Confession, Augsburg

Congress (convention), if part of name; capitalized standing alone if referring to international congress:

International Good Roads; Good Roads; the Congress

of Parents and Teachers, National; the congress

Congress (legislature), if referring to national congress:

of Bolivia, etc.; the Congress

of the United States; First, Second, 11th, 82d, etc. (see rule 11.10); the Congress

Congressional:

Directory; the directory

District, First, 11th, etc.; the First, 11th, District (see rule 11.10); the district

Congressional—Continued

- Library; the Library
- Medal of Honor (see decorations)
but congressional action, committee,
etc.
- Congressman; Congressman at Large;
Member of Congress; Member; mem-
bership
- Constitution, with name of country;
capitalized standing alone when re-
ferring to United States; *but* New
York State constitution; the consti-
tution
- consul, British, etc.
- consul general, British, etc.
- consulate, British, etc.
- Continent, only if following name;
American Continent; the continent;
but the Continent (continental
Europe)
- Continental:
- Army; the Army
- Congress; the Congress
- Divide (see Divide)
- Shelf; the shelf
- continental:
- care not a continental, etc.
- Europe, United States, etc.
- Continentials (Revolutionary soldiers)
- Convention, governmental (United
States), international, or national
political:
- Constitutional (United States, 1787);
the Convention
- Democratic National; the conven-
tion
- Ninth Annual Convention of the
American Legion; the convention
- Universal Postal Union; Postal
Union; *also* International Postal;
the convention
- convention of 1907 (treaty); the
convention
- Coordinator of Information; the Coor-
dinator
- copper age (see Ages)
- Corn Belt (see Belt)
- Corporation, if part of name; the Cor-
poration, if referring to unit of
Federal Government:
- Carbide & Carbon Chemicals Corp.;
the corporation
- Commodity Credit
- Federal Deposit Insurance
- Home Owners' Loan
- Inland Waterways; *but* inland water-
way (see also waterway)
- Petroleum Reserves
- Reconstruction Finance; the Recon-
struction Corporation; the Finance
Corporation
- Smaller War Plants
- Virgin Islands
- War Assets
- Corps, if part of name; the corps (see
also Reserve):
- Adjutant General's

Corps—Continued

- Army Hospital
- Artillery
- Chemical
- Enlisted Reserve
- Finance
- Judge Advocate General's
- Marine (see Marine Corps)
- Medical
- Military Police
- Nurse
- of Engineers; *but* Army engineer
- Officers' Reserve
- Ordnance
- Organized Reserve
- Quartermaster
- Reserve Officers' Training (ROTC)
- VII Corps, etc. (see rule 11.10)
- Signal
- Transportation
- Women's Army (WAC); a Wac, the
Wacs
but diplomatic corps
- corpsman; hospital corpsman
- Cotton Belt (see Belt)
- Council, if part of name; capitalized
standing alone if referring to Fed-
eral or international unit:
- Boston City; the council
- Choctaw, etc.; the council
- Federal Personnel; the Council
- His Majesty's Privy Council; the
Privy Council; the Council
- National Security; the Council
- of Foreign Ministers (NATO); the
Council
- of the Organization of American
States; the Council
- Philadelphia Common; the council
- councilor, privy
- Counsel (see General Counsel)
- County, Frederick; county of Frederick;
County Kilkenny; etc.; the county
- Court (of law) (see also Courtwork, pp.
195-206); capitalized if part of
name of national or international
court, United States court, dis-
trict court, or State court; lower-
cased if part of the name of city
or county court; capitalized stand-
ing alone if referring to the
Supreme Court of the United
States, to Court of Impeachment
(U. S. Senate), or to international
court:
- Circuit Court of the United States
for the Second Circuit; Circuit
Court for the Second Circuit; the
circuit court; 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 Ap-
peals; the court
- Court of Impeachment, the Senate;
the Court

Court—Continued

District Court of the United States for the Eastern District of Missouri; the district court; the court
 District of Columbia municipal court
 Emergency Court of Appeals, United States; the court
 International Court of Justice; the Court
 Permanent Court of Arbitration; the Court
 Supreme Court of the United States (see Supreme Court)
 Supreme Court of Virginia, etc.; the supreme court; the court
 Tax Court; the court
 United States Court of Appeals for the District of Columbia; the court
 Covenant, League of Nations; the covenant
 Creed, Apostles'; the Creed
 Croix de Guerre (see decorations)
 Crown, if referring to a ruler; *but* crown lands, etc.
 Curb Exchange; the Curb
 Current, if part of name; the current:
 Humboldt
 Japan
 North Equatorial
 customhouse; customs official

Dairy Belt (see Belt)
 Dalles, The; *but* the Dalles region
 Dam (see geographic terms)
 Dark Ages (see Ages)
 Dark Continent (Africa)
 Daughters of the American Revolution; a Real Daughter; King's Daughters; a Daughter
 days (see holidays)
 D-day, etc. (see holidays)
 dean of the diplomatic corps
 Declaration, capitalized with name:
 of Independence; the Declaration
 of Panama; the declaration
 decorations, medals, etc., awarded by United States or any foreign national government; the medal, the cross, the ribbon
 Air Medal
 Bronze Star Medal
 Commendation Ribbon
 Congressional Medal of Honor
 Croix de Guerre
 Distinguished Flying Cross
 Distinguished Service Cross
 Distinguished Service Medal
 Good Conduct Medal
 Iron Cross
 Legion of Merit
 Medal for Merit
 Medal of Freedom
 Medal of Honor
 Purple Heart
 Silver Star
 Soldier's Medal
 Victoria Cross

decorations—continued

Victory Medal
but Carnegie medal, etc.
 Decree (see Executive)
 Deep South
 defense bond (see bond)
 Defense Establishment (see Establishment)
 De Gaulle Free French; Free French; Fighting French; *but* de Gaullist
 Deity, words denoting, capitalized
 delegate (to a conference); the delegate; the delegation
 Delegate (U. S. Congress)
 Delta, Mississippi River; the delta
 Department, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international unit:
 Highway (District of Columbia)
 Post Office
 Treasury
 department:
 clerk
 legislative, executive, judicial departments
 depot (see Ordnance; Station)
 Deputy, if part of capitalized title; *but* the deputy
 derivatives of proper names:

alaska seal (fur)	chantilly lace
angora wool	chesterfield coat
angstrom unit	china clay
apache (Paris)	chinese blue
argyle wool	climax basket
artesian well	collins (drink)
astrakhan fabric	congo red
axminster rug	cordovan leather
babbitt metal	coulomb
bakelite	curie
belleekware	decauville rail
benday process	degaussing apparatus
bessemer steel	delftware
bohemian set	derby hat
bologna sausage	diesel engine,
bordeaux mixture	dieselize
bowie knife	dotted swiss
braille	epsom salt
brazil nut	fedora hat
brazilwood	fletcherize
brewer's yeast	frankfurt sausage
britannia metal	sage
britanniaaware	frankfurter
brussels carpet	french chalk
brussels sprouts	french dressing
bunsen burner	french-fried potatoes
burley tobacco	tatoes
cesarean operation	fuller's earth
canada balsam (microscopy)	gauss
carlsbad twins (petrography)	georgette crepe
cashmere shawl	german silver
castile soap	gilbert
	glauber salt
	gothic type
	graham bread

derivatives of proper names—con.

harveyized steel
herculean task
hessian fly
holland cloth
hudson seal (fur)
india ink
india rubber
intertype⁴ slug
italic type
jamaica ginger
japan varnish
jersey fabric
joule
kafricorn
klieg light
knickerbocker
kraft paper
lambert
leghorn hat
levant leather
levantine silk
linotype⁴ slug
logan tent
london purple
ludlow⁴ type
lynch law
lyonnaise pota-
toes
macadamized
road
madras cloth
manila paper
maraschino
cherry
mason jar
maxwell
mercerized fabric
merino sheep
monotype⁴ mat-
ter
morocco leather
morris chair
murphy bed
navy blue
nelson, half nel-
son, etc.
neon light
newmarket cloak
newton
nissen hut
norfolk jacket
oriental rug
osnaburg cloth

oxford shoe
panama hat
parianware
paris green
parkerhouse roll
pasteurized milk
persian lamb
petri dish
pharisaic
philistine
pitot tube
plaster of paris
portland cement
prussian blue
pullman car; pull-
manize
quisling
quixotic idea
quonset hut
roentgen
roman candle
roman cement
roman type
russia leather
russian bath
rutherford
sanforize
saratoga chips
scotch plaid
scotch tape
shanghai
siamese twins
simon pure
spanish omelet
stillson wrench
stubs wire
surah silk
swiss cheese, *but*
Swiss watch
tabasco sauce
timothy grass
turkey red
turkish towel
utopia, utopian
vandyke collar
vaseline
venetian blind
venturi tube
victoria (carriage)
vienna bread
wedgwoodware
wilton rug
zeppelin

deutschemark

diplomatic corps (see also Corps; service)
Director General of Foreign Service;
the Director General; the Director
Director, if referring to head of Federal,
District of Columbia, or interna-
tional unit; the Director:
of Coast and Geodetic Survey
of Fish and Wildlife Service
Office of Alien Property
of the Budget

Director—Continued

of the Mint
of Vehicles and Traffic
Disciplinary Barracks (see Barracks)
Distinguished Service Medal, etc. (see
decorations)
District, if part of name; the district:
Alexandria School District No. 4;
the school district
Chicago Sanitary; the sanitary dis-
trict
Congressional (see Congressional)
Federal (see Federal)
First Naval; 10th Naval (see rule
11.10); naval district
Manhattan Engineer (atomic)
but customs district No. 2; first as-
sembly district; school district No. 4
District of Columbia; the District:
Anacostia Flats; the flats
Arlington Memorial Bridge; the
Memorial Bridge; the bridge
District jail; the jail
Engineer Commissioner; the Commis-
sioner
Engineer Department; the Depart-
ment
Highway Bridge; the bridge
juvenile court; the court
Mall, the
Metropolitan Police; Metropolitan
policeman; the police
Monument Grounds; the grounds
Monument, Washington; the monu-
ment
municipal court
northwest, southeast, etc. (when not
part of street name)
Plaza, the (Union Station)
police court
Public Library; the library
Reflecting Pool; the pool
Speedway, the
Tidal Basin; the basin
Washington Channel; the channel
Divide, Continental (Rocky Moun-
tains); the divide
Divine Father; *but* divine guidance,
divine providence, divine service
Division, Army, if part of name: 1st
Division; the division
Division, if referring to Federal or
District of Columbia govern-
mental unit; the Division:
of Air Services
of Parcel Post
of Railway Mail Service
of the Federal Register
Passport
Dixie; Dixiecrat
doctrine (see Monroe Doctrine)
Document, if part of name; the docu-
ment:
Document No. 2
Document Numbered One Hundred
and Thirty

⁴ Lowercased as adjective, but still capitalized if referring to machine itself.

Dominion of Canada, of New Zealand, etc.; the Dominion; *but* British dominions; a dominion; dominion status

drawing II, A, 3, etc.; *but* Drawing 2 when part of title: Drawing 2.—

Hydroelectric Power Development

Driftless Area (Mississippi Valley)

durum wheat

Dust Bowl (see Bowl)

eagle boat (class)

earth, lowercase unless used with names of other planets

East:

Coast (Africa)

Europe (political entity)

Germany (political entity)

Middle (Asia)

Near (Balkans)

South Central States

the East (section of United States);

also Communist political entity

east:

Africa

coast (United States)

Pennsylvania

Eastern:

Europe (political entity)

Far (Orient) (see Far East)

Germany (political entity)

Gulf States

Hemisphere (see Hemisphere)

North Central States

Shore (Chesapeake Bay)

States

United States

eastern:

France

seaboard

time, eastern standard time (see time)

Wisconsin

easterner

E-bond

elector, presidential (see Presidential)

electoral college; the electors

Emancipation Proclamation (see Proclamation)

Embassy, British, etc.; the Embassy

Elizabethan Age (see Ages)

Emperor, Ethiopian, etc.; the Emperor

Empire, Ethiopian, etc.; the Empire; *but* an empire

Engine [Company, Bethesda; engine company No. 6; No. 6 engine company; the company

Engineer Commissioner (see District of Columbia)

Engineer Department (see District of Columbia)

Engineer officer, etc. (of Engineer Corps)

Engineers, Chief of (see Chief)

Enlisted Reserve Corps (see Corps)

Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister

Equator, the; equatorial

Establishment, if part of name; the establishment:

Army

Army Field

Defense

Military

Naval; *but* naval establishments

Navy

Shore

but civil establishment; legislative establishment

Estate, Girard (a foundation); the estate

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

European theater of operations; the

European theater; the theater

Excellency, His; Their Excellencies

Executive (President of United States):

Decree No. 100; Decree 100; *but*

Executive decree

Document No. 95

Mansion; the mansion; the White House

Office; the Office

Order No. 34; Order 34; *but* Executive order

power

executive:

agreement

department

branch

document

communication

paper

exhibit 2, A, II, etc.; *but* Exhibit 2, when part of title: Exhibit 2:⁵ Capital Expenditures, 1935-49

Expedition, Byrd; Lewis and Clark; the expedition

Experiment Station (see Station)

Exposition, California-Pacific International, etc.; the exposition

Express, if part of name: Federal Express, the

Fair Deal

Fair, World's, etc.; the fair

Falangist

fall (season)

Falls, Niagara; the falls

fanciful appellations capitalized:

Bay State (Massachusetts)

Big Four (powers, railroad, etc.)

City of Churches (Brooklyn)

Fair Deal

Great Father (the President)

Keystone State (Pennsylvania)

New Deal (Roosevelt administration)

the Hub (Boston)

Far East (the Orient); Far West (United States); *but* far eastern; far western

⁵ See footnote 1, p. 28.

- Farm, if part of name; the farm:
 Arlington Experimental (see Arlington)
 Johnson Farm; *but* Johnson's farm
 San Diego Farm
 Wild Tiger Farm
- Farmers' Home Administration (see Administration)
- Fascist; Fascisti; fascism
- Father of his Country (Washington)
- Federal (synonym for United States or other sovereign power):
 District (Mexico)
 Government (of any national government)
 grand jury; the grand jury
 land bank (see Bank)
 Personnel Council (see Council)
 Register (publication); the Register
 Reserve bank (see Bank)
 Reserve Board, the Board; *also* Federal Reserve System, the System;
 Federal Reserve Board Regulation W, *but* regulation W
- federally
- Field, Byrd, Stewart, etc.; the field
- fifth column; fifth columnist
- figure 2, A, II, etc. (illustration); *but* Figure 2, when part of legend: Figure 2.—Market scenes
- firm names:
 A-C Spark Plug Co.
 Allen-A Co.
 Allen B. Du Mont Laboratories
 Allis-Chalmers Manufacturing Co.
 American Bank Note Co.
 American Telephone & Telegraph Co.
 Bausch & Lomb Optical Co.
 Beech-Nut Co.
 Carson, Pirie, Scott & Co.
 Chicago North Western Railway Co.
 Colgate-Palmolive-Peet Co.
 Colt's Patent Fire Arms Manufacturing Co.
 De Laval Steam Turbine Co.
 DeVilbiss Co.
 Dillon, Read & Co.
 Dow, Jones & Co.
 Dun & Bradstreet
 E. I. du Pont de Nemours Co.
 Francis I. du Pont & Co.
 Halsey, Stuart & Co.
 Hart Schaffner & Marx
 Houghton Mifflin Co.
 Kennecott Copper Co.
 Macmillan Co.
 Montgomery Ward & Co.
 Phelps Dodge Corp.
 Procter & Gamble Co.
 Rand McNally & Co.
 Remington Rand, Inc.
 Sears, Roebuck & Co.
- First Lady (wife of President)
- First World War (see War)
- flag code
- flag, United States:
 Old Flag, Old Glory
 Stars and Stripes
 Star-Spangled Banner
- flags, foreign:
 Tricolor (French)
 Union Jack (British)
 United Nations
- Flats, Anacostia (see District of Columbia)
- Fleet, if part of name; the fleet:
 Atlantic Channel
 Grand High Seas
 Marine Force
 Naval Reserve
 Pacific, etc. (naval)
 6th Fleet, etc.
 United States
- Food and Drug Administration (see Administration)
- Force(s), if part of name; the forces:
 Air Force (see also Air Force)
 Armed Forces (synonym for overall Military Establishment)
 Army Field Forces; the Field Forces
 Fleet Marine Force
 Navy Battle (see Navy)
 Navy Scouting (see Navy)
 7th Task Force; the task force; *but* task-force report (Hoover Commission)
- foreign cabinets:
 Foreign Office; the Office
 Minister of Foreign Affairs; the Minister
 Ministry of Foreign Affairs; the Ministry
 Premier
 Prime Minister
- Foreign Legion (French); the legion
- Foreign Service (see Service)
- Forest, if part of name; the national forest; the forest:
 Angeles National
 Black
 Coconino and Prescott National Forests
but State and National forests
- Forest Products Laboratory (see Laboratory)
- Forest Service (see Service)
- Forester (Chief of Forest Service); the Chief; *also* Chief Forester
- form 2, A, II, etc.; *but* Form 2, when part of title: Form 1040: ⁶ Individual Income Tax Return
- Fort McHenry, etc.; the fort
- Foundation, if part of name; capitalized standing alone if referring to Federal unit:
 Chemical; the foundation
 Infantile Paralysis; the foundation
 National Science; the Foundation
 Rockefeller; the foundation
 Russell Sage; the foundation

⁶ See footnote 1, p. 28.

Founding Fathers (colonial)
 four freedoms
 Four Power Pact (see Pact)
 free list; *but* Title I:⁷ Free List
 Freedmen's Hospital (see Hospital)
 Frisco (for San Francisco; no apostrophe)
 Fritalux (see alliances)
 Fund, if part of name; the fund:
 International Monetary
 Rockefeller Endowment
but mutual security fund; national
 service life insurance fund

Gadsden Purchase
 Gallery of Art, National (see National)
 Garand rifle
 Geiger counter
 General Agreement (see Agreement)
 General Board (of Navy) (see Board)
 General Counsel; the Counsel (Federal)
 General Order No. 14; General Orders,
 No. 14; a general order
 gentile
 geographic terms, such as those listed
 below,⁸ capitalized if part of name;
 lowercased in general sense (rivers
 of Virginia and Maryland):

Archipelago	Crater
Arroyo	Creek
Atoll	Crossroads
Bank	Current (ocean feature)
Bar	Cutoff
Basin; <i>but</i> Han- sen flood-con- trol basin	Delta
Bay	Desert
Bayou	Divide
Beach	Dome (not in geologic sense)
Bench	Draw (stream)
Bend	Dune
Bight	Escarpment
Bluff	Falls
Bog	Fault
Borough (boro)	Flat(s)
Bottom	Floodway
Branch (stream)	Ford
Brook	Forest
Butte	Fork (stream)
Canal; the canal (Panama)	Gap
Canyon	Geyser
Cape	Glacier
Cascade	Glen
Cave	Gorge
Cavern	Gulch
Channel	Gulf
Cirque	Gut
Coulee	Harbor
Cove	Head
Crag	Hill
	Hogback

geographic terms—continued

Hollow	Point
Hook	Pond
Hot Spring	Pool
Icefield	Port (water body)
Inlet	Prairie
Island	Range (moun- tain)
Isle	Rapids
Islet	Ravine
Keys (Florida only)	Reef
Knob	Reservoir
Lagoon	Ridge
Lake	River
Landing	Roads (anchor- age)
Ledge	Rock
Lowland	Run (stream)
Marsh	Sea
Massif	Shoal
Mesa	Sink
Moraine	Slough
Mound	Sound
Mount	Spit
Mountain	Spring
Narrows	Spur
Neck	Strait
Needle	Stream
Notch	Summit
Oasis	Swamp
Ocean	Terrace
Oxbow	Thoroughfare
Palisades	Trench
Park	Trough
Pass	Volcano
Passage	Wash
Peak	Waterway
Peninsula	Woods
Plain	
Plateau	

Geological Survey (see Survey)
 German measles
 GI bill of rights
 Girl Scouts (organization); a Girl Scout;
 a Scout
 G-man
 Gold Coast (Africa)
 Gold Star Mothers (see American)
 Golden Age (see Ages)
 Golden Rule
 Gospel, if referring to the first four
 books of the New Testament; *but*
 gospel truth
 Government:
 British, Soviet, etc.; the Government
 department, officials, -owned, publi-
 cations, etc. (U. S. Government)
 National and State Governments
 Printing Office (see Office)
 United States; National; Federal;
 Central; General
 government:
 Churchill
 Communist
 European governments

⁷ See footnote 1, p. 28.

⁸ List compiled with the cooperation of the U. S.
 Board on Geographic Names.

⁹ See also footnote on p. 52.

government—continued

Federal, State, and municipal governments
insular; island
military
seat of
State and Provincial governments

governmental

Governor:

of Puerto Rico; the Governor
of the Federal Reserve Board; the Governor
of the Panama Canal; the Governor
of Wisconsin, etc.; the Governor
but a State governor; governors' conference

Governor General of Canada; the Governor General

grade, market (see market grades)

Grand Army of the Republic; the Grand Army; the Army

Grand Army Post, No. 63; Post No. 63; Grand Army post; the post
grand jury (see Federal)

Grange, the (National)

graph 2, A, II, etc.; *but* Graph 2, when part of title: Graph 2.—Production Levels

Great:

Basin

Beyond

Divide

Father (see fanciful appellations)

Lakes; the lakes; lake(s) traffic

Plains; *but* southern Great Plains

Rebellion (see Rebellion)

War (see War)

White Way (New York City)

great circle (navigation)

Greater Los Angeles, Greater New York

Group, Standing (see Organization)

group 2, II, A, etc.; *but* Group 2, when part of title: Group II:¹⁰ List of Countries by States

Guard, National (see National)

guardsman (see Coast Guard; National Guard)

Gulf:

Coast States; *but* gulf coast

of Mexico; the gulf

States

Stream; the stream

Hall (U. S. Senate or House)

Halls of Congress

H-bomb; H-hour

Headquarters:

Alaska Command; the command headquarters

4th Regiment Headquarters; regimental headquarters

32d Division Headquarters; the division headquarters

Heaven (Deity); heaven (place)

Hemisphere, Eastern; Western; etc.; the hemisphere

High Church

High Commissioner

High Court (see Supreme Court)

High School, if part of name; the high school:

Catonsville

Western

Highway Bridge (Washington, D. C.); the bridge

Highway No. 40; Route 40; State Route 9; the highway

His Excellency the Duke of Athol, etc.; His Excellency; Their Excellencies

His Majesty; Her Majesty; Their Majesties

historic events and epochs:

Reformation, the

Renaissance, the

Restoration, the (English)

Revolution of July (French)

Revolution, the (American, 1775; French, 1789; English, 1688)

holidays and special days:

Admission Day

Arbor Day

Armed Forces Day

Armistice Day

Christmas Day, Eve

Columbus Day

D-day; D-plus-4-day

Decoration Day

Father's Day

Flag Day

Founders' Day

Fourth of July

Inauguration Day

Independence Day

Labor Day

Lincoln's Birthday

M-day

Memorial Day

Mother's Day

New Year's Day, Eve

Thanksgiving Day

V-E Day; V-J Day

Washington's Birthday

but election day; primary day

Holy Scriptures; Holy Writ (Bible)

Home (see Naval; Soldiers')

Hospital, if part of name; the hospital:

Edward Hines, Jr.

5th Regiment

Freedmen's

St. Elizabeths (no apostrophe)

but naval (marine or Army) hospital

hospital corpsman (see corpsman)

House, if part of name:

Johnson house (private residence)

Lee (hotel); the house

of Representatives; the House

of the Woods (palace); the house

Office Building (see Building)

but both Houses (Congress)

¹⁰ See footnote 1, p. 28.

House of Representatives, titles of officers standing alone capitalized:
 Chairman (Committee of the Whole)
 Chaplain
 Clerk; *but* legislative clerk, etc.
 Doorkeeper
 Official Reporter(s)
 Parliamentarian
 Postmaster
 Sergeant at Arms
 Speaker pro tempore
 Speaker; speakership
 Hudson's Bay Company
 Hydrographer, the (Navy Department)

ice age (see Ages)
 Ice Bowl (see Bowl)
 Immigration and Naturalization Service (see Service)
 Income Tax Unit (see Unit)
 independence; in the year of our independence the one hundred and seventy-sixth
 Indians:
 Absentee Shawnee
 Eastern (or Lower) Band of Cherokee; the band
 Five Civilized Tribes; the tribes
 Shawnee Tribe; the tribe
 Six Nations (Iroquois Confederacy)
 Inland Waterways Corporation (see Corporation; waterway)
 Inquisition, Spanish; the Inquisition
 Institute, if part of name; capitalized standing alone if referring to Federal or international organization:
 National Cancer; the Cancer Institute; the Institute
 National Institutes of Health; the Institutes
 of International Law; the Institute
 Woman's Institute; the institute
 Institution, if part of name; capitalized standing alone if referring to Federal unit:
 Carnegie Institution; the institution
 Columbia Institution for the Deaf; the institution
 Smithsonian Institution; the Institution
 insular government; island government
 intercoastal waterway (see waterway)
 interdepartmental
 international banks (see Bank)
 International Court of Justice (see Court)
 international law
 International Postal Convention (see Convention)
 interprovincial
 interstate
 Intracoastal Waterway; the waterway (see also waterway)
 intrastate
 Irish potato
 Iron Cross (see decorations)

Iron Curtain; the curtain
 Isthmian Canal (see Canal)
 Isthmus of Panama; the isthmus
 Ivory Coast

Japan Current (see Current)
 Jersey cattle
 Jetty, Barnegat, etc.; the jetty
 Jim Crow law, car, etc.
 Joint Committee on Atomic Energy (see Committee)
 Joint Chiefs of Staff; Chiefs of Staff
 Journal clerk; the clerk
 Journal (House or Senate)
 Judge Advocate General, The
 judiciary, the

King of England, etc.; the King
 Koran, the; Koranic
 K-ration
 Ku Klux Klan; the Klan

Laboratory, if part of name: Forest Products; the Laboratory
 Lake, if part of name; the lake:
 Erie
 of the Woods
 Salt
 Lakes, Great (see Great Lakes)
 Lane, if part of name; the lane:
 Bradley
 Maiden
 Latin American States (see States)
 Latter-day Saints
 law of nations
 law, Volstead, etc.; law 176; law No. 176; copyright law
 Legal Adviser of the Department of State; the Legal Adviser
 Legation, Finnish, etc.; the Legation
 Legion:
 American; the Legion; a Legionnaire
 French Foreign; the legion
 Legislative Assembly, if part of name:
 of New York; the legislative assembly; the assembly
 of Puerto Rico; the legislative assembly; the assembly
 legislative branch, clerk, session, etc.
 Legislature:
 National Legislature (U. S. Congress); the Legislature
 Ohio Legislature; Legislature of Ohio; the legislature
 lend-lease materials, etc. (see also Act)
 Letters Patent No. 378,964; *but* patent No. 378,964; letters patent
 Levant, the (Mediterranean region)
 Liberty Bell; Liberty ship
 Librarian of Congress; the Librarian
 Library:
 Army Library; the library
 of Congress; the Library
 Public (District of Columbia); the library
 Lieutenant Governor of Idaho, etc.; the Lieutenant Governor

- Light, if part of name; the light:
 Boston
 Buffalo South Pier Light 2; *but* light No. 2; light 2
 Highland
but Massachusetts Bay lights
 Lighthouse (see Light Station)
 Lightship, if part of name; the lightship:
 Grays Reef Lightship
 North Manitou Shoal Lightship
 Light Station, if part of name; the light station; the station:
 Minots Ledge Light Station
 Watch Hill Light Station
 Line(s), if part of name; the line(s):
 Burlington Lines (railroad)
 Dollar Line (steamship)
 Greyhound Line (bus)
 Little Inch; Big Inch (pipelines)
 Little Steel formula, etc.
 Local: Teamsters' Local Union, No. 15;
but local No. 15
 local time, local standard time (see time)
 Loop, the (see cities)
 Louisiana Purchase
 Low Church
 Lower, if part of name:
 California (Mexico)
 Egypt
 Peninsula (of Michigan)
but lower House of Congress; lower Mississippi
 Mach (no period) number
 Magna Carta
 Majesty, His, Her (see His Majesty)
 Majority Leader McFarland; *but* the majority leader (U. S. Congress)
 Mall (see District of Columbia)
 Manager, if referring to head of Federal or District of Columbia unit
 Mansion, Executive (see Executive)
 map 3, A, II, etc.; *but* Map 2, when part of title: Map 2.—Railroads of Middle Atlantic States
 Marine Corps; the corps:
 man
 Marines (the corps); *but* marines (individuals)
 Organized Reserve; the Reserve
also a marine, a woman marine, the women marines (individuals)
 Maritime Provinces (Canada) (see Province)
 market grades:
 Australian Winter field pea
 Half Blood, Fine, Second (wool)
 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)
 market grades—continued
 Red Kidney, U. S. No. 2 Pea (beans)
 Timothy Light Clover Mixed, Up-land Prairie (hay)
 Yellow dent corn
 Marshal (see Supreme Court)
 Marshall plan (see plan)
 Mason-Dixon line *or* Mason and Dixon's line
 M-day
 medals (see decorations)
 Member, if referring to Senator, Representative, Delegate, or Resident Commissioner of United States Congress; *also* Member at Large; *but* membership
 Memorial Bridge, Arlington (see Bridge)
 Memorial Parkway, George Washington (see Parkway)
 Merchant Marine Reserve; the Reserve; *but* United States merchant marine; the merchant marine
 midcontinent region
 Middle Ages (see Ages)
 Middle Atlantic States
 Middle East (Asia)
 middle Europe
 Middle West, Midwest (section of United States)
 Middle Western States; Midwestern States; *but* midwestern farmers, etc.
 Midsouth (section of United States)
 Military Academy (see Academy)
 Military Establishment (see Establishment)
 Militia, if part of name; the militia:
 1st Regiment Ohio
 Indiana
 Naval
 of Ohio
 Organized
 milkshed, Ohio, etc. (region)
 Minister Plenipotentiary; the Minister (see also foreign cabinets)
 Ministry (see foreign cabinets)
 Minority Leader Martin; *but* the minority leader (U. S. Congress)
 Mint, Philadelphia, etc.; the mint
 Mission, if part of name; the mission:
 Gospel Mission
but diplomatic mission; military mission; Jones mission
 Monroe Doctrine; the doctrine
 Monument:
 Bunker Hill; the monument
 Grounds; the grounds (District of Columbia)
 Washington; the monument (District of Columbia)
 moon, lowercased unless used with names of other planets
 Mountain States
 mountain time, mountain standard time (see time)
 Mr. Chairman; Mr. Secretary; etc.

Museum, capitalize with name; the museum:
 Army Medical; the Medical Museum Field
 National
 National Air; the Air Museum
 mutual defense assistance program

Nation (synonym for United States); *but* nationwide; *also* French nation, Balkan nations
 Nation, Creek; Osage; etc.; the nation nation, in general, standing alone
 National, in conjunction with capitalized name:
 Academy of Sciences (see Academy)
 Advisory Committee for Aeronautics (see Committee)
 Air Museum (see Museum)
 and State institutions, etc.
 Archives, the (see The)
 Capital (Washington); the Capital
 Forest (see Forest)
 Gallery of Art; the National Gallery; the gallery
 Grange; the Grange
 Guard, Ohio, etc.; Air National; the National Guard; the guard; a guardsman; *but* a National Guard man
 Institute (see Institute)
 Legislature (see Legislature)
 Museum (see Museum)
 Naval Medical Center (Bethesda, Md.)
 Park, Yellowstone, etc.; Yellowstone Park; the national park; the park
 Treasury; the Treasury
 War College
 Woman's Party; the party
 Zoological Park (see Zoological)

national:
 anthem, customs, spirit, etc.
 British, Mexican, etc.
 -defense agencies

Naval, if part of name:
 Academy (see Academy)
 Base, Guam Naval; the naval base
 District, First Naval (see District)
 Establishment (see Establishment)
 Gun Factory; the gun factory; the factory
 Home (Philadelphia); the home
 Militia; the militia
 Observatory (see Observatory)
 Potomac River Naval Command (see Command)
 Reserve; the Reserve; a reservist
 Reserve Force; the force
 Reserve officer; a Reserve officer
 Shipyard, if preceding or following name: Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; *but* the naval shipyard
 Station (if preceded by name): Key West, etc.; the station

Naval—Continued
 Volunteer Naval Reserve
 War College; the War College; the college

naval, in general sense:
 command (see Command)
 district (see District)
 expenditures, maneuvers, service, stores, etc.
 petroleum reserves; *but* Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2
 navel orange

Navy, American or foreign, if part of name; capitalized standing alone only if referring to United States Navy:
 Admiral of the; the admiral
 Battle Force; the Battle Force; the force
 Establishment; the establishment
 Hospital Corps; hospital corpsman; the corps
 Regular
 regulation 56
 Scouting Force; the scouting force; the force
 Seabees (construction battalion); a Seabee
 7th Task Force (see Force)

Nazi; nazism
 Near East (Balkans, etc.)
 Negro; Negress
 New Deal; anti-New Deal
 New, if part of name: New Ebbitt; New Willard
 New England States
 New World
 Nine Power Treaty; the treaty

North:
 Atlantic
 Atlantic Pact (see Pact)
 Atlantic States
 Atlantic Treaty (see Treaty)
 Atlantic Treaty Organization (see Organization)
 Equatorial Current (see Current)
 Korea
 Pole
 Star (Polaris)
 the North (section of United States)

north-central region, etc.

Northern States
 northerner
 Northwest Pacific
 Northwest Territory (1799)
 Northwest, the (section of United States)
 Northwest Washington (see cities)

Northwestern:
 States
 United States

numbers capitalized if spelled out as part of a name:
 Charles the First
 Committee of One Hundred
 Fourteenth Census (see Census)

Observatory, capitalized with name:

Astrophysical; the Observatory

Lick; the observatory

Naval; the Observatory

Occident, the; occidental

Ocean, if part of name; the ocean:

Antarctic

Arctic

Atlantic

North Atlantic, etc.

Pacific

South Pacific, etc.

Southwest Pacific, etc.

Office, if referring to unit of Federal or District of Columbia Government; the Office:

Chicago Operations Office, etc. (AEC); the Operations Office

Executive

General Accounting Office; the Accounting Office

Government Printing; the Printing Office

of Alien Property

of Chief of Naval Operations

of Education

of Experiment Stations

of the Secretary (Defense); Secretary's Office

Patent

officer:

Army

Marine; *but* naval and marine officers

Navy; Navy and Marine officers

Reserve

WAC, WAVE

Old Dominion (Virginia)

Old South

Old World

Olympic games; Olympiad

Operation Portrex, Snowdrop, etc.

Order of Business No. 56 (congressional calendar)

Ordnance:

Corps (see Corps)

Department; the Department

Depot, Nansemond, etc.; the depot

Organization, if part of name; capitalized standing alone if referring to international unit:

Educational, Scientific, and Cultural (UNESCO)

International Labor

North Atlantic Treaty (NATO):

Chiefs of Staff

Committee of Defense Ministers

Council

Council of Foreign Ministers

Defense Committee

Military Committee

Military Production and Supply Board

mutual defense assistance program

Pact (see Pact)

Regional Planning Group; the Group

Standing Group; the Group

Organization—Continued

of American States (formerly Pan American Union)

United Nations (see United Nations)

Organized:

Marine Corps Reserve; Marine Reserve; the Reserve

Militia; the militia

Naval Militia; the Naval Militia; the militia

Reserve Corps; the Reserve

Orient, the; oriental

Pacific (see also Atlantic):

coast

Coast (*or* Slope) States

Northwest

Northwest Pacific

seaboard

slope

South Pacific

States

time, Pacific standard time (see time)

but cispacific; transpacific

Pact, capitalized with name; lowercased standing alone:

Atlantic; Atlantic Defense

Four Power

Kellogg

North Atlantic; North Atlantic Defense

pan-American

Pan American Union (see Organization of American States)

Panhandle of Texas; Texas Panhandle; the panhandle; etc.

Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish

Park, Fairmount, etc.; the park (see also National)

Park Police, United States (District of Columbia); park policeman

Park, Zoological (see Zoological)

Parkway, George Washington Memorial; the memorial parkway; the parkway

Parliament, Houses of; the Parliament

Parliamentarian (U. S. Senate or House)

part 2, A, II, etc.; *but* Part 2, when part of title: Part 2:¹¹ Iron and Steel Industry

party, political (see political parties)

Pass, Brenner, capitalized if part of name; the pass

patent (see Letters Patent)

Peninsula, Upper (Lower) (Michigan); the peninsula

Penitentiary, Albany, etc.; the penitentiary

Permanent Court of Arbitration (see Court)

¹¹ See footnote 1, p. 28.

- Philippine Republic (see Republic)
 Pilgrim Fathers (1620); the Pilgrims;
 a Pilgrim
 Place, if part of name: Jefferson Place;
 the place
 Plains (Great Plains), the
 plan:
 controlled materials
 Marshall (European recovery pro-
 gram)
 Reorganization Plan No. 6 (Hoover
 Commission); plan No. 1; the plan
 Planetarium, Fels, Hayden; the plane-
 tarium
 plate 2, A, II, etc.; *but* Plate 2, when
 part of title: Plate 2.—Rural Struc-
 tures
 Plaza, Union Station (Washington,
 D. C.); the plaza
 point 4; point 4 program
 Pole Star (Polaris); polar star
 Police, if part of name; the police:
 Capitol
 Metropolitan (District of Columbia)
 Park, United States (District of
 Columbia)
 White House
 political parties and adherents (Party, if
 part of name; the party):
 Communist; a Communist; a Com-
 mie
 Conservative; a Conservative
 Democratic; a Democrat
 Free Soil; a Free Soiler
 Independent; an Independent
 National Woman's; Woman's Party
 Progressive; a Progressive
 Republican; Grand Old Party; *but*
 grand old Republican Party; a Re-
 publican
 Socialist; a Socialist
 States' Rights; States' Righter; a
 Dixiecrat; *but* States rights (in
 general sense)
 Port, if part of name; the port:
 of New York Authority (see Au-
 thority)
 but Baltimore port; port of Baltimore
 Post Office Box, capitalized as part of
 address; otherwise lowercased
 postal savings account
 Postal Savings System (see System)
 Postal Union (see Union)
 Postmaster General
 Powers, if part of name; the powers
 (see also alliances)
 Allied (World Wars I and II)
 Axis (World War)
 Big Four
 but European powers
 precinct; first, 11th precinct (see rule
 11.10)
 Premier (see foreign cabinets)
 Preserve, Wichita National Forest
 Game; etc.; Wichita Game Preserve;
 Wichita preserve
 Presidency (office of head of government)
- President:
 of the United States; the Executive;
 the Chief Magistrate; the Com-
 mander in Chief; the President-
 elect; ex-President; former Presi-
 dent; also preceding name
 of any other country; the President
 but president of the Erie Railroad
 Presidential assistant, authority, order,
 proclamation; *but* presidential candi-
 date, election, timber, year
 Prime Minister (see foreign cabinets)
 Printing Office, Government (see Office)
 Privy Council, His Majesty's (see
 Council)
 prize, Pulitzer, etc.
 Proclamation, Emancipation; the pro-
 clamation; *but* Presidential procla-
 mation
 program:
 European recovery
 mutual defense assistance
 point 4
 universal military training
 project:
 Kentucky
 Manhattan
 Rochester atomic energy
 University of California atomic en-
 ergy
 Province, Provincial, if referring to an
 administrative subdivision: Ontario
 Province; Province of Ontario; Mari-
 time Provinces (Canada); the Prov-
 ince
 Proving Ground, Aberdeen, etc.; the
 proving ground
 Public Act 26; Public Law 9; Public 37;
 Public Resolution 3
 Public Printer; the Government Printer;
 the Printer
 Puerto Rico:
 government
 Governor of; the Governor
 Legislative Assembly of; the legisla-
 tive assembly
 Provisional Regiment; *but* Puerto
 Rico regiment
 Resident Commissioner
 Purchase, Gadsden, Louisiana, etc.
 Puritan; puritanical
- Quad Cities (Davenport, Rock Island,
 Moline, and East Moline)
- Ranch, King, etc.; the ranch
 Range, Cascade, etc. (mountains); the
 range
 Rebellion, if part of name; the rebellion:
 Boxer
 Great (Civil War)
 War of the
 Whisky
 Reconstruction Finance Corporation
 (see Corporation)
 Red army
 Red Cross, American (see American)

Reds, the; a Red (political)
 Reformation, the
 Reformatory, Elmira, etc.; the reform-
 atory
 Refuge, Blackwater Migratory Bird,
 etc.; Blackwater Bird Refuge; Black-
 water refuge
 region, north-central, etc.; first region,
 10th region (see rule 11.10); mid-
 continent
 Register, Federal (see Federal)
 Register of the Treasury; the Register
 Regular Army, Navy
 regulation:
 ceiling-price regulation 8
 56 (Navy)
 supplementary regulation 22
 W (see also Federal Reserve Board)
 Reign of Terror (France, 1792)
 religious terms:
 Bahai
 Baptist
 Brahman
 Buddhist
 Catholic; Catholicism; *but* catholic
 (universal)
 Christian
 Christian Science
 Evangelical
 Hebrew
 Latter-day Saints
 Mohammedan
 New Thought
 Protestant; Protestantism
 Seventh-day Adventists
 Seventh-Day Baptists
 United Brethren
 Zoroastrian
 Renaissance, the (era)
 reorganization plan (see plan)
 Report, if part of name (with date or
 number); the annual report; the
 report:
 Annual Report of the Secretary of
 Defense for the year ended June
 30, 1950
 1950 Report of the Chief of the For-
 est Service
 Railroad Retirement Board Annual
 Report, 1950; *but* annual report of
 the Railroad Retirement Board
 Seventh Annual Report of the Public
 Printer; *but* seventh annual report
 United States Reports (publication)
 but Hoover Commission report;
 Hoover report; task-force report
 Reporter, the (U. S. Supreme Court)
 Representative; Representative at
 Large (U. S. Congress)
 Republic, capitalized if part of name;
 capitalized standing alone if refer-
 ring to a specific government:
 French; the Republic
 Irish; the Republic
 of Panama; the Republic
 of the Philippines; Philippine Re-
 public; the Republic

Republic—Continued
 United States; the Republic
 also the American Republics; the
 Latin American Republics; South
 American Republics; the Republics
 Reservation (forest, military, or In-
 dian), if part of name; the reser-
 vation:
 Great Sioux
 Hill Military
 Reserve, if part of name; the Reserve
 (see also Air Force; Army Corps;
 Marine Corps; Merchant Marine;
 Naval):
 Active
 Air Force
 Army
 bank (see Bank)
 Board, Federal (see Federal)
 city (see Bank)
 Civil Air Patrol
 components
 Enlisted
 Inactive
 Naval
 officer
 Officers' Training Corps
 Organized Reserve Corps
 Ready
 Retired
 Standby
 Volunteer Naval
 Women's (see Women's Reserve)
 Reserves, the; reservist
 Resident Commissioner (see Member;
 Puerto Rico)
 Resolution, if part of name; the resolu-
 tion:
 House Joint Resolution 3
 Public Resolution 6
 Resolution 42
 Senate Concurrent Resolution 18
 Revised Statutes (United States); Sup-
 plement to the Revised Statutes; the
 statutes
 Revolution, Revolutionary (if referring
 to the American, French, or English
 Revolution) (see also War)
 Road, if part of name; the road:
 Benning
 Piney Branch
 Roman numerals, common nouns used
 with, not capitalized:
 book II; chapter II; part II; etc.
 but Book II;¹² Modern Types (com-
 plete heading); Part XI;¹² Early
 Thought (complete heading)
 route No. 12466; mail route 1742; rail-
 way mail route 1144; *but* Route 40,
 State Route 9 (highways)
 rule 21; rule XXI; *but* Rule 21, when
 part of title: Rule 21;¹² Renewal of
 Motion
 Ruler of the Universe (Deity)

¹² See footnote 1, p. 28.

Sabbath; Sabbath Day
 sanitary district (see District)
 savings bond (see bond)
 schedule 2, A, II, etc.; *but* Schedule 2,
 when part of title: Schedule 2:¹³
 Open and Prepay Stations
 School, if part of name; the school:
 any school of the United States
 Army or Navy
 Hayes
 Pawnee Indian
 St. John's Industrial
 school district (see District)
 Scriptures; Holy Scriptures (the Bible)
 Seabees (see Navy)
 seaboard, eastern, etc.
 Second World War (see War)
 Secretariat (see United Nations)
 Secretaries of the Army and the Navy;
 but Secretaries of the military depart-
 ments
 Secretary, head of national govern-
 mental unit:
 of Defense; of State; etc.; the Sec-
 retary
 of State for Foreign Affairs (British);
 for the Colonies; etc.; the Secretary
 of the Smithsonian Institution; the
 Secretary
 also the Assistant Secretary; the
 Executive Secretary
 but secretary of the Interstate Com-
 merce Commission; secretary of
 state of Iowa
 Secretary General; the Secretary Gen-
 eral:
 Organization of American States
 (formerly Pan American Union)
 South Pacific Commission
 United Nations
 section 2, A, II, etc.; *but* Section 2, when
 part of title: Section 2:¹³ Test Con-
 struction Theory
 Selective Service (see Service; System)
 Senate, titles of officers standing alone
 capitalized:
 Chaplain
 Chief Clerk
 Doorkeeper
 Official Reporter(s)
 Parliamentarian
 Postmaster
 President of the
 President pro tempore
 Presiding Officer
 Secretary
 Sergeant at Arms
 Senator (U. S. Congress); *but* lower-
 cased if referring to a State senator,
 unless preceding a name
 senatorial
 Sergeant at Arms (U. S. Senate or
 House)
 Sermon on the Mount

Service, if referring to Federal or
 District of Columbia unit; the
 Service:
 Employment
 Extension
 Fish and Wildlife
 Foreign
 Forest
 Immigration and Naturalization
 Mediation and Conciliation
 National Park
 Officer Procurement
 Postal Transportation
 Secret (Treasury)
 Selective (see also System); *but*
 selective service, in general sense;
 selective-service classification I-A,
 4-F, etc.
 Soil Conservation
 service:
 airmail
 Army
 city delivery
 consular
 customs (see Bureau)
 diplomatic
 general delivery
 naval
 Navy
 parcel post
 postal
 railway mail (see Division)
 rural free delivery; rural delivery;
 free delivery
 special delivery
 star route
 Shelf, Continental (see Continental)
 ship of state (unless personified)
 Sister; Sisters (adherents of religious
 order)
 Six Nations (see Indians)
 Smithsonian Institution (see Institu-
 tion)
 Socialist; socialism; socialistic (see also
 political parties)
 Society, if part of name; the society:
 Boston Medical
 of the Cincinnati
 soil names:
 Alpine Meadow Podzol
 Bog Prairie
 Brown Ramann's Brown
 Chernozem Red
 (Black) Rendzina
 Chestnut Sierozem (Gray)
 Desert Solonchak
 Gray-Brown Solonetz
 Podzolic Soloth
 Half Bog Terra Rossa
 Laterite Tundra
 Pedalfer Wiesenboden
 Pedocal Yellow
 Soldiers' Home, if part of name;
 Ohio Soldiers' Home; the soldiers'
 home; etc.

¹³ See footnote 1, p. 23.

- Soldiers' Home, the (District of Columbia only); the home
 Solicitor for the Department of Commerce, etc.; the Solicitor
 Solicitor General (Department of Justice)
 Son of Man (Christ)
 Sons of the American Revolution (organization); a Son; a Real Son
 South:
 American Republics (see Republic)
 American States (see States)
 Atlantic
 Atlantic States
 Deep South (United States)
 Korea
 Midsouth (United States)
 Pacific
 Pole
 the South (section of United States); Southland
 southern California, etc.
 Southern United States
 southerner
 Soviet (see U. S. S. R.)
 Spanish-American War (see War)
 Special Order No. 12; Special Orders, No. 12; a special order
 Speedway, the (see District of Columbia)
 Spirit of '76 (painting); *but* spirit of '76 (in general sense)
 spring (season)
 Square, Franklin, Lafayette, etc.; the square
 Staked Plain
 standard time (see time)
 Star of Bethlehem
 Star-Spangled Banner (see flag)
 state:
 and church
 of the Union message
 statehood, statehouse, stateside, statewide
 upstate
 welfare
 State:
 Legislature (see Legislature)
 line, Iowa, Ohio-Indiana, etc.
 New York
 of Israel
 of Pennsylvania
 of Veracruz
 out-of-State (adjective)
 prison
 rights; States rights
 Vatican City
 State's attorney
 state's evidence
 States:
 Arab
 Balkan
 Baltic
 Communitistic
 Eastern; *but* eastern industrial States
 East North Central
 East South Central
 States—Continued
 Eastern Gulf
 Eastern North Central, etc.
 Far Western
 Gulf; Gulf Coast
 Lake
 Latin American
 Middle
 Middle Atlantic
 Middle Western
 Midwestern
 Mountain
 New England
 North Atlantic
 Northwestern, etc.
 Organization of American Pacific
 Pacific Coast
 rights
 South American
 South Atlantic
 the six States of Australia
 Thirteen Original
 West North Central
 West South Central
 Western; *but* western Gulf; western farming States
 Station, if part of name; not capitalized if referring to surveying or similar work:
 Grand Central Station; the station
 Key West Naval Station (see Naval)
 Nebraska Experiment Station; experiment station, Nebraska; Nebraska station; the station
 Union; Union Depot; the depot
 WRC station; station WRC; radio station WRC; broadcasting station WRC
 but substation A
 Statue of Liberty; the statue
 Statutes at Large (United States) (see also Revised Statutes)
 stone age (see Ages)
 Stream, Gulf (see Gulf; Geographic terms)
 Street, if part of name; the street:
 I Street (not Eye)
 Fifteen-and-a-Half
 110th Street
 Subtreasury, New York, etc.; subtreasury at New York; the subtreasury
 subtropical, subtropic(s) (see tropical)
 summer
 sun, lowercased unless used with names of other planets
 Superintendent, if referring to head of Federal or District of Columbia unit; the Superintendent:
 of Documents (Government Printing Office)
 of the Naval (or Military) Academy
 Supplement to the Revised Statutes (see Revised Statutes)
 Supreme Bench; the Bench; *also* High Bench

Supreme Court (United States); the Court; *also* High Court; titles of officers standing alone capitalized: Associate Justice; Justice
 Chief Justice
 Clerk
 Marshal
 Reporter
 Surgeon General, the (Army, Navy, and Public Health Service)
 Survey, if part of name of Federal or District of Columbia unit; the Survey: Coast and Geodetic; Geological
 System, if referring to Federal or District of Columbia unit; the System: Federal Reserve
 Postal Savings
 Selective Service (see *also* Service)
but Pennsylvania Railway system; Pennsylvania system; Bell System, the system

table 2, II, A, etc.; *but* Table 2, when part of title: Table 2.—Degrees of Land Deterioration

task force (see Force; Report)

Territorial, if referring to a political subdivision

Territory, capitalized if part of name; capitalized standing alone if referring to a United States Territory: Northwest (1799); the territory of Hawaii; the Territory
 Trust Territory of the Pacific Islands; Pacific Islands Trust Territory; trust territory; the territory

The, part of name, capitalized:

The Adjutant General (only when so in copy)

The Dalles; The Hague; The Weirs; *but* the Dalles Dam; the Dalles region; the Hague Conference; the Weirs streets

but the National Archives; the Archives; the Times; the *Mermaid*; the Federal Express

Thirteen American Colonies, etc. (see Colonies)

Thirteen Original States

time:

Atlantic, Atlantic standard
 central, central standard
 eastern, eastern daylight, eastern standard
 Greenwich civil, etc.

local, local standard
 mountain, mountain standard
 Pacific, Pacific standard
 universal

title 2, II, A, etc.; *but* Title 2, when part of title: Title 2:¹⁴ General Provisions

Tomb:

Grant's; the tomb
 of the Unknown Soldier; Unknown Soldier's Tomb; the tomb

Tower, Eiffel, etc.; the tower

Township, Union; township of Union

trade names:

Airwick	Royal typewriter
Monel metal	Shredded Wheat
Packard 8	Snowcrop
Plexiglas	Studebaker Com-
Pyrex glass	mander

transatlantic; transpacific; trans-Siberian, etc.; *but* Transjordan

Treasurer, Assistant, of the United States; the Assistant Treasurer; *but* assistant treasurer at New York, etc.

Treasurer of the United States; the Treasurer

Treasury notes

Treasury, of the United States; General; National; Public; Register of the

Treaty, if part of name; the treaty:

Jay Treaty

North Atlantic; North Atlantic Defense

of Versailles

but treaty of 1919

Tribunal, standing alone capitalized only in minutes and official reports of a specific arbitration

Tricolor (see flags)

Triple A (any three A group)

Trizonia; trizonal; trizone

Tropic of Cancer, of Capricorn; the Tropics

tropical; neotropic, neotropical; subtropic(s), subtropical

Trust, Power, etc.

trust territory (see Territory)

Tunnel, Holland, Lincoln, etc.; the tunnel; *but* irrigation, railroad, etc., tunnel

Turnpike, Pennsylvania, etc.; the turnpike

Twin Cities (Minneapolis and St. Paul)

U-boat

Under Secretary, if referring to officer of Federal Government; the Under Secretary:

of Agriculture

of State

of the Treasury

Uniform Code of Military Justice (see Code)

Union, if part of proper name; capitalized standing alone if synonym for United States or if referring to international unit:

International Typographical; the typographical union; the union

¹⁴ See footnote 1, p. 28.

Union—Continued

- Pan American (see Organization of American States)
- Station; *but* union passenger station; union freight station
- Universal Postal; the Postal Union; the Union
- Western (see alliances)
- Woman's Christian Temperance *but* painters union; printers union
- Union Jack (see flags)
- Union of Soviet Socialist Republics (see U. S. S. R.)
- Unit, if referring to Federal or District of Columbia branch; the Unit:
 - Alcohol Tax
 - Income Tax
 - but* Pasco unit
- United Nations:
 - Charter; the charter
 - Conference on International Organization; the Conference
 - Economic and Social Council; the Council
 - Educational, Scientific, and Cultural Organization (UNESCO) (see Organization)
 - Food and Agriculture Organization (FAO); the Organization
 - General Assembly; the Assembly
 - International Children's Emergency Fund; the fund
 - International Court of Justice; the Court
 - International Labor Organization (see Organization)
 - Little Assembly; the Assembly
 - Permanent Court of Arbitration (see Court)
 - Secretariat, the
 - Secretary General
 - Security Council; the Council
 - Trusteeship Council; the Council
 - World Health Organization (WHO); the Organization
- universal:
 - military training (see program)
 - time (see time)
- Universal Postal Union (see Union)
- University, if part of name: Stanford; the university
- Unknown Soldier (see also Tomb)
- Upper, if part of name:
 - Egypt
 - Peninsula (of Michigan)
 - but* upper House of Congress
- U. S. S. R. (Union of Soviet Socialist Republics):
 - Cominform (Communist Information Bureau)
 - Communist International
 - Communist States
 - Politburo
 - Red army
 - Reds, the; a Red

U. S. S. R.—Continued

- Soviet, if part of name; capitalized standing alone if referring to central governmental unit:
 - Government; *but* Communist government
 - Moscow
 - National of Labor and Defense
 - but* a soviet; sovietic; sovietism; sovietize
- Valley, Shenandoah, etc.; the valley; *but* the valleys of Maryland and Virginia
- Vari-Typer (trade name); *but* varityped, varityping
- V-E Day; V-J Day (see holidays)
- veteran, World War
- Veterans' Administration (see Administration)
- vice consul, British, etc.
- Vice President (same as President)
- Victoria Cross (see decorations)
- Victory:
 - bond (see bond)
 - ship
 - but* victory garden, speaker, etc.
- volume 2, A, II, etc.; *but* Volume 2, when part of title: Volume 2: ¹⁵ Five Rivers in America's Future
- Volunteer Naval Reserve (see Reserve)
- WAC (see Corps)
- War, if part of name:
 - Between the States
 - Civil
 - First World War; World War I; World War; Great War; Second World War; World War II
 - French and Indian (1754-63)
 - Mexican
 - of the Nations
 - of the Rebellion; the rebellion of the Revolution; the Revolution of 1812; *but* war of 1914
 - Philippine Insurrection
 - Revolutionary
 - Seven Years'
 - Spanish
 - Spanish-American
- war:
 - cold, hot
 - European
 - French and Indian wars
 - Indian
 - third world; world war III
 - with Mexico
 - with Spain
- war bond (see bond)
- War College, National (see College)
- War Mothers (see American)
- ward 1, 2, etc.; first, 11th, etc. (see rule 11.10)
- Washington's Farewell Address

¹⁵ See footnote 1, p. 28.

- waterway, inland, intercoastal, etc.;
but Intracoastal Waterway
 Week, Fire Prevention; etc.
 welfare state
 West:
 Coast (Africa); *but* west coast (United States)
 End, etc. (section of city)
 Europe (political entity)
 Far West; Far Western States
 Florida (1763-1819)
 Germany (political entity)
 Middle (United States); Midwest
 South Central States, etc.
 the West (section of United States;
 also world political entity)
 Western:
 Europe (political entity)
 Germany (political entity)
 Hemisphere; the hemisphere
 North Central States
 States (see States)
 Union (see alliances)
 United States
 World
 but western farming States
 Wheat Belt (see Belt)
 whip, the (of political party in Congress)
 Whisky Rebellion (see Rebellion)
 White House:
 Blue Room
 East Room
 Police (see Police)
 Red Room
 State Dining Room
 white paper, British, etc.
 winter
 woman marine, etc. (see Marine Corps)
 Woman's Christian Temperance Union (see Union)
 Woman's Party (see National)
- Women's Army Corps (see Corps)
 Women in the Air Force (WAF); a Waf, Wafs (individuals)
 Women's Reserve of the Coast Guard Reserve; Women's Reserve; the Reserve; SPAR, popular name, made up of initial letters of motto *semper paratus—always ready*; a Spar
 Women's Reserve of the Naval Reserve; Women's Reserve; the Reserve; WAVES (women accepted for volunteer emergency service); a Wave
 Wood, if part of name:
 Belleau Wood
 House of the Woods (palace)
 World, New, Old
 World War (see War)
 World War II veteran
- X-ray
- Young Women's Christian Association (see Association)
 Your Excellency; Your Honor; Your Majesty; etc.
- Zone, if part of name; the zone:
 Bizonia; bizonal
 British (in Germany)
 Canal (Panama)
 Eastern, Western (Germany)
 Frigid
 New York Foreign-Trade; Foreign-Trade Zone No. 1; *but* the foreign-trade zone
 of Interior (see Command)
 Temperate, Torrid; the zone
 Trizonia; trizonal
 but eastern standard time zone, etc.
 Zoological Park (National); the zoo; the park

Spelling

Compound
Words

Guide to
Com-
pounding

Plant
Names

Punctua-
tion

Abbrevia-
tions

Numerals

Italics

Signs and
Symbols



5. SPELLING

(See also Compound Words; Abbreviations)

5.1. 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. The guide is Webster's New International Dictionary, which, in successive editions, has been the accepted authority for Government printing for more than 85 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.

Preferred and difficult spellings

5.2. In addition to indicating the preferred forms of words with variant spellings, the list also contains other words frequently misspelled or causing uncertainty. (See also Word Division, a supplement to the **STYLE MANUAL**; for brief description, see p. 4.)

abattoir	aide-de-camp	assassinate	bombazine
aberration	airplane	atheneum	born (birth)
abetter	albumen (egg)	attester	borne (carried)
abettor (law)	albumin (chem-	autogiro	bouillon (soup)
abridgment	istry)	awhile (for some	bullion (metal)
absorb (take in)	aline	time)	boulder
adsorb (adhe-	allottee	a while (a short	bourgeoisie
sion)	all ready (pre-	time)	breach (gap)
abysmal	pared)	ax	breech (lower
a cappella	already (previ-	aye	part)
accede (yield)	ous)		brier
exceed (surpass)	all right	backward	briquet, -ted, -ting
accepter	aluminum	baloney (bun-	Britannia
acceptor (law)	ambidextrous	combe)	broadax
accessory	ameba	bologna (sau-	bronco
accommodate	analog	sage)	brunet (masc.,
accordion	analogous	bandanna	fem.)
accouter	anemia	bargainer	buccaneer
accursed	anesthetic	bargainor (law)	bunion
acetic (acid)	aneurysm	baritone	bur
ascetic (austere)	anomalous	bark (boat)	burned
acknowledgment	anonymous	barreled, -ing	bus, buses
acoustic	antediluvian	bastille	butadiene
adapter	anyway (adv.)	battalion	
adjurer	anywise (adv.)	bazaar	caffeine
adjuster	appall, -ed, -ing	behoove	calcareous
ad nauseam	appareled, -ing	beneficent	calcimine
adviser	aquatic	benefited	caldron
adz	aqueduct	bettor (wagerer)	calender (paper
aegis	archeology	beveled, -ing	finish)
affect (influence)	arrester	biased, -ing	caliber
effect (result)	artisan	bimetallism	caliper
afterward	asafetida	blessed	calk
aging	ascendance, -ant	bloc (group)	calligraphy
aid (n., v.)	ascent (rise)	blond (masc., fem.)	callus (n.)
aide (military)	assent (consent)	bluing	callous (adj.)

calorie	combated, -ing	dieretic	enfeeble
canceled, -ing	commiserate	dietitian	enforce, -ment
canceler	complement (com- plete)	diffuser	engraft
cancellation	compliment (praise)	dike	enroll, -ed, -ing, -ment
candor	confectionery	dilettante	enshade
canister	confidant (masc., fem.)	dinghy (boat)	ensheathe
cannot	confirmer	diphtheria	ensnare
cantaloup	confirmor (law)	discreet (prudent)	enthrall
canvas (cloth)	conjurer	discrete (dis- tinct)	entrench
canvass (solicit)	connector	disheveled, -ing	entrepreneur
canyon	connoisseur	disk	entrust
capital (city)	consecrator	dispatch	entwine
capitol (build- ing)	consensus	dissension	envelop (v.)
carabao (sing., pl.)	consignor	distention	envelope (n.)
carat (weight)	consult	distill, -ed, -ing, -ment	enwrap
caret (omission mark)	consummate	distributor	eon
carbureted, -ing	contradictor	diverter	epaulet, -ed, -ing
carburetor	converter	divorcee	epiglottis
Caribbean	conveyor	doctoral	epilog
caroled, -ing	cooky	doctrinaire	equaled, -ing
carotene	coolie	doggerel	erysipelas
cartilage	cornetist	dossier	escaloped, -ing
caster (roller)	corollary	doweled, -ing	escapable
castor (oil)	corvette	downward	esophagus
casual (unimpor- tant)	councilor (of coun- cil)	draft	esthetic
causal (cause)	counselor (ad- viser)	dreadnought	etiology
catalog, -ed, -ing	counseled, -ing	dreamed	evacuee
cataloger	cozy	drought	evanescent
catsup	crawfish	dueled, -ing	exhibitor
caviar	creneled, -ing	duffel	exhilarate
caviled, -ing	crystaled, -ing	dullness	exonerate
caviler	crystalline	dumfound	exorbitant
cecum	crystallize	dwelt	expellent
center	cudged, -ing	dyeing (coloring)	exposé (exposure) (n.)
centipede	cyclopedia	dying (death)	expose (to lay open) (v.)
cesarean	debarkation	eastward	exsiccate
chaise longue	decalog	ecstasy	extant (in exist- ence)
chancellor	defense	edema	extent (range)
channeled, -ing	demagog	edgewise	extoll, -ed, -ing
chaperon	demarcation	elemosynary	eying
chautauqua	dependent	elicit (to draw)	eyrie
chauvinism	descendant (n., adj.)	illicit (illegal)	
check	desecrater	embarrass	
chiffonier	desuetude	embed	faldral
chili (pepper)	detractor	emboweled, -ing	fantasy
chile con carne	develop, -ment	emboweler	farther (distance)
chiseled, -ing	device (contriv- ance)	emigrant (go from)	further (not dis- tance)
chlorophyll	devise (convey)	immigrant (go into)	favor
cigarette	dextrous	employee	fecal
citable	diagramed, -ing	enameled, -ing	feces
clamor	diagrammatic	enage	fetal
clew (nautical)	dialed, -ing	encase	fetish
clue (other meanings)	dialog	encave	fetus
climactic (climax)	diaphragm	enclasp	fiber
climatic (cli- mate)	diarrhea	enclose	filigree
cocaine	dickey	enclosure	finable
coconut	dieresis	encumber	finagle
cocoon		encumbrance	fiord ¹
coleslaw		encyclopedia	flammable (not in- flammable)
colloquy		endorse, -ment	flection
colossal		endwise	fledgling

¹ As common noun; as part of name, follow decisions of U. S. Board on Geographic Names.

flier	heinous	labeled, -ing	mileage
flotage	hemoglobin	lacquer	military (tubercu- losis)
flotation	hemorrhage	lacrima	milieu
fluorescent	heterogeneous	landward	milk cow
focused, -ing	hiccup	lath (wood)	millenary (thou- sand)
forbade	highfalutin	lathe (machine)	millinery (hats)
forebear (endur- ance, etc.)	hijack	laureled	millennium
forebear (ances- tor)	Hindu	leitmotiv	misspell
foresee	homeopath	lengthwise	miter
forgettable	homeward	leukemia	moccasin
forgo (relinquish)	homogeneity	leveled, -ing	modeled, -ing
forego (precede)	hypocrisy	leveler	modeler
forswear	hypotenuse	liaison	mold
fortissimo	idiosyncrasy	libelant	molt
fricassee	idyl	libeled, -ing	moneys
fuchsia	impaneled, -ing	libelee	monogrammed, -ing
fueler	imperiled, -ing	libeler	monolog
fulfill, -ed, -ing, -ment	impostor	license	mortise
fulsome	impresario	licorice	movable
fungus (n., adj.)	imprimatur	likable	mucilage
funneled, -ing	indict (to accuse)	lilliputian	mucus (n.)
furor	indite (to com- pose)	linage (lines)	mucous (adj.)
fuse (all meanings)	inequity (unfair- ness)	lineage (descent)	mustache
fuselage	iniquity (sin)	liquefy	
fusillade	inferable	liquor	
	infernal	liqueur	
gage	infold	liter	naphtha
gaiety	ingenious (skillful)	livable	Navaho
gaily	ingenuous (sim- ple)	loath (reluctant)	nazism
galosh	innocuous	loathe (detest)	niacin
gamboled, -ing	innuendo	lodestar	nickel
garrote	inoculate	lodestone	niter
gasoline	inquire	lodgment	nonplused
gazetteer	inquiry	luster	northward
gelatin	install, -ed, -ing, -ment	madam	numskull
generalissimo	installation	maize (corn)	
glamorous	instill, -ed, -ing	maze (labyrinth)	obligato
glamour	insure	maneuver	obloquy
glycerin	intelligentsia	manikin	ocher
gobbledygook	interceptor	mantel (shelf)	octet
goodby	interment (burial)	mantle (cloak)	offal
gram	internment (de- tention)	manywise (adv.)	offense
graveled, -ing	intern	marbelize	omelet
gray	intervener	margarin (chemis- try)	oneself
grievous	intervenor (law)	margarine (but- ter substitute)	onward
groveled, -ing	intransigent (n., adj.)	marihuana	ophthalmology
gruesome	inward	marshaled, -ing	opossum
guarantee (v.)	iridescent	marshaler	orangutan
guaranty (n.)	isosceles	marveled, -ing	ordnance (law)
guerrilla (preda- tory)		marvelous	ordnance (mili- tary)
gorilla (ape)		meager	organdie
guttural	jalopy	medaled, -ing	orthopedia
gypsy	jeweled, -ing, -er	medalist	
	judgment	medieval	pajamas
hallelujah	jujitsu	metaled, -ing	paleontology
Halloween		metalize	paneled, -ing
harass		meteorology	paraffin
harebrained	kerneled, -ing	(weather)	paralleled, -ing
harken	kerosene	metrology	parallelepiped
healthful (produc- ing health)	kidnaped, -ing	(weights and measures)	parceled, -ing
healthy (with health)	kidnaper	meter	partisan
	kilogram	mil ($\frac{1}{1000}$ inch)	pastime
	kopek	mill ($\frac{1}{1000}$ dollar)	peccadillo
			peddler
			penciled, -ing

pendant (n.)	pusillanimous	sextet	tercentenary
pendent (u. m.)	pygmy	Shakespearean	theater
percent		shellacking	therefor (for it)
peremptory (decisive)	quarreled, -ing	shoveled, -ing	therefore (for that reason)
peremptory (preference)	quartet	shriveled, -ing	thiamine
perennial	quaternary	sideward	thralldom
periled, -ing	questionnaire	signaled, -ing	thrash
permittee	queue	siphon	thresh (grain)
perquisite (privilege)	raccoon	sirup	threshold
prerequisite (requirement)	racket (all meanings)	skeptic	tie, tied, tying
personal (individual)	rapprochement	skillful	timber (wood)
personnel (staff)	rarefy	skulduggery	timbre (tone)
perspective (view)	rarity	smolder	tinseled, -ing
prospective (expected)	ratable	sniveled, -ing	titer
petaled, -ing	rattan	snorkel	tonsillitis
Pharaoh	raveled, -ing	soliloquy	tormenter
pharmacopoeia	reconnaissance	sometime (formerly)	totaled, -ing
phenix	reconnoiter	some time (some time ago)	toward
phlegm	referable	sometimes (at times)	toweled, -ing
phosphorus	registrar	southward	toxemia
phosphorous	reinforce (all meanings)	spacious (space)	trafficking
pickax	relater	specious (plausible)	trammeled, -ing
picnicking	relator (law)	specter	tranquelize
pipet	remodeler	spelled	tranquillizer
plaque	renaissance	spirituous (liquor) (not spiritous)	tranquillity
pledger	reparable	spirochete	transcendent
pledgor (law)	repellent (n., adj.)	spoliation	transferable
plenitude	rescission	stanch	transferor
plow	reveled, -ing	stationary (fixed)	transferred
poleax	reveler	stationery (paper)	transonic
pollination	rhyme	statue (sculpture)	traveled, -ing
pommed, -ing	rived, -ing	stature (height)	traveler
ponton (military)	roweled, -ing	statute (law)	travelog
pontoon	ruble	stenciled, -ing	trietych
practice (n., v.)	saccharin (n.)	stenciler	trolley
precedence (priority)	saccharine (adj.)	stifling	troop (soldiers)
precedents (usage)	sacriligious	stratagem	troupe (actors)
pretense	salable	stubbornness	troweled, -ing
preventive	sandaled, -ing	stupefy	tryptophan
principal (chief)	satellite	subpena, -ed	tularemia
principle (position)	satinet	subtlety	tunneled, -ing
privilege	savable	succor	tunneler
proffer	savanna	sulfur (also derivatives)	turquoise
programed, -ing	savior	sulfanilamide	typify
programer	Saviour (Christ)	sulfureted, -ing	tyrannical
programmatic	scalloped, -ing	supererogation	tyro
prolog	schizophrenia	surreptitious	
promissory	scion (horticulture)	surveillance	unctuous
pronunciation	scurrilous	swiveled, -ing	unwieldy
propellent (n., adj.)	seismology	sylvan	upward
prophecy (n.)	selvage (edging)	synonymous	uremia
prophecy (v.)	salvage (save)		
ptomaine	sentineled, -ing		vacillate
pubic (anatomy)	separate		valance (drape)
pulmotor	sepulcher		valence (chemistry)
	seriatim		
	settler	taboo	veld
	settlor (law)	tactician	veranda
	sewage (waste)	tasseled, -ing	vermillion
	sewerage (drain system)	tattoo	vicissitude
		taxied, -ing	victualled, -ing
		technique	victualer
		teetotaler	vilify
			villain
			visa, -ed, -ing

vitamin	wainscoting	whimsey	woolen
vitrify	weeviled, -ing	whisky, -ies	woolly
votable	welder	willful	worshiped, -ing
vying	westward	woeful	worshiper

Anglicized and foreign words

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

abaca	coupe	glace	portiere
aide memoire	creme	grille	pousse cafe
a la carte	crepe	gruyere	premiere
a la king	crepe de chine	habitué	protege (masc., fem.)
alamode	debacle	ingenue	puree
angstrom	debris	jardiniere	râle
aperitif	debut	litterateur	recherche
applique	debutante	materiel	regime
apropos	decollete	matinee	role
boutonniere	dejeuner	melange	rotisserie
brassiere	denouement	melee	roue
cafe	depot	menage	saute
cafeteria	eclair	mesalliance	seance
caique	eclat	metier	senor
canape	ecru	moire	smorgasbord
chateau	elan	naive	soiree
cloisonne	elite	naivete	souffle
comedienne	entree	nee	suede
communique	etude	opera bouffe	table d'hote
confrere	facade	opera comique	tete-a-tete
consomme	faience	papier mache	tragedienne
cortège	fete	piece de resistance	vicuna
coulee	fiance (masc., fem.)	pleiade	vis-a-vis
coup de grace	frappe	porte cochere	
coup d'etat	garçon	porte lumiere	

5.4. Foreign words carry the diacritical marks as an essential part of their spelling.

à l'américaine	chargé	entrepôt	pâté
attaché	chargé d'affaires	exposé	père
auto-da-fé	cliché	longéron	piña
béton	congé	mañana	précis
blasé	crédit foncier	maté	raisonné
blessé	crédit mobilier	mère	résumé
cabaña	curé	nacré	risqué (masc., fem.)
calèche	doña	outré	touché
cañada	dos-à-dos	passé (masc., fem.)	
cañon			

Plural forms

5.5. 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	mementos	sextodecimos
armadillos	falsettos	merinos	sextos
avocados	gauchos	mestizos	siroccos
banjos	gringos	octavos	solos
cantos	halos	octodecimos	tangelos
cascos	inamoratos	pianos	tobaccos
centos	indigos	piccolos	twos
didos	juntos	pomelos	tyros
duodecimos	kimonos	provisos	virtuosos
dynamos	lassos	quartos	zeros
escudos	magnetos	salvos	

5.6. In forming the plurals of compound terms, the significant word takes the plural form.

Significant word first:

adjutants general
aides-de-camp
ambassadors at large
attorneys at law
attorneys general
billets-doux
bills of fare
brothers-in-law
chargés d'affaires
commanders in chief
comptrollers general
consuls general
courts-martial
crepes suzette
daughters-in-law
governors general
grants-in-aid
heirs at law
inspectors general
men-of-war
ministers-designate
mothers-in-law
notaries public
postmasters general
presidents-elect
rights-of-way
sergeants at arms
sergeants major
surgeons general

Significant word in middle:

assistant attorneys general
assistant chiefs of staff
assistant comptrollers general
assistant surgeons general
deputy chiefs of staff

Significant word last:

assistant attorneys
assistant commissioners

Significant word last—Continued

assistant corporation counsels
assistant directors
assistant general counsels
assistant secretaries
brigadier generals
deputy judges
deputy sheriffs
general counsels
judge advocates
judge advocate generals
lieutenant colonels
major generals
provost marshals
provost marshal generals
quartermaster generals
trade unions
under secretaries
vice chairmen
vice presidents

Both words of equal significance:

bulletins Nos. 27 and 28; *but* bulletin No. 27 or 28
coats of arms
masters at arms
men buyers
men cooks
men employees
women aviators
women students
women writers

No word significant in itself:

forget-me-nots
hand-me-downs
jack-in-the-pulpits
man-of-the-earth
pick-me-ups
will-o'-the-wisps

5.7. When a noun is hyphenated with an adverb or preposition, the plural is formed on the noun.

comings-in
fillers-in

goings-on
hangers-on

listeners-in
lookers-on

makers-up
passers-by

5.8. When neither word is a noun, the plural is formed on the last word.

also-rans
come-ons

go-betweens
higher-ups

run-ins
tie-ins

5.9. Nouns ending with *ful* form the plural by adding *s* at the end; if it is necessary to express the idea that more than one container was filled, the two elements of the solid compound are printed as separate words and the plural is formed by adding *s* to the noun.

5 bucketfuls of the mixture (1 bucket filled 5 times)
5 buckets full of earth (separate buckets)
3 cupfuls of flour (1 cup filled 3 times)
3 cups full of coffee (separate cups)

5.10. The following list comprises other words the plurals of which may cause difficulty.

addendum, addenda	larva, larvae
adieu, adieus	larynx, larynxes
agendum, agenda	lens, lenses
alga, algae	lira, lire
alumnus, alumni (masc.); alumna, alumnae (fem.)	locus, loci
antenna, antennae (antennae, zoology)	Marys
appendix, appendixes	matrix, matrices
aquarium, aquariums	maximum, maximums
automaton, automatons	medium, mediums (<i>media</i>)
axis, axes	memorandum, memorandums
bandeau, bandeaux	minimum, minimums
basis, bases	minutiae
beau, beaus	monsieur, messieurs
cactus, cactuses	oasis, oases
calix, calices	opus, opera
chassis (singular and plural)	parenthesis, parentheses
cherub, cherubs	phenomenon, phenomena
cicatrix, cicatrices	phylum, phyla
Co., Cos.	plateau, plateaus
coccus, cocci	procès-verbal, procès-verbaux
crisis, crises	radius, radii
criterion, criteria	radix, radices
curriculum, curriculums	sanatorium, sanatoriums
datum, data	sanitarium, sanitariums
desideratum, desiderata	septum, septa
dilettante, dilettanti	sequela, sequelae
dogma, dogmas	seraph, seraphs
ellipsis, ellipses	seta, setae
equilibrium, equilibriums (equilibria, scientific)	ski, skis
erratum, errata	stadium, stadiums
executrix, executrices	stimulus, stimuli
flambeau, flambeaus	stratum, strata
folium, folia	syllabus, syllabuses
formula, formulas	symposium, symposiums
fungus, fungi	synopsis, synopses
genius, geniuses	tableau, tableaux
genus, genera	taxi, taxis
gladiolus (singular and plural)	terminus, termini
helix, helices	testatrix, testatrices
hypothesis, hypotheses	thesaurus, thesauri
index, indexes (indices, scientific)	thesis, theses
insigne, insignia	thorax, thoraxes
Kansas Citys	vertebra, vertebrae (vertebrae, zoology)
lacuna, lacunae	virtuoso, virtuosos
	vortex, vortexes

Endings "ible" and "able"

5.11. The following words end in *ible*; other words in this class end in *able*. Words with both endings indicated differ in meaning.

abhorrible	coctible	comprehensible	convincible
accendible	coercible	compressible	corrigible
accessible	cognoscible	conducibile	corrodible
addible	cohesible	conductible	corrosible
adducible	collapsible	confluxible	corruptible
admissible	collectible	congestible	credible
affectible	combustible	connectible	crucible
appetible	comestible	contemptible	cullible
apprehensible	committible	contractible	decoctible
audible	commonsensible	controvertible	deducible
avertible	compactible	conversible	deductible
bipartible	compatible	(conversable)	defeasible
circumscribable	compossible	convertible	defectible

defensible	immiscible	infeasible	protrusible
delible	impartible	inferrible	putrescible
deprehensible	impassible	(inferable)	receptible
depressible	(impassable)	inflexible	redemptible
descendible	impatible	infractible	redressible
destructible	impedible	infrangible	reducible
diffrangible	imperceptible	infusible	reflectible
diffusible	impermissible	innascible	reflexible
digestible	imperscriptible	inscriptible	refrangible
dimensibile	impersuasible	insensible	remissible
discernible	implausible	instructible	renascible
discerpible	impossible	insubmergible	rendible
discerptible	imprescriptible	insuppressible	reprehensible
discussible	impressible	insusceptible	repressible
dispersible	imputrescible	intactible	reproducible
dissectible	inaccessible	intangible	resistible
distensible	inadmissible	intelligible	responsible
distractible	inapprehensible	interconvertible	reversible
divertible	inaudible	interruptible	revertible
divestible	incircumscribable	intervisible	risible
divisible	includible	invendible	runcible
docible	incoercible	inventible	sconceible
edible	incognoscible	invertible	seducible
educible	incombustible	invincible	sensible
effectible	incommiscible	invisible	sponsable
effervescible	incompatible	irascible	suasible
eligible	incomprehensible	irreducible	subdivisible
eludible	incompressible	irrefrangible	submergible
enforcible	inconcussible	irremissible	submersible
erodible	incontrovertible	irreprehensible	subvertible
evasible	inconvertible	irrepressible	suggestible
eversible	inconvincible	irresistible	supersensible
evincible	incorrigible	irresponsible	suppressible
exemptible	incurrodible	irreversible	susceptible
exhaustible	incorruptible	legible	suspensible
exigible	incredible	mandible	tangible
expandible	indefeasible	marcescible	tensible
expandible	indefectible	miscible	terrible
explosible	indefensible	negligible	thurable
expressible	indelible	nexible	traducible
extendible	indeprehensible	omissible	transfusible
extensible	indestructible	ostensible	transmissible
fallible	indigestible	partible	transvertible
feasible	indiscernible	passible	tripartible
fencible	indivertible	(passable)	unadmissible
flexible	indivisible	perceptible	uncorruptible
fluxible	indocible	perfectible	unexhaustible
forcible	inducible	permissible	unexpressible
frangible	ineffervescible	persuasible	unintelligible
fungible	ineligible	pervertible	unresponsible
fusible	ineludible	plausible	unsusceptible
gullible	inevitable	possible	vendible
horrible	inexhaustible	prehensible	vincible
ignitable	inexpansible	prescriptible	visible
illegible	inexpressible	producible	vitrescible
immersible	infallible	productible	

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

5.12. A large number of words have the termination *ise*, *ize*, or *yz*. The letter *l* is followed by *yz* if the word expresses an idea of loosening or separating, as *analyze*; all other words of this class,

except those ending with the suffix *wise* and those in the following list, end in *ize*.

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	televisé
	enterprise	premise	

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

5.13. 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.).

Doubled consonants

5.14. 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, bagging	red, reddish	corral, corralled	but total, totaled
get, getting	rob, robbing	transfer, transferred	travel, traveled

5.15. If the accent in a derivative falls upon an earlier syllable than it does in the primitive, the consonant is not doubled.

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

Indefinite articles

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

a historical review	a union	an honor
a hotel	an herdseller	an onion
a human being	an hour	an oyster
a humble man		

5.17. When a group of initials begins with *b, c, d, g, j, k, p, q, t, v, w, y*, or *z*, each having a consonant sound, the indefinite article *a* is used.

a BLS compilation	a GAO limitation
a CIO finding	a PHS project

5.18. When a group of initials begins with *a, e, f, h, i, l, m, n, o, r, s*, or *x*, each having a vowel sound, the indefinite article *an* is used.

an AEC report	an NSC (en) proclamation
an FCC (ef) ruling	an RFC (ahr) loan

5.19. Use of the definite or indefinite article before a numerical expression is determined by the consonant or vowel sound of the beginning syllable.

an 11-year-old	an VIII (eight) classification
a onetime winner	a IV-F (four) category
a III (three) group	a 4-H Club

5.28. An apostrophe is used to indicate contractions, the omission of figures or letters (see also Courtwork, rule 18.9, p. 195), and the coined plurals of letters, figures, and symbols.

don't	the 1920's or the	TV'ers	a's; ¶'s; 7's
I've	twenties; <i>not</i>	B. t. u.'s	T's, Y's
ne'er	the '20's <i>nor</i>	O. K.'s	2 by 4's or 2 x 4's (lumber)
it's (it is)	20's	YMCA's	<i>but</i> 10s (yarn and thread)
class of '92	4-H'ers	A B C's	4½s (bonds)
spirit of '76	49'ers	three R's	3s (golf)

5.29. The apostrophe is omitted in abbreviations, and also in shortened forms of certain other words.

Danl., <i>not</i> Dan'l	coon	Halloween
Sgt., <i>not</i> Sg't	possum	copter
phone	Frisco	

5.30. The plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe is formed by adding *s* or *es*; but *'s* is added to indicate the plural of words used as words if the omission of the apostrophe would cause difficulty in reading.

twos	ins and outs	yeses and noes
threes	ups and downs	<i>but</i> do's and don'ts
sevens	whereases and	which's and that's
ands, ifs, and buts	wherefores	

5.31. 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)	5 or 10 billion dollars' worth
2 hours' travel time	for charity's sake
a stone's throw	for pity's sake
2 weeks' pay	

5.32. 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

5.33. For euphony, nouns ending in *s* or *ce* and followed by a word beginning with *s* form the possessive by adding an apostrophe only.

for goodness' sake	for old times' sake	for conscience' sake
Mr. Hughes' service	for acquaintance' sake	

5.34. A possessive noun used in an adjective sense requires the addition of *'s*.

He is a friend of John's	Stern's is running a sale
--------------------------	---------------------------

5.35. A noun preceding a gerund should be in the possessive case.

in the event of Mary's leaving	the ship's hovering nearby
--------------------------------	----------------------------

Geographic names

5.36. The spelling of geographic names must conform to the decisions of the United States Board on Geographic Names. In the absence of such a decision, the United States Postal Guide is to be used for names in the United States and its possessions, and the Columbia Lippincott Gazetteer of the World is to be followed in the spelling of foreign names.

5.37. If the decisions or the rules of the 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 the spelling of the particular form used. The Government Printing Office preference is for the conventional English form. Copy will be followed as to accents, but these should be uniform throughout each job.

Nationalities, etc.

5.38. The table on page 213 shows forms to be used for nouns and adjectives denoting nationality.

5.39. In designating the natives of the several States, the following forms will be used.

Alabamian	Iowan	Nebraskan	Rhode Islander
Arizonian	Kansan	Nevadan	South Carolinian
Arkansan	Kentuckian	New Hampshireite	South Dakotan
Californian	Louisianian	New Jerseyite	Tennessean
Coloradan	Mainer	New Mexican	Texan
Connecticuter	Marylander	New Yorker	Utahan
Delawarean	Massachusettsan	North Carolinian	Vermont
Floridian	Michiganite	North Dakotan	Virginian
Georgian	Minnesotan	Ohioan	Washingtonian
Idahoan	Mississippian	Oklahoman	West Virginian
Illinoisan	Missourian	Oregonian	Wisconsinite
Indianian	Montanan	Pennsylvanian	Wyomingite

5.40. Observe the following forms:

Guamanian	Part-Hawaiian (applies to
Hawaiian	Hawaii only)
Puerto Rican	but part-Japanese

Indian words

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

Ligatures

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

Caesar	Cædmon (Old English)
Leguminosae	vœu (French)

Transliteration

5.43. In the spelling of nongeographic words transliterated from Chinese, Japanese, or any other language that does not have a Latin alphabet, copy is to be followed literally. (Countries that do not use a Latin alphabet officially are marked with an asterisk in the table on p. 213.)

Compound
Words

Guide to
Com-
pounding

Plant
Names

Punctua-
tion

Abbrevia-
tions

Numerals

Italo

Signs and
Symbols



6. COMPOUND WORDS

(See also Guide to Compounding)

6.1. A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly 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 correct pronunciation.

6.2. In applying the following rules and in using the Guide to Compounding, the living fluidity of our language should be kept in mind. Word forms constantly undergo modification. Two-word forms first acquire the hyphen, later are printed as one word, and not infrequently the transition is from the two- to the one-word form, bypassing the hyphen stage.

6.3. The rules as laid down cannot be applied inflexibly. Exceptions must necessarily be allowed, so that general good form will not be offended. However, current language trends point definitely to closing up words which, through frequent use, have become associated in the reader's mind as units of thought. The tendency to amalgamate words, particularly two short words, assures easier continuity, and is a natural progression from the older and less flexible treatment of words.

General rules

6.4. In general, omit the hyphen when words appear in regular order and the omission causes no ambiguity in sense or sound.

banking hours
blood pressure
book value
census taker
day laborer

eye opener
fellow citizen
living costs
mountain laurel
palm oil

patent right
real estate
rock candy
training ship
violin teacher

6.5. Compound two or more words to express a literal or nonliteral (figurative) unit idea that would not be as clearly expressed in unconnected succession.

afterglow
bookkeeping
cupboard

forget-me-not
gentleman
newsprint

right-of-way
whitewash

6.6. Unless otherwise indicated, a derivative of a compound retains the solid or hyphenated form of the original compound.

cold-bloodedness
footnoting

ill-advisedly
outlawry

praiseworthiness
railroader

X-rayer
Y-shaped

6.7. Except after the short prefixes *co*, *de*, *pre*, *pro*, and *re*, which are generally printed solid, a hyphen is used to avoid doubling a vowel or tripling a consonant. (See also rule 6.28, p. 66, and rule 6.31, p. 67.)

cooperation
deemphasis
preexisting

anti-inflation
micro-organism
semi-independent

brass-smith
Inverness-shire
thimble-eye

ultra-atomic
shell-like

Solid compounds

6.8. Print solid two nouns that form a third when the compound has only one primary accent, especially when the prefixed noun consists of only one syllable or when one of the elements loses its original accent.

airship
bathroom
bookseller
cupboard

dressmaker
fishmonger
footnote

handkerchief
locksmith
workman

6.9. Print solid a noun consisting of a short verb and an adverb as its second element, except when the use of the solid form would interfere with comprehension.

blowout
breakdown
flareback
giveaway
hangover

holdup
letdown
makeready
markoff
pickup

runoff
setup
showdown
throwaway

but cut-in
run-in
tie-in

6.10. Compounds beginning with the following nouns are usually printed solid.

book
eye
horse

house
mill
play

school
shop
snow

way
wood
work

6.11. Compounds ending in the following are usually printed solid, especially when the prefixed word consists of one syllable. (See also rule 8.5, p. 121.)

berry
blossom
boat
book
borne
bound
brained
bush
fish
flower
grower
hearted

holder
house
keeper
keeping
light
like
maker
making
man
master
mate
mill

mistress
monger
piece
proof
room
shop
smith
stone
store
tail
tight
time (not clock)

ward
weed
woman
wood
work
worker
working
worm
wort
writer
writing
yard

6.12. Print solid *any*, *every*, *no*, and *some* when combined with *body*, *thing*, and *where*; when *one* is the second element, print as two words if meaning a single or particular person or thing; to avoid mispronunciation, print *no one* as two words at all times.

anybody
anything
anywhere
anyone

everybody
everything
everywhere
everyone

nobody
nothing
nowhere
no one

somebody
something
somewhere
someone

but any one of us may stay; every one of the pilots is responsible.

6.13. Print as one word compound personal pronouns.

herself
himself
itself
myself

oneself
ourselves
themselves

thyselves
yourselves
yourselves

6.14. Print as 1 word compass directions consisting of 2 points, but use a hyphen after the first point when 3 points are combined.

northeast
southwest

north-northeast
south-southwest

Unit modifiers

(See also rule 9.57, p. 132.)

6.15. Print a hyphen between words combined to form a unit modifier immediately preceding the word modified, except as indicated elsewhere.

Baltimore-Washington road
 — civil-service examination
 contested-election case
 German-English descent
 interstate-commerce law
 law-abiding citizen
 fire-tested material
 drought-stricken area
 — life-insurance company
 most-favored-nation clause

— national-defense appropriation
 no-par-value stock
 — real-estate tax
 — social-security pension
 1-inch diameter; 2-inch-diameter pipe
 10-word telegram
 4-percent increase; *but* 4 percent [of] hydrochloric acid, 4 percent [of] interest

6.16. Print without a hyphen a compound predicate adjective or predicate noun the second element of which is a present participle.

The duties were price fixing.
 The effects were far reaching.

The shale was oil bearing.
 The area was used for beet raising.

6.17. Print without a hyphen a compound predicate adjective the second element of which is a past participle; also, omit the hyphen in a predicate modifier of comparative or superlative degree.

The area is drought stricken.
 The paper is fine grained.
 The boy is freckle faced.

This material is fire tested.
 The cars are higher priced.
 The reporters are best informed.

6.18. Print without a hyphen a two-word modifier the first element of which is a comparative or superlative.

better drained soil
 best liked books
 higher level decision
 highest priced apartment
 larger sized dress

better paying job
 lower income group
 upper crust society
but lowercase type (printing)
 uppercase type (printing)

6.19. Do not use a hyphen in a 2-word unit modifier the first element of which is an adverb, including adverbs ending in *ly*, nor use hyphens in a 3-word unit modifier the first 2 elements of which are adverbs.

eagerly awaited moment
 heavily laden ship
 unusually well preserved specimen
 very well defined usage
 longer than usual lunch period
 very well worth reading
 not too distant future

often heard phrase
but ever-normal granary
 ever-rising flood
 still-new car
 still-lingering doubt
 well-known lawyer
 well-kept farm

6.20. Proper nouns used as unit modifiers, either in their basic or derived form, retain their original form; but the hyphen is printed after combining forms.

Latin American countries
 North Carolina roads
 South American trade
 United States laws
 Red Cross nurse
 Winston-Salem festival
 Washington-Wilkes-Barre route

Afro-American program
 Franco-Prussian War
but Indochina¹ border
 Minneapolis-St. Paul region
 North American-South American sphere
 French-English descent

¹ Decision of U. S. Board on Geographic Names.

6.21. Do not confuse a modifier with the word it modifies.

elderly clothesman
competent shoemaker
field canning factory
gallant serviceman
conservative stockholder
light blue hat
successful businessman
average taxpayer
American flagship

old-clothes man
wooden-shoe maker
tomato-canning factory
service men and women
common-stock holder
light-blue hat
small-business man
income-tax payer
American-flag ship

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

2- or 3-em quads, *not* 2 or 3-em quads
2- by 4-inch boards, *but* 2 to 6 inches wide
8-, 10-, and 16-foot boards
moss- and ivy-covered walls, *not* moss and ivy-covered walls
long- and short-term money rates, *not* long and short-term money rates
but twofold or threefold, *not* two or threefold
goat, sheep, and calf skins, *not* goat, sheep, and calfskins
intrastate and intracity, *not* intra-state and -city

6.23. Do not use a hyphen in a unit modifier consisting of a foreign phrase.

ante bellum days	ex officio member	per diem employee
bona fide transaction	per capita tax	prima facie evidence

6.24. Do not print a hyphen in a unit modifier containing a letter or a numeral as its second element.

abstract B pages	class II railroad	point 4 program
article 3 provisions	grade A milk	ward D beds

6.25. Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated term, but quotation marks are not to be used in lieu of a hyphen. (See also rule 9.116, p. 137.)

"blue sky" law	"good neighbor" policy	"tie-in" sale
----------------	------------------------	---------------

6.26. Print combination color terms as separate words, but use hyphen when such color terms are unit modifiers.

bluish green	orange red	iron-gray sink
dark green	bluish-green feathers	silver-gray body

6.27. Do not use a hyphen between independent adjectives preceding a noun.

big gray cat	a fine old southern gentleman
--------------	-------------------------------

Prefixes, suffixes, and combining forms**6.28. Print solid combining forms and prefixes, except as indicated elsewhere.**

afterbirth	foretell	monogram	proconsul
Anglomania	heroicomic	multicolor	pseudoscholastic
antedate	hypersensitive	neophyte	reenact
antislavery	hypoacid	nonneutral	retrospect
biweekly	inbound	offset	semiofficial
bylaw	infrared	outbake	stepfather
circumnavigation	interview	overactive	subsecretary
cisalpine	intrapinal	pancosmic	supermarket
cooperate	introvert	paracentric	thermocouple
contraposition	isometric	particoated	transonic
countercase	macroanalysis	peripatetic	transship
deenergize	mesothorax	planoconvex	tricolor
demitasse	metagenesis	polynodal	ultraviolet
excommunicate	microphone	postscript	unnecessary
extracurricular	misstate	preexist	underflow

6.29. Print solid combining forms and suffixes, except as indicated elsewhere.

portable	kilogram	meatless	partnership
coverage	geography	outlet	lonesome
operate	manhood	wavelike	homestead
plebiscite	selfish	procurement	northward
twentyfold	pumpkin	innermost	clockwise
spoonful			

6.30. Print solid words ending in *like*, but use a hyphen to avoid tripling a consonant or when the first element is a proper name.

lifelike	bell-like	Florida-like
lilylike	girllike	Truman-like

6.31. Use a hyphen or hyphens to prevent mispronunciation, to insure a definite accent on each element of the compound, or to avoid ambiguity.

anti-hog-cholera serum	re-sorting (sort again)
co-op	re-treat (treat again)
mid-ice	un-ionized
non-civil-service position	un-uniformity
re-cover (cover again)	

6.32. Use a hyphen to join duplicated prefixes.

re-redirect	sub-subcommittee	super-superlative
-------------	------------------	-------------------

6.33. Print with a hyphen the prefixes *ex*, *self*, and *quasi*.

ex-governor	self-control	quasi-academic
ex-serviceman	self-educated	quasi-argument
ex-trader	<i>but</i> selfhood	quasi-corporation
ex-vice-president	selfsame	quasi-young

6.34. Unless usage demands otherwise, use a hyphen to join a prefix or combining form to a capitalized word. (The hyphen is retained in words of this class set in caps.)

anti-Arab	<i>but</i> overanglicize
pro-British	prezeppelin
un-American	transatlantic

Numerical compounds

6.35. Print a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

twenty-one	8-hour day	<i>but</i> one hundred and twenty-one
twenty-first	10-minute delay	one-hundred-odd
6-footer	four-in-hand tie	foursome
24-inch ruler	three-and-twenty	threescore
3-week vacation	two-sided question	foursquare

6.36. Print without a hyphen a modifier consisting of a possessive noun preceded by a numeral. (See also rule 5.31, p. 61.)

1 month's layoff	2 hours' work
1 week's pay	3 weeks' vacation

6.37. Print a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth	twenty-three thirtieths
two-thirds	twenty-one thirty-seconds
two one-thousandths	three-fourths of an inch

6.38. A unit modifier following and reading back to the word or words modified takes a hyphen and is always printed in the singular.

motor, alternating-current, 3-phase, 60-cycle, 115-volt

glass jars: 5-gallon, 2-gallon, 1-quart

belts: 2-inch, 1¼-inch, ½-inch, ¼-inch

Civil and military titles

6.39. Do not hyphen a civil or military title denoting a single office, but print a double title with a hyphen. (See also rule 5.6, p. 56.)

ambassador at large
assistant attorney general
commander in chief
comptroller general
Congressman at large
major general
sergeant at arms

notary public
secretary general
under secretary; *but* under-secretaryship
vice president;² *but* vice-presidency
secretary-treasurer
treasurer-manager

6.40. The adjectives *elect* and *designate*, as the last element of a title, require a hyphen.

President-elect
Vice-President-elect

ambassador-designate
minister-designate

Scientific and technical terms

6.41. Do not print a hyphen in scientific terms used as unit modifiers if no hyphen appears in such terms in their original form.

carbon monoxide poisoning

methyl bromide solution

6.42. Print a hyphen between the elements of technical compound units of measurement.

board-foot
candle-hour
horsepower-hour

kilowatt-hour
light-year
passenger-mile

Improvised compounds

6.43. Print with a hyphen the elements of an improvised compound.

blue-pencil (v.)
know-it-all (n.)
know-how (n.)
make-believe (n.)

stick-in-the-mud (n.)
let-George-do-it attitude
how-to-be-beautiful course

6.44. Use hyphens in a prepositional-phrase compound noun consisting of three or more words.

cat-o'-nine-tails
government-in-exile
grant-in-aid
jack-in-the-box

man-of-war
mother-in-law
mother-of-pearl
patent-in-fee

but coat of arms
heir at law
next of kin

6.45. When the corresponding noun form is printed as separate words, the verb is always hyphenated.

cold-shoulder

blue-pencil

dry-clean

6.46. Print a hyphen in a compound formed of repetitive or conflicting terms and in a compound naming the same thing under two aspects.

boogie-woogie
comedy-ballet
dead-alive

devil-devil
farce-melodrama
pitter-patter

walkie-talkie
willy-nilly
young-old

² In official usage, the title of Vice President of the United States is written without a hyphen; the hyphen is also omitted in all like titles, such as vice admiral, vice consul, etc.

6.47. Use a hyphen in a nonliteral compound expression containing an apostrophe in its first element.

asses'-eyes
 ass's-foot
 bull's-eye

cat's-paw
 crow's-nest

but The cat's paw is soft.
 There is the crow's nest.

6.48. Print a hyphen to join a single capital letter to a noun or a participle.

H-bomb
 I-beam
 T-shaped

U-boat
 V-necked
 X-ray

X-raying
 S-iron
 T-square

6.49. Print idiomatic phrases without hyphens.

come by
 inasmuch as

insofar as
 Monday week

**Guide to
Com-
pounding**

**Plant
Names**

Plant Names

Punctuation

Abbreviations

Numerals

Itallo

Signs and Symbols

7. GUIDE TO COMPOUNDING

7.1. The following list is based on the rules for compounding given on pages 63 to 69. Manifestly, such a list cannot be complete, and the rules should be applied to unlisted words. Nevertheless, the list is reasonably complete for meeting the needs of printers, editors, and writers.

7.2. In order to keep the list from becoming cumbersome, certain restrictions had to be adopted.

7.3. The listing of hyphenated compounds ending in *ed* was kept to a minimum, it being thought adequate to give one or two examples under a keyword rather than to admit needless repetition.

7.4. Similarly, many two-word forms which create no difficulty were omitted.

7.5. On the other hand, care was exercised to achieve fuller coverage of solid compounds, particularly when the adopted form is at variance with that laid down in Webster's New International Dictionary. It should be added that while Webster's, with indicated exceptions (pp. 51-55), is our guide to the spelling of words, it is not our guide for the compounding of words. The rules and the guide prescribe and limit our practice.

7.6. A distinction should be made between words used in a non-literal sense—e. g., *highlight* (prominent detail), *sideline* (added activity), where the one-word form differentiates from literal use—e. g., *high light* (elevation of a light), *side line* (physical line), where the two-word form frequently assures proper emphasis in pronouncing more distinctly each word in the group.

7.7. Distinction should also be made in the compounding of two words to form an adjective modifier and the use of the same words adverbially; e. g., "crystal-clear water," *but* "the water is crystal clear"; "fire-tested material," *but* "the material is fire tested."

7.8. Caution should be exercised in distinguishing when a succession of words is intended as a compound and when it is merely a collocation; e. g., "we know someone who will do it," *but* "we ought to master some one thing well."

7.9. For better appearance, it may sometimes be necessary to treat alike words which would have different forms when they appear separately; e. g., *bumblebee* and *queen bee*, *farmhand* and *ranch hand*. In juxtaposition, these and similar words should be made uniform by being printed as two words. This is only a temporary expedient and does not supersede the list.

7.10. Combining forms and prefixes are usually printed solid. For greater readability, the hyphen is sometimes required to avoid doubling a vowel (*anti-inflation*, *naso-orbital*), except as indicated in rule 6.7; or not to change a normally capitalized word (*mid-April*, *non-European*); or to assure distinct pronunciation of each element of a compound or ready comprehension of intended meaning (*contra-ion*, *un-ionized*); or to join a combining form or prefix to an already hyphenated compound (*equi-gram-molar*, *pro-mother-in-law*).

7.11. As nouns and adjectives, *holdup*, *calldown*, *layout*, *makeup*, and similar words should be printed solid. Their *er* derivatives (*holder-up*, *caller-down*, *layer-out*, and *maker-up*) require hyphens. On the other hand, such compounds as *run-in*, *run-on*, and *tie-in* resist quick comprehension when solid. They are therefore hyphenated.

7.12. Words spelled alike but pronounced differently, such as *tear-dimmed* and *tearsheet*, *wind tunnel* and *windup*, are listed under the same keyword.

7.13. Words printed flush are combined with the words which follow to form solid or hyphenated compounds; a space mark (#) indicates a two-word form.

7.14. The abbreviations *adv.* (adverb), *n.* (noun), *v.* (verb), *u. m.* (unit modifier), *pref.* (prefix), *c. f.* (combining form), and *conj.* (conjunction) indicate function.

7.15. This list does not include the large group of plant names, which are covered in a separate list, pages 121 to 125.

A	aero (c. f.)	air—con.	all—con.	anchor
#B #C (n.)	-otitis	#line (line for air)	#hail	hold
-B-C (u. m.)	rest one word	line (aviation)	#in	#light
-bomb	afore	liner	mark (printing)	plate
-day	all one word	link	mouth (fish)	angel
-flat	African	load	-out (u. m.)	cake
#1 (rating)	Afro-American	mail	over (n., u. m.)	-eyed (u. m.)
-sharp	after (c. f.)	man	-possessed (u. m.)	-faced (u. m.)
A	all one word	mark (v.)	#right	fish
-frame	agar-agar	marker	-round (u. m.)	food
-pole	agateware	mass	spice	angio (c. f.)
a	age	minded	-star (u. m.)	all one word
foot	less	#navigation	time (u. m.)	angle
piece (adv.)	long	park	wise	hook
sea	-old (u. m.)	photo	alleyway	#iron
shipboard	-stricken (u. m.)	plane	allo (c. f.)	meter
while (adv.)	-weary (u. m.)	port (all mean-	all one word	sight
abdomino (c. f.)	ague	ings)	alms	wing
all one word	-faced (u. m.)	power	giver	wise
able	-plagued (u. m.)	scoop	giving	worm
-bodied (u. m.)	proof	show	house	Anglo (c. f.)
-minded (u. m.)	-sore (u. m.)	sleeve	man	-American, etc.
about-face	aide-de-camp	ship	along	rest one word
above	air	sick	ship	ankle
board	base	base	shore	bone
-cited (u. m.)	#bends	sickness	side	-deep (u. m.)
deck	-blasted (u. m.)	-slaked (u. m.)	alpen	jack
-found (u. m.)	blown	space	glow	ant
-given (u. m.)	borne	speed	stock	eater
ground	bound	stream	alpha	fly
-mentioned (u. m.)	brained	strip	-cellulose	hill
-named (u. m.)	brake	tight	-iron	ante (pref.)
proof	brush	#time (radio and	-naphthol	#bellum, etc.
-said (u. m.)	-clear (u. m.)	TV)	#ray	-Christian, etc.
-water (u. m.)	-condition (v.)	#train	#test	rest one word
-written (u. m.)	-conditioned	ward	also-ran (n., u. m.)	antero (c. f.)
absent-minded	(u. m.)	way	altar	all one word
(u. m.)	-conditioning	wayman	piece	anthra (c. f.)
ace-high (u. m.)	(u. m.)	#well	wise	all one word
acid	-cool (v.)	wise	alto	anthropo (c. f.)
#bath	-cooled (u. m.)	woman	cumulus	all one word
fast	craft	worthy	#horn	anti (pref.)
proof	crew	fly	relievo	-American, etc.
-treat (v.)	crewman	-leaved (u. m.)	stratus	-h o g - c h o l e r a
worker	-dried (u. m.)	man	amber	(u. m.)
works	-driven (u. m.)	woman	-clear (u. m.)	-icer, -imperial, -in-
ack-ack	drome	ale	-colored (u. m.)	flation, etc.
acre	drop	cup	fish	-New #Deal, etc.
-foot	-dry (u. m., v.)	-fed (u. m.)	-tipped (u. m.)	rest one word
-inch	#duct	field	ambi (c. f.)	antro (c. f.)
actino (c. f.)	field	-floated (u. m.)	all one word	all one word
all one word	flow	glass	amidships	anvil
ad	foil	house	ampere	-faced (u. m.)
man	-formed (u. m.)	yard	-foot	-headed (u. m.)
smith	frame	alkali #land	-hour	maker
adder	freight	all	meter	smith
bolt	freighter	-absorbing (u. m.)	-minute	any
fish	head	-aged (u. m.)	-second	body
addle	hole	-American	amphi (pref.)	how
brain	lane	-clear (n., u. m.)	all one word	#more
head	lift	-fired (u. m.)	amylo (c. f.)	one
pate		-flotation (mining)	all one word	place (adv.)
		#fours		

any —con. thing way(s) where wise aorto (c. f.) <i>all one word</i> apo (pref.) <i>all one word</i> apple blossom cart grower jack juice nut saucer -scented (u. m.) worm April-fool (v.) aqua #fortis #green marine meter plane puncture tint tone aquo (c. f.) -ion <i>rest one word</i> arborway arc -over (n., u. m.) -weld (v.) arch (pref.) band bishop duke enemy -Protestant way wise archeo (c. f.) <i>all one word</i> archerfish archi (pref.) <i>all one word</i> archo (c. f.) <i>all one word</i> areaway areo (c. f.) <i>all one word</i> aristo (c. f.) <i>all one word</i> arithmo (c. f.) <i>all one word</i> arm band bone chair hole load piece pit plate rack rest -shaped (u. m.) armor #bearer #belt -clad (u. m.) -piercing (u. m.) plate -plated (u. m.) army man woman worm arrow head headed -leaved (u. m.) maker plate -shaped (u. m.) shot	arrow —con. smith stone -toothed (u. m.) worm arseno (c. f.) <i>all one word</i> art -colored (u. m.) craft ware work arterio (c. f.) <i>all one word</i> arthro (c. f.) <i>all one word</i> artillery man ship asbestos -covered (u. m.) -packed (u. m.) #rock #sheet #wool ash bin can #color -colored (u. m.) -free (u. m.) -gray (u. m.) #heap man pan pile pit tray assembly man #line #room astro (c. f.) <i>all one word</i> athwart hawse ship wise atom #bomb audio frequency gram meter visual auger #box #drill auri (c. f.) -iodide <i>rest one word</i> author craft ship autotype auto (c. f.) -objective -observation -omnibus -ophthalmoscope <i>rest one word</i> awe -bound (u. m.) -filled (u. m.) -inspired (u. m.) some ax -adz #grinder -grinding (u. m.) hammer head maker man -shaped (u. m.) stone axle load smith tree	axo (c. f.) <i>all one word</i> azo (c. f.) -orange -orchil -orseilline <i>rest one word</i> B-flat baby face (n.) faced sit (v.) sitter sitting back ache band bite (v.) board bone boned breaker cap chain charge cross down (n., u. m.) drop face fill fire flap flash flow -focus (v.) furrow ground hand handed -in (n., u. m.) land(s) lash list (v.) log lotter paddle (v.) pedal (v.) piece plate rest run saw set shift slide space spin spread staff stage stairs stamp stay stitch stop strap -streeter stretch (n.) string strip (book) stroke -swath (v.) swept swing tack talk tender tenter -titrate (v.) track (v.) trail trailer up (n., u. m.) wall ward wash water	back —con. way woods yard yarder backer -off -up badland(s) (geol.) bag -cheeked (u. m.) house maker making man pipe reef room -shaped (u. m.) worm baggage man master #rack #room #train bail piece wood bailsmen bake board house pan shop stove bald #eagle faced head (n.) headed pate ball flower -like player point (u. m.) proof room stock ballot #box band box cutter man master #pulley saw sawed sawing sawyer stand string -tailed (u. m.) wagon #width work bandsman bandy ball -legged (u. m.) bang tail up (n., u. m.) bank book man note #paper side (stream) banner fish man bantamweight bar #bit keeper maid man	bar —con. master post room tender way wise -wound (u. m.) barbed #wire barber fish shop bare -armed (u. m.) back backed boat bone boned faced foot footed handed headed legged necked worn barge board #couple #course house -laden (u. m.) load man master bark bound cutter peel peeler #rot -tanned (u. m.) barley corn field mow #water barn #dance man #owl stormer yard barracksmate barrel head maker making -shaped (u. m.) base ball ball #bat baller board hearted line man (n.) #metal -minded (u. m.) #pay basi (c. f.) <i>all one word</i> basket ball baller #case fish maker ware #weave woman work bas-relief bass -bar #drum #horn #viol
--	---	--	---	---

bat blind -eyed (u. m.) fish fowl man wing	beater—con. #press -up beauty -blind (u. m.) -clad (u. m.) proof #shop beaver board pelt bed board bug case chair chamber clothes cord cover fast fellow foot frame goer lamp light #linen maker man mate #molding pad pan plate post quilt rail ridden rock room screw sheet sick side sore spread spring stand stead straw #timber time ward way	beetle—con. headed stock stone before -cited (u. m.) hand -mentioned (u. m.) -named (u. m.) time beggar man woman behindhand bell bird -bottomed (u. m.) boy #buoy -crowned (u. m.) hanger hop house maker making man mouthed ringer ringing wether bellows maker making man belly ache band bound button -fed (u. m.) land (v.) piece pinch belowstairs belt -driven (u. m.) maker making man saw bench board fellow -hardened (u. m.) land made (u. m.) man mark warmer work bentwood benzo (c. f.) <i>all one word</i> berry -brown (u. m.) #cone picker picking #pie best #clad #dressed #known #man #seller #selling beta -glucose #ray #test tron #wave between brain decks whiles bi (pref.) -iliac <i>rest one word</i>	big -eared (u. m.) eye (fish) -eyed (u. m.) head (ego) hearted horn (sheep) -horned (u. m.) house (peniten- tiary) #league (n.) -leaguer mouthed name (top rank) (n., u. m.) time (top rank) (n., u. m.) bill back beetle board book broker broking bug fish fold heading holder hook poster posting sticker billet -doux head man billingsgate bio (c. f.) -aeration -osmosis <i>rest one word</i> birch bark wood bird bath bander banding cage call catcher craft #dog -eyed (u. m.) -faced (u. m.) house land life lime lore #louse man mouthed seed shop shot skin #song stone woman bird's -eye #nest (literal) (n.) -nest (n., u. m., v.) birth bed #date day #flower land mark mate place rate right stone #year	biscuit #baker maker making -shaped (u. m.) bismuto (c. f.) <i>all one word</i> bit stock wise bitter #end -ender head hearted sweet -tongued (u. m.) black ball (nonliteral) bird board -bordered (u. m.) damp -eyed (u. m.) face faced fire fish fly guard hearted jack leg #letter list mail #market (n.) -market (u. m., v.) -marketeer -marketer mouthed out (n., u. m.) print -robed (u. m.) #sheep shirted smith snake strap (n.) #widow blameworthy blank book #check blanket maker making blast #furnace hole plate blasto (c. f.) <i>all one word</i> bleach field ground house man #process works yard blear eye -eyed (u. m.) -witted (u. m.) blepharo (c. f.) <i>all one word</i> blight bird -resistant (u. m.) blind fish -flying (u. m.) fold -loaded (u. m.) #man #pig spot stitch
bat house mat robe room #towel tub bats man wing (cloth) batter cake man battle ax #cruiser dore -fallen (u. m.) field front ground #jacket line plane -scarred (u. m.) ship #star stead wagon wise bay bolt man #rum #window beach comber head man master wagon bead flush house roll work beak head iron -shaped (u. m.) beakerman beam filling house maker -making (u. m.) man room #trawl work bean bag cod -fed (u. m.) field picker pole pot setter -shaped (u. m.) stalk bear baiting herd hide hound off (n., u. m.) skin trap beater man -out	beer #cellar maker #yeast bees wax wing beet field #sugar beetle -browed (u. m.) head	bi (pref.) -iliac <i>rest one word</i>	big -eared (u. m.) eye (fish) -eyed (u. m.) head (ego) hearted horn (sheep) -horned (u. m.) house (peniten- tiary) #league (n.) -leaguer mouthed name (top rank) (n., u. m.) time (top rank) (n., u. m.) bill back beetle board book broker broking bug fish fold heading holder hook poster posting sticker billet -doux head man billingsgate bio (c. f.) -aeration -osmosis <i>rest one word</i> birch bark wood bird bath bander banding cage call catcher craft #dog -eyed (u. m.) -faced (u. m.) house land life lime lore #louse man mouthed seed shop shot skin #song stone woman bird's -eye #nest (literal) (n.) -nest (n., u. m., v.) birth bed #date day #flower land mark mate place rate right stone #year	biscuit #baker maker making -shaped (u. m.) bismuto (c. f.) <i>all one word</i> bit stock wise bitter #end -ender head hearted sweet -tongued (u. m.) black ball (nonliteral) bird board -bordered (u. m.) damp -eyed (u. m.) face faced fire fish fly guard hearted jack leg #letter list mail #market (n.) -market (u. m., v.) -marketeer -marketer mouthed out (n., u. m.) print -robed (u. m.) #sheep shirted smith snake strap (n.) #widow blameworthy blank book #check blanket maker making blast #furnace hole plate blasto (c. f.) <i>all one word</i> bleach field ground house man #process works yard blear eye -eyed (u. m.) -witted (u. m.) blepharo (c. f.) <i>all one word</i> blight bird -resistant (u. m.) blind fish -flying (u. m.) fold -loaded (u. m.) #man #pig spot stitch

blind —con. story worm blink-eyed (u. m.) blithe hearted -looking (u. m.) blitz buggy krieg block buster head headed hole (v.) house #letter like maker making man ship #signal #system blood #bank beat #count curdling -drenched (u. m.) fin (fish) -giving (u. m.) guilty -hot (u. m.) hound letting line mobile #poisoning #pressure -red (u. m.) ripe shed shot spiller spilling spot stain stock stone sucker sucking #test thirst thirsty #type #vessel -warm (u. m.) worm bloody hearted (u. m.) -nosed (u. m.) -red (u. m.) blossom bill (duck) -bordered (u. m.) head (duck) -laden (u. m.) time blow back cock down (n., u. m.) fish fly gun hard (n.) hole iron lamp line off (n., u. m.) out (n., u. m.) outproof pipe proof spray through (u. m.) torch	blow —con. tube up (n., u. m.) blue -annealed (u. m.) beard (n.) bill (bird) bird blood blooded bonnet book (nonliteral) bottle breast (bird) coat (n.) #devil -eye (bird) -eyed (u. m.) fish fly gill grass -gray (u. m.) -green (u. m.) hearted -hot (u. m.) jack jacket #jay nose -pencil (v.) point (oyster) print stocking stone streak (nonlit- eral) throat (bird) tongue (n.) wing (bird) blunder buss head blunt -edged (u. m.) hearted -spoken (u. m.) boar skin spear staff board -foot maker man #measure rack walk boarding house #officer #school boat bill (bird) builder building hook head house keeper load loader loading man master owner setter shop side swain tail woman wright yard bob cat fly sled stay	bob —con. tail white bobby pin -soxer body bearer bending builder -centered (u. m.) guard maker making -mind plate #politic #snatcher work bog -eyed (u. m.) #iron land man trot (v.) trotter way wood boil down (n., u. m.) off (n., u. m.) out (n., u. m.) over (n., u. m.) boiler house maker making man -off -out plate room shop smith works boiling #house #point bold face (printing) faced hearted -spirited (u. m.) boll #weevil worm bolsterwork bolt cutter head header heading hole maker -shaped (u. m.) smith strake work bomb #bay proof shell sight thrower -throwing (u. m.) bomber #field bond holder man #paper slave stone woman bonds man woman bone ache #ash	bone —con. black breaker -bred (u. m.) dog (fish) -dry (u. m.) -eater fish -hard (u. m.) head headed lace meal set setter shaker -white (u. m.) work booby #hatch #prize trap boogie-woogie book binder bindery binding board case craft dealer #end fair -fed (u. m.) fold keeper keeping -learned (u. m.) #learning -lined (u. m.) lore #louse lover maker making man mark mate mobile plate rack rest #review room sale seller selling shelf shop stack stall stamp stand stitch -stitching (u. m.) store -taught (u. m.) #trade wise work worm wright writer boom boat #brace -ended (u. m.) #sail #stay town yard boondoggling boot black boy holder hose jack lace	boot —con. last leg legger lick maker making strap #top #tree border land line bore hole sight bosom -deep (u. m.) -folded (u. m.) maker -making (u. m.) botfly bottle bird -fed (u. m.) holder maker making neck nose (fish) -nosed (u. m.) tight #washer bottom #land #plate boughpot bow back bent #compass fin (fish) grace head knot legged light line maker making man -necked (u. m.) #oar pin #saw shot sprit stave string woman worker wow bowerbird bow maker -shaped (u. m.) box board car fish haul head (printing) keeper #kite maker making man #office #score #spring work boxer -off -up brachio (c. f.) all one word brachy (c. f.) all one word
--	--	---	---	--

brain ache cap -cracked (u. m.) craft fag #fever pan power sick -spun (u. m.) storm -tired (u. m.) work worker	break —con. out (n., u. m.) over (n., u. m.) point stone through (n., u. m.) up (n., u. m.) water wind breaker -down man -off -up breast band beam bone -deep (u. m.) -fed (u. m.) #height -high (u. m.) hook mark piece pin plate plow rail rope wise wood work breath -blown (u. m.) -tainted (u. m.) taking bredstitch breech block cloth loader -loading (u. m.) #mechanism piece pin plug sight breeze -borne (u. m.) -lifted (u. m.) -swept (u. m.) way brew house master bribe -free (u. m.) giver giving taker taking worthy bric-a-brac brick bat bound -built (u. m.) -colored (u. m.) field kiln layer laying liner maker making mason -red (u. m.) setter wise work yard bride bed bowl cake chamber cup groom	bride —con. knot lace maiden stake brides maid man bridge board builder head house keeper maker man master piece pot #rail tree #wall ward way work bridle #gate man wise briefcase bright -colored (u. m.) -eyed (u. m.) work brilliant -cut (u. m.) -green (u. m.) brimstone brine bound #cooler house man -soaked (u. m.) bringer-up bristle bird cone (u. m.) -pointed (u. m.) tail bristolboard broad acre ax -beamed (u. m.) bill (bird) brim cast caster cloth #gage head hearted #jump leaf (n.) -leaved (u. m.) loom minded -mouthed (u. m.) share (n., v.) sheet (n.) side sword tail (n.) way wife wise woven broken -down (u. m.) hearted -legged (u. m.) -mouthed (u. m.) bromo (c. f.) all one word broncho (c. f.) all one word bronebuster	bronze bound -clad (u. m.) -covered (u. m.) #liquor -red (u. m.) smith wing (bird) broom #handle -leaved (u. m.) maker -making (u. m.) stick tail brother -german hood -in-law brow beat beaten beating bound piece point post brown back #bread -eyed (u. m.) out (n., u. m.) print #rot #rust stone tail (moth) brush ball bird #holder land maker making man off (n., u. m.) -treat (v.) wood work brusher -off -up bubble #gum buck eye -eyed (u. m.) #fever horn hound #moth passer passing plate pot saw shot skin skinned stall stay stove tail tooth wagon wash bucket maker making man #seat -shaped (u. m.) shop bud #moth #rot time wood worm	buff -tipped (u. m.) ware -yellow (u. m.) buffalo back (fish) #dance bug bear bite -eyed (u. m.) fish head (fish) house proof buildup (n., u. m.) built -in (u. m.) -up (u. m.) bulb #rod -tee (u. m.) bulbo (c. f.) all one word bulk head headed -pile (v.) bull back baiting cart dog doze dozer -faced (u. m.) #fiddle fight fighter fighting finch fly frog head headed hide man -mouthed (u. m.) neck nose nosed pen #ring #roarer skin #terrier toad -voiced (u. m.) whack whacker whip bullet head headed maker making proof bull's -eye (nonliteral) -foot bumble bee foot kite bumboat bung hole maker start bunk house load buntline burn out (n.) over (n.) burned-over (u. m.) burner-off
---	--	---	---	---

burnt -out (u. m.) -up (u. m.)	button—con. holer holing hook maker making mold #strike worker	calk-weld (v.) call box boy down (n., u. m.) -in (n., u. m.) #loan #market #money note -off (n., u. m.) out (n., u. m.) -over (u., u. m.) #rate up (n., u. m.)	cane—con. #sugar work canker bird -eaten (u. m.) -inouthed (u. m.) #sore worm cannon ball #fodder proof canoe load man canvas back -covered (u. m.) maker making man #shoe #stitch work worker	carpet—con. #cleaner -cleaning (u. m.) -covered (u. m.) fitter fitting layer laying #loom maker making #repairer -smooth (u. m.) #snake #stitch #sweeper -sweeping (u. m.) way weaver -weaving (u. m.) web work woven carpo (c. f.) -olecranal <i>rest one word</i> carriage maker -making (u. m.) smith way carrier-borne (u. m.) carrot -colored (u. m.) head (nonliteral) juice top (nonliteral)
bus #bar boy #conductor fare line man bush beater buck fighter fighting -grown (u. m.) hammer -headed (u. m.) land #league -leaguer maker making man master ranger ranging whacker whacking wife woman wood bushel man woman business man woman bustup (n., u. m.) busy body -fingered (u. m.) head headed -idle work butt -joint (v.) saw stock strap -weld (v.) butter ball bill bird box -colored (u. m.) #dish fat fingered fingers fish fly head #knife maker making man milk mouth mouthed nut #packer print -rigged (u. m.) scotch -smooth (u. m.) wife woman worker -yellow (u. m.) button -eared (u. m.) -headed (u. m.) hold holder hole holed	by -and-by -by -the-way (n., u. m.) -your-leave (n., u. m.) <i>rest one word</i> C -sharp -star C-tube cab driver driving fare man #owner stand cabbage fly head worm cabin #car house cabinet maker making work worker working cable #car holder -laid (u. m.) #length man #ship way caco (c. f.) <i>all one word</i> caddis fly worm cage #antenna #bird man #stand work cake baker box bread -eater house maker making mixer -mixing (u. m.) pan walk walker calci (c. f.) <i>all one word</i> calf bound #love skin time calico back (fish) #bass	cam shaft #switch #wheel camel back (rubber) -backed (u. m.) driver -faced (u. m.) keeper man camel's #hair (n.) -hair (u. m.) camera #lucida man #obscura camp #bed #chair craft fire #follower ground #hospital #meeting site stool ward can #buoy capper maker making not #opener canal boat man side candle bomb box fish fly -foot holder -hour light lighter lighting lit maker making -meter power -shaped (u. m.) stand stick wick wright candy maker stick cane -backed (u. m.) brake #chair crusher cutter field #press #seat	cap -flash (v.) maker making nut #screw sheaf shore stone car barn -borne (u. m.) boy break builder fare #ferry #float goose hop line load lot man -mile port shop sick #wheel carbo (c. f.) <i>all one word</i> carbol (c. f.) <i>all one word</i> carcino (c. f.) <i>all one word</i> card board case #catalog holder -index (u. m., v.) maker making player room sharp stock cardio (c. f.) -aortic <i>rest one word</i> care free -laden (u. m.) taker taking -tired (u. m.) worn carpet bag bagger bagging beater beating	cast away (n., u. m.) back (n., u. m.) -by (u. m.) house #iron off (n., u. m.) out (n., u. m.) -ridden (u. m.) #steel -weld (v.) caster-off

castlebuilder (dreamer)	cellar man way woman	chapel going man	chemo (c. f.) <i>all one word</i>	chitchat chitter-chatter
cat	cell	char	cherry	chloro (c. f.) <i>all one word</i>
back	house	coal	bird	chock
beam	mate	coaled	blossom	ablock
bird	#tester	coaling	-colored (u. m.)	-full (u. m.)
block	#wall	pit	picker	chocolate
boat	cement	woman	picking	-brown (u. m.)
call	#block	charge	#pie	-coated (u. m.)
-eyed (u. m.)	-covered (u. m.)	#account	#pit	#maker
face (n.)	maker	#book	stone (nonliteral)	choir
faced	making	man	#stone (literal)	boy
facing	-temper (v.)	off (n., u. m.)	#wine	#loft
fall	census	chart	chess	man
#fever	#taker	house	board	#master
fish	-taking (u. m.)	room	man	#school
footed	center	chatter	chestnut	wise
gut	#bit	box	-colored (u. m.)	choke
head	board	mark	-red (u. m.)	bore
hole	head (printing)	cheapskate	chicken	bored
#hook	line	check	bill	boring
like	most	bird	-billed (u. m.)	damp
nap	piece	bite	#breast	strap
nip	#point	book	breasted	chokerman
-o-nine-tails	-second	hook	#coop	chole (c. f.)
piece	centi (c. f.) <i>all one word</i>	-in (n., u. m.)	#farm	<i>all one word</i>
skin	centri (c. f.) <i>all one word</i>	line	#farmer	chondro (c. f.)
stitch	centro (c. f.) <i>all one word</i>	list	feed	-osseous
tail	cephalo (c. f.) <i>all one word</i>	mate	heart	<i>rest one word</i>
walk	cerato (c. f.) <i>all one word</i>	nut	hearted	chop
catch	cerebro (c. f.) <i>rest one word</i>	off (n., u. m.)	house	-chop
all (n., u. m.)	cervico (c. f.) <i>rest one word</i>	out (n., u. m.)	#pest	house
-as-catch-can (u. m.)	cess	rack	pox	stick
cry	pipe	roll	#wire	#suey
land	pit	roller	#yard	chow
line (printing)	pool	room	chief	chow
penny	chaffcutter	rope	#justice	#mein
plate	chain	rowed	-justiceship	Christ
#stitch	#bag	rower	#mate	-given (u. m.)
#title	#belt	strap	child	-inspired (u. m.)
up (n., u. m.)	-driven (u. m.)	string	bearing	like
water	#gang	up (n., u. m.)	bed	chromo (c. f.)
weight	#letter	#valve	birth	<i>all one word</i>
word	maker	washer	crowing	chromo (c. f.)
work	man	weigher	hearted	<i>all one word</i>
cater	#reaction	work	hood	chuck
corner	stitch	weighman	kind	hole
cornered	store	work	#labor	plate
wauling	work	weiger	life	#rib
cat's	chair	work	-minded (u. m.)	wagon
-eye (nonliteral)	fast	writing	ridden	chuckle
-paw (nonliteral)	maker	checker	wife	head
cattle	making	board	chill	headed
#boat	man	breast (bird)	-cast (u. m., v.)	chunkhead
#breeder	man	-in	room	church
feed	mender	-off	chín	craft
man	mending	-out	band	#door
#raiser	-shaped (u. m.)	-up	-bearded (u. m.)	goer
#raising	warmer	wise	-chin	going
#ranch	woman	work	cloth	like
#train	chalk	work	cough	man
yak	cutter	cheerleader	-high (u. m.)	manlike
cauliflower	-eyed (u. m.)	cheese	piece	ward
#ear	line	board	rest	way
-eared (u. m.)	stone	box	#shield	woman
#ware	-white (u. m.)	burger	strap	work
cause	worker	cake	china	yard
way	chamber	cloth	#bark	churn
wayman	maid	curd	-blue (u. m.)	-butted (u. m.)
cavalryman	#music	cutter	#shop	milk
cave	woman	head	ware	churrworm
dweller	change	headed	China	cider
-dwelling (u. m.)	house	#knife	man	maker
#fish	over (n., u. m.)	lip	town	making
-in (n., u. m.)	chap	maker	woman	cigar
man	book	making	chip	box
cease-fire (n., u. m.)	fallen	parer	board	case
cedar		paring	munk	cutter
bird		plate	#shot	fish
#chest		#press	wood	holder
-colored (u. m.)		#tub	chiro (c. f.)	maker
#leaf		chemico (c. f.) <i>all one word</i>	<i>all one word</i>	making
maker			#bit	-shaped (u. m.)
ware			-cut (u. m.)	#smoker
celi (c. f.) <i>all one word</i>			-edged (u. m.)	store
celio (c. f.) <i>all one word</i>			#grinder	cigarette
			#maker	#case
			mouth (fish)	#holder

cigarette —con. #maker -making (u. m.) #paper cine (c. f.) <i>all one word</i> circuit #breaker #court man #rider circum (pref.) arctic, pacific, etc. -Saturnal, etc. <i>rest also one word</i> cirro (c. f.) <i>all one word</i> cis (pref.) alpine atlantic -trans (u. m.) <i>rest also one word</i> city -born (u. m.) bound -bred (u. m.) #editor folk #man scape wide clam bake cracker (fish) shell worm clampdown (n., u. m.) clans man woman clap board net trap clasp hook #knife class book -conscious (u. m.) #consciousness #day man mate room work claw bar -footed (u. m.) hammer hatchet -tailed (u. m.) clay #band bank -colored (u. m.) man pan #pigeon pit ware works clean -cut (u. m.) handed hearted out (n., u. m.) -shaved (u. m.) -smelling (u. m.) up (n., u. m.) clear cole -cut (u. m.) #day -eyed (u. m.) headed hearted -sighted (u. m.)	clear —con. starch (v.) up (n., u. m.) wing clearing #agent house cleft -footed (u. m.) -graft (v.) clergy man woman cliff bound dweller -dwelling (u. m.) #face side #swallow top -worn (u. m.) cliffsmen clinch -built (u. m.) work cling fish stone clink -clank stone clinker -built (u. m.) work clip -clop -edged (u. m.) sheet clipper -built (u. m.) man #ship cloak -and-dagger (n., u. m.) maker making room clock case face house keeper maker making -minded (u. m.) room setter smith #tower wise work clod breaker head hopper hopping pate pated close bred breeding #call -connected (u. m.) cross crossed crossing -cut (u. m.) -fertilize (v.) fisted handed headed hearted minded mouthed out (n., u. m.) up (n., u. m.) wing (moth)	closed #chain -circuit (u. m.) #end #shop cloth -backed (u. m.) bound maker making worker clothes bag basket brush #closet horse line man pin press rack #tree yard cloud burst cap capped -hidden (u. m.) land #ring clover bloom blossom #hay leaf seed sick sickness #stubble worm club #car #chair foot footed hand haul house #link man mobile ridden room root #sandwich -shaped (u. m.) #steak woman clutch man #shaft co (pref.) -op <i>rest one word</i> coach -and-four builder building maker making man whip woman work coal bag bagger bin -black (u. m.) boat box breaker #car dealer digger -faced (u. m.) field fish	coal —con. #gas hole -laden (u. m.) #loader #mine #miner soil pit rake sack (astron.) shed ship #star #truck yard coast guardsman land line #pilot side wise coat hanger rack room tail tailed cob head meal web webbed webbing work cobblestone cock bill bird brain crow crowing eye eyed fight fighting head pit roach #robin #sparrow spur sure tail -tailed (u. m.) up (n., u. m.) cockle boat shell cocks comb combed cod bank fish fishery fishing head headed #liver pitchings smack worm coffee cake -colored (u. m.) #cream #cup grower -growing (u. m.) house maker making pot room shop time	coffer dam work coffin #bone -headed (u. m.) maker making cog way wheel coil #antenna box #packing smith #spring coin box #changer holder maker making -operated (u. m.) #silver coke #dust #iron man #oven cold -blooded (u. m.) -chisel (v.) #cream -draw (v.) finch -flow (v.) -forge (v.) frame #front -hammer (v.) -hammered (u. m.) hearted pack -press (v.) proof -roll (v.) -rolled (u. m.) room (n.) -short (u. m.) -shortness -shoulder (v.) #storage store #war #wave -work (v.) cole seed slaw coli (c. f.) <i>all one word</i> collar bag band #beam bird bone bound box #button maker making man #pad #rot work colo (c. f.) <i>all one word</i> color bearer blind #blindness #chart fast -free (u. m.) #guard #line maker
--	---	--	--	---

color —con. making man #sergeant type (printing) (n.) -washed (u. m.)	copper —con. sidesman smith ware wing (butterfly) worker works	cotton —con. field grower -growing (u. m.) #mill mouth (snake) packer picker #print seed sick tail worm	crab —con. eater eating faced hole man meat stick -yaws (n.)	crepe —con. #rubber #suzette crest #factor fallen line crew #list man
comb #brush #case holder maker making -toothed (u. m.)	copy book cat cutter cutting desk #editor fitter fitting holder holding man reader right righter writer	council man woman count #wheel counter #check (banking) #septum -off <i>as combining form,</i> <i>one word</i>	crack ajack (n., u. m.) brained down (n., u. m.) jaw pot -the-whip (n., u. m.) up (n., u. m.) crackleware cracksman	crime bustle busting wave criss cross crossed crockeryware
come -along (tool) back (n., u. m.) -between (n.) down (n.) -off (n., u. m.) -on (n., u. m.) -out (n.) -outer uppuce	coral -beaded (u. m.) bound -red (u. m.) #reef #stitch	countinghouse country -born (u. m.) -bred (u. m.) folk man people #seat side ward wide woman	cradle board land maker man side #snatcher song time	crook <i>all one word</i> -foot (n.) -legged (u. m.) -nosed (u. m.) #stick -toothed (u. m.)
comic #book #opera commander #in #chief commandoman committee man woman	cord maker wood	court bred craft house like -martial #plaster room ship work yard	craft #union work	crop -bound (u. m.) -haired (u. m.) head #index land man #rotation
common #carrier #law place sense sensible weal wealth	core #drill maker making #print	cousin -german hood -in-law	crane #driver man way	cross -appeal arm armed band banded banding bar barred beak (bird) beam bearer bedded bedding belt bench
companion ship way	cork board -lined (u. m.) maker making screw wing (bird)	cover alls #crop let side up (n., u. m.)	cranium (c. f.) <i>all one word</i>	crash dive (v.) land (v.) crawfish
companywide concertmaster	corn bin bird #borer bread cake cob -colored (u. m.) cracker crib crusher cutter dodger -fed (u. m.) field fly #fodder grower house husk husker land loft meal picker #pit (market) #pone stalk starch #stover worm	cow barn bell boy catcher -eyed (u. m.) fish gate girl hand hearted herd hide hitch keeper lick man path pen #pony pox puncher shed skin sucker tail yard	crank bird case -driven (u. m.) man pin pit shaft #wheel	crawl -a-bottom (fish) up (n., u. m.)
cone -in-cone (u. m.) maker making -shaped (u. m.) speaker conference #room Congress man man #at #large woman	costo (c. f.) <i>all one word</i>	crab cake catcher	crayon board stone	cream cake #cheese -colored (u. m.) #gag maker making ware
contra (pref.) -acting -approach -ion <i>rest one word</i>	cotter #pin way		credit man #union	creep hole mouse
cook book house maid room shack shop stove	cotton -clad (u. m.) -covered (u. m.)		creek bed fish side	crepe #de #chine #paper
cool headed house				examination -examine (v.) -examiner
coonskin				
coop -in (u. m.) -up (u. m.)				
copper bottom (v.) -bottomed (u. m.) -colored (u. m.) head -headed (u. m.) #mine #miner nose plate -plated (u. m.) proof				

cross—con.	crow's	cutter—con.	day—con.	deck
-eye (n., u. m.)	-foot (nonliteral)	-off	fly (insect)	hand
-eyed (u. m.)	-nest (nonliteral)	-out	-fly (aviation) (v.)	house
fall	crow'n	-rigged (u. m.)	-flying (u. m.)	load
feed	bar	-up	going	swabber
-fertile (u. m.)	maker	cuttle	#laborer	deep
-fertilization	making	bone	#letter	-affected (u. m.)
-fertilize (v.)	piece	fish	light	-cut (u. m.)
-fiber (u. m.)	#plate	cyano (c. f.)	lighted	-engraved (u. m.)
file	#post	<i>all one word</i>	lit	-felt (u. m.)
fire	#sheet	cycle	long (u. m.)	-freeze (u. m., v.)
flow	#wheel	car	man	-freezing (u. m.)
foot	work	smith	mark	-frying (u. m.)
-grained (u. m.)	crybaby	cyelo (c. f.)	#nurse	going
hand	crypt (c. f.)	-olefin	room	-grown (u. m.)
handed	-Christian, etc.	<i>rest one word</i>	#school	-laid (u. m.)
hatch	<i>rest one word</i>	cysto (c. f.)	#shift	most
hatching	crystal	<i>all one word</i>	side	mouthed
haul	-clear (u. m.)	cyto (c. f.)	star	-rooted (u. m.)
head	-girded (u. m.)	<i>all one word</i>	time	#sea
-immunity	-smooth (u. m.)	D	#vision	-seated (u. m.)
-index (u. m.)	cub	-day	work	-set (u. m.)
-interrogate (v.)	master	-major	worker	-sunk (u. m.)
-interrogatory	#shark	-plus-4-day	de (pref.)	-voiced (u. m.)
-invite (v.)	cubby hole	D-handle	-air	water (u. m.)
legs	cuddyhole	dairy	-ice	waterman
-level (v.)	cullboard	#farm	-icer	deer
-license (v.)	cumulo (c. f.)	-fed (u. m.)	-ion	drive (n.)
lift (v.)	<i>all one word</i>	-made (u. m.)	<i>rest one word</i>	-eyed (u. m.)
light	cup	maid	dead	fly
line	bearer	man	-alive	food
lock	board	woman	beat (n.)	herd
lots	cake	damp	born	horn
mark	#custard	proof	-burn (v.)	hound
mate (v.)	ful	proofing	#center	keeper
over (n., u. m.)	#grease	-stained (u. m.)	-cold (u. m.)	#lick
patch	head	damping-off (n.,	-dip (v.)	meat
path	headed	u. m.)	-drunk (u. m.)	skin
piece	holder	dance	#end	stalker
plow (v.)	#hook	band	-ender	stalking
-pollinate (v.)	maker	hall	eye (n.)	stand
-pollination	making	danger	-eyed (u. m.)	stealer
-purpose (n.)	stone	-fearing (u. m.)	fall	yard
-question	curb	#line	head	degree
rail	#bit	#point	headed	-day (measure)
-reaction	#market	#zone	hearted	wise
-refer (v.)	#roof	dare	#heat	demi (pref.)
-reference	#sending	-all (n., u. m.)	-heated (u. m.)	-Christian, etc.
-referring	stone	devil	-heater	-incognito
road	stoner	deviltry	-heavy (u. m.)	<i>rest one word</i>
row	cure-all (n., u. m.)	say	house	departmentwide
#rule	curly	dark	latch	depth #charge
#section	head	-eyed (u. m.)	#letter	dermato (c. f.)
-shaft	headed	hearted	light	<i>all one word</i>
-slide	locks (n.)	horse (nonliteral)	line	derrick
-spale	#maple	room	#load	#boat
-staff	currycomb	skin (n.)	lock	#crane
-sterile	cussword	-skinned (u. m.)	man (n.)	man
-sterility	custom	dash	melt	desert
-stitch	-built (u. m.)	board	pan	-bred (u. m.)
-stone	house	light	pay	#fox
-stratification	-made (u. m.)	line (printing)	#reckoning	#ship
-sue (v.)	-tailored (u. m.)	maker	-roast (v.)	desk
-surge (v.)	work	plate	#weight	#helper
tail (n.)	worker	pot	wood	man
talk	cut	wheel	deaf	#room
tie	away (n., u. m.)	date	-dumb	dessert
tied	back (n., u. m.)	line	-dumbness	#fork
-tine (v.)	glass	lined	-mute	#knife
-tined (u. m.)	#hole	mark	-muteness	spoon
town	-in (n., u. m.)	#stamp	deal	spoonful
track	lips (fish)	daughter-in-law	fish	deutero (c. f.)
tree	off (n., u. m.)	dawn	worker	<i>all one word</i>
-vote	out (n., u. m.)	-gray (u. m.)	yard	devil
-voting	over (n., u. m.)	light	death	bird
walk	rate (u. m.)	streak	bed	-devil
way	throat	day	blow	-diver (bird)
web	-toothed (u. m.)	beam	day	dog (a marine)
wise	-under (u. m.)	bed	-divided (u. m.)	fish
word	-up (n., u. m.)	book	-doom (v.)	-inspired (u. m.)
crow	water	break	#house	-ridden (u. m.)
bait	work	-bright (u. m.)	like	#worship
bar	worm	dawn	#rate	dew
#flight	cutter	dream	-struck (u. m.)	beam
foot	-built (u. m.)	dreamer	trap	cap
footed	-down	watch	#warrant	-clad (u. m.)
hop	head	dreaming	-weary (u. m.)	claw
#pheasant	man			damp
#shrike				-drenched (u. m.)

dew —con. drop fall -fed (u. m.) -laden (u. m.) lap lapped point	direction #finder -finding (u. m.) #indicator	dog —con. catcher #days -drawn (u. m.) -ear (v.) -eared (u. m.) face (infantry- man) -faced (u. m.) fall fight fish head -headed (u. m.) hole house #owner shore #show skin tail -tired (u. m.) tooth -toothed (u. m.) #trainer trick trot vane watch -weary (u. m.)	dope book #fend sheet dorsi (c. f.) <i>all one word</i> dorso (c. f.) -occipital <i>rest one word</i> double -barrel (n., u. m.) -barreled (u. m.) -bitt (v.) -breasted (u. m.) -charge (v.) check (n., v.) checked (u. m., v.) #chin -chinned (u. m.) #concave #convex cross (nonliteral) crosser (nonlit- eral) crossing (nonlit- eral) #dagger deal (v.) dealer dealing -decker -distilled (u. m.) -duty (u. m.) -dye (v.) -edged (u. m.) -ender #entry #gear handed -headed (u. m.) header hearted -headed (u. m.) #play -quick (u. m.) #stitch talk #thread #time tone (printing) #track tree -trouble -up (u. m., v.) #work	down —con. dale draft drag face fall fallen feed flow fold folded grade growth hanging haul headed hearted hill lead line look most payment pour rate right river rush shore side sitting slip slope -soft (u. m.) spout stage stairs state stream street stroke swing take throw thrust town trampling trend trodden turn valley ward way weigh weight wind
dextro (c. f.) <i>all one word</i> di (pref.) <i>all one word</i> dia (pref.) <i>all one word</i> diamond back -backed (u. m.) #dust -shaped (u. m.) work diaz (c. f.) -oxide <i>rest one word</i> dice box board #coal cup man play die -away (u. m.) back case -cast (u. m., v.) caster casting -cut (u. m., v.) cutter cutting hard (n., u. m.) head holder maker making #mold #plate #proof (philately) (n.) sinker sinking -square (u. m.) stock diesel -driven (u. m.) -electric (u. m.) #engine dillydally dim -lighted (u. m.) lit out (n., u. m.) diner-out ding bat dong dining #car #hall #room dinitro (c. f.) #spray <i>rest one word</i> dinner #hour time ware dip -dye (v.) -grained (u. m.) head heading #slip ware dipper-in direct #action -connected (u. m.) -indirect	dirty board -cheap (u. m.) #farmer fast -incrusted (u. m.) line plate #road dirty -faced (u. m.) -minded (u. m.) #work dis (pref.) <i>all one word</i> dish board cloth #cover #drainer #gravy maker making pan rack rag #towel washer washing water wiper wiping disk jockey plow -shaped (u. m.) #wheel districtwide ditch bank digger #hand #rider side water ditto graph #mark dive -bomb (v.) #bomber keeper diving #bell #boat do -all (n., u. m.) -gooder -little (n., u. m.) -nothing (n., u. m.) -nought (n., u. m.) dock hand head house land man master side #warehouse worker yard doctor bird fish #solution bird skin dog bite -bitten (u. m.) bolt breeder cart	doll beer face -faced (u. m.) fish house maker making #post dollar #bill bird #diplomacy fish #mark dolly head man way donkey back -drawn (u. m.) -eared (u. m.) #engine man #pump work doodlebug doomsday door bed bell boy brand case check frame head jamb keeper keeping knob maid maker making man mat nail plate post #roller -shaped (u. m.) sill step stone stop strap way yard	dough boy -colored (u. m.) face -faced (u. m.) head maker making man mixer nut dove -colored (u. m.) cot house like tail tailed down beat beater bound by cast check coast come comer coming -covered (u. m.) crier cry curved cut	draft age (allowance) #age (conscripton) #engine -exempt (u. m.) #horse draftsman drag #anchor bar boat bolt #barrow line man net pipe rope saw staff wire dragger -down -in -out -up dragon #beam -eyed (u. m.) fish fly kind #piece

dragon's	drift —con.	dry	duster	earthen
#blood	-mining (u. m.)	-burnt (u. m.)	man	hearted
#teeth	piece	#cell	-off	ware
drain	pin	-clean (v.)	duty	east
board	way	#cleaner	bound	bound
cleaner	weed	-cleaning (u. m.)	-free (u. m.)	#end
man	wind	-cure (v.)	dwelling #house	going
pipe	wood	dock	dye	land
tile		docked	house	-northeast
drainage	book	-dye (v.)	maker	#side
#area	case	-farm (v.)	making	-sider
#canal	#clamp	#goods	mixer	-southeast
way	holder	goodsman	stone	ward
dram	-like	house	stuff	Easter
seller	maker	#kiln	#vat	#bonnet
shop	man	land (u. m.)	ware	tide
draw	master	-pack (u. m., v.)	works	time
-arch (n.)	#pin	#rot	dynamo	easy
arm	#press	-rotted (u. m.)	#brush	going
back	#rack	-salt (v.)	electric	hearted
bar	#rest	wash	genesis	mark (n.)
beam	room	#weight	metamorphosed	-rising (u. m.)
bench	stock	worker	phone	-spoken (u. m.)
board	worker	duck	static	eaves
bolt	yard	bill	#winder	drop
bore		-billed (u. m.)	dys (pref.)	dropper
bridge	drip	blind	<i>all one word</i>	dropping
cut	board	board		#molding
down (n., u. m.)	box	boat		edge
file	cock	foot (tool)	eagle	maker
gate	#coffee	-footed (u. m.)	#eye	making
gear	-cup	hearted	-eyed (u. m.)	man
glove	-drip	house	stone	#plane
head	sheet	#hunter	-winged (u. m.)	shot
horse	stick	-hunting (u. m.)	ear	stone
knife	stone	pin	ache	ways
knot	#tank	pond	cap	wise
link	#valve	#soup	drop	eel
loom	drive	walk	drum	cake
net	away (n., u. m.)	duffelbag	flap	catcher
off (n., u. m.)	boat	dug	guard	catching
out (n., u. m.)	bolt	out (n.)	hole	fare
pin	cap	-up (u. m.)	lap	#netting
plate	head	way	mark	pot
point	-in (n., u. m.)	dull	-minded (u. m.)	pout
sheet	#nozzle	brained	phone	shop
span	pipe	-edged (u. m.)	pick	skin
stop	screw	head	piece	spear
string	#shaft	headed	-piercing (u. m.)	worm
tongs	way	hearted	plug	egg
tube	#wheel	-looking (u. m.)	ring	#albumen
#well	drop	-witted (u. m.)	screw	beater
drawer	away (n., u. m.)	dumb	shot	bound
-down	#bar	bell	sore	cup
-in	bolt	head	splitting	eater
-off	#bomb	waiter	tab	fruit
-out	#folio (printing)	#well	wax	#glue
drawing	-forge (v.)	dump	wig	hot (n.)
#board	-forger	car	witness	nog
-in (n., u. m.)	front	cart	worm	plant
#room	hammer	#heap	earth	-shaped (u. m.)
#table	head	#truck	bank	shell
dray	kick	dunder	board	-white (u. m.)
#horse	leaf (n., u. m.)	head	born	eight
man	leg	headed	bound	-angled (u. m.)
dream	light	dung	-bred (u. m.)	#ball
-haunted (u. m.)	line	beck	#crust	fold
land	man	#beetle	fall	penny (nail)
lit	off (n., u. m.)	bird	fast	-ply (u. m.)
lore	out (n., u. m.)	hill	-fed (u. m.)	score
world	stitch	worm	grubber	-wheeler
dredge	worm	due (c. f.)	#hole	elbow
boat	drug	<i>all one word</i>	#house	board
#chain	-addicted (u. m.)	dust	kin	chair
man	man	bin	light	#length
#net	mixer	box	lit	room
dress	seller	brush	maker	elder
#goods	store	cloth	making	#brother
maker	drum	#counter	nut	brotherhood
making	beat	-covered (u. m.)	quake	brotherly
#parade	#corps	fall	-shaking (u. m.)	-leaved (u. m.)
#rehearsal	fire	-gray (u. m.)	slide	man
up (n., u. m.)	fish	-laden (u. m.)	#spring	#statesman
dressing #room	head	pan	-stained (u. m.)	woman
drift	line	proof	wall	electro (c. f.)
#anchor	#major	storm	ward	-optics
#boat	#saw	tight	wide	-osmosis
bolt	stick	#well	work	-ultrafiltration
meter	-up (n., u. m.)	woman	worm	<i>rest one word</i>
	#winding			

embryo (c. f.) <i>all one word</i>	ever—con. more -normal (u. m.) -present (u. m.) -ready (u. m.) sporting (biol.) which wise	eye—con. line mark -minded (u. m.) #opener peep piece pit point service shade shield shot sick sight sore spot -spotted (u. m.) stalk stone strain string tooth wash water wear	faith breaker breaking #cure worthy fall away (n., u. m.) back (n., u. m.) fish #guy -in (n., u. m.) out (n., u. m.) -plow (v.) -sow (v.) time trap way #wheat #wind fallow #land false #alarm -bottomed (u. m.) #face -faced (u. m.) hearted hood #keel #pretenses -tongued (u. m.) work fame -crowned (u. m.) -thirsty (u. m.) worthy fan back bearer #belt #blade #dance fare fish fold foot house -leaved (u. m.) light maker making man marker -shaped (u. m.) tail -tailed (u. m.) fancy #dress -free (u. m.) -loose (u. m.) work -woven (u. m.) -wrought (u. m.) far -aloft (u. m.) away (n., u. m.) -borne (u. m.) #cry -distant (u. m.) -eastern (u. m.) -famed (u. m.) fetched flung (u. m.) going gone -off (u. m.) -reaching (u. m.) seeing -seen (u. m.) -set (u. m.) sight sighted farm #bloc -bred (u. m.) #bureau hand hold house land	farm—con. place stead steading work worker yard fashion -led (u. m.) monger #piece (naut.) #plate -setting (u. m.) fast -anchored (u. m.) bound -dyed (u. m.) going hold -moving (u. m.) #time (daylight saving) fat #acid back backed -bellied (u. m.) brained -free (u. m.) head headed hearted -soluble (u. m.) father -confessor -in-law land fault finder finding line slip faux #pas fear -free (u. m.) nought -pursued (u. m.) -shaken (u. m.) feather bed (v.) bedding bone brain brained edge edged -footed (u. m.) head headed -leaved (u. m.) man #pillow stitch -stitched (u. m.) -stitching -tongue (v.) way weight wing (moth) work worker fed-up (u. m.) feeble -bodied (u. m.) brained hearted minded feed back (n., u. m.) bag bin board box crusher cutter head mixer pipe rack
empty handed headed hearted -looking (u. m.) #word en #route enamelware encephalo (c. f.) <i>all one word</i>	every body day (n., u. m.) #day (each day) how one (all) #one (distributive) thing #time where doer doing #eye -eyed (u. m.) -faced (u. m.) hearted -looking (u. m.) -minded (u. m.) sayer speaker speaking wishing	evil x #cathedra cathedral communicate -governor #libris #oficio #post #facto #rights -serviceman -trader excess-profits (u. m.) express man #train way extra -alimentary #allowance -American #binding bold bound -Britannic -condensed (u. m.) #current curricular #dividend fine hazardous judicial large marginal mural ordinary polar strong territorial vascular	face about (n., u. m., v.) #ache -arbor (v.) cloth -harden (v.) -hardened (u. m.) lifting maker making man mark -on (n., u. m.) piece plate #towel wise work factfinding fade away (n., u. m.) -in (n., u. m.) out (n., u. m.) faint heart hearted #ruling (printing) -voiced (u. m.) fair ground -lead (n., u. m.) minded #play -skinned (u. m.) #trade water way fairy folk hood land like stone #story tale	feather bed (v.) bedding bone brain brained edge edged -footed (u. m.) head headed -leaved (u. m.) man #pillow stitch -stitched (u. m.) -stitching -tongue (v.) way weight wing (moth) work worker fed-up (u. m.) feeble -bodied (u. m.) brained hearted minded feed back (n., u. m.) bag bin board box crusher cutter head mixer pipe rack
ender -on -up endo (c. f.) <i>all one word</i>	excess-profits (u. m.) express man #train way extra -alimentary #allowance -American #binding bold bound -Britannic -condensed (u. m.) #current curricular #dividend fine hazardous judicial large marginal mural ordinary polar strong territorial vascular	factfinding away (n., u. m.) -in (n., u. m.) out (n., u. m.) faint heart hearted #ruling (printing) -voiced (u. m.) fair ground -lead (n., u. m.) minded #play -skinned (u. m.) #trade water way fairy folk hood land like stone #story tale	feather bed (v.) bedding bone brain brained edge edged -footed (u. m.) head headed -leaved (u. m.) man #pillow stitch -stitched (u. m.) -stitching -tongue (v.) way weight wing (moth) work worker fed-up (u. m.) feeble -bodied (u. m.) brained hearted minded feed back (n., u. m.) bag bin board box crusher cutter head mixer pipe rack	feather bed (v.) bedding bone brain brained edge edged -footed (u. m.) head headed -leaved (u. m.) man #pillow stitch -stitched (u. m.) -stitching -tongue (v.) way weight wing (moth) work worker fed-up (u. m.) feeble -bodied (u. m.) brained hearted minded feed back (n., u. m.) bag bin board box crusher cutter head mixer pipe rack

feed—con. store stuff #tank #truck #valve way #wire feeder -in -up fellow craft ship <i>rest two words</i> felt cutter -lined (u. m.) maker making packer #roller #roofer work worker fen bank land man fern -clad (u. m.) grower land leaf -leaved (u. m.) ferro (c. f.) -carbon-titanium -uranium <i>rest one word</i> ferry boat #bridge #car house man master #slip way fever #heat less like -stricken (u. m.) trap -warm (u. m.) fiber board -faced (u. m.) #plaster stitch fibro (c. f.) -osteoma <i>rest one word</i> fickle hearted -minded (u. m.) fiddle back -faddle head headed maker -shaped (u. m.) stick string field ball #battery bird book #corn fare (bird) glass goal house man piece work worker	fierce -eyed (u. m.) hearted -looking (u. m.) fiery -flaming (u. m.) -hot (u. m.) #liquid -red (u. m.) -tempered (u. m.) fig bar eater leaf shell worm figure head -of-eight (u. m.) #work (printing) file card fish #grinder -hard (u. m.) maker making setter smith -soft (u. m.) fill -in (n., u. m.) out (n., u. m.) -up (n., u. m.) filler cap -in -out -up #wall film cutter goer going land #paper slide strip -struck (u. m.) fin back fish foot (bird) #keel -shaped (u. m.) fine #arts -cut (u. m., v.) -draw (v.) -drawn (u. m.) -featured (u. m.) -looking (u. m.) -set (u. m.) finger breadth -cut (u. m.) fish hold hole hook mark nail parted post print shell spin stall stone tip work fire arm #alarm back (n.) ball bell bird board	fire—con. boat bolt box brand brat break brick bug -burnt (u. m.) #call -clad (u. m.) #clay coat cracker crest -cure (v.) damp #drill -eater fall fang fanged fly guard -hardened (u. m.) house light line lit man place plow plug -polish (v.) power proof -red (u. m.) -resistant (u. m.) room safe safety side spout stone #test trap wall warden water wood work worker worm firm -footed (u. m.) hearted -set (u. m.) -up (n., u. m.) first #aid -alder -born (u. m.) -class (u. m.) corner hand (adv., u. m.) -made (u. m.) -named (u. m.) -nighter -rate (u. m.) -rater fish back backed bed -bellied (u. m.) berry bolt bone cake #day #dinner eater eye -eyed (u. m.) fall -fed (u. m.) garth hook	fish—con. house -joint (v.) line man #market meal monger mouth plate pond pool pot pound skin tail way weir wife woman works worm yard fisher boat boy folk girl man people woman fit out (n.) strip five bar fold -ply (u. m.) -pointed (u. m.) -reeler score -shooter flag bearer boat maker making pole post -raising (u. m.) ship -signal (v.) staff stick stone #stop worm flame -colored (u. m.) -cut (v.) proof thrower tight flange #nut way flannel mouth mouthed flap cake doodle -eared (u. m.) jack flare back (n., u. m.) board light up (n., u. m.) flash back (n., u. m.) board bulb card gun lamp over (n., u. m.) pan	flash—con. point proof flat back (bookbind- ing) bed (printing) boat -bottomed (u. m.) car -compound (v.) fish fold foot (n.) footed hat head headed iron land nose -rolled (u. m.) #silver top -topped (u. m.) ware way wise woods work worm yard flax board drop field -leaved (u. m.) man -polled (u. m.) seed wife woman fla bite -bitten (u. m.) hopper fleet #admiral foot -footed (u. m.) wing flesh brush fly hook -pink (u. m.) pot fleur-de-lis flim flam flammer flint #glass hearted lock #paper work worker flip -flap -flop -up (n., u. m.) float board #iron maker man plane stone work flock book man master owner wise flood board cock
--	--	---	--	---

flood—con.

#control
gate
lamp
light
lighting
mark
#plain
tide
time
water
way
wood
floor
beam
board
cloth
head
lamp
#leader
line
load
man
mat
mop
#plan
#plug
#polish
#show
space
stain
walker
ward
#wax
-waxing (u. m.)
way
wise
work

flop
house
wing (moth)

flour
bag
#barrel
bin
#blender
#grinder
maker
making
#mill
#miller
#mixer
sack

flow
meter
off (n., u. m.)
sheet

flower
bed
bud
-crowned (u. m.)

#cup
#grower
-hung (u. m.)
maker
making
piece
pot
-scented (u. m.)
#shop
#show
#stalk
time
work

flue
-cure (v.)
man

fluid
-compressed (u. m.)
#drive
extract (pharm.)
(n.)
glycerate
#ounce
#pressure
fluo (c. f.)
all one word
fluoro (c. f.)
all one word

flush

bound
-cut (u. m.)
-decked (u. m.)
-decker
gate
#head (printing)
#tank
flute
bird
like
mouth (fish)
work
fluvio (c. f.)
all one word

fly
away
back
ball
-bitten (u. m.)
blow
blown
boat
boy
-by-night (n., u. m.)
catcher
catching
eater
-fish (v.)
-fisher
-fisherman
#fishing
flap
flapper
-free (u. m.)
leaf
line
man
paper
proof
sheet
speck
-specked (u. m.)
tail
tier
trap
way
weight
wheel
winch

flying
#boat
#bomb
#column
#fish
foam
bow
-crested (u. m.)
#rubber
-white (u. m.)

fog
born
bound
bow
dog
eater
-hidden (u. m.)
horn
-ridden (u. m.)
foldup (n., u. m.)

folk
craft
#custom
#dance
free (u. m.)
lore
song
way
follow
through (n., u. m.)
up (n., u. m.)
follower-up

food
grower
packer
shop
sick
stuff
#value

fool

fish
hardy
headed
proof
foolscap

foot
-and-mouth (u. m.)
ball
band
blower
board
brake
breadth
bridge
-candle
fall
-free (u. m.)
gear
-grain
halt
hill
hold
-lambert
licker
licking
light(s)
line
lining
lock
locker
loose
man
mark
note
noted
pad
path
pick
plate
-pound
-pound-second
power
print
race
rail
rest
room
rope
scald
-second
slogger
sore
stalk
stall
step
stick
stock
stone
stool
-ton
walk
wall
way
wear
-weary (u. m.)
work
worn

for (pref.)
all one word
fore
-age
-and-aft (n., u. m.)
-and-after (n.)
-edge
-end
-exercise
rest one word
forest
bound
-clad (u. m.)
-covered (u. m.)
craft
#land
#ranger
side

fork
head
lift

fork—con.

maker
man
-pronged (u. m.)
smith
tail
-tailed (u. m.)
form
board
#letter
#work (printing)
forth
coming
right
with
fortune
#hunter
#hunting
teller
telling
forty-niner
foul
#ball
#brood
#line
-looking (u. m.)
mouthed
#play
-spoken (u. m.)
-tongued (u. m.)
up (n., u. m.)
foundry
man
#proof (printing)
fountain
head
#pen
four
-bagger
-ball (u. m.)
-eyed (u. m.)
-eyes (fish)
flush
flusher
flushing
fold
-footed (u. m.)
-in-hand (n., u. m.)
-masted (u. m.)
-master
penny (nail)
-ply (u. m.)
score
some
square
squared
-wheeler
fox
-faced (u. m.)
fish
hole
hound
#hunting
skin
skinned
tail
tailed
#terrier
trot
fracto (c. f.)
all one word
frame
house
maker
making
smith
up (n., u. m.)
work
worker
frankhearted
free
board
boot
booter
born
-for-all (n., u. m.)
-grown (u. m.)
hand (drawing)
handed

free—con.

hearted
hold
holder
-lance (u. m., v.)
man
martin
-minded
masonry
#port
-spoken (u. m.)
standing (u. m.)
stone
thinker
thinking
#thought
#trade
trader
way (highway)
wheel (v.)
wheeler
wheeling
#will (u. m.)
woman
freed
man
woman
freeze
out (n., u. m.)
up (n., u. m.)
freight
#house
-mile
#room
#train
French
man
-minded (u. m.)
woman
fresh
hearted
-looking (u. m.)
man
-painted (u. m.)
fret
work
worked
friarbird
frock
#coat
maker
frog
belly
eater
-eyed (u. m.)
face
fish
hopper
land
mouth
nose
pond
skin
tongue (medicine)
front
-focused (u. m.)
line
#page
piece
stall
-wheel (u. m.)
frontiersman
fronto (c. f.)
-occipital
-orbital
rest one word
frost
bird
bite
bound
bow
fish
-free (u. m.)
-hardy (u. m.)
-heaving (u. m.)
-killed (u. m.)
lamp
line

frost —con. proof work	gain —con. saying set -sharing (u. m.) speaking twist	gate —con. wayman wise woman works	give -and-take (n., u. m.) away (n., u. m.)	goat's -hair -horn
fruit cake fly grower growing man picker #salad #shop stalk #sugar time wise woman worm	gall bladder fly stone	gay cat -colored (u. m.) #dog -looking (u. m.)	glacio (c. f.) <i>all one word</i>	God -conscious (u. m.) -fearing (u. m.) -forsaken (u. m.) -given (u. m.) head -man -ordained (u. m.) -sent (u. m.) -sped (u. m.) speed -taught (u. m.) ward
frying #pan fuel #line #oil wood	galley man #proof (printing) #slave -west (u. m.) worm	gear box case -driven (u. m.) fitter maker man -operated (u. m.) #ratio set shift wheel	glass blower blowing cutter cutting -eater -eyed (u. m.) fish -hard (u. m.) house maker making man #paper ware #wool work worker working works	god child daughter father head hood less like mother parent send ship son sonship wit (bird)
full back -bellied (u. m.) blood blooded bloodedness -bound (u. m.) #depth face faced -fashioned (u. m.) -flowering (u. m.) -grown (u. m.) -handed (u. m.) -headed (u. m.) hearted -lined (u. m.) #load mouth mouthed #speed -strength (u. m.) -time (u. m.) #weight fundholder	galvano (c. f.) <i>all one word</i>	gelatin -coated (u. m.) maker -making (u. m.) gelatine (c. f.) bromide chloride	glauco (c. f.) <i>all one word</i>	goggle -eye (fish) -eyed (u. m.) -nose (bird) golings-on
funnel form maker -shaped (u. m.)	game bag cock craft #fowl keeper keeping room	gem cutter -set (u. m.) #stone work	glaze #wheel work	gold beater beating bound brick (swindle) #brick (of real gold) -bright (u. m.) -brown (u. m.) bug digger digging #dust -filled (u. m.) finch finny (fish) fish foil hammer (bird) head (bird) -inlaid (u. m.) leaf maker making plate (v.) -plated (u. m.) -plating (u. m.)
fur -clad (u. m.) #farm -lined (u. m.) #lining -trimmed (u. m.)	garage man #can man #truck	genito (c. f.) <i>all one word</i>	globe fish holder trotter trotting	golosso (c. f.) <i>all one word</i>
fuse #block board #gage plug	gape seed worm garageman garbage #can man #truck	gentle folk hearted -looking (u. m.) man (n.) -mannered (u. m.) mouthed #sex -spoken (u. m.) woman (n.)	glove maker making #silk	glycero (c. f.) <i>all one word</i>
G -major -man -minor -sharp gabfest	garnet -brown (u. m.) work	geo (c. f.) <i>all one word</i>	glow fly lamp meter worm	glyco (c. f.) <i>all one word</i>
gad about (n., u. m.) fly wall (duck)	gas bag -driven (u. m.) -fired (u. m.) firing fitter fitting -heated (u. m.) holder house -laden (u. m.) lamp light lighted lighting line lock #main maker man #mask meter tight #warefare #well worker works	germ #cell -free (u. m.) #layer proof gerrymander get -at-able away (n., u. m.) off (n., u. m.) -together (n., u. m.) up (n., u. m.)	glue #bottle maker making pot stock	go -ahead (n., u. m.) -as-you-please (u. m.) -back (n., u. m.) -between (n.) by (n.) cart -devil (n.) down (n.) -getter -getting (n., u. m.) -off (n., u. m.)
gaff -topsail	gastro (c. f.) -omental <i>rest one word</i>	ghost craft -haunted (u. m.) land #town write (v.) writer	glycero (c. f.) <i>all one word</i>	golden #age eye (bird) -fingered (u. m.) -headed (u. m.) #mean mouthed #rule wing (bird)
gag -check (v.) #law man root #rule	gate house keeper leg (u. m.) legged (u. m.) man #money pin post tender ward way	giddy brain brained head headed -paced (u. m.) #twin write (v.) writer	goal keeper mouth (fish) post	good by #fellow -fellowship -for-nothing (u. m.) hearted -looker -looking (u. m.)
gage #block line pin		gin house -run (u. m.)	goat -bearded (u. m.) -drunk (u. m.) -eyed (u. m.) fish herd land #milk skin stone sucker (bird)	
gain say sayer		ginger #ale #beer bread -colored (u. m.) snap spice work		

good —con. -natured (u. m.) #will (kindness) will (asset) goose beak (fish) bird bone -cackle #egg -eyed (u. m.) fish flesh -footed (u. m.) herd house mouth neck necked pimples pimpily rump rumped skin step stepper wing winged gospel like -true (u. m.) gourd head worm Government (na- tional) -in-exile -owned (u. m.) governmentwide (any government) grab -all (n., u. m.) hook rope grade #crossing finder line grain #alcohol -cut (u. m.) #elevator field -laden (u. m.) land man mark sick #weevil gram -fast (u. m.) -meter -molecular -negative (u. m.) -positive (u. m.) grand aunt child daughter father fatherly mother motherly nephew niece parent sire son stand uncle granite like ware grant-in-aid grape fruit juice -leaved (u. m.) seed	grape —con. shot skin stalk stone vine graph alloy #paper grapho (c. f.) <i>all one word</i> grass bird #blade -clad (u. m.) -covered (u. m.) cutter flat -green (u. m.) hop hopper land nut plot quit (bird) roots (nonliteral) widow widower widowhood grave bound clothes digger digging maker making side stead stone ward yard gravel -blind (u. m.) stone gray back (n., u. m.) beard (n.) -clad (u. m.) coat (n.) -eyed (u. m.) fish -haired (u. m.) head -headed (u. m.) #market #matter pate (bird) grease #gun #monkey #pit proof great -aunt coat coated -eared (u. m.) -grandchild -granddaughter -grandfather -grandmother -grandson head (duck) -headed (u. m.) heart hearted mouthed -nephew -niece -uncle green back (n., u. m.) backed belt (community) bone (fish) -clad (u. m.) -eyed (u. m.) finch fish	green —con. gage (plum) gill grocer grocery head (duck) headed hearted horn house keeper keeping -leaved (u. m.) #manure room sand (geology) sick stone (mineral) stuff sward tail (fish) town (community) ware wing (bird) #wood (literal) wood (forest) yard greyhound grid iron #leak line griddlecake grill room work grindstone grip man sack wheel gristmill gross #income -minded (u. m.) #ton #weight grotto work ground bird borne #floor #glass hog man mass nut plot #rent #sluice -sluicer speed #swell ward #water work group -connect (v.) #insurance grown up (n., u. m.) upness grub #hoe #prairie stake worm guard house line (printing) plate rail room #wire guardsman guess rope warp work	guest chamber house room rope guide board book craft line #meridian post #rail way #word guider-in guinea #fowl #hen #pig gum #arabic boil chewer digger drop field -gum lac maker making -saline (n.) shoe gun #barrel bearer boat builder cotton crew deck fight fighter fighting fire flint house (naval) lock maker making man #metal #mount paper pit play point powder power rack -rivet (v.) room runner running shop shot -shy (u. m.) sight smith stock wale gut less string guttapercha gutter blood -bred (u. m.) man snipe spout gymno (c. f.) <i>all one word</i> gyneco (c. f.) <i>all one word</i> gyro #horizon #mechanism	gyro —con. #pelorus <i>as combining form, one word</i> H -bar -beam -piece H-hour hack barrow hammer log man saw hag born fish #moth ride (v.) ridden hail #fellow stone storm hair band bird breadth brush -check (n.) cloth cut (n.) do dresser dressing -fibred (u. m.) line lock pin #raiser #ribbon space (printing) splitter splitting spring stone streak stroke (printing) #trigger work worm half -and-half (n., u. m.) -afraid -alive -angry back (football) -baked (u. m.) -baked (u. m.) beak (fish) #binding blood (n.) blooded -bound (u. m.) -bred (u. m.) breed caste #cent -clear cock (v.) cocked (nonlit- eral) -dark #day deck -decked (u. m.) -decker -feed (v.) headed hearted #hour -hourly (u. m.) #load -loaded (u. m.) -mast #measure
--	---	---	---	--

half—con.	hand—con.	hard—con.	haul	head—con.
#mile	hole	back (beetle)	about (n., u. m.)	plate
-miler	-in-hand (u. m.)	-baked (u. m.)	back (n.)	post
-monthly (u. m.)	kerchief	-bitten (u. m.)	haulageway	quarters
#moon	-knit (v.)	-boiled (u. m.)	have-not (n., u. m.)	rail
#nelson	-knitter	#cash	haversack	reach
-on (n., u. m.)	laid	#coal	hawk	rest
pace	-letter (v.)	fist (n.)	bill	ring
paced	#lever	fisted	-billed (u. m.)	room
#past	like	handed	-nosed (u. m.)	rope
penny	line	head	hawse	sail
pennyworth	liner	headed	hole	set
-ripe	made	hearted	#hook	setting (printing)
-shy	maid	-hit (u. m.)	man	shake
-sole (v.)	-me-down (n., u. m.)	#labor	piece	sill
#speed	mill	-looking (u. m.)	pipe	skin
stitch	mix (v.)	mouth (fish)	hay	spin
-strength (u. m.)	mold (v.)	mouthed	band	spring
title	off (n., u. m.)	pan	bird	stall
tone (printing)	out (n., u. m.)	-pressed (u. m.)	cap	stand
track	pick (v.)	#rubber	cart	start
-true	picked	#sauce	cock	stick
-truth	post	-set (u. m.)	#fever	stock
way	press	#shell (n.)	field	stone
-weekly (u. m.)	pressman	ship	fork	stream
wit	print	spun	grower	strong
-witted (u. m.)	rail	stand	lift	strongly
-yearly (u. m.)	railing	standing	loft	#tax
hall	reading	tack	maker	wall
boy	saw	tail (fish)	making	waiter
mark	scrape (v.)	#up	market	water
way	set	ware	mow	way
ham	shake	wareman	rack	wear
shackle	shaking	way (beach)	rake	wind
string	spade	#wheat	raker	work
hammer	spike	-won (u. m.)	rick	worker
bird	splice	wood	-scented (u. m.)	working
cloth	split	#work	seed	yard
dress (v.)	spring	wrought	stack	header-up
-hard (u. m.)	spun	hare	time	heal-all (n., u. m.)
-harden (v.)	-stamp (v.)	brain	wire	healthcraft
-hardened (u. m.)	stand	brained	hazel	hearing #aid
#hardening	stitch	footed	-eyed (u. m.)	heart
head	stone	hearted	nut	ache
headed	stroke	hound	he-man	aching
lock	stuff	lip	head	#attack
maker	-tailored (u. m.)	lipped	ache	beat
man	tap	-mad (u. m.)	aching	bird
proof	tight	harness	achy	block
smith	tool	maker	band	blood
stone	-tooled (u. m.)	-making (u. m.)	bander	bound
#thrower	-tooling (u. m.)	#race	block	break
toe	wear	harum-scarum	board	breaker
-weld (v.)	weave	harvest	cap	breaking
work	wheel	#lice	chair	broken
-wrought (u. m.)	work	man	cheese	burn
hand	worked	time	chute	burning
bag	worker	has-been (n.)	cloth	deep
ball	working	hash	dress	#disease
baller	woven	house	-ender	felt
bank (v.)	write (v.)	mark	fish	-free (u. m.)
barrow	writing	hat	foremost	grief
bill	written	band	frame	heavy
book	wrought	box	gate	leaf
-bound (u. m.)	handie-talkie	brim	gear	-leaved (u. m.)
bow	handlebar	brush	house	line
brake	hang	cleaner	hunt	nut
breadth	back (n.)	#hook	hunter	quake
-built (u. m.)	bird	maker	hunting	seed
car	dog	making	lamp	sick
cart	fire	piece (cap)	land	sickening
-carve (v.)	man	pin	ledge	sickness
clap	nail	rack	light	sore
#clapping	nest (bird)	rail	lighting	string
clasp	net	shop	line	struck
-clean (v.)	out (n., u. m.)	stand	liner	throb
craft	over (n., u. m.)	store	lock	-throbbing (u. m.)
crank	worm	#tree	long	-weary (u. m.)
cuff	hanger	hatch	master	wood
cuffed	-back	man	mistress	hearth
#drill	-on	way	mold	man
#fishing	-up	work	most	rug
fold	happy-go-lucky	hatchet	note	stone
grasp	harbor	#face	-on (u. m.)	warming
#grenade	master	-faced (u. m.)	phone	heat
grip	side	fish	piece	drops
gun	hard	man		maker
-high (u. m.)	-and-fast (u. m.)	#stake		making
hold				proof

heat —con. #pump #rash -resistant (u. m.) stroke -treat (v.) -treating (u. m.) #treatment #wave heathland heaven -inspired (u. m.) -sent (u. m.) ward wide heaver -off -out -over heavy back -duty (u. m.) -eyed (u. m.) -footed (u. m.) handed headed hearted #hydrogen -looking (u. m.) -set (u. m.) #water weight (n., u. m.) hecto (c. f.) all one word hedge born bound breaker hog hop hopper maker making pig row #trimmer heel ball band block cap fast grip #lift maker making pad path piece plate post print ring stay strap tap helio (c. f.) all one word hell bender bent born bound box (printing) bred cat -dark (u. m.) diver dog fire hole hound -red (u. m.) ship help mate meet helter-skelter	hem stitch stitching hema (c. f.) all one word hemato (c. f.) all one word hemi (pref.) all one word hemo (c. f.) all one word hemp seed string hen bill coop -feathered (u. m.) fish hearted house pecked pecking roost wife woodite yard hence forth forward hepato (c. f.) all one word hepta (c. f.) all one word here about after at by from in inabove inafter inbefore into of on to tofore under unto upon with heroicomic herringbone hetero (c. f.) -ousia, etc. rest one word hexa (c. f.) all one word hi jacked jacker jacking hide -and-see (n., u. m.) away (n., u. m.) bound out (n., u. m.) high ball binder born boy bred brow (nonliteral) -caliber (u. m.) -class (u. m.) #climber flier (n.) flying (u. m.) -foreheaded (u. m.) #frequency handed -hat (v.) headed hearted #intensity jinks	high —con. land (n., u. m.) lander #light (literal) light (nonliteral) -minded (u. m.) #pass #potential -power (u. m.) -pressure (u. m., v.) -priced (u. m.) #proof -reaching (u. m.) -rigger (n.) road #school #seas stepper stepping -tension (u. m.) #tide -up (u. m.) #water way wayman higher #up hill billy bird #country culture (farming) man sale salesman side top hind brain cast foremost gut (n.) head most quarter saddle #shank sight wing hip bone mold shot hippo (c. f.) all one word histo (c. f.) all one word hit -and-miss (u. m.) -and-run (u. m.) -or-miss (u. m.) hitch hiker hiking hoarfrost hoary -haired (u. m.) headed hob goblin nail nailed naller nob nobbed nobbing hobbyhorse hockshop hocus-pocus hod #carrier man hodgepodge hog back -backed (u. m.) #cholera -faced (u. m.) fat fish	hog —con. frame hide nose (machine) -nosed (u. m.) pen skin sty -tie (v.) tight wash -wild (u. m.) yard hog's-back (geol.) hogshead hoist away (n.) man way hold all (n., u. m.) back (n., u. m.) -clear (n., u. m.) down (n., u. m.) fast (n., u. m.) off (n., u. m.) out (n., u. m.) over (n., u. m.) up (n., u. m.) upman holder -forth -on -up hole -high (u. m.) man through hollow back (bookbind- ing) -backed (u. m.) -eyed (u. m.) faced -ground (u. m.) hearted ware holo (c. f.) all one word holy #day stone tide #year home -baked (u. m.) body born bound bred brew comer coming craft -fed (u. m.) felt front -freeze (u. m., v.) -freezer freezing furnishing(s) (n.) goer going growing grown keeper keeping land lander life like made maker making owner owning plate room seeker	home —con. sick sickness site spun stead steadier stretch town ward work worker woven homeo (c. f.) all one word homo #legalis #sapiens homo (c. f.) -ousia, etc. rest one word honey bee -colored (u. m.) comb combed combing dew dewed drop eater fogle hearted -laden (u. m.) lipped maker making moon mooner moonlight moonstruck mouthed pot sucker sweet honor bound #man #roll worthy hood cap mold wink winked winking hoof beat bound mark print -printed (u. m.) hook ladder maker making man nose -nosed (u. m.) pin smith up (n., u. m.) worm hooker -off -on -out -over -up hoop maker making stick hop about (n., u. m.) off (n., u. m.) scotch toad yard
--	---	--	---	--

hope #chest hopper burn #car dozer man horehound hormono (c. f.) <i>all one word</i> horn bill blende blower book -eyed (u. m.) fly pipe stay stone tail tip work worm horny handed head (fish) horse back breaker car cloth craft dealer fair fight fish flesh fly hair haired head herd hide hoof -hour jockey keeper keeping laugh laughter load man manship meat mint #opera play pond power power-hour power-year pox race racer racing sense shoe shoer tail thief #trade whip whipper woman hot bed blood -blooded (u. m.) box brain brained #bread cake -cold dog foot head (n.)	hot—con. headed hearted house #iron -mix (u. m.) pack plate -press (v.) rod (nonliteral) -roll (v.) -rolled (u. m.) spot #war -work (v.) hotel keeper man #manager hound #dog fish man shark hour glass #hand #wheel house boat bound boy break breaker breaking broken builder building cleaner -cleaning (u. m.) coat dress father fly furnishing(s) (n.) guest hold holder holding keep (v.) keeper keeping line maid man master mate mating mistress mother #organ owner pest -raising (u. m.) ridden room smith top wares warming wear wife work wright how -do-you-do (n.) ever soever hub cap -deep (u. m.) maker making human kind like	humble bee hearted -looking (u. m.) mouthed #pie -spirited (u. m.) humero (c. f.) -olcranal <i>rest one word</i> hump back backed -shouldered (u. m.) humpty-dumpty hunch back backed hundred fold -legged (u. m.) -percent -pounder weight hung #jury -up (u. m.) hunger -mad (u. m.) #strike -worn (u. m.) hunts man woman husbandman hush -hush #money hydro (c. f.) <i>all one word</i> hygro (c. f.) <i>all one word</i> hyper (pref.) -Dorian, etc. <i>rest one word</i> hypo (pref.) <i>all one word</i> hystero (c. f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i> I -bar -beam -iron -rail ice berg bird blind #blindness blink boat bone bound box breaker breaking cap capped -clad (u. m.) -cold (u. m.) -cooled (u. m.) -covered (u. m.) craft #cream fall field fish #fishing -free (u. m.) house land	ice—con. line maker making man pack plant plow quake #shelf #storm #water work ichthyo (c. f.) <i>all one word</i> ideo (c. f.) -unit <i>rest one word</i> idle headed -looking (u. m.) -minded (u. m.) #wheel ileo (c. f.) <i>all one word</i> ilio (c. f.) <i>all one word</i> ill -being (n.) #blood -born (u. m.) -bred (u. m.) #breeding (n.) -doing (n., u. m.) #fame -fated (u. m.) #health -humored (u. m.) -looking (u. m.) -treat (v.) #usage -use (v.) #will -wisher -wishing (u. m.) in -and-in (u. m.) -and-out (u. m.) -and-outer -law (n.) #re, #rem, #situ, etc. (Latin) in (pref.) <i>all one word</i> inch -deep (u. m.) -long (u. m.) meal -pound -ton worm index-digest india #ink #paper #rubber indigo -blue (u. m.) -carmine (u. m.) Indo (c. f.) china ¹ -European, etc. industrywide infra (pref.) -anal -auricular -axillary -esophageal -umbilical <i>rest one word</i> ingot #iron maker man inguino (c. f.) <i>all one word</i>	ink -black (u. m.) fish holder maker making mill mixer pot slinger spot -spotted (u. m.) stain stand stone well writer inn keeper yard inner #man ino (c. f.) <i>all one word</i> insect-borne (u. m.) instrumentman inter (pref.) -American, etc. <i>rest one word</i> intra (pref.) -atomic, etc. <i>rest one word</i> intro (pref.) <i>all one word</i> Irish -American -born (u. m.) man woman iron #age back bound -braced (u. m.) #casing clad fisted -free (u. m.) handed hard headed hearted like -lined (u. m.) #lung maker making man master mold monger #ration -red (u. m.) shod shot (mineral) (u. m.) #shot (golf) side sided smith stone ware work worked worker working works ironer-up island -born (u. m.) -dotted (u. m.) man wide iso (c. f.) -octane -oleic -osmosis <i>rest one word</i>
--	--	--	--	--

¹ Decision of U. S. Board on Geographic Names.

ivory board bound -tinted (u. m.) #tower type (photog.) -white (u. m.)	jewel -bright (u. m.) house -studded (u. m.) jew's-harp jib head headed header man -o-jib stay jig -a-jig back -drill (v.) man saw sawed sawing job holder #lot man #press #printer #shop #ticket #type work joggle #piece work joint #owner -stock (u. m.) worm joke book smith joulemeter journey man work joy hop killer ride stick juke box #joint jump master off (n., u. m.) rock jungle -clad (u. m.) -covered (u. m.) #fever side junk board #dealer man yard jury #box #fixer -fixing (u. m.) man -rigged (u. m.) woman juxta (c. f.) -ampullar -articular <i>rest one word</i> K -ration -term keel block boat boatman fat haul hauled	keel —con. hauling -laying (u. m.) #line man keep sake worthy kelp fish ware kerato (c. f.) <i>all one word</i> kettle drum drummer stitch key board #drawing (printing) holder hole lock man note noter ring seat seater smith #station stone stop way word kick about (n., u. m.) back (n., u. m.) -in (n., u. m.) off (n., u. m.) out (n., u. m.) up (n., u. m.) kid #point skin kill deer (bird) devil joy time (n., u. m.) kiln -dry (v.) eye hole man rib stick tree kilo (pref.) gram-meter volt-ampere watt-hour <i>rest one word</i> kind heart hearted king bird bolt #cobra #crab craft fish fisher head hood hunter like maker making piece pin #post kins folk man people woman kiss-off (n., u. m.)	kitchen #cabinet #garden maid man #servant ware wife work kite flier flying kittenhearted Klans man woman knap sack sacked sacking knee -braced (u. m.) brush cap -deep (u. m.) #halter -high (u. m.) hole #jerk #joint pad pan piece stone strap knick knack point knife board #edge #grinder like man smith #switch way knight -errant head hood knit back #goods wear work knob kerrie #lock stick stone knock about (n., u. m.) away (n., u. m.) down (n., u. m.) -kneec (n.) -kneec (u. m.) off (n., u. m.) -on (n., u. m.) out (n., u. m.) stone up (n., u. m.) knocker -off -up knot hole horn work know -all (n., u. m.) -how (n., u. m.) -it-all (n., u. m.) -little (n., u. m.) -nothing (n., u. m.) knuckle bone -deep (u. m.) #duster	knuckle —con. #joint -kneec (u. m.) Ku #Klux #Klan L -bar -beam -block -square labio (c. f.) <i>all one word</i> labor saving #union lace bug -edged (u. m.) #edging maker making man #paper piece wing (insect) -winged (u. m.) woman work worked worker lack -all (n., u. m.) beard brain land -Latin -learning (u. m.) love luster sense wit ladder -backed (u. m.) #stitch way lady beetle bird bug finger fish fly killer killing like ship lake bed #dwelling front land lander #perch shore side #trout lamb like skin lameduck (nonliter- al) (n., u. m.) lamp black -blown (u. m.) fly -foot holder hole -hour #house light lighted lighter jit maker making man post
---	---	--	--	---

lamp —con. stand wick	laryngo (c. f.) <i>all one word</i>	lead —con. -gray (u. m.) -in (n., u. m.) line #line (med., naut. only) man off (n., u. m.) out (n., u. m.) #pencil way work	left —con. ward wing (political) winger (political) wingism (politi- cal)	light —con. #buoy -clad (u. m.) -colored (u. m.) #cruiser -drab (u. m.) -draft (u. m.) face (printing) faced -footed (u. m.) handed headed hearted house house #keeping (nautical) #housekeeping (domestic) houseman keeper man mouthed proof -producing (u. m.) room (navigation) ship -struck (u. m.) weight (n., u. m.) wood -year lighter man -than-air (u. m.) like -looking (u. m.) -minded (u. m.) wise lily handed -shaped (u. m.) -white (u. m.) lime house juice juicer kiln light lighter pit quat stone wash water linch bolt pin pinned line -bred (u. m.) -breed (v.) casting cut (printing) #engraving finder man up (n., u. m.) walker work link #motion work lion -bold (u. m.) -headed (u. m.) heart hearted like -maned (u. m.) proof lip read reader reading service stick work listener-in littermate
lance #corporal man -oblong (u. m.)	last -born (u. m.) -cited (u. m.) -ditcher -named (u. m.)	leaf boy bud bug -clad (u. m.) -eating (u. m.) girl hopper #mold -red (u. m.) -shaped (u. m.) stalk work	leg band banding piece puller pulling rope (v.) work lend-lease (all mean- ings) length ways wise lepto (c. f.) <i>all one word</i> let down (n., u. m.) off (n., u. m.) up (n., u. m.) letter bound box #carrier drop gram head #paper -perfect (u. m.) press space spaced spacing writer writing level headed #line liberal #arts -minded (u. m.) lieutenant #colonel -coloneley #governor -governorship life belt blood boat boatman #buoy drop #everlasting giver giving guard hold holder jacket like line long #mask #net #preserver raft #rate ring saver saving -size (u. m.) -sized (u. m.) spring tide time timer -weary (u. m.) work light -armed (u. m.) borne brained	
land #base -based (u. m.) #bird blink born fall fast flood form girl grabber grabbing -grant (u. m.) holder holding #horse lady line locked look looker lord lubber man mark #measure #mine #office owner ownership owning plane -poor (u. m.) power right scape sick side slide slip #snail spout storm #tax #taxer ward wash wire wrack yard lantern -jawed (u. m.) man #slide #wheel lap board #joint -lap robe #siding streak streaked streaker weld (v.) -welded (u. m.) -welding (u. m.) wing (bird) work large brained -eyed -handed (u. m.) hearted #intestine -minded (u. m.) mouthed -scale (u. m.) lark -colored (u. m.) spur	late -born (u. m.) comer coming -lamented (u. m.) -maturing (u. m.) latero (c. f.) <i>all one word</i> lath -backed (u. m.) maker work lathe -bore (v.) man latter -day (u. m.) most lattice #stitch work laughing #gas stock laundry maid man owner #room #soap woman law -abiding (u. m.) book breaker breaking #court craft -fettered (u. m.) giver giving maker making #office proof suit suiting lay away (n., u. m.) back (n., u. m.) boy -by (n.) down (n., u. m.) man -minded (u. m.) off (n., u. m.) on (n., u. m.) out (n., u. m.) over (n., u. m.) -up (n., u. m.) woman layer -on -out -over -up lazy bird bones boots #guy #jack legs #tongs lead -burn (v.) -filled (u. m.)	leech eater #rope left -bank (v.) #hand -handed (u. m.) -hander most over (n., u. m.) -sided (u. m.)		

litho (c. f.) -offset <i>rest one word</i>	long —con. bow cloth -distance (u. m.) -drawn (u. m.) felt fin (fish) hair (n.) -haired (u. m.) hand (nonliteral) -handed (u. m.) -handled (u. m.) head (n.) headed horn (cattle) -horned (u. m.) jaw (fish) #jump leaf -leaved (u. m.) -legged (u. m.) legs (n.) -lived (u. m.) #measure mouthed neck (duck) -necked (u. m.) nose (n.) -nosed (u. m.) -past (u. m.) shoreman spun spur (bird) standing (u. m.) stitch tail time (u. m.) #ton ways wise wool (sheep) work	low —con. -downer #frequency land (n., u. m.) -lived (u. m.) -lying (u. m.) -power (u. m.) -pressure (u. m.) #tide #water #wattage lower case (printing) cased (printing) #class classman #deck #grade most #world lug bolt mark #rig sail worm lukewarm lumber jack man #room yard lumbo (c. f.) -ovarian <i>rest one word</i> lumen-hour lump fish sucker lunchroom lung #fever fish -grown (u. m.) motor worm lying-in (n., u. m.) lyre bird man tall -tailed (u. m.)	maid #of #honor servant maiden hair head hood #name mail bag box clad guard man -order (u. m.) plane pouch main #brace land lander mast pin sail sheet spring stay stream (nonlit- eral) top topman topmast #yard maize bird -eater (bird) major -domo #general #key #league -leaguer -minor #offense make -believe (n., u. m.) -fast (n.) ready (printing) shift up (n., u. m.) weight maker -off -up making #up mal (c. f.) <i>all one word</i> man back bird -child -created (u. m.) -day eater eating -fashion (u. m.) -grown (u. m.) handle handled hater -high (u. m.) hole hood -hour keeper (bird) killer killing kind like made -minute -of-war (ship) power rope servant -size (u. m.) slaughter slayer slaying	man —con. stealer stealing stopper stopping trap ward way wise -woman -year manic-depressive mantel piece shelf tree many -colored (u. m.) -folded (u. m.) plies -sided (u. m.) map land maker making reader reading tack wise marble head hearted -looking (u. m.) -topped (u. m.) -white (u. m.) mare's -nest -tail mark down (n., u. m.) off (n., u. m.) shot up (n., u. m.) marker -down -off -up marks man manship woman marrowbone marsh buck field land mallow (confec- tion) #mallow (plant) man masonwork mass -minded (u. m.) -produce (v.) #production mast -brown (u. m.) head man master #at #arms #bedroom #key #map #mason mind #of #ceremonies piece ship #stroke #touch work #workman mat board -covered (u. m.) maker making
live #load long #matter #steam #weight #wire wire (nonliteral)	live -brown (u. m.) -colored (u. m.) hearted wurst living #room load #displacement line loan monger #office word lob fig lolly tall worm lobster #pot proof -tailed (u. m.) lock box fast hole jaw maker making man nut out (n., u. m.) pin #pouch smith step stitch up (n., u. m.) washer work locker man #room lode star stone stuff lodginghouse log book cock (bird) jam line man roll rolled roller rolling wood work logger head headed logo (c. f.) <i>all one word</i> long #ago -awaited (u. m.) beard (n.) -bearded (u. m.) bill (bird) -billed (u. m.) boat borne	look down (n., u. m.) -in (n., u. m.) out (n., u. m.) over (n., u. m.) through (n., u. m.) looker-on loop hole #knot stitch work loose leaf (u. m.) mouthed -tongued (u. m.) lop -eared (u. m.) sided loud mouthed speaker (radio) -voiced (u. m.) love bird born -inspired (u. m.) #knot lorn maker making mate proof seat sick sickness worthy low born boy bred brow (nonliteral) browed (nonlit- eral) -built (u. m.) #caste down (n., u. m.)	M-day mace bearer #oil machine -finished (u. m.) gun -hour -made (u. m.) man #shop #stitch #tool #work macro (c. f.) <i>all one word</i> mad brain brained cap house man stone woman made -over (u. m.) -up (u. m.) magnetite -basalt -olivinite -spinellite magneto (c. f.) -optics <i>rest one word</i> mahjong	man -colored (u. m.) -folded (u. m.) plies -sided (u. m.) map land maker making reader reading tack wise marble head hearted -looking (u. m.) -topped (u. m.) -white (u. m.) mare's -nest -tail mark down (n., u. m.) off (n., u. m.) shot up (n., u. m.) marker -down -off -up marks man manship woman marrowbone marsh buck field land mallow (confec- tion) #mallow (plant) man masonwork mass -minded (u. m.) -produce (v.) #production mast -brown (u. m.) head man master #at #arms #bedroom #key #map #mason mind #of #ceremonies piece ship #stroke #touch work #workman mat board -covered (u. m.) maker making

match board book box #joint -lined (u. m.) maker making mark safe stick wood May #Day pole tide time may be (adv.) beetle bird bug day (radio) fish fly fowl hap meadow land lark meal man time worm mealy bug mouth mouthed wing (insect) mean -acting (u. m.) #error -spirited (u. m.) time (meanwhile) #time (astronomi- cal) tone (u. m.) while meat bird cutter -eater -fed (u. m.) fly hook -hungry (u. m.) man packer packing works mechanico (c. f.) all one word medico (c. f.) all one word medio (c. f.) all one word medium -brown (u. m.) #frequency weight (n., u. m.) meek -eyed (u. m.) hearted -spirited (u. m.) meetinghouse megalo (c. f.) all one word melon fly grower -laden (u. m.) like monger -shaped (u. m.) worm melt #water men folk kind	meningo (c. f.) all one word merchant like man #ship (vessel) merry -go-round maker making man meeting -minded (u. m.) wing (duck) mesh bag #knot work meso (c. f.) all one word mess hall kit man mate room tin -up (n., u. m.) meta (pref.) all one word metal ammonium bound -clad (u. m.) -coated (u. m.) craft -lined (u. m.) ware work worker working works meter -amperes #angle gram -kilogram -kilogram-second man -millimeter metro (c. f.) all one word mezzo graph relievo soprano tint tinter micro (c. f.) -organism rest one word mid (c. f.) -American, etc. -April -dish -ice -Pacific, etc. -Victorian, etc. rest one word middle #age -aged (u. m.) breaker brow (nonliteral) -burst (v.) #ear #ground man most -sized (u. m.) splitter way weight woman mighty -handed (u. m.) hearted mil-foot	mild -cured (u. m.) hearted heartedness -spoken (u. m.) mile -long (u. m.) -ohm post -pound stone -ton way -wide (u. m.) militiaman milk #adder -fed (u. m.) #fever fish head house maid man #route #run shake shed shop sick sickness sop stone -white (u. m.) mill board cake course dam feed hand -headed (u. m.) #hole house man owner pond post race ring #run site stock stone stream tail #tax ward #waste #wheel work worker wright milli (c. f.) gram-hour rest one word mince meat #pie mind #cure #healer -healing (u. m.) reader reading sight mine field layer owner #run ship sweeper sweeping swept (u. m.) thrower work worker works	minor #key #league -leaguer minnie #book #hand man #mark #steak mirror -faced (u. m.) scope mirthmaking mis (pref.) all one word mischief maker making mist bow -clad (u. m.) -covered (u. m.) fall miter #box -lock (v.) mix blood up (n.) mixing #room mizzen mast mastman topman mock bird -heroic (u. m.) #turtle up (n., u. m.) mock-up mocking bird stock -up (u. m.) model maker making #school mold board made (u. m.) mole catcher catching -eyed (u. m.) head heap hill skin money bag box changer changing getter getting grubber grubbing lender lending -mad (u. m.) maker making monger mongering #order saver saving monk bird craft fish monkey -faced (u. m.) #jacket like nut pod	monkey—con. pot shine tail #wrench mono (c. f.) -ideistic -iodo -iodohydrin -ion -ousian rest one word monthlong (u. m.) moon beam bill blind #blindness blink born -bright (u. m.) calf down (n.) eye eyed face faced fish gazing glow head light lighter lit -mad (u. m.) man #month path rise sail set shade shine shiner shining sick stone stricken struck tide walker walking -white (u. m.) moor ball bird fowl #hen tetter (bird) moose bird call fly mop board head headed stick up (n., u. m.) mopper-up mopping-up (u. m.) moreover morning #sickness #star tide #watch mortar board ware mortgage #bond #deed holder mosquito #boat #fleet -free (u. m.) #net
---	---	--	--	---

moss back backed bound bunker (fish) -clad (u. m.) -green (u. m.) -grown (u. m.) head -lined (u. m.) most-favored-nation (u. m.)	muco (c. f.) <i>all one word</i> mud bank bath boat cap #color -colored (u. m.) fish flow guard head hole house land lark sill skipper (fish) slinger slinging -splashed (u. m.) stain stone sucker track #turtle muddle head headed muddy brained breast (bird) headed mule back #deer man skinner multi (c. f.) <i>all one word</i> muscle bound maker making music -mad (u. m.) maker making room musico (c. f.) <i>all one word</i> musk #deer #hog melon #ox rat mutton bird #chop (meat) chop (shape) fish fist head headed #quad (printing) myria (c. f.) <i>all one word</i> mytho (c. f.) <i>all one word</i> myxo (c. f.) <i>all one word</i>	nail—con. sick smith -studded (u. m.) name board #day plate sake naptime narco (c. f.) <i>all one word</i> narrow #gag headed hearted heartedness -mouthed (u. m.) minded naso (c. f.) -occipital -orbital <i>rest one word</i> nationwide native-born (u. m.) nature craft #print navy -blue (u. m.) man woman #yard near -acquainted (u. m.) -bordering (u. m.) by #miss sight sighted neat's-foot (u. m.) neck band -breaking (u. m.) cloth -deep (u. m.) fast -high (u. m.) hole lace laced line mold piece tie wear necro (c. f.) <i>all one word</i> needle bill book case fish -made (u. m.) maker making man point pointed proof -shaped (u. m.) -sharp (u. m.) stone #trade woman work worked worker ne'er-do-well neo (c. f.) -Greek, Syriac, etc. <i>rest one word</i> nephro (c. f.) <i>all one word</i> nerve ache #block #cell -celled (u. m.)	nerve—con. #center -racked (u. m.) net ball braider #earnings fish maker making man -veined (u. m.) work #worth nettle bird fire foot #rash some neuro (c. f.) <i>all one word</i> never -ending (u. m.) more theless new #apparel #array born comer -created (u. m.) fangled -fashioned (u. m.) -front (v.) #look -made (u. m.) market (coat) -mown (u. m.) -rich (u. m.) newlywed news boat boy case cast caster casting dealer #editor -greedy (u. m.) letter making man paper paperboy paperman paperwoman paper #work paper #worker print reader reel room sheet stand teller worthy writer writing nick -eared (u. m.) name nickel plate (v.) -plated (u. m.) -plating (u. m.) type night -black (u. m.) #blindness cap capped -clad (u. m.) clothes club dress #editor	night—con. fall fish flit (bird) fly (insect) -fly (aviation) (v.) -flying (u. m.) fowl gown -grown (u. m.) hawk #letter long (u. m.) man mare #school shade #shift shirt side tide time -veiled (u. m.) walker walking ward #watch #watchman wear work worker nimble brained -fingered (u. m.) nimbostratus nine fold holes -killer (bird) -lived (u. m.) penny (nail) pin score nitro (c. f.) -hydro-carbon <i>rest one word</i> no -account (n., u. m.) body -good (n., u. m.) how -par (u. m.) -par-value (u. m.) -show (n., u. m.) -thoroughfare (n.) way (adv.) where whit wise noble -born (u. m.) -featured (u. m.) hearted heartedly heartedness -looking (u. m.) man -minded (u. m.) woman noise maker making no! -pros (v.) -prossed (u. m.) -prossing (u. m.) non -civil-service (u. m.) -coal-bearing (u. m.) -European, etc. -pros (v.) -prossed (u. m.) -prossing (u. m.) #sequitur, etc. <i>as prefix, one word</i> none such theless
--	---	--	--	--

noon day tide time	oak -beamed (u. m.) #blight #canker -clad (u. m.) -green (u. m.) #leaf -leaved (u. m.) wood (color)	off—con. shoot shore side -sorts (n.) spring stage take -the-record (u. m.) type ward -wheel (n.) -wheeler (n.) -white (u. m.) #year office #boy holder seeker -seeking (u. m.) worker ofttimes ohm -ammeter meter -mile oil bird #burner cake can cloth coat cup -driven (u. m.) -fed (u. m.) field fish -forming (u. m.) -harden (v.) hole man paper proof proofing seed #shale skin skinned -soaked (u. m.) stone stove -temper (v.) tight tightness way #well old -fashioned (u. m.) -foggy (u. m.) -growing (u. m.) hearted land (geol.) -looking (u. m.) #maid -maidish (u. m.) #man -new #rose style (printing) time (u. m.) timer wife (fish) #woman -young oleo #butter #gear #oil #strut as combining form, one word olive #branch -brown (u. m.) -clad (u. m.) -drab (u. m.) -growing (u. m.) #oil	olive—con. -skinned (u. m.) wood #wood (color) omni (c. f.) -ignorant rest one word on -and-off (n., u. m.) -go (n.) as noun and ad- jective, one word once -over (n.) #removed -run (u. m.) one -acter -armed (u. m.) -decker -eyed (u. m.) fold -half -handed (u. m.) ness -piece (u. m.) self -sided (u. m.) -sidedness signed (u. m.) -step (dance) -striper time (u. m.) -two -two-three -way (u. m.) onion peel skin open -air (u. m.) -armed (u. m.) -back (u. m.) -backed (u. m.) band (yarn) beak (bird) bill (bird) cast cut (mining) #door #end -faced (u. m.) handed handedly handedness hearted #house minded mouthed #pit #shop side (u. m.) -sided (u. m.) #view work worked opera goer going #house #singer ophthalmic (c. f.) all one word orange ade bird blossom -colored (u. m.) grower #marmalade #orchard man peel #pekoe -red (u. m.) stick woman wood	orchard #house land man orderly #room organ bird #grinder maker #pipe organo (c. f.) all one word ornitho (c. f.) all one word orrisroot ortho (c. f.) all one word osteo (c. f.) all one word other wise #world worldliness worldly oto (c. f.) all one word out -and-out (u. m.) -and-outer (n.) -loud (u. m.) -Machiavelli, etc. -of-date (u. m.) -of-door(s) (u. m.) -of-State (u. m.) -of-the-way (u. m.) -to-out (u. m.) as prefix, one word outer #clothing #man most wear outward -bound (u. m.) -bounder ovate -acuminate (u. m.) -oblong (u. m.) ovato (c. f.) -oblong -orbicular rest one word oven baked bird dried dry drying man peel stone ware wise over -the-counter (u. m.) as combining form, one word owl #car -eyed (u. m.) head (bird) light wide ox bird biter blood (color) bow boy brake cart cheek eye -eyed (u. m.) fly gall harrow hide
------------------------------------	--	---	--	--

<p>ox—con. horn house like man shoe skin tail #team oxy (c. f.) <i>all one word</i> oyster bed bird #catcher (bird) #crab #cracker fish house man root seed shell -white (u. m.) woman</p> <p>pace board maker making #setter -setting (u. m.) pachy (c. f.) <i>all one word</i> pack #animal board builder cloth horse house #ice -laden (u. m.) maker making man sack saddle staff thread ware way packing #box house pad cloth lock #saw stone tree paddle #beam #box fish #wheel page -for-page (u. m.) #proof (printing) painkiller pains taker taking worthy paint box brush #filler maker making mixer pot room -stained (u. m.) work pale belly -blue (u. m.) breast (bird)</p>	<p>pale—con. buck -cheeked (u. m.) face (n.) -faced (u. m.) hearted -looking (u. m.) -reddish (u. m.) paleo (c. f.) -Christian, etc. <i>rest one word</i> pallbearer palm -green (u. m.) #leaf #oil -shaded (u. m.) wise worm palmi (c. f.) <i>all one word</i> pan -American, etc. -broil (v.) #ice <i>rest one word</i> Pan #American Union (official name) hellenic panel board -lined (u. m.) work panic proof -stricken (u. m.) panto (c. f.) <i>all one word</i> pantry man woman paper back (n.) backed board(s) bound boy cutter hanger hanging maker making #money mouth (fish) #pulp shell (n., u. m.) -shelled (u. m.) -thin (u. m.) weight -white (u. m.) work papier #mache para (c. f. or pref.) -aminobenzoic -analgesia -anesthesia #red <i>rest one word</i> parcel #carrier -plate (v.) #post parchment -covered (u. m.) #maker -making (u. m.) #paper parieto (c. f.) -occipital <i>rest one word</i> parimutuel park #forest way work parlor #car maid</p>	<p>part -finished (u. m.) #owner -time (u. m.) -timer #way parti (c. f.) <i>all one word</i> party #line making #wall parvi (c. f.) <i>all one word</i> pass back (n.) book key man out (n., u. m.) over port way word passage #money way passenger #car -mile passer-by passion -driven (u. m.) -feeding (u. m.) -filled (u. m.) #play paste board down (n., u. m.) pot pastry #cook man pastureland patch head (bird) #pocket #test word work path breaker finder finding way patho (c. f.) <i>all one word</i> patri (c. f.) <i>all one word</i> patrol man #wagon work pattern maker making patty cake #shell pawn broker shop #ticket pay back (n., u. m.) check day dirt #envelope load master mistress off (n., u. m.) roll sheet #station pea bird chick</p>	<p>pea—con. #coal coat cock cod field fowl -green (u. m.) hen jacket like nut shooter -sized (u. m.) #soup stick sticking #weevil peace -blessed (u. m.) breaker breaking -loving (u. m.) maker making man monger mongering #offering #officer #pipe time peach bloom blossom blow #canker -colored (u. m.) #moth peak #load pear #gate -shaped (u. m.) pearl bird -eyed (u. m.) fish fisher fishing -pure (u. m.) -set (u. m.) #shell sides (fish) -studded (u. m.) -white (u. m.) peat house land man -roofed (u. m.) stack pebble hearted -paved (u. m.) stone -strewn (u. m.) ware peel man off (n., u. m.) peep eye hole show sight peg board box leg man pellmell pen -cancel (v.) craft head holder knife maker making</p>	<p>pen—con. man manship master #name #picture point pusher rack script -shaped (u. m.) #sketch stock tail trough wiper woman work worker pencil #box #case #drawing holder maker making -mark (v.) wood penny -a-liner bird pincher weight winkle wise worth pent house #roof stock -up (u. m.) penta (c. f.) -acetate <i>rest one word</i> peptalk pepper box corn mint pot -red (u. m.) #sauce per #annum #capita cent centage centile #centum compound (chem.) current (bot.) #diem salt (chem.) #se sulfide peri (pref.) -insular <i>rest one word</i> pest hole house -ridden (u. m.) pet cock #lamb peter man net petit grain #jury #larceny #point petro (c. f.) -occipital <i>rest one word</i> pewholder</p>
--	---	--	--	--

pharmaco (c. f.) -oryctology <i>rest one word</i>	pie —con. man marker #meat pan plant #plate shop -stuffed (u. m.) #tin woman	pile —con. up (n., u. m.) #weave work worm woven	pine —con. #tar wood(s)	plague -infested (u. m.) proof
pharyngo (c. f.) -esophageal -oral <i>rest one word</i>	pie #plate shop -stuffed (u. m.) #tin woman	pill box (military) bug maker making -rolling (u. m.) -taking (u. m.) worm	pink -blossomed (u. m.) eye (n.) -eyed (u. m.) fish foot -footed (u. m.) #salmon #violet	plain back (fabric) -bodied (u. m.) -clothed (u. m.) clothes (u. m.) clothes man -headed (u. m.) hearted -looking (u. m.) -spoken (u. m.) tail ward work
phase meter -wound (u. m.)	piece -dye (v.) #goods meal mold #rate work worker	pillow case #fight made slip work	pipe #ashes #clay -drawn (u. m.) dream dreamer dreaming fish fitter fitting layer laying line lined lining maker making man mouth (fish)	plane #curve -mile -parallel (u. m.) table (surveying)
pheno (c. f.) <i>all one word</i>	pie #goods meal mold #rate work worker	pilot #balloon #boat #burner #chart house #light man #pin	plaster -wide bill (bird) board #cast work	plani (c. f.) <i>all one word</i>
philo (c. f.) -French, etc. <i>rest one word</i>	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm	plano (c. f.) <i>all one word</i>	plant #food house life #louse wide
phlebo (c. f.) <i>all one word</i>	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm	pisc (c. f.) <i>all one word</i>	plat band book
phono (c. f.) <i>all one word</i>	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm	pistol gram graph proof	plate #carrier #glass holder -incased (u. m.) layer maker making man mark #press #printing #proof (printing) -roll (v.) -rolled (u. m.) way #wheel work worker
phospho (c. f.) <i>all one word</i>	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm	piston head #pin #rod #valve	platy (c. f.) <i>all one word</i>
photo (c. f.) -offset -oxidation -oxidative <i>rest one word</i>	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm	pit bird #coal -eyed (u. m.) fall head -headed (u. m.) hole maker making man mark -marked (u. m.) #prop -rotted (u. m.) saw side work	play -act (v.) back (n., u. m.) bill book box boy broker craftsman day down (n., u. m.) fellow field folk goer going ground house maker making man mate off (n., u. m.) pen reader reading room script sult
phreno (c. f.) <i>all one word</i>	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm	pitch -black (u. m.) blende #box -colored (u. m.) -dark (u. m.) #darkness fork hole -lined (u. m.) man -marked (u. m.) out (n., u. m.) #pipe stone work	
phrase book maker making man mark (music) monger	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm	place card kick maker making man	
phyllo (c. f.) <i>all one word</i>	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm		
phylo (c. f.) <i>all one word</i>	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm		
physico (c. f.) <i>all one word</i>	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm		
physio (c. f.) <i>all one word</i>	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm		
phyto (c. f.) <i>all one word</i>	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm		
piano #action forte graph #organ player	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm		
pick aback ax #clock lock man -me-up (n., u. m.) off (n., u. m.) over (n., u. m.) pocket pole shaft smith up (n., u. m.) work picker-up	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm		
picket boat #fence #line pickle -cured (u. m.) man worm picture #book craft maker making #writing	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm		
pie bald crust -eater -eyed (u. m.) house maker making	pie #goods meal mold #rate work worker	pin ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making #money paper point prick proof rail setter spot tail -tailed (u. m.) up (n., u. m.) #valve wheel -wing (v.) work worm		

play —con. thing time work wright writer writing #yard	point blank #hole (printing) #lace #system wise poison -dipped (u. m.) #gas maker poke #check hole pole arm -armed (u. m.) ax axer burn -dried (u. m.) horse #jump man -pile (v.) #rot setter -shaped (u. m.) sitter -stack (v.) star timber trap -vault (v.) #vaulter ward wood police #court #dog man woman policy holder maker making #racket politico (c. f.) -orthodox <i>rest one word</i> poll book #parrot #tax polo #coat #shirt poly (c. f.) <i>all one word</i> pond fish man pool room #table poor -blooded (u. m.) farm house -spirited (u. m.) will (bird) pop corn eye eyed gun over (n.) -up (n., u. m.) poppy -bordered (u. m.) cock field fish head -red (u. m.) seed pork #barrel #chop	pork —con. eater fish #pie port crayon cullis #duty fire folio hole hook man manteau -mouthed (u. m.) side sider #wine porterhouse post #auger #bellum #bill #binder #boat #brake #captain #card #cedar #chaise #chariot -Christian, etc. #coach #croaker (fish) #day #diem #flag -free (u. m.) #horn #horse #hospital (military) #insulator #locust #meridiem #mortem #note #oak #obit #octavo #office #partum #race #road #route #school (military) #term #town #trader <i>as prefix, one word</i> pot ash belly belly boil boiled boiler bound #cheese #clay #color eye hanger head herb hole hook house hunter latch lid line luck man pie pourri rack #roast shoot shot	pot —con. stone ware #wheel whisky work potato #field #scab -sick (u. m.) poultry #house #keeper -keeping (u. m.) man #raiser -raising (u. m.) #yard pound cake -foolish (u. m.) -foot keeper man master stone worth powder -blue (u. m.) box #flag #flask #horn #house #keg maker making man #mill #puff #room -scorched (u. m.) power boat dive -driven (u. m.) house line load #loom -operated (u. m.) pack plant #politics #shovel prairie #chicken #dog #schooner praise -deserving (u. m.) -spoiled (u. m.) worthiness worthy pre (pref.) -Incan, etc. <i>rest one word</i> president -elect #pro #tempore press #agent -agency board fat feeder feeding -forge (v.) -made (u. m.) man mark pack (v.) #proof (printing) #release #revise room woman work worker	preter (pref.) <i>all one word</i> price #cutter -cutting (u. m.) #fixer -fixing (u. m.) #index list prick -eared (u. m.) mark #punch seam priest craft fish hood -prince prime #minister -ministerial (u. m.) -ministership -ministry primrose -scented (u. m.) tide time prince craft hood -priest #regent print cloth line script shop works printing -in (n., u. m.) #ink #machine #office -out (n., u. m.) #press prison #bars bound -free (u. m.) -made (u. m.) prize #court #crew fight fighter fighting holder #ring taker taking winner -winning (u. m.) worthy pro -Ally, etc. #forma #number #rata #tem #tempore -vice-chancellor <i>as prefix, one word</i> procto (c. f.) <i>all one word</i> profit -and-loss (u. m.) maker making -sharing (u. m.) promptbook prong buck -hoe (v.) horn -horned (u. m.) proof #paper #press
--	---	--	--	---

proof —con. read reader reading room sheet #spirit proso (c. f.) <i>all one word</i> proto (c. f.) -Egyptian, etc. <i>rest one word</i> proud -blooded (u. m.) hearted -looking (u. m.) -minded (u. m.) psalmbook pseudo (c. f.) -Messiah, etc. -occidental -official -orientalism -orthorhombic -osteomalacia -owner <i>rest one word</i> psycho (c. f.) -organic <i>rest one word</i> ptero (c. f.) <i>all one word</i> public hearted -minded (u. m.) -spirited (u. m.) #works pudding face -faced (u. m.) head headed wife (fish) puff back (bird) bird leg (bird) #paste pug mill miller nose nosed -pile (v.) pull back (n., u. m.) boat #box devil down (n., u. m.) off (n., u. m.) -on (n., u. m.) out (n., u. m.) over (n., u. m.) -push (u. m.) through (n., u. m.) -up (n., u. m.) puller -in -out pulp board stone wood pump #cylinder #drill handle (v.) house man room punch board bowl card -drunk (u. m.) holder line mark	punch —con. -marked (u. m.) #press punctureproof pup #tent puppet man master #play #show pure blood blooded bred #line (biol.) purple -blue (u. m.) -clad (u. m.) -colored (u. m.) heart (wood) purse making -proud (u. m.) #strings push ball button card cart off (n., u. m.) over (n., u. m.) pin -pull (u. m.) pussy cat foot footed footer footing put back (n., u. m.) log off (n., u. m.) -on (n., u. m.) out (n., u. m.) -up (n., u. m.) putter -forth -in -off -on -out -through -up putty blower -colored (u. m.) head hearted #knife work puzzle brain head headed man pyo (c. f.) <i>all one word</i> pyro (c. f.) <i>all one word</i> Q -boat -fever -ship quadline quadri (c. f.) -invariant <i>rest one word</i> quarry #face man stone quarter -angled (u. m.) back #boards -bound (u. m.) -breed (u. m.)	quarter —con. -cast (u. m.) -cut (u. m.) #day deck decker man master -miler #note pace -phase (u. m.) saw (v.) sawed sawing sawn #section staff stretch #tone -yearly (adv.) quartermaster #general -generalship #sergeant quasi <i>all hyphenated</i> queen #bee cake craft fish #mother #olive #post #regent right quick #assets born -change (u. m., v.) -drawn (u. m.) #fire #firer foot -freeze (u. m., v.) -freezing (u. m.) -handed (u. m.) hatch hearted lime sand saver set silver silvered silvering step #time -witted (u. m.) work (naut.) quill back fish tail work quin (c. f.) <i>all one word</i> quit claim claimed rent rabbit -backed (u. m.) -eared (u. m.) #fever #foot hearted mouth -mouthed (u. m.) #punch skin race about (n., u. m.) course goer going	race —con. #bated horse like #riot #suicide track way rack #block -lashing (u. m.) way #wheel work radar man scope radio #amplifier #antenna #channel #communication #control #engineer #engineering #link #range #receiver #set #spectator #transmitter #tube #wave <i>as combining form, one word</i> radiumtherapy rag bolt #doll fish house -made (u. m.) man picker seller shop sorter tag time rail bird borne guard head maker making man -ridden (u. m.) road roader roadman setter splitter #train way way #maker wayman rain band beat (n.) -beaten (u. m.) bird bound bow -bright (u. m.) burst check coat drop fall #forest fowl #gale light maker making proof -soft (u. m.) spout	rain —con. storm tight wash water worm rainbow #chaser -colored (u. m.) #trout rake hell hellish off (n., u. m.) ram -jet (u. m.) line rod shackle ranch #hand house man woman range finder keeper land #light man rider work rapid #fire #transit rare #carth #gas ripe rash -brain (u. m.) -brained (u. m.) -headed (u. m.) -hearted (u. m.) -minded (u. m.) rat bite catcher catching fish hole -infested (u. m.) line proof #race tail -tailed (u. m.) -tight (u. m.) trap rate -aided (u. m.) #base -cutter -cutting (u. m.) -fixing (u. m.) maker making -raising (u. m.) setting rattle bones box brain brained head headed ran skull skulled snake trap raw boned bones -edged (u. m.) hide -looking (u. m.) #material #wool
--	---	--	---	---

razor back backed bill -billed (u. m.) #blade edge edged -keen (u. m.) maker making man -sharp (u. m.) strop razzle-dazzle re (pref.) -cover (cover again), -create (create again), etc. -cross-examination -ice -ink -redirect <i>rest one word</i> reading #room ready -built (u. m.) -handed (u. m.) made (u. m.) #reference room -witted (u. m.) rear #end horse (insect) most view (u. m.) ward reception #room record breaker breaking keeper keeping maker making recti (c. f.) <i>all one word</i> recto (c. f.) <i>all one word</i> red #ant bait (v.) baiter belly bill -billed (u. m.) bird #blood -blooded (u. m.) bone breast (bird) buck bug cap (porter) coat (n.) eye (n.) -eyed (u. m.) -faced (u. m.) fin (fish) finch fish #flag #fox -haired (u. m.) handed head (n.) headed hearted -hot (u. m.) #lead leg (bird) -legged (u. m.) #letter #man #pepper poll (bird) #rot	red—con. shank (bird) skin (n.) -skinned (u. m.) start (bird) tail (bird) tape (nonliteral) throat (bird) -throated (u. m.) ward wing (bird) wood -yellow (u. m.) reed bird buck maker making #organ plot #stop -thatched (u. m.) work reef #knoll #knot regionwide religio (c. f.) <i>all one word</i> remainderman repair man #shop representative #at #large -elect research #study #worker resino (c. f.) <i>all one word</i> respectworthy rest #cure house -refreshed (u. m.) room retro (c. f.) -ocular -omental -operative -oral <i>rest one word</i> rheo (c. f.) <i>all one word</i> rhinestone rhino (c. f.) <i>all one word</i> rhizo (c. f.) <i>all one word</i> rib band #cut -pointed (u. m.) #roast work ribbon back -bound (u. m.) fish maker #snake rice bird field grower growing land #paper -throwing (u. m.) #water rich -bound (u. m.) -clad (u. m.) -looking (u. m.) rick rack stand yard	ridge band land pole poled rope top way riffraff rifle bird man #pit proof #range shot rig out (n., u. m.) -up (n., u. m.) right about about-face -angle (u. m., v.) -angled (u. m.) #away -born (u. m.) #band -handed (u. m.) -hander -headed (u. m.) hearted most -of-way #turn ward #whale wing (political) winger (political) wingism (political) rim base bound -deep (u. m.) fire land lock maker making rock #wheel ring -adorned (u. m.) -banded (u. m.) bark bill -billed (u. m.) #binder bird bolt bone boned bound craft dove eye (n.) #finger giver giving goer head -in (n., u. m.) lead (v.) leader maker making master neck (bird) -necked (u. m.) -off (n., u. m.) pin -porous (u. m.) -shaped (u. m.) side sider #spot stand stick tail	ring—con. -tailed (u. m.) time -up (n., u. m.) wall wise worm rip cord rap rapping roaring sack saw snorter snorting tide -up (n., u. m.) river bank bed borne #bottom damp -formed (u. m.) front head #horse man scape side sider wash way -worn (u. m.) road bank bed block book builder building craft fellow head hog house maker making man map master #runner (bird) #scraper #show side sider stead stone #system #test track way -weary (u. m.) wise worthy rock aby #bass bird born bottom (nonliteral) bound #climber -climbing (u. m.) craft #crusher #drill #dust fall (n.) -fallen (u. m.) fast fill firm fish #garden hearted man	rock—con. pile -ribbed (u. m.) #salt shaft slide staff #wool work rod maker man mill -shaped (u. m.) roe buck #deer stone roentgeno (c. f.) <i>all one word</i> roll about (n., u. m.) back (n., u. m.) call film #leaf mop (herring) over (n., u. m.) top up (n., u. m.) way roller #backer #bearing #coaster -made (u. m.) maker making man -milled (u. m.) #skate #skate Romano -canonical, etc. #cheese -Gallic, etc. roof garden line load man #tile top tree ward room #clerk keeper mate roominghouse root #beer bound cap -cutting (u. m.) fast hold #mean #square #rot stalk stock worm rope bound dance dancer dancing -fastened (u. m.) house layer laying maker making stitch #twine walk walker way work
--	--	--	---	--

rose -bright (u. m.) bud drop fish head -headed (u. m.) -scented (u. m.) -sweet (u. m.) tan time #tree #water worm	row boat lock off (n., u. m.) port rub -a-dub down (n., u. m.) stone rubber -down -lined (u. m.) neck necker nose (fish) -off #plant proofed -set (u. m.) stamp (nonliteral) (n., u. m., v.) #stamp (n.) -stamped (u. m.) stone #tree rubble stone work ruby -hued (u. m.) -red (u. m.) -set (u. m.) tail throat (bird) -throated (u. m.) rudder #brake head hole post stock #tackle rule maker making monger #of #thumb rum -crazed (u. m.) runner running seller selling shop rumpus #room run about (n., u. m.) around (n., u. m.) away (n., u. m.) back (n., u. m.) by (n.) down (n., u. m.) fish holder -in (n., u. m.) keeper off (n., u. m.) -on (n., u. m.) out (n., u. m.) over (n., u. m.) through (n., u. m.) up (n., u. m.) way runner-up rush -bottomed (u. m.) #hour land light like Russo (c. f.) -Chinese, etc. <i>rest one word</i> rust -brown (u. m.) -eaten (u. m.) #fungus proof proofing	rust—con. -resistant (u. m.) -stained (u. m.) rye #bread #field #whisky S -bend -brake -iron -shaped -trap -wrench S -boat -ray Sabbath breaker breaking keeper keeping saber bill fish -legged (u. m.) tooth -toothed (u. m.) wing (bird) sable -cloaked (u. m.) fish saccharo (c. f.) <i>all one word</i> sack bearer cloth clothed #coat -coated (u. m.) #duty maker -making (u. m.) man -shaped (u. m.) time sacro (c. f.) <i>all one word</i> sad -eyed (u. m.) hearted iron #sack -voiced (u. m.) saddle back -backed (u. m.) bag bow cloth -graft (v.) #horse like maker -making (u. m.) nose -nosed (u. m.) #roof room #seat sick #soap sore soreness #stitch -stitched (u. m.) #stitcher tree -wire (u. m.) wise safe blower blowing breaker breaking #conduct cracker	safe—con. cracking -deposit (u. m.) guard guarded guarding #hit hold keeper keeping light (photog.) maker making sage brush brusher leaf -leaved (u. m.) #tea sail boat cloth -dotted (u. m.) fish flying keeper maker making #model plane room yard sailor fish -laborer man -minded (u. m.) proof saint like maker making sale goer note room work yard sales #account book clerk lady man #manager manship people person room #tax woman salmon -colored (u. m.) #fishing -red (u. m.) #steak saloon #deck keeper salpango (c. f.) -oophorectomy -oophoritis -ovariotomy -ovaritosis <i>rest one word</i> salt box catch cellar -cured (u. m.) #fish house #flick maker making man #marsh master mouth	salt—con. pack pan peter pit pond #pork room shaker spoon spoonful sprinkler #water worker works yard salver form -shaped (u. m.) sample #book #box #case maker -making (u. m.) man room sand bag bagged bagger bagging bank bar bath bin blast blasted blaster blasting blown board box boy (insect) -buried (u. m.) -buried (u. m.) -cast (u. m., v.) culture #dune fill #finish fish flea fly glass heat hill -hiller hog hole lapper line lot lotter man necker (bird) paper papered paperer papering peep (bird) pile pipe piper pit -pump (u. m., v.) shoe spit stone storm table weld (v.) -welded (u. m.) -welding (u. m.) worm sandy -bottomed (u. m.) -red (u. m.) sangfroid
--	---	--	--	---

sans #peer #serif #souci	scale—con. fly maker making man pan -reading (u. m.) smith tall wing (moth) work worm scandal #bearer monger mongering scape goat #wheel scapulo (c. f.) <i>all one word</i> sash cord house line maker making #weight satin #cloth fin (fish) #glass -lined (u. m.) -smooth (u. m.) #weave sauce boat box dish man pan sauer braten kraut save-all (n., u. m.) saw back belly bill (bird) -billed (u. m.) bones (n.) buck dust -edged (u. m.) fish fly #guard #handle horse #log maker making man mill -pierce (v.) setter smith timber -toothed (u. m.) way worker sax board cornet horn tuba say -nothing (n., u. m.) -so (n.) scabland scale back (worm) bark #beam board book -bright (u. m.) down (n., u. m.) drake fish	scale—con. fly maker making man pan -reading (u. m.) smith tall wing (moth) work worm scandal #bearer monger mongering scape goat #wheel scapulo (c. f.) <i>all one word</i> scar -clad (u. m.) face -faced (u. m.) #tissue scare bird crow devil fish fly hawk head monger mouse proof sheep sleep thief scarf #cloud pin maker making skin wise scarlet -breasted (u. m.) #fever -red (u. m.) scatter brain brained good #rug scene craft #painter shifter wright schisto (c. f.) <i>all one word</i> schizo (c. f.) <i>all one word</i> school bag #board book bookish boy bred child children craft dame day fellow girl going house keeper keeping ma'am -made (u. m.) maid man master	school—con. mate miss mistress room ship -taught (u. m.) teacher teaching time -trained (u. m.) ward work yard #year scientifico (c. f.) <i>all one word</i> scissor bill bird -fashion (u. m.) #grinder hold maker -making (u. m.) #sharpener smith tail -tailed (u. m.) -winged (u. m.) scissors -fashion (u. m.) maker -making (u. m.) -shaped (u. m.) #smith sclero (c. f.) -oophoritis -optic <i>rest one word</i> score board book card keeper keeping sheet scot-free (u. m.) Scoto (c. f.) -Britannic, etc. Scots man woman scour fish way scout #badge #car craft #cruiser hood master #vessel scrap basket book box #heap #iron man #paper #rubber works scrape -finished (u. m.) gut (n.) penny shoe (n.) scratch board brush -brusher card cat -coated (u. m.) #pad #test work	screech bird owl screen land maker making man #plate play writer screw ball barrel bolt bound cap #collar down (u. m.) drive (v.) -driven (u. m.) driver head hook -lifted (u. m.) maker making man nut plug post #propeller ship stock #thread -threaded (u. m.) -turned (u. m.) #wheel worm scroll head work scrub bird board land #typhus scumboard scuttlebutt scythe maker making man -shaped (u. m.) smith stone work sea #anchor #base -based (u. m.) #bass -bathed (u. m.) beach -beaten (u. m.) bed #bird -blue (u. m.) board #boat -born (u. m.) borne bound -bred (u. m.) #captain coast #cow craft -deep (u. m.) dog dragon -driven (u. m.) drome -ear (mollusk) -encircled (u. m.) fare (food) farer (traveler) faring fighter	sea—con. folk food fowl front #gate girl goer going -green (u. m.) hound #island lane #level like #lion man mark #mile #mule #otter piece plane port power quake #room scape #scout scouting #serpent shell shine shore sick sickness side stroke #time (clock) #train wall -walled (u. m.) ward ware #water way weed weedy wide wife (fish) worn worthiness worthy -wrecked (u. m.) seal -brown (u. m.) maker making skin seam blasting like rend (v.) stitch weld (v.) -welded (u. m.) -welding (u. m.) search light room #warrant seat #cover maker making -mile work worm second -class (u. m.) -degree (u. m.) -foot hand (adv., u. m.) #hand (n.) #in #command -rate (u. m.) -rater #sight -sighted (u. m.)
--	--	---	---	--	---

secret #monger #service #society secretary #general -generalcy -generalship ship -treasurer	service—con. #stripe wide woman serve mechanism motor sesqui (c. f.) <i>all one word</i> set -aside (n., u. m.) back (n., u. m.) bolt down (n., u. m.) -fair (n.) head -in (n., u. m.) line off (n., u. m.) -on (n., u. m.) out (n., u. m.) over (n., u. m.) piece pin screw -stitched (u. m.) -to (n., u. m.) up (n., u. m.) wise work setter -forth -in -on -out -to -up settle brain down (n., u. m.) seven -branched (u. m.) fold folded penny (nail) score -shooter -up (n.) severalfold sewer man #pipe sex annulate, radiate, etc., <i>all one word</i> , as combining form #cell #hormone #intergrade -limited (u. m.) #linkage shad -bellied (u. m.) belly bird fly shade -giving (u. m.) -grown (u. m.) tail shadow box (v.) boxing gram graph land #line #stitch shag bark -haired (u. m.) tail shake #cabin down (n., u. m.) out (n., u. m.) proof up (n., u. m.)	shallow brained -draft (u. m.) -headed (u. m.) hearted pated shame -crushed (u. m.) face faced proof sick worthy shank bone #mill piece shapeup (n., u. m.) share #beam bone broker crop cropper holder out (n., u. m.) #tenant shark #moth skin sharp -angled (u. m.) -cut (u. m.) -edged (u. m.) -freeze (u. m., v.) -freezer -looking (u. m.) saw (bird) -set (u. m.) shod shooter shooting tail (bird) -tailed (u. m.) ware -witted (u. m.) shatter brain brained proof shave hook tail shear bill (bird) hog man pin tail (bird) water (bird) waters #zone sheath bill #knife -winged (u. m.) shed hand man sheep biter biting cote crook dip #dog faced #farm fold gate headed hearted herder herding hook keeper keeping -kneed (u. m.) land	sheep—con. like man master nose (apple) pen shank shear (v.) shearer (n.) shearing shears shed sick skin split stealer stealing walk -white (u. m.) -witted (u. m.) sheer line off (n., u. m.) up (n., u. m.) sheet #anchor block flood #glass #metal ways wise work writing shelf #ice #life #list piece #plate shell back bound burst #button cracker (fish) eater (bird) fire fish fishery #game hole -like man proof shock shocked work worker shelter belt #half #tent #trench wood shield #bearer maker -shaped (u. m.) tail shilly -shallier -shally shin bone guard plaster shiner-up ship board bound boy breaker breaking folk girl keeper keeping lifter lifting like -made (u. m.) man mark mate -solled (u. m.) talk walker	ship—con. #fever keeper lap load man mast master mate owner owning plane -rigged (u. m.) shape side smith way work worm wreck wrecked wright yard shipping #master #office #room shirt band maker making man #sleeve tail waist shock #absorber #cord head headed #tactics #therapy #troops #wave shoe bill binder (bird) black box boy brush #buckle craft horn lace #last maker making man pack scraper shine shop store string tree shoot man off (n., u. m.) shop board book boy breaker breaking folk girl keeper keeping lifter lifting like -made (u. m.) man mark mate -solled (u. m.) talk walker
--	--	---	---	---

shop —con. wear window woman work worn	show #bird #boat fast going land #leave line man #patrol side	show -armed (u. m.) bread cake change (v.) changer #circuit -circuited (u. m.) comer coming cut (n., u. m., v.) fall (n.) -fed (u. m.) hand (writing) -handed (u. m.) head (whale) horn (n., u. m.) -horned (u. m.) -lasting (u. m.) leaf (u. m.) -lived (u. m.) rib #sale #shrift -shunt (u. m.) sighted #snorter staff stop tail (n.) #ton wave (radio)	shot gun hole maker man proof put putting star #shoulder #blade -high (u. m.) #strap shovel bill fish head (fish) -headed (u. m.) maker making man nose -nosed (u. m.) show bird board boat card case down (n., u. m.) girl man off (n., u. m.) piece place room through (print- ing) (n., u. m.) up (n., u. m.) yard	shop #bath proof shrimp #catcher fish -pink (u. m.) shroud -laid (u. m.) plate shuffle board wing (bird) shunt #winding -wound (u. m.) shut away (n., u. m.) down (n., u. m.) eye (n., u. m.) -in (n., u. m.) -mouthed (u. m.) off (n., u. m.) out (n., u. m.) up (u. m.) shuttle cock #race #train wise sick -abed (n., u. m.) bay bed #call #headache hearted #leave list room sickle bill -billed (u. m.) man -tailed (u. m.) side arms band board bone burns car check -cut (u. m.) dress (v.) flash head (printing) hill hook kick #light (literal) light (nonliteral) #line (literal) line (nonliteral) long note piece play #road saddle shake show slip splitter splitting step stitch -stitched (u. m.) sway swipe swiper track walk way ways -wheeler winder wise	sieve like maker making sight #edge hole proof read reader reading saver saving see seeing seer setter #unseen worthy sign board #language man off (n., u. m.) #painter post up (n., u. m.) writer signal man #tower silico (c. f.) <i>all one word</i> silk grower man #screen -stockinged (u. m.) tail (bird) woman work works worm silt pan stone silver back (bird) -backed (u. m.) beater belly (fish) bill (bird) -bright (u. m.) #certificate fin (fish) fish #fox -gray (u. m.) -haired (u. m.) -lead (u. m.) -leaved (u. m.) #moth plate (v.) -plated (u. m.) -plating (u. m.) point (drawing) print side(s) (fish) skin smith smithing spot (butterfly) tail (fish) tip -tongued (u. m.) top ware work worker simon-pure (u. m.) simple -headed (u. m.) hearted -minded (u. m.) #ratio -rooted (u. m.) -witted (u. m.) simulcast	sin -born (u. m.) -bred (u. m.) proof sine #curve #die #wave sing song spiel single bar -breasted (u. m.) -decker -edged (u. m.) #entry handed hearted hood -loader -minded (u. m.) -phase (u. m.) -seater stick sticker #stitch #tax #track tree sink box head hole room stone Sino (c. f.) -Japanese, etc. sister -german hood -in-law sit down (n., u. m.) -downer fast (n., u. m.) sitter -by -out sitting #room sitzmark six -cylinderead (u. m.) fold penny (nail) -ply (u. m.) score -shooter -wheeler sketch book #plan skew back backed bald #table wise ski #jump plane #suit skid #chain #fin proof road way skim #milk skin bound -clad (u. m.) deep flint -graft (v.) #test tight worm	skip jack man #numbering tail skirt board #dance marker skull cap fish skunk bill head top sky -blue (u. m.) gazer -high (u. m.) lark larking light line look (v.) man #map #pilot rocket sail scape scaper shine #train #truck ward way write (v.) writer writing slab man -sided (u. m.) stone slack -bake (v.) -filled (u. m.) #water #wire slambang slant -eyed (u. m.) wise slap bang dab dash down (n., u. m.) happy jack -slap stick -up (n., u. m.) slate -blue (u. m.) -colored (u. m.) like maker making work works write (v.) writing yard slaughter house man pen yard slave -born (u. m.) -deserted (u. m.) holder holding land #market owner ownership pen
--	--	---	---	--	--	--	--

slave —con. #trade #worker	slop —con. work worker	smooth —con. -tongued (u. m.) -working (u. m.)	snow —con. suit -topped (u. m.) #water -white (u. m.) worm	soldier bird -fashion (u. m.) fish fly hearted like proof
Slavo (c. f.) -Hungarian, etc.	slope -faced (u. m.) ways wise	snail eater (bird) -paced (u. m.) -slow (u. m.)	snuff box maker making -stained (u. m.)	sole cutter cutting piece plate print
sledge #hammer -hammered (u. m.) meter	slow belly down (n., u. m.) -footed (u. m.) going headed hearted -motion (u. m.) mouthed poke up (n., u. m.) -witted (u. m.) worm	snake bird bite -bitten (u. m.) #doctor -eater -eyed (u. m.) fish head hole holing neck (bird) piece skin stone worm	so -and-so be it (n., conj.) -called (u. m.) -seeming (u. m.) -so	somato (c. f.) <i>all one word</i>
sleep -filled (u. m.) marken (fish) talker walker walking	slug -cast (v.) caster casting	slug piece skin stone worm	soap box bubble bubbly dish fast #fat fish flakes maker making	some body day how one (anyone) #one (distributive) place (adv.) thing time (adv., u. m.) #time (some time) ago) times way what where
sleepy -eyed (u. m.) head headed -looking (u. m.)	sluice #gate way	snail's #pace	#opera #powder rock stock stone suddy suds	son -in-law #of #man
sleet proof storm #wheel	slum gullion gum land	snapper -back -up	sober -minded (u. m.) sided sides	song bird book craft fest land maker making man worthy wright writer writing
sleeve band board fish #nut	slumber -bound (u. m.) land	snipe bill #eel fish -nosed (u. m.)	socio (c. f.) -official <i>rest one word</i>	sonobuoy fast say sayer saying
sleuth dog hound	small #arms -ankled (u. m.) -business #man hearted -hipped (u. m.) mouthed pox -scale (u. m.) sword talk time (u. m.) town (u. m.) ware	sniperscope snooperscope	sock eye maker making	soot fast say sayer saying
slide film head knot man #rule #valve way	smart #aleck -alecky (u. m.) -looking (u. m.) #set -tongued (u. m.)	snow ball bank berg bird blind blinded #blindness blink bound break #bunting (bird) cap capped -choked (u. m.) -clad (u. m.) #cover -covered (u. m.) craft drift fall field flake hammer (bird) house land line melt -melting (u. m.) mobile plow scape shade shed shine shoe shoer slide slip slump	sod bound buster culture #grass #house work	sore -eyed (u. m.) foot (n.) -footed (u. m.) head (n., u. m.) headed hearted #throat
sling ball shot stone	smash board up (n., u. m.)	snapper -back -up	soda #biscuit #granite jerk #pop #water	sorry hearted -looking (u. m.)
slinks	smear case #culture	snipe bill #eel fish -nosed (u. m.)	sofa #bed #maker -making (u. m.) -ridden (u. m.)	soul -deep (u. m.) mate -searching (u. m.) sick
slip along (u. m.) back band board case cover house knot #law -on (n., u. m.) over (n., u. m.) #proof (printing) proof ring sheet -shelled (u. m.) shod slop sole step stitch stream top topped -up (n., u. m.) ware washer way	smoke -blinded (u. m.) bound box -brown (u. m.) chaser #curtain -dried (u. m.) -dry (v.) -died (u. m.) -filled (u. m.) house jack jumper jumping -laden (u. m.) proof room screen shop stack tight smoking #room smooth bore bored -browed (u. m.) -cast (u. m.) mouthed	sniperscope snooperscope	soat #seat soft ball -boiled (u. m.) brained #coal #currency #drink #goods head hearted like -pedal (v.) -shelled (u. m.) -soap (nonliteral) (v.) -soaper (nonliteral) -spoken (u. m.) tack wood	sound -absorbing (u. m.) board #field film #group headed hearted -minded (u. m.) off (n., u. m.) proof #wave
slit -eyed (u. m.) shell #skirt	slump -built (u. m.) maker making man -molded (u. m.) over (n., u. m.) room seller shop stone	slump -built (u. m.) maker making man -molded (u. m.) over (n., u. m.) room seller shop stone	stock bone house #kitchen like #plate spoon #stock	stock bone house #kitchen like #plate spoon #stock

sour belly bread dough (n.) faced #grapes headed hearted -natured (u. m.) -sweet sourcebook	spear—con. head -high (u. m.) man proof -shaped (u. m.) #thrower speckle belly breast (bird) -breasted (u. m.) spectro (c. f.) <i>all one word</i> speech -bereft (u. m.) bound craft maker making #reading writer writing speed boat boating boatman #cop trap up (n., u. m.) way spell bind binder binding bound craft down (n., u. m.) -free (u. m.) proof word work spelling down (n.) #match #reform spelter man #solder spend -all (n.) thrift spermato (c. f.) <i>all one word</i> spermo (c. f.) <i>all one word</i> spheno (c. f.) -occipital <i>rest one word</i> sphinx like #moth sphygmo (c. f.) <i>all one word</i> spice box -burnt (u. m.) cake house -laden (u. m.) land spider #crab -legged #monkey -spun (u. m.) #web (n.) web (u. m., v.) #wheel work spike bill -billed (u. m.) fish horn -kill (v.) like #nail -pitch (v.) tail	spile hole worm spillway spindle -formed (u. m.) head -legged (u. m.) legs shanks tail worm spine #ache bill bone -broken (u. m.) -pointed (u. m.) tail spinning #jenny #wheel spino (c. f.) -olivary <i>rest one word</i> spirit -born (u. m.) -broken (u. m.) land #level wise #world #writing spit ball baller box fire poison stick spite #fence #wall work splanchno (c. f.) <i>all one word</i> splash board #dam proof splatter faced work splay foot footed mouth mouthed spleen -born (u. m.) sick -swollen (u. m.) spleno (c. f.) <i>all one word</i> splinter #bar proof spit beak (bird) finger (crustacean) #flap fruit #infinitive mouth saw #second tail (fish) -tongued (u. m.) up (n., u. m.) worm spoils man monger #system spoilsport spoke shave stitch -stitching (u. m.)	spokes man woman spondylo (c. f.) <i>all one word</i> sponge #bath cake #cloth diver -diving (u. m.) -shaped (u. m.) spongio (c. f.) <i>all one word</i> spool winder wood spoon -beaked (u. m.) bill (bird) -billed (u. m.) bread drift -fed (u. m.) maker making -shaped (u. m.) ways wise spore former forming #fruit #print sporo (c. f.) <i>all one word</i> sports #editor man manlike #page wear woman writer spot #check -checked (u. m.) -face (v.) light weld (v.) -welded (u. m.) -welding (u. m.) spray board #gun #nozzle room -washed (u. m.) spread board -eagle (u. m., v.) head out (n., u. m.) over (n., u. m.) -set (v.) spring back (bookbind- ing) board bok -born (u. m.) buck -clean (v.) #fever finger fish -grown (u. m.) halt head house like #lock maker making -plov (v.) -plowed (u. m.) tail tide (season) time	spring—con. trap worm sprit sail tail spur -clad (u. m.) -driven (u. m.) gall -galled (u. m.) -heeled (u. m.) like maker making #track way spurnwater spy boat glass hole tower square -bottomed (u. m.) -built (u. m.) #dance #deal #edge -faced (u. m.) flipper #foot head headed #knot #mark #measure #mile -rigged (u. m.) #root -set (u. m.) shooter tail (fish) #wave squaw fish man squeeze -in (n., u. m.) out (n., u. m.) #play up (n., u. m.) squirrel #cage fish -headed (u. m.) stable boy fly keeper man stack freed man man room stand up (n., u. m.) yard staff -herd (v.) man #officer stag -handled (u. m.) head -headed (u. m.) horn -horned (u. m.) hound hunt hunter hunting skin worm stage coach craft hand land
--	---	---	--	--

stage —con. like man #set -struck (u. m.) wise worthy	star —con. #wheel wise worm starch board #corn maker making man room works stark -blind (u. m.) -mad (u. m.) -naked (u. m.) -raving (u. m.) starter-off startup (n., u. m.) stat (pref.) <i>all one word</i> State -aided (u. m.) #line -owned (u. m.) state craft hood house making quake room side sider way wide states man manlike woman station #house man master #wagon stato (c. f.) <i>all one word</i> statue craft like maker making statute -barred (u. m.) #book #mile stay -at-home (n., u. m.) bar bolt boom #girder lace log maker making pin plow sail steam boat boating boatman #boiler car -cooked (u. m.) -driven (u. m.) #engine fitter fitting #heat #gage pipe piping -pocket (v.) -propelled (u. m.) roll (v.) roller (u. m., v.) room	steam —con. ship table tight tightness #turbine #whistle steamer -borne (u. m.) #line load steel -blue (u. m.) bound -bright (u. m.) -cased (u. m.) clad #electrotype #engraving -framed (u. m.) -hard (u. m.) head hearted maker making master proof ware #wool work worker works yard steep -rising (u. m.) -to (u. m.) -up (u. m.) -walled (u. m.) steeply chase chaser -high (u. m.) jack top steerageway stem #blight #borer #end head post #rot #rust sick sickness ware winder work stencil -cutter -cutting (u. m.) maker making #paper steno (c. f.) <i>all one word</i> step aunt brother child dance dancer dancing daughter down (n., u. m.) father grandchild grandfather grandson -in (n., u. m.) ladder mother nephew off (n., u. m.) over (n., u. m.) parent relation relationship sister	step —con. son stone #turn uncle -up (n., u. m.) way wise stepping -off (u. m.) -out (u. m.) #pace stone stereo (c. f.) <i>all one word</i> stern #anchor castle -faced (u. m.) foremost -looking (u. m.) man most post son ward way #wheel -wheeler sterno (c. f.) <i>all one word</i> stetho (c. f.) <i>all one word</i> stew pan pot stick -at-it (n., u. m.) fast (n.) -in-the-mud (n., u. m.) out (n., u. m.) pin tail (duck) tight (n.) -to-it-iveness (n.) up (n., u. m.) water sticker -in -on -up stiff -backed (u. m.) hearted neck -necked (u. m.) tail (bird) still -admired (u. m.) #alarm birth born -burn (v.) -fish (v.) house -hunt (v.) #life man -recurring (u. m.) room stand water (u. m.) sting bull (fish) fish ray tail (fish) stink ball bird bomb bug damp pot stone stir about (n., u. m.) -up (n., u. m.)	stitch bird down (n., u. m.) up (n., u. m.) work stock #block board book breeder breeding broker brokerage broking #car #exchange father feeder feeding fish holder holding house jobber jobbing judging keeper keeping list maker making man #market owner pile piled piling pot proof raiser raising room -still (u. m.) stone taker taking work wright yard stoke hold hole stomach #ache -filling (u. m.) #pump -shaped (u. m.) -sick (u. m.) -weary (u. m.) stomato (c. f.) <i>all one word</i> stone bird bliter blind boat brash breaker breaking broke brood cast chat (bird) -cold (u. m.) #crab crusher cutter cutting -dead (u. m.) -deaf (u. m.) -eyed (u. m.) fish fly hand (printing) hatch (bird) head hearted layer laying
--	---	--	--	--

stone —con. lifter man mason pecker (bird) #proof (printing) shot #wall (n.) wall (u. m.) ware work worker #writing yard	stove —con. pipe wood stow away (n., u. m.) bord down (n., u. m.) #net wood straddle back bug -face (v.) -legged (u. m.) wise straight away -backed (u. m.) -cut (u. m.) edge -edged (u. m.) #face -faced (u. m.) forward head -legged (u. m.) #line -lined (u. m.) -out (n., u. m.) #run -spoken (u. m.) #time -up (u. m.) -u p - a n d - d o w n (u. m.) way wise strainerman strainship strait -cheded (u. m.) jacket laced lacing stranglehold strap -bolt (v.) hanger head -shaped (u. m.) watch work strato (c. f.) <i>all one word</i> straw berry #field bill (bird) board boss -built (u. m.) hat man -roofed (u. m.) splitter splitting stack stacker -stuffed (u. m.) #vote walker work worm yard -yellow (u. m.) stray away (n., u. m.) #energy #line mark stream bank flow head line lined liner side ward way	street -bred (u. m.) car cleaner -cleaning (u. m.) #railway -sold (u. m.) sweeper sweeping walker walking ward way strepto (c. f.) <i>all one word</i> stretcher #bearer man stretchout (n., u. m.) strife maker making monger strike breaker breaking -in (n., u. m.) out (n., u. m.) striker -in -out string board course halt halted maker making man piece #plate #proof (density) ways strip cropping #map #mine #pit #printing tease teaser strong -arm (u. m., v.) back (nautical) -backed (u. m.) box brained headed hearted hold #man -minded (u. m.) room stub #nail #pen runner -toed (u. m.) stubble #crop #field -mulch (u. m.) stubborn hearted minded stucco -fronted (u. m.) work worker stuck up (n., u. m.) -upper -uppish (u. m.) stud bolt book fish horse mare	stud —con. #poker #print work stuntman stupid head -headed (u. m.) -looking (u. m.) sturdy hearted -limbed (u. m.) style book #manual stylo (c. f.) <i>all one word</i> sub (pref.) -Himalayan, etc. machinegun #rosa, #specie, etc. -subcommittee <i>rest one word</i> subject #index #matter -object -objectivity subter (pref.) <i>all one word</i> such -and-such like wise suck -egg (n., u. m.) fish fly hole -in (n., u. m.) stone sugar bird #bowl cake cane -coat (v.) -coated (u. m.) -cured (u. m.) house loaf maker making plum spoon sweet #water works suitcase sulfa (c. f.) <i>all one word</i> sulfo (c. f.) <i>all one word</i> sulfon (c. f.) <i>all one word</i> sullen hearted -natured (u. m.) summer bird castle (naut.) -clad (u. m.) #day -dried (u. m.) -fallow (v.) house land -made (u. m.) #oil #school tide time (season) #time (daylight saying) wood sun -baked (u. m.) bath -bathed (u. m.)	sun —con. beam beamed bird blind #blindness bonnet bow break burn burned burst -cured (u. m.) dial dog down -dried (u. m.) -dry (v.) fall fast fish glade glass glow #hat lamp land light lit #parlor power proof quake ray rise room scald set setting shade shine shiny -shot (u. m.) shower spot spotted stone stricken stroke struck tan #time (measure) time (dawn) up ward wise sunkland sunny hearted heartedness -looking (u. m.) -natured (u. m.) super (pref.) -Christian, etc. -superlative <i>rest one word</i> supper time ward eupra (pref.) -abdominal -acromial -aerial -anal -angular -arytenoid -auditory -auricular -axillary -Christian, etc. <i>rest one word</i> sur (pref.) <i>all one word</i> sure #enough -fire (u. m.) -footed (u. m.) -slow #thing
--	---	--	--	---

surf -battered (u. m.) bird board boat boatman bound #fish line man -swept (u. m.)	swell —con. head toad swelled-headed (u. m.) swept-wing (u. m.) swift foot -footed (u. m.) -handed (u. m.) -running (u. m.) swill bowl tub swim suit wear swine -backed (u. m.) bread head herd #itch pipe (bird) pox stone sty swing back (n., u. m.) bar #beam devil (bird) dingle #door #gate #music #shift #shifter stock -swang tree swingle bar tail (shark) tree switch back board box gear keeper like man plate plug rail tail (fish) tender #tower yard swivel #chair eye -eyed (u. m.) -hooked (u. m.) like #lock sword -armed (u. m.) bearer #belt bill #breaker craft fish fisherman fishing maker making play player proof -shaped (u. m.) smith stick tail swords man woman	syn (pref.) <i>all one word</i> synchro cyclotron flash mesh tron Syro (c. f.) -Arabian, etc. phenician systemwide T -bandage -beam -bone -iron -rail -shape -shaped -square T -boat -cloth -man -scale (score) table cloth -cut (u. m.) cutter -cutting (u. m.) fellow fellowship -formed (u. m.) land line #linen maid maker making man mate #money -shaped (u. m.) spoon spoonful talk top ware wise work (printing) tachy (c. f.) <i>all one word</i> tag -affixing (u. m.) board boat #day #end lock rag sore tail tail band board #coat -cropped (u. m.) #end -ender first foremost gate head -heavy (u. m.) hook lamp light piece pin pipe #plane race spin stock -tied (u. m.) twister twisting	tail —con. ward wind wise tailor bird craft -cut (u. m.) made (u. m.) man -suited (u. m.) take -all (n.) down (n., u. m.) -home (u. m.) -in (n., u. m.) off (n., u. m.) out (n., u. m.) over (n., u. m.) up (n., u. m.) taker -down -in -off -up tale bearer bearing book carrier carrying monger teller telling wise talk fest worthy talking #film -to (n.) tail boy (n.) -built (u. m.) #grass -looking (u. m.) -masted (u. m.) tallow -faced (u. m.) maker making man -pale (u. m.) tally #board #clerk ho man #room #sheet wag (fish) tame -grown (u. m.) hearted -looking (u. m.) -nated (u. m.) tan bark house wood works yard tangent #arc -cut (v.) -saw (v.) tangle fish foot -haired (u. m.) tank #car house maker making man room ship town	tap bolt dance dancer dancing holder hole house line net off (n., u. m.) -riveted (u. m.) room root rooted #shoe -tap water tape bound line maker making man #measure #reader #reading #sizer string -tied (u. m.) work worm taper bearer -fashion (u. m.) -headed (u. m.) maker making tapestry -covered (u. m.) #maker -making (u. m.) #work tapper-out tar #base board box boy -brand (v.) brush -coal (u. m.) -dipped (u. m.) man #oil #paper -paved (u. m.) pot rock (bird) -roofed (u. m.) works yard tariff bound maker making -protected (u. m.) #wall tarpaulin -covered (u. m.) #maker -making (u. m.) tarso (c. f.) <i>all one word</i> task #force master mistress setter work tattletale tauro (c. f.) <i>all one word</i> tax #assessor book -burdened (u. m.) #collector #dodger
---	---	--	--	--

tax —con. eater eating -exempt (u. m.) -free (u. m.) gatherer gathering -laden (u. m.) #lien #list load man paid payer paying payment #roll #sale -supported (u. m.)	teleo (c. f.) <i>all one word</i> tell tale truth telo (c. f.) <i>all one word</i> tempest proof -rocked (u. m.) temporo (c. f.) -occipital <i>rest one word</i> ten fold penny (nail) pins tender #boat -faced (u. m.) foot -footed (u. m.) footish -handed (u. m.) heart hearted loin -looking (u. m.) tencement #house tent #caterpillar -dotted (u. m.) maker making mate pole -sheltered (u. m.) #show #stitch work worm terneplate terra #cotta #firma mara terrace -fashion (u. m.) maker work test #case house man #pilot room #tube tetra (c. f.) <i>all one word</i> text book man writer thanks giver giving thatch -roofed (u. m.) wood work theater goer going then abouts adays thence forth forward ward theo (c. f.) <i>all one word</i> theologico (c. f.) <i>all one word</i> theory less maker making monger	there about(s) above across after against among around at away before between by for fore from in inafter inbefore into of on over through to tofore under until unto upon with thermo (c. f.) <i>all one word</i> thick -blooded (u. m.) brained head headed lips -looking (u. m.) pated set (n., u. m.) skin skinned skull (n.) skulled -tongued (u. m.) wit -witted (u. m.) -wooded (u. m.) -woven (u. m.) thief craft land maker making proof thimble -eye (n.) -eyed (u. m.) maker -making (u. m.) man rig rigged rigger rigging -shaped (u. m.) thin brained -clad (u. m.) set (u. m.) skinned -voiced (u. m.) thio (c. f.) <i>all one word</i> third -class (u. m.) -degree (u. m.) #estate -hand (u. m.) #house -rate (u. m.) -rater thistle bird down thoraco (c. f.) <i>all one word</i>	thorn back bill bound -covered (u. m.) -set (u. m.) stone -strewn (u. m.) tail thorough -bind (v.) bred -dried (u. m.) fare foot going -made (u. m.) paced pin thought -bewildered (u. m.) #control -free (u. m.) -out (u. m.) -provoking (u. m.) sick -tight (u. m.) worthy thousand fold -headed (u. m.) -legged (u. m.) legs (worm) thrall born dom -less thread bare fin (fish) fish #gage -leaved (u. m.) maker making way worm worm three -bagger -cornered (u. m.) -dimensional (u. m.) fold folded -in-hand -master penny (nail) -piece (u. m.) -ply (u. m.) score some -spot -square -striper threshingtime thrift box #society throat band cutter cutting latch strap thrombo (c. f.) <i>all one word</i> through out put #rate #road throw away (n., u. m.) back (n., u. m.) -in (n., u. m.) #line off (n., u. m.) -on (n., u. m.)	throw —con. out (n., u. m.) over (n., u. m.) thumb bird #hole #index -made (u. m.) mark -marked (u. m.) nail piece print screw -shaped (u. m.) stall string sucker sucking tack worn thunder bcarer bearing bird blast bolt burst clap cloud crack fish gust head headed peal proof shower smite (v.) squall stick stone storm strike stroke struck -voiced (u. m.) worm thwart man #motion ship thymo (c. f.) <i>all one word</i> thyro (c. f.) <i>all one word</i> tibie (c. f.) <i>all one word</i> tick bird #iever seed seeded tacktoe tick tock ticket #holder maker making #seller -selling (u. m.) #writer tidal #wave tiddlywink tide bound flat #gage head land maker making mark -marked (u. m.) race table -tossed (u. m.) waiter
---	--	--	---	---

tide—con. water #wave way work -worn (u. m.) tie back (n.) #band #bar #beam #bolt #cord -in (n., u. m.) #knot #line -on (n., u. m.) -out (n., u. m.) pin #plate -plater #post #rod #rope #stay #strap up (n., u. m.) #wall wig wigged tiger bird eye hearted #lily proof #shark -striped (u. m.) tight -belted (u. m.) bound fisted -fitting (u. m.) #joint lipped rope -set (u. m.) -tie (v.) wad wire work tile -clad (u. m.) #drain fish maker making -red (u. m.) stone work works wright yard tilt board hammer up (n.) yard timber -built (u. m.) head -headed (u. m.) jack land line man -propped (u. m.) #right #rot #wolf wood work wright yard time born bound card #clerk	time—con. #clock #deposit -honored (u. m.) keep (v.) keeper killer killing lag #limit #lock out (n., u. m.) piece pleaser proof saver saving server serving sheet #signal -stamp (v.) table taker taking waster wasting work worker worn #zone tin -bearing (u. m.) bound #can -capped (u. m.) -clad (u. m.) #cow cup #fish foil foiled foiler frame #hat horn house kettle -lined (u. m.) man #ore #pail pan plate -plated (u. m.) -plating (u. m.) pot -roofed (u. m.) shop smith smithing #soldier spot stone type typer ware -white (u. m.) work worker working tinder box -dry (u. m.) tinsel -bright (u. m.) -clad (u. m.) #cloth -covered (u. m.) maker making weaver tint block (printing) #tool tip burn cart -curled (u. m.)	tip—con. head -in (n., u. m.) man most #moth off (n., u. m.) over (n., u. m.) proof staff stock tail -tap tilt (v.) tilted tilting toe toed toeing top topper -up (u. m.) worm tire changer changing dresser fitter holder maker making man -mile #rack shaper smith some tit bit fish #for #tat lark man mouse titano (c. f.) all one word tithe book -free (u. m.) payer right title board holder -holding (u. m.) #page winner -winning (u. m.) to -and-fro day -do (n.) morrow night #wit toad back -bellied (u. m.) blind bug eat (v.) eater fish -green (u. m.) head (bird) stone stool toast #list master mistress tobacco #grower -growing (u. m.) #shed #shop toe board cap	toe—con. #dance #drop hold -in (n., u. m.) -mark (v.) nail plate print toil -beaten (u. m.) some -stained (u. m.) -weary (u. m.) worn toilet #mirror #room ware toll bar board #bridge #collector gate gatherer house keeper #line man master penny #road taker tom boy cat cod fool foolery piper tate (fish) -tom tomb stone -strewn (u. m.) tommy #bar cod (fish) gun #hole rot ton -hour -kilometer -mile -mileage -mile-day tone -deaf (u. m.) down (n., u. m.) #pattern -producing (u. m.) proof #quality up (n., u. m.) tongue -baited (u. m.) bird #bit -bound (u. m.) craft -dumb (u. m.) fish -free (u. m.) -lash (v.) #flashing play proof -shaped (u. m.) shot sore tack tacked tie tied tip #twister -twisting (u. m.)	tongue—con. work worm tool bag #belt box builder building #cabinet #chest #designer dresser fitter #grinder -grinding (u. m.) #handle head holder holding house kit maker making mark marking plate post #press rack room #set setter slide smith #steel stock stone #subject tooth ache aching achy #and #nail bill -billed (u. m.) brush drawer drawing mark -marked (u. m.) paste pick plate powder proof puller -pulling (u. m.) -set (u. m.) -shaped (u. m.) #shell some wash work top #brass cap (n.) coat coated coating cutter #dog -drain (v.) #drawer dress (v.) dressing flight (u. m.) full gallant (n., u. m.) -graft (v.) hat -hatted (u. m.) heavy knot knotted light lighted line liner
--	--	--	---	---

top —con. lofty maker making man (n.) mark mast milk most notch (nonliteral) notcher piece rail rope sail -secret (u. m.) #sergeant -shaped (u. m.) side (naut.) soil stone tail (v.) #timber (naut.) work topo (c. f.) <i>all one word</i> topsy-turvy torch bearer bearing #dance fish #holder light lighted like lit man #song torpedo #boat #mine plane #room #tube toss pot up (n., u. m.) touch #and #go back (n., u. m.) down (n., u. m.) hole line -me-not (n., u. m.) #method pan reader stone up (n., u. m.) wood writer writing tough head (duck) -headed (u. m.) hearted -looking (u. m.) -skinned (u. m.) to w boat #car -haired (u. m.) head headed #hook line mast #net -netter path rope #team tower #chime -high (u. m.) house man proof	tower —con. -shaped (u. m.) work to wn bound -bred (u. m.) #clerk #council #crier -dotted (u. m.) folk gate goer going hall house like lot #meeting ship side site talk ward wear -weary (u. m.) woman yard towns boy fellow man people toy #dog house land maker making man shop -sized (u. m.) town tracheo (c. f.) <i>all one word</i> trachy (c. f.) <i>all one word</i> track barrow #brake #gage hound layer laying man mark master -mile shifter sick side walker walking way work trade #board bound craft #discount #dollar -in (n., u. m.) -laden (u. m.) -made (u. m.) -mark #name #school #union #unionism #unionist #wind work trades folk man people #union #unionism woman	traffic #court -mile way tragico (c. f.) <i>all one word</i> trail blazer blazing breaker maker making -marked (u. m.) side sight -weary (u. m.) wise train bearer bolt boy #conductor crew line load man master -mile #service shed sick stop time way yard training #camp #ship tram -borne (u. m.) car line load man rail road smith way wayman yard trans (pref.) alpine atlantic -Canadian, etc. pacific <i>rest one word</i> transit man #time trap ball door #drummer fall #hatch light line maker making #nest -nester rock shoot shooter shooting stick travel -bent (u. m.) book time -tired (u. m.) -worn (u. m.) trawl boat net tray #agriculture #cloth maker	tread board mill wheel treasure -filled (u. m.) #house -laden (u. m.) #ship #trove treaty bound breaker breaking maker making -sealed (u. m.) tree #belt -clad (u. m.) fish #frog holder hopper #line -lined (u. m.) maker maker making man nail -ripe (u. m.) scape #surgery #toad top #trunk trellis -covered (u. m.) work trench back board coat #fever foot #knife mouth #plow -plowed (u. m.) -plowing (u. m.) #warfare trestle board #bridge tree work tri (c. f.) -iodide -ply (u. m.) <i>rest one word</i> tribes man people tribo (c. f.) <i>all one word</i> tricho (c. f.) <i>all one word</i> trick proof work trim -cut (u. m.) -dressed (u. m.) -looking (u. m.) stone trinitro (c. f.) <i>all one word</i> trip -free (u. m.) #gear hammer #rate sill tripstone triple -acting (u. m.) back (sofa) -branched (u. m.) -edged (u. m.)	triple —con. fold #play tail (fish) -tailed (u. m.) tree (n.) trolley #bus #car #line maker man troop fowl #leader #school ship #train tropho (c. f.) <i>all one word</i> trouble -free (u. m.) -haunted (u. m.) maker making man proof shooter shooting some trough room way trout bird -colored (u. m.) -famous (u. m.) fly #stream trowel beak (bird) man truce breaker breaking maker making -seeking (u. m.) truck -borne (u. m.) driver #farm #garden line load man -mile owner #tractor #trailer way true -aimed (u. m.) #bill -blue (u. m.) born bred -eyed (u. m.) -false hearted love (n., u. m.) penny (n.) #time #value trundle #bed head trunk back fish line maker nose room #steamer way truss #beam bound
--	--	--	---	---

truss —con. maker making work	tune —con. out (n., u. m.) up (n., u. m.)	twelve fold month penny (nail) score	U-boat U -cut -magnet -rail -shaped -tube	upper —con. #deck #grade #hand handism most #world
trust breaking buster busting #company -controlled (u. m.) #fund maker man -ridden (u. m.) woman worthy	tunnel -boring (u. m.) maker making man -shaped (u. m.) way turbo (c. f.) -ram-jet (u. m.) <i>rest one word</i>	twenty -first fold leaf -one penny (nail) twice -born (u. m.) -reviewed (u. m.) -told (u. m.)	ultra (pref.) -a m b i t i o u s , -atomic, etc. -English, etc. -high-speed (u. m.) #valorem, #vires, etc. <i>rest one word</i>	urano (c. f.) <i>all one word</i> uretero (c. f.) <i>all one word</i> urethro (c. f.) <i>all one word</i> uro (c. f.) <i>all one word</i> utero (c. f.) <i>all one word</i>
truth -filled (u. m.) lover seeker -seeking (u. m.) #serum teller telling	turf bound -built (u. m.) -clad (u. m.) -covered (u. m.) man turkey back #buzzard #gobbler -red (u. m.) #trot Turko (c. f.) -Greek, etc. <i>rest one word</i>	twine bound -colored (u. m.) cutter holder maker making #spinner two -a-day (u. m.) -along (bookbind- ing) (n.) -decker -faced (u. m.) fold -handed (u. m.) penny (nail) -picce (u. m.) <i>rest one word</i> -ply (u. m.) score -seater some -spot -step (dance) -striper -suiter -thirder -up (n., u. m.) -way (u. m.) -wheeler	un (pref.) -American, etc. called-for (u. m.) heard-of (u. m.) -ionized (u. m.) self-conscious sent-for (u. m.) thought-of (u. m.) thought-on (u. m.) <i>rest one word</i> under #contract #cultivation (till- age) cultivation (insuf- ficient) (pref.) #oath #obligation #orders #secretary -secretaryship #suspicion <i>as prefix, one word</i> uni (c. f.) -univalent <i>rest one word</i> union #card -made (u. m.) man #shop unit #traction #price -set (u. m.) up along (adv.) -anchor (u. m., v.) -and-coming (u. m.) #and #up beat bow coast country (adv., u. m.) end (v.) grade keep lift #oars -over (u. m.) patient rate river stairs state stream street swing take -to-date (u. m.) town trend turn upper case (printing) cased (printing) #class classman #crust cut	v -boat -man v -connection -curve -engine -neck -shaped -type vacant -eyed (u. m.) hearted -looking (u. m.) -minded (u. m.) vagino (c. f.) <i>all one word</i> vain glorious glory valley #bottom #train valve #gear -grinding (u. m.) -in-head (u. m.) man van #driver guard load man most ward vapor #bath #density -filled (u. m.) -heating (u. m.) tight vase maker making -shaped (u. m.) work vaso (c. f.) <i>all one word</i> vat maker making man #net vegeto (c. f.) <i>all one word</i> vein banding -mining (u. m.) #quartz stone -streaked (u. m.) wise work vellum -bound (u. m.) #cloth -covered (u. m.)
try house -on (n., u. m.) out (n., u. m.) pot sail square works	turn about (n., u. m.) about-face again (n., u. m.) around (n., u. m.) back (n., u. m.) buckle cap coat cock down (n., u. m.) gate -in (n., u. m.) key off (n., u. m.) out (n., u. m.) over (n., u. m.) penny head hearted maker making man -nosed (u. m.) #plate #sheet smith work works worm	tympano (c. f.) <i>all one word</i> type case cast caster casting cutter cutting face founder foundry #genus -high (u. m.) holder #metal #page script set setter setting #species #specimen write (v.) writer writing written typho (c. f.) <i>all one word</i> typo (c. f.) <i>all one word</i> tyro (c. f.) <i>all one word</i>	U-boat U -cut -magnet -rail -shaped -tube ultra (pref.) -a m b i t i o u s , -atomic, etc. -English, etc. -high-speed (u. m.) #valorem, #vires, etc. <i>rest one word</i> un (pref.) -American, etc. called-for (u. m.) heard-of (u. m.) -ionized (u. m.) self-conscious sent-for (u. m.) thought-of (u. m.) thought-on (u. m.) <i>rest one word</i> under #contract #cultivation (till- age) cultivation (insuf- ficient) (pref.) #oath #obligation #orders #secretary -secretaryship #suspicion <i>as prefix, one word</i> uni (c. f.) -univalent <i>rest one word</i> union #card -made (u. m.) man #shop unit #traction #price -set (u. m.) up along (adv.) -anchor (u. m., v.) -and-coming (u. m.) #and #up beat bow coast country (adv., u. m.) end (v.) grade keep lift #oars -over (u. m.) patient rate river stairs state stream street swing take -to-date (u. m.) town trend turn upper case (printing) cased (printing) #class classman #crust cut	upper —con. #deck #grade #hand handism most #world urano (c. f.) <i>all one word</i> uretero (c. f.) <i>all one word</i> urethro (c. f.) <i>all one word</i> uro (c. f.) <i>all one word</i> utero (c. f.) <i>all one word</i> v -boat -man v -connection -curve -engine -neck -shaped -type vacant -eyed (u. m.) hearted -looking (u. m.) -minded (u. m.) vagino (c. f.) <i>all one word</i> vain glorious glory valley #bottom #train valve #gear -grinding (u. m.) -in-head (u. m.) man van #driver guard load man most ward vapor #bath #density -filled (u. m.) -heating (u. m.) tight vase maker making -shaped (u. m.) work vaso (c. f.) <i>all one word</i> vat maker making man #net vegeto (c. f.) <i>all one word</i> vein banding -mining (u. m.) #quartz stone -streaked (u. m.) wise work vellum -bound (u. m.) #cloth -covered (u. m.)
tuba #butter fast fish maker making man -shaped (u. m.) #thumper tube -eyed (u. m.) -fed (u. m.) #generator form (u. m.) head hearted maker making man -nosed (u. m.) #plate #sheet smith work works worm tuberculo (c. f.) <i>all one word</i> tubo (c. f.) -ovarian <i>rest one word</i> tuft hunter hunting tug boat boatman #of #war tulip #bed grower -growing (u. m.) #mold #root wood tumble bug down (n., u. m.) tuna fish #oil tune maker making	turned -back (u. m.) -down (u. m.) -in (u. m.) -on (u. m.) -out (u. m.) -over (u. m.) turner-off turret #deck #gun head #ship turtle back dove -footed (u. m.) neck (u. m.) #shell stone	twelve fold month penny (nail) score twenty -first fold leaf -one penny (nail) twice -born (u. m.) -reviewed (u. m.) -told (u. m.) twine bound -colored (u. m.) cutter holder maker making #spinner two -a-day (u. m.) -along (bookbind- ing) (n.) -decker -faced (u. m.) fold -handed (u. m.) penny (nail) -picce (u. m.) <i>rest one word</i> -ply (u. m.) score -seater some -spot -step (dance) -striper -suiter -thirder -up (n., u. m.) -way (u. m.) -wheeler tympano (c. f.) <i>all one word</i> type case cast caster casting cutter cutting face founder foundry #genus -high (u. m.) holder #metal #page script set setter setting #species #specimen write (v.) writer writing written typho (c. f.) <i>all one word</i> typo (c. f.) <i>all one word</i> tyro (c. f.) <i>all one word</i>	U-boat U -cut -magnet -rail -shaped -tube ultra (pref.) -a m b i t i o u s , -atomic, etc. -English, etc. -high-speed (u. m.) #valorem, #vires, etc. <i>rest one word</i> un (pref.) -American, etc. called-for (u. m.) heard-of (u. m.) -ionized (u. m.) self-conscious sent-for (u. m.) thought-of (u. m.) thought-on (u. m.) <i>rest one word</i> under #contract #cultivation (till- age) cultivation (insuf- ficient) (pref.) #oath #obligation #orders #secretary -secretaryship #suspicion <i>as prefix, one word</i> uni (c. f.) -univalent <i>rest one word</i> union #card -made (u. m.) man #shop unit #traction #price -set (u. m.) up along (adv.) -anchor (u. m., v.) -and-coming (u. m.) #and #up beat bow coast country (adv., u. m.) end (v.) grade keep lift #oars -over (u. m.) patient rate river stairs state stream street swing take -to-date (u. m.) town trend turn upper case (printing) cased (printing) #class classman #crust cut	upper —con. #deck #grade #hand handism most #world urano (c. f.) <i>all one word</i> uretero (c. f.) <i>all one word</i> urethro (c. f.) <i>all one word</i> uro (c. f.) <i>all one word</i> utero (c. f.) <i>all one word</i> v -boat -man v -connection -curve -engine -neck -shaped -type vacant -eyed (u. m.) hearted -looking (u. m.) -minded (u. m.) vagino (c. f.) <i>all one word</i> vain glorious glory valley #bottom #train valve #gear -grinding (u. m.) -in-head (u. m.) man van #driver guard load man most ward vapor #bath #density -filled (u. m.) -heating (u. m.) tight vase maker making -shaped (u. m.) work vaso (c. f.) <i>all one word</i> vat maker making man #net vegeto (c. f.) <i>all one word</i> vein banding -mining (u. m.) #quartz stone -streaked (u. m.) wise work vellum -bound (u. m.) #cloth -covered (u. m.)

velvet breast (bird) -crimson (u. m.) -draped (u. m.) #finish -green (u. m.) hearted maker making -pile (u. m.) work	violet —con. #ray -rayed (u. m.) #water wood violin #case maker making -shaped (u. m.) viper fish -headed (u. m.) virtue -armed (u. m.) proof wise viscero (c. f.) <i>all one word</i> vitreo (c. f.) <i>all one word</i> vitro (c. f.) -clarain -di-trina <i>rest one word</i> vivi (c. f.) <i>all one word</i> volley ball #fire volt ammeter -ampere -coulomb meter ohmmeter -second volta (c. f.) <i>all one word</i> vote -casting (u. m.) #getter -getting (u. m.) monger vow -bound (u. m.) breaker breaking maker making -pledged (u. m.) volv (c. f.) <i>all one word</i>	wagon —con. wayman work wright yard waist band belt cloth coat coated coating -deep (u. m.) -high (u. m.) line waiting #list #man #period #room #woman walk around (n., u. m.) away (n., u. m.) -on (n., u. m.) out (n., u. m.) over (n., u. m.) up (n., u. m.) way walkie-talkie wall bird board bound eye (n.) eyed flower #garden girt -like -painting (u. m.) paper papering piece plate -sided (u. m.) work walled -in (u. m.) -up (u. m.) war book craft #dance -disabled (u. m.) -famed (u. m.) fare head horse (nonliteral) like -made (u. m.) maker making monger mongering mouth (fish) #neurosis path plane proof ship #song -swept (u. m.) #time (clock) time (duration) -wearied (u. m.) #weariness -weary (u. m.) work worker worn #worthiness worthy ward heeler maid robe room	ward —con. ship #walk ware house houseman maker making man room warm -blooded (u. m.) -clad (u. m.) hearted house (hothouse) up (n., u. m.) warmed-over (u. m.) wash basin basket board bowl brush cloth -colored (u. m.) day down (n., u. m.) #drawing #goods house -in (n., u. m.) land maid man off (n., u. m.) out (n., u. m.) pot rag room #sale shed stand tail (bird) tray trough tub up (n., u. m.) way woman work washed -out (u. m.) -up (u. m.) washer man woman waste basket board box land leaf (bookbind- ing) making man paper #pipe #plug #product way weir wood word worker yard watch #bell #bill boat box case #chain #charm cry dog -free (u. m.) glass	watch —con. #hand house keeper maker making man mate #officer #spring tower woman word work water bag bailage bank bearcr -bearing (u. m.) -beaten (u. m.) #beetle -bind (v.) blink #blister bloom board #body bok borne #bottle bound boy buck bug chat (bird) #closet color -colored (u. m.) -cool (v.) -cooled (u. m.) #cooler course craft #cure doe dog -drinking (u. m.) drop fall -filled (u. m.) finder flood flow fog fowl -free (u. m.) front #gage gate head hole horse house -inch #jacket -laden (u. m.) lane leaf leave #level line -lined (u. m.) load locked log logged logger logging #main man mark master melon meter phone plane pot power
---	--	---	---	--

water—con.	way—con.	web—con.	were—con.	wheel—con.
#pressure	fellow	-footed (u. m.)	calf	horse (nonliteral)
proof	#freight	maker	folk	house
proofed	going	making	wolf	#load
proofed	house	#press	west	-made (u. m.)
proofing	laid	work	bound	maker
quake	layer	worm	-central (u. m.)	making
-rot (v.)	laying	wedge	#end	man
scape	leave	bill	-faced (u. m.)	plate
shed	maker	-billed (u. m.)	going	race
shoot	man	like	land	road
sick	mark	-shaped (u. m.)	most	#scraper
side	mate	wise	-northwest	smith
skin	post	weed	#side	spin
#snake	side	-choked (u. m.)	-sider	stitch
-soak (v.)	-sore (u. m.)	-hidden (u. m.)	ward	way
-soaked (u. m.)	#train	hook	wet	work
-soaking (u. m.)	-up (n., u. m.)	killer	back	-worn (u. m.)
-soluble (u. m.)	ward	killing	bird (finch)	wright
spout	-wearied (u. m.)	week	#blanket	when
tight	-weary (u. m.)	day	#bulb	abouts (n.)
tightness	wise	end	-cheeked (u. m.)	ever
#tower	worn	-ender	-clean (v.)	-issued (u. m.)
#tube	weak	-ending (u. m.)	-nurse (v.)	soever
#wagon	-backed (u. m.)	long (u. m.)	pack	whencesoever
wall	brained	-old (u. m.)	wash	where
#wave	-eyed (u. m.)	work	whale	abouts
way	fish	weigh	back	after
#wheel	handed	bridge	-backed (u. m.)	as
wise	headed	bridgeman	bird	at
work	hearted	house	boat	by
worker	-knead (u. m.)	-in (n., u. m.)	bone	for
works	minded	lock	boned	fore
worm	mouthed	man	-built (u. m.)	from
worn	#side	master	head (bird)	in
watt	#sister	out (n., u. m.)	-headed (u. m.)	insoever
-hour	wealth	shaft	like	into
meter	maker	well	man	of
-second	making	-being (n.)	-mouthed (u. m.)	on
wattle	monger	-beloved (u. m.)	#oil	over
bird	-producing (u. m.)	-born (u. m.)	ship	soever
work	-proud (u. m.)	-bound (u. m.)	wharf	through
wave	weapon	-bred (u. m.)	#boat	to
#antenna	maker	-clad (u. m.)	hand	under
-cut (u. m.)	making	curb	head	upon
form	proof	-deserving (u. m.)	holder	with
guide	weasel	-doer	land	withal
-lashed (u. m.)	-faced (u. m.)	-doing (n., u. m.)	man	wherever
length	skin	-drained (u. m.)	master	whet
line	-worded (u. m.)	-drilling (u. m.)	owner	#slate
making	#words	-grown (u. m.)	#rat	stone
mark	weather	head	side	why
meter	beaten	-headed (u. m.)	worker	beard
-moist (u. m.)	blown	hole	what	-bearded (u. m.)
#motion	board	house	abouts (n.)	face
#rule (printing)	boarding	-informed (u. m.)	ever	faced
-swept (u. m.)	-borne (u. m.)	-known (u. m.)	-is-it (n.)	which
-worn (u. m.)	bound	-looking (u. m.)	not (n.)	ever
wax	break	maker	soever	soever
bill	cock	making	-you-may-call-it	whiffletree
-billed (u. m.)	#eye	man	(n.)	whip
bird	fish	-meaner	wheat	bird
chandler	#gage	-nigh (u. m.)	bird	cord
cloth	glass	-off (u. m.)	bug	crack
-coated (u. m.)	going	-read (u. m.)	cake	cracker
#etching	-hardened (u. m.)	-set-up (u. m.)	-colored (u. m.)	craft
-headed (u. m.)	#house	side	ear	-graft (v.)
hearted	maker	-spoken (u. m.)	eared	#hand
maker	making	spring	-fed (u. m.)	lash
making	man	stead	field	maker
man	#map	-thought-of (u. m.)	fly	making
#paper	-marked (u. m.)	-thought-out	grower	man
#stone	most	(u. m.)	land	-marked (u. m.)
wing (moth)	proof	-to-do (u. m.)	#rust	post
work	proofed	-wisher	-rich (u. m.)	saw
worker	proofing	-wishing (u. m.)	#rust	sawed
working	#signal	-worn (u. m.)	stalk	sawing
worm	-stain (v.)	yard	worm	sawyer
-yellow (u. m.)	#station	welt	wheel	-shaped (u. m.)
way	strip	geist	band	#snake
back (n., u. m.)	-stripped (u. m.)	politik	barrow	socket
beam	-stripping (u. m.)	schmerz	base	staff
bill	tight	#seam	bird	stalk
book	wise	welterweight	box	stall
#car	worn	were	bug	stick
down (n., u. m.)	web	-animal	chair	stitch
farer	-fingered (u. m.)	-ass	-cut (u. m.)	stock
faring	foot	bear	going	tail

whip —con. -tailed (u. m.) -tom-kelly (bird) worm	whole -headed (u. m.) hearted #hog -hogger #number salc saler -skinned (u. m.) some -souled (u. m.) -spirited (u. m.) #stitch #wheat #works whom so soever whooping #cough wicker ware work -woven (u. m.) wicket keeper keeping wide -angle (u. m.) -awake (u. m.) #gage -handed (u. m.) hearted mouthed -open (u. m.) spread -spreading (u. m.) work widow #bird hood maker man width way wise wife bound hood killer -ridden (u. m.) wig maker making tail wag wagger wild #boar cat (n.) catter -eyed (u. m.) fire fowl -grown (u. m.) #land life #man wind wood will -less maker making -o'-the-wisp power -strong (u. m.) willinghearted willow -grown (u. m.) like -shaded (u. m.) ware worm wilt #disease -resistant (u. m.) wind bag bagged	wind —con. bagger ball blown borne bound brace bracing break breaker breaking broach broken burn catcher -chapped (u. m.) clothes #cloud #cone #drift fall fallen fast #fertilization -fertilized (u. m.) firm fish flow #force gall -galled (u. m.) #gage hole house -hungry (u. m.) #instrument jammer jamming lass load mill pipe -pollinated (u. m.) #pollination power proof #puff #pump #resistance -rode (u. m.) row screen -shaken (u. m.) shield shock side #sleeve #sock stop storm sucker sucking swept throw tight #tunnel up (n., u. m.) ward way worn winder -on #rod window breaker -breaking (u. m.) #cleaner -cleaning (u. m.) #dresser -dressing (u. m.) #envelope #glass maker making man pane peeper #shade -shop (v.)	window —con. #shopper -shopping (u. m.) #work wine bag ball bibber bibbing -black (u. m.) #cask #cellar -colored (u. m.) conner -drinking (u. m.) glass glassful grower growing -hardy (u. m.) house maker making #measure pot #press -red (u. m.) seller shop skin taster tester vat wise wing band bar #bay beat bolt bone borne bow #car #case #cell #chair #collar cut #dam #deck fish #flap -footed (u. m.) handed #jam load -loading (u. m.) -loose (u. m.) man #net nut over (n., u. m.) #pad piece #plover power #rail #resistance #sac #screw seed -shaped (u. m.) #shell -shot (u. m.) #slot span spread -swift (u. m.) #tie tip top #wall -weary (u. m.) wide winter -beaten (u. m.) bound -clad (u. m.)	winter —con. -fallow (v.) -fed (u. m.) iced #green (color) green (plant, etc.) -hardy (u. m.) kill killed killing -made (u. m.) #oats proof #rye -sown (u. m.) tide time #wheat -worn (u. m.) wire bar bird borne bound -caged (u. m.) #cloth -cut (u. m.) cutter cutting dancer dancing draw (v.) drawer drawing drawn #edge -edged (u. m.) #gage hair (dog) -haired (u. m.) house less #line maker making man #mark photo puller pulling #recorder #rope smith spun stitch -stitched (u. m.) #stitcher -stitching (u. m.) tail (duck) -tailed (u. m.) tap tapped tapper tapping walker walking way work worker working works worm -wound (u. m.) wise acre crack cracked cracker cracking head (n.) -headed (u. m.) hearted -spoken (u. m.) wishbone witch #burner craft #doctor #hazel
---	--	---	---	--

witch —con. #hunt #hunter -hunting (u. m.) man #moth work with draw drawal drawer drawing hold holding in indoors (adv.) out outdoors (adv.) stand wither band tip -wring (u. m.) within -bound (u. m.) -named (u. m.) ward woe begone -laden (u. m.) worn wolf -eyed (u. m.) #fish hound pack skin woman folk hearted hood kind like power #suffrage #suffragist womenfolk wonder land -stricken (u. m.) strong -struck (u. m.) work worker working worthy wood #alcohol bark (color) bin bined block #borer bound box -built (u. m.) -cased (u. m.) chat (bird) chipper chopper chuck cock craft crafter cut cutter cutting #engraver #engraving #fiber fish grub hole horse house hung (u. m.) jobber (bird) land -lined (u. m.)	wood —con. lot man #nymph -paneled (u. m.) #paper pecker pile -planing (u. m.) print pulp ranger -rip (bird) rock #rot shed shop side skin stock stone #stove #thrush #tick turner -turning (u. m.) wall (bird) -walled (u. m.) wind (music) work worker working worm yard wooden head (n.) headed -hulled (u. m.) ware -weary (u. m.) #wedding woodsman wool #clip fell #flock gatherer gathering grader grower growing head -laden (u. m.) -lined (u. m.) man pack packer press shearer shearing shears shed skin sorter sorting sower #stapler stock washer #waste wheel -white (u. m.) winder work worker working woolly -coated (u. m.) -headed (u. m.) -looking (u. m.) -white (u. m.) word -blind (u. m.) book bound builder building catcher catching	word —con. -clad (u. m.) #class craft craftsman -deaf (u. m.) jobber list maker making man manship monger mongering -perfect (u. m.) #picture play seller slinger slinging smith work aday (n., u. m.) -and-turn (u. m.) away (n., u. m.) bag basket bench book box #cure day -driven (u. m.) fellow folk #force girl hand -hardened (u. m.) horse -hour (u. m.) house housed load man manlike manship master out (n., u. m.) pan people piece place room sheet shoe shop -shy (n., u. m.) -shyness #song space spacing -stained (u. m.) stand stone table time up (n., u. m.) ways -weary (u. m.) week wise woman work yard working #card #day #load man #room woman world beater beating -conscious (u. m.) #consciousness #line	world —con. maker making #politics #power proof quake -self -weary (u. m.) wide wise worm -eaten (u. m.) -eating (u. m.) #gear hole holed proof -riddled (u. m.) -ripe (u. m.) seed shaft #wheel wood worn down (u. m.) out (u. m.) outness worrywart worth while (n., u. m.) #while (adv.) whileness wrap around (n., u. m.) -up (n., u. m.) wreath -crowned (u. m.) maker making work wreck #buoy fish -free (u. m.) master wring bolt staff wrist band bone drop fall lock pin plate watch work write in (n., u. m.) off (n., u. m.) up (n., u. m.) writing #desk sorting #room wrong doer doing -ended (u. m.) #font headed hearted -minded (u. m.) -thinking (u. m.) wrought #iron -up (u. m.) wry bill -billed (u. m.) -faced (u. m.) -looking (u. m.) mouth (fish) -mouthed (u. m.) neck -set (u. m.) tail (bird)	X -body -disease -ray -virus X-shaped xantho (c. f.) all one word xeno (c. f.) all one word xero (c. f.) all one word xylo (c. f.) all one word Y -chromosome -potential Y -joint -level -shaped -track -tube yachis man woman Yankee -Doodle land yard arm -deep (u. m.) -long (u. m.) man master stick -wide (u. m.) yaw meter -sighted (u. m.) year bird book day -hour (u. m.) long (u. m.) -old (u. m.) -round (u. m.) yellow back -backed (u. m.) -bellied (u. m.) belly #berry bill (bird) -billed (u. m.) bird crown (bird) #fever fin (fish) fish -green (u. m.) hammer (bird) head (bird) -headed (u. m.) legs (bird) #race rump (bird) tail (fish) -tailed (u. m.) throat (bird) -throated (u. m.) top ware yes -man -no yester day year yoke fellow mate mating -toed (u. m.) wood
--	--	---	--	--

young	youth	Z-chromosome	zig	zoologico (c. f.)
-eyed (u. m.)	like	zebra	zag	<i>all one word</i>
-headed (u. m.)	tide	fish	zagged	zygo (c. f.)
hearted	yule	like	zinc	<i>all one word</i>
-ladylike	#log	zero	-coated (u. m.)	zygomatico (c. f.)
-looking (u. m.)	tide	axial	#etching	-orbital
-manlike		#beat	-white (u. m.)	<i>rest one word</i>
-old		-dimensional (u. m.)	zoo (c. f.)	zymo (c. f.)
-womanhood	Z-bar	#hour	<i>all one word</i>	<i>all one word</i>

Plant
Names

Punctua-
tion

Abbrevia-
tions

Numerals

Itallo

Signs and
Symbols



8. PLANT NAMES

8.1. The following list of plant names, some of which vary in form from those given in Webster's New International Dictionary, has been compiled with the cooperation of the Department of Agriculture.

8.2. In general, derivatives of proper names with acquired independent common meaning are not capitalized. (See rule 3.4, p. 17.) However, in plant names, if the capital letter is retained, either the hyphenated or the two-word form is used, depending on predominant usage. Such names as English ivy, Dutchmans-pipe, Cupids-dart, flower-of-Jove, and apple-of-Peru retain the capital letter. On the other hand, such names as Charlie, Jack, and Susan lose their capital letter in fanciful names; e. g., creeping-charlie, jack-in-a-box, and brown-eyed-susan.

8.3. The apostrophe is omitted in names with a possessive element; thus: babysbreath, Grays lily, devils-paintbrush, etc.

8.4. To indicate preferred usage, there are also included adjective forms, such as nightblooming, straightstem, threecolor, two-wing, etc., not by themselves plant names.

8.5. Except as indicated in the list, plant names ending in *bane*, *bark*, *bean*, *berry*, *bine*, *brush*, *cup*, *fern*, *flower*, *grass*, *leaf*, *lily*, *nut*, *plant*, *pod*, *root*, *seed*, *thorn*, *tree*, *vine*, *weed*, *wood*, and *wort* are printed solid, and such one-word forms were excluded from the list.

Aarons-beard	barnyard #grass	blackfoot	bog-rosemary
addersmouth	barrenground	blackhaw	bonytip
adderstongue	barren-strawberry	blackjoint	bouncing-bet
adzuki	bastardbox	blacklaurel	bowbells
African-violet	batteredock	black-mangrove	bowstring-hemp
airpotato	baycedar	black #medic	boxelder
alfilaria	beakrush	blackpurple	bracken
alpencreess	bearcabbage	blackspot	brassbuttons
Alpine-azalea	bearmat	blackstem	Brazilian-cherry
Amazon-lily	bearstail	black-salsify	brickred
anatto-tree	beavertail	bladder #campion	bricktimber
angel-trumpet	bedstraw	bladder-senna	bridal-veil
antelope-brush	beebalm	bladeapple	bridalwreath
Apache-plume	beechdrops	blazing-star	brighteyes
apple-of-Peru	beefsteak-plant	bleedingheart	Brisbane-box
Arab-primrose	bee-sage	blistercress	bristlecone
arar-tree	beggarticks	bloodball	bristletooth
arborvitae	belladonna-lily	bloodred	bronzebells
arrow-arum	bigcone-spruce	bloodtwig	broomcorn
asparagus-bean	bigfruit	bloodvein	broom-crowberry
atamasco-lily	bigmoon	blowwives	broomrape
Australian-pea	bigstem	blueback	broomsedge
autumn-crocus	bigtooth	bluebead	broomstraw
avalanche-lily	bird-in-the-bush	bluebeard	brown-eyed-susan
awl-leaf	bird-of-paradise-flower	bluebell-creeper	Browns (lily, etc.)
	birdpepper	bluebells	brownstain
	birdseye	blueblossom	brownstem
	birdsfoot	bluebunch	brush-cherry
	birdsnest	bluecrown	brushtip
	bishopscap	bluecurls	buckbeard
	bishopshood	blueicks	buckeye
	bittercress	blue-eyed-grass	buckhorn
	bittersweet	blue-eyed-mary	buckwheat
	bittervetch	blueflag	buckwheat-tree
	blackbead	bluegreen	buffalo-bur
	blackberry-lily	bluejoint	bullfist
	blackbox	blueleaf	bullfoot
	black-bryony	bluestar	bullhoof
	blackbud	bluestem	bullhorn
	black-cala bash	bluetop	bullnettle
	black-eyed-susan	bog-orchid	bullthistle

bunnymouth	Christ-eye	deathcamas	fieldcress
burclover	Christ-thorn	deerhair	fieldmadder
burdock	Christmas-rose	deerstongue	figmarigold
bur-marigold	cigarbox-cedar	deervetch	finetooth
bur-ragweed	cinquefoil	desertbeauty	firemoss
burreed	cleavers	desertcandle	firepink
bur-sage	cliffbrake	desertholly	fishhooks
bur-snakeroot	cliffrose	desertprimrose	fishpoison-tree
bushclover	cloth-of-gold	desertwillow	fiveblade
bush-cranberry	cloven-lip	devilsclaw	fivecoil
bush-honeysuckle	clubmoss	devilsclub	fivefinger
bushmint	cluster-amaryllis	devils-paintbrush	fivestamen
bushpepper	coblersthumb	devils-pincushion	flamboyant-tree
bushpoppy	cocaine-tree	devils-shoestring	flamepoppy
bushrope	cockscornb-yam	devilstongue	flameray
butchersbroom	cocks-eggs	devils-walkingstick	flat-sedge
butter-and-eggs	cocoplum	Diels (cotoneaster, etc.)	floatingheart
butter #bean	comfrey	dimplecone	floptop
butterbough	conchead	ditchfoot	Florida-boxwood
butterfly-pea	confederate-jasmine	ditch-sunflower	flowerfence
butter-rose	coontail	dock	flowering-rush
buttonball	cootamundra	dogbrier	flower-of-an-hour
buttonclover	coppertip	dogfennel	flower-of-Jove
button-snakeroot	coralballs	dogtail	fogfruit
	coralblow	doublefile	fourcolor
	coraldrops	doubleflowering	four-o'clock
cajuput-tree	corkwing	doubleray	fourstamen
calabash-tree	cornecockle	doubletooth	fourwing
calaba-tree	cornelian-cherry	Douglas-fir	foxchop
calamondin	corn-marigold	dovefoot	foxfeet
calkill	cornsalad	doveplum	foxglove
California-laurel	cotton-sedge	dracena	foxtail #grass
California-nutmeg	cottonthistle	dragonhead	Franciscan-nightshade
California-poppy	Coventry-bells	duckpotato	fringebell
camphor-tree	cowcockle	duncecap	fringe-orchid
canarybalm	cowheel	dusty-miller	frogbit
candlenut-tree	cowitch	Dutchmans-breeches	frogfoot
candytuft	cowparsley	Dutchmans-pipe	fullers #teasel
canistel	cowparsnip	dwarf-dandelion	fullmoon
Canterbury-bells	cowpea		
canyon-poppy	cowslip		
cape-cowslip	cowtongue	cardrops	gallwind
cape-gooseberry	cowwheat	earthgall	garambullo
cape-honeysuckle	crabapple	earthstar	gayfeather
cape-jasmine	cradle-orchid	earthtongue	gaywings
cape-marigold	crabberry-gourd	Easter-bells	ghostpipe
cape-pondweed	cranesbill	Eca (rose, etc.)	giantfennel
cape-weddingflower	crape-jasmine	elephanthead	giantgroundsel
Carolina-jessamine	crapemyrtle	elkslip	gill-over-the-ground
Carolina-vanilla	crawfoot	epaulette-tree	giltedge
cassabanana	creameups	evening-primrose	globe-amaranth
cassiabark-tree	creamfruit	evening-snow	globe-cone
cassiaflower-tree	creamsacs	evening-star	globedaisy
castor-aria	creeping-charlie	evergold	globemallow
catbrier	creeping-devil	evergreen-grape	globethistle
catchfly-gentian	creeping-jenny	everlasting	globe-tulip
catclaw	Cretan-mullein	eyebalm	gloriosa
catjang-pea	cricketbat	eyebright	glorybower
cats-ear	crimson-eye		goatsbeard
catsfoot	crimson-flag		goatsrue
cattail	crocus	fairybells	goldband
cavenia	crowfoot	fairywand	goldbeard
celandine-poppy	crownbeard	fall-daffodil	goldblotch
chaff-flower	crowndaisy	fall-dandelion	golddust
chainfern	crown-imperial	false-arborvitae	goldedge
chalice-vine	crownvetch	false-azalea	golden-aster
chaste-tree	crowpoison	false-camomile	goldenback
checkerbloom	crucifixion-thorn	false-carrot	goldenball
checkermallow	crystal-tea	false-dragonhead	goldenbeard
cherryblossom	cucumber-root	falseflax	goldenbowl
cherry-laurel	culvers-physic	false-hellebore	goldenchain
cherry-orange	Cupids-dart	false-indigo	goldenclub
cherrystone	custard-apple	false-mastic	golden-eyed-grass
chickpea	cutcollar	false-mesquite	goldenfeather
chicory	cypresspine	false-olive	goldenfleec
Childs (gladiolus, etc.)		false-spirea	goldenglow
Chile-ageratum	Dallis (grass, etc.)	false-tamarix	goldenlarch
Chile-bells	dames (rocket, etc.)	false-yarrow	goldenlocks
Chile-guava	dammarpine	fanscale	goldenmoon
Chile-jasmine	danesblood	farewell-to-spring	goldenpert
Chile-nettle	darkeye	featherfleece	goldenplume
Chiloe (strawberry, etc.)	darling-plum	featherfoil	goldenrain-tree
China-aster	dasheen	featherhyacinth	goldenrod
China-fir	dateplum	featherpetal	golden seal
China-laurel	datil	feathertop	golden-shower
Chinese-houses	dawnrose	fernbrake	goldentar
Chinese-poppy	dayglove	fernsaw	goldentop
chokecherry	deadnettle	fernspray	goldentuft
		feterita	goldentwig

- goldenwave
goldenyellow
goldeye-grass
goldfields
golddhair
Goldie (fern, etc.)
goldmoss
goldspot
goldstripe
goldthread
goldtip
goldtwig
goldvein
good-King-Henry
gooseberry-tree
goosefoot
goosetongue
grains-of-paradise
grape-hyacinth
grass-pink
grasswidow
gravel-bind
graybox
Grays (lily, etc.)
Greek-valerian
greenbrier
green-ebony
greenfire
greenheart
green-net
greenscale
greensides
greenstem
greenthread
greentwig
greenvein
groundcedar
groundcherry
ground-ivy
groundpine
groundsmoke
guamachil
Guiana-chestnut
gumbo-limbo
gum-myrtle
gunbright
guttapercha
- hairyhead
halfhigh
halfmoon
halfskirt
hardbeam
hardhack
hard-iron
hardshell
harebell
harebottle
hares-ear-mustard
harestail
hartstongue
hawkbit
hawksbeard
heal-all
healbite
heartpetal
hedgohog-coneflower
hedgemustard
hedgestraw
henbit
Hercules-club
heronbill
Hicks (yew, etc.)
Himalaya-berry
Himalaya-honeysuckle
Hinds (walnut, etc.)
hoarycress
hogpeanut
hogsfennel
hollowstem
hollyaster
hollygrape
honeybell
honeybind
honeybloom
honeylocust
honey-suckle
- hophornbeam
hopsage
hornbeam
hornpoppy
horsebalm
horsechestnut
horse-eye
horsegentian
horsemint
horsetettle
horsepipe
horseradish
horseradish-tree
horsetail
horsetail-tree
houndstongue
house-amaryllis
houseleek
hummingbird-trumpet
hyacinth-bean
hydrangea-vine
- llama
incense-cedar
India-almond
India-elm
India-hawthorn
India-mulberry
Indian-fig
Indian-physis
Indian-pipe
Indian-potato
Indian-tobacco
Indian-warrior
Indian-wheat
ironhead
ivory-leaves
ivy-arum
ivybells
ivy-gourd
ivy-vine
- jaburan
jackfrost
jackfruit
jack-in-a-box
jack-in-the-pulpit
Jacobs-rod
jambolan-plum
Jersey-tea
Jerusalem-artichoke
Jerusalem-cherry
Jerusalem-oak
Jerusalem-sage
Jerusalem-thorn
jetbead
jobs-tears
joe-pye-weed
jointfir
jointvetch
Josephscoat
Joshua-tree
Judas-tree
jungleplum
jungle-rice
Jupiters-beard
- kafircorn
karanda
karo
Kartaba (iris, etc.)
kasumi (cherry, etc.)
katsura-tree
kauri-pine
kei-apple
kidneyvetch
kittentails
knawel
kochia
kohlrabi
kolomikta
kousa
kudzu
kwanso (daylily, etc.)
kyushu (azalea, etc.)
- Labrador-tea
lacquer-tree
ladies-tresses
ladybell
ladyslipper
ladysmantle
ladysthumb
lambkill
lambquarters
lap-love
largetooth
lavender-cotton
leaf-flower
lemon-verbena
lignumvitae
lilybasket
lily-of-the-valley
limequat
lions-ear
little-pickles
live-ever
liveforever
liver-balsam
living-rock
lizardtail
loblolly-bay
loggerheads
London-pride
longbarb
longcluster
longlip
Longs (grape, etc.)
longspine
longstalk
longtube
lookingglass
loosestrife
lords-and-ladies
loveman
lyonshrub
- Madden-cherry
Madeira-bay
Madeira-vine
Magdalena (mock
orange, etc.)
mahala-mats
maiden-cane
maidenhair-tree
Malabar-nut
Malabar-plum
Malay-apple
malu-creeper
name (cherry, etc.)
mandacaru
Mangles (everlasting,
etc.)
mangrove
marestail
Mardin (iris, etc.)
Maries (fir, etc.)
marchcress
marsh-elder
marshfire
marshmallow
marshmarigold
Martens (selaginella,
etc.)
Mascarene (grass, etc.)
matilija-poppy
Matreed
matrimony-vine
mayapple
maybloom
maypear
maypop
Mays (brake, etc.)
mayten
maywings
meadowbeauty
meadowfoam
meadowrue
meadow-sweet
mealymat
Meiwa (kumquat, etc.)
merrybells
Mexican-buckeye
Mexican-clover
- Mexican-orange
Mexican-star
Mexican-tea
Michaelmas-daisy
milfoil
milkthistle
milkvetch
milo
mistmaiden
miyama
mock-cucumber
mockorange
mock-strawberry
Molucca-balm
mombin
momi
monkeycomb
monkeypuzzle
monkshood-vine
monreale
Moore's (agapanthus,
etc.)
moosetongue
moraea
morning-glory
moso
mosquitobill
mosquitotrap
moss #rose
moth-orchid
mountain-ash
mountain-bluet
mountain-dandelion
mountainheath
mountain-holly
mountain-laurel
mountain-lilac
mountain-mahogany
mountain-mint
mouse-ear
mousetail
Moyes (rose, etc.)
mudbank
mullen
mundi-root
Mupin (cotton-easter,
etc.)
muskphlox
musk #rose
myrtle-of-the-river
- Narbonne (flax, etc.)
narihira
Natal-ebony
navy #bean
needle-and-thread
needlerush
netvein
niggerhead
nightblooming
nightcaps
nightjasmine
nightphlox
nightshade
nightstock
nimblewill
ningala
Nippon-bells
nodfruit
nossmart
nutgall
- oceanspray
Ocotea-bells
ohelo
oldman (fern, etc.)
onespike
orache
orange-eye
orange-jasmine
orange-rose
organpipe
orobus
Osage-orange
otaksa
owlclover
oxeye-daisy

oxlip	purplecane	rosemyrtle	shepherds-purse
oxtongue	purplecone	rose-of-heaven	shootingstar
	purple-eye	rose-of-Jericho	shortbeak
painted-cup	purplelady	rosepink	shorteluster
palma #dulce	purplenet	rose-ring	shorthair
paloblanco	purplespot	roundbud	shortspine
paloverde	purplestem	round-eared	shrub-althea
pansy-orchid	purplestripe	roundheart	sidebells
papaw	purpletop	roundlobe	side-oats
paper-mulberry	purplewreath	roundtop	silk-oak
paradise-tree	pussy-ears	runningpine	silktassel
parrotfeather	pussypaws	Russian-olive	silktassel-bush
Parsons (arborvitae, etc.)	pussytoes	Russian-thistle	silverbell
partridgefoot			silverdust
partridgepea			silveredge
pear-hip	quakerladies	sacred-lily	silverhead
pearlfruit	Queen-Annes-lace	safron-plum	silverline
pearlstripe	queen-of-the-night	sagerose	silvermargin
peashrub	Queensland-nut	St. Augustine (grass, etc.)	silvernerve
peatpink	quickbeam	St.-Bernards-lily	silverplume
pea-tree	quill-leaf	St.-Brunos-lily	silverpurple
peegee		St.-James-lily	silverrod
pennycress		St. Johns (coontie, etc.)	silverstar
pennyrot	rabbitear	St.-Johns-wort	silvervein
pennyroyal	rabbiteye	St. Thomas tree	singhara-nut
persicary	rabbitfoot	salad-rocket	sixweeks
pheasanteye	rabbittail	saltcedar	skunkcabbage
pigeonfoot	ragged-robin	saltmarsh	skyblue
pigeonpea	ramshad	saltmeadow	skydrop
pigeon-wheat	Rangoon-creeper	salt-tree	Smalls (penstemon, etc.)
pimpernel	rattail	sandbar	snailcover
pinebarren	rattlebox	sandheath	snakebeard
pinetdrops	rattlesnake-plantain	sandhill	snakegourd
pinemat	rattlesnake-root	sandmint	snakemouth
pinetap		sandmyrtle	snakepipe
pinkbells	redbay	sandplum	snajack
pinkedge	redbead	sandreed	snowbell
pinkscale	redbox	sandspur	snowcloud
pinkshell	redeedar	sandstay	snowdrop
pinkshower	red-devil	sandverberna	snowgarland
pinkstar	redflesh	sappan	snowhill
pinkstem	redflowering	sapsuck-bush	snow-on-the-mountain
pinkstrips	redhelmet	saskatoon	snowpoppy
pinkwax	redmaids	sassafras	snow-wreath
pin #oak	red #oak	satinpoppy	soapbloom
pinpillow	red-osier	saw-palmetto	Solomon-plume
pinpoint	redpepper	sawpetal	Solomons-seal
pinxterbloom	red #pine	sawtooth	sourclover
plumepoppy	redrim	scarboro-lily	soursop
plum-pine	redscale	scarlet-bugler	southernplume
plum-yew	redshanks	scarlet-funnel	sowbread
poets (narcissus, etc.)	redshoot	scarletplume	sowthistle
pointvetch	redspot	scorpion-senna	Spanish-bayonet
poisonhemlock	redspray	Scotch-broom	Spanish-dagger
poison-ivy	redspur	scouring-rush	Spanish-moss
poison-oak	redstem	searwopine	Spanish-needles
poison-sumac	redtip	searwstem	spatterdock
poisonvetch	redtop	sear-pea	spearmint
pond-apple	redtwig	sea #bean	spectacle-pod
pondcypress	redware	seaboard	speedwell
ponyfoot	redwool	sea-buckthorn	spider-orchid
poor-robins-plantain	red-white-and-blue- flower	seagrape	spiderweb
popdock	Reeves (spirea, etc.)	seaholly	spikeheath
popglove	ricepaper-plant	seakale	spikenard
poppy-mallow	riggut	sea-lavender	spikerush
Portugal-laurel	riverbank	seamoss	spikesedge
possumhaw	Rivers (beech, etc.)	sea-onion	spine-date
post #cedar	rockbeauty	seaplum	spinemallow
post #locust	rockbell	sea-urchin	spirea
post #oak	rockbrake	seawife	spongegourd
pot #marigold	rockcress	seedgall	sprangletop
Potts (tritonina, etc.)	rockfoil	selfheal	springbeauty
prairieclover	rockhair	Seneca-snakeroot	spurgall
prairiegentian	rockjasmine	senna-pea	spurge-nettle
prairiemallow	rockmat	sensitive-pea	spurge-olive
prairie-smoke	rockpurslane	setwall	spur-valerian
pricklepoppy	rockrose	sevenlobe	squaw-apple
prickly-ash	rockspirea	sevenstars	squawcarpet
pricklypear	rockspray	seven-year-apple	squirrelcorn
prickly-thrift	rootspine	shadblow	squirreltail
pricktimber	rosa-montana	shadscale	squirting-cucumber
pride-of-Madeira	rosarypea	sharplobe	star-apple
primrose-willow	rose-acacia	sharpshale	starbloom
princesfeather	rosebay	sheepfoot	star-bur
princesplume	rosegay	sheepkill	starfruit
puckneedle	rosegentian	sheep #sorrel	starglory
puffball	rosemallow	shell #bean	star-gooseberry
purplebell	rosemary		starjasmine

starlights
 star-of-Bethlehem
 star-thistle
 steershead
 sticktight
 stiffstem
 stinging-nettle
 stinkbell
 stinkhorn
 stonebreak
 stonecress
 stonecrop
 stonegail
 stonemint
 storksbill
 straightstem
 strawberry-blite
 strawberry-tree
 string #bean
 sugar-apple
 sugar #beet
 sugarbird
 sugarcane
 sugar #corn
 sugar #maple
 sugar-root
 summer-cypress
 summer-fir
 summer-hyacinth
 summer #squash
 summersweet
 sundew
 sundrops
 sunn-hemp
 sunray
 sunrose
 supplejack
 Surinam-cherry
 swampbay
 swampcandle
 swamp-laurel
 swamp-pink
 swamp-privet
 swan-orchid
 sweet-anise
 sweetbay
 sweetbells
 sweetbrier
 sweet-calabash
 sweetclover
 sweet #corn
 sweetflag
 sweetgale
 sweetgum
 sweetpea
 sweetpotato
 sweetshrub
 sweetsop
 sweetspire
 sweet-sultan
 sweetvetch
 sweetwater
 sweet-william
 Syrian-privet

tailgrape
 tanglehead
 tangletail
 tanoak
 tansymustard
 tansy-ragwort

tea-olive
 tearthumb
 Teas (catalpa, etc.)
 teaselgourd
 tea-tree
 telegraph-plant
 Tennessee-indigo
 tequila
 tether-devil
 Texas-plume
 thickspike
 thimble #lily
 thintail
 thornapple
 thoroughgrowth
 thoroughstem
 thoroughwax
 threadstalk
 three-awn
 threecoil
 threecolor
 threelobe
 three-seed
 threespine
 threetip
 throughgrow
 tickclover
 tick-trefoil
 tidemarch
 tigerfoot
 tigertail
 timberline
 tipu-tree
 toadflax
 toadpipe
 toadstool
 tobira
 tomatillo
 tonka-bean
 toringo
 towelgourd
 trailing-arbutus
 travelers-joy
 travelers-tree
 treacle-mustard
 treebeard
 treehair
 treemallow
 treepoppy
 tree-spirea
 tree-tomato
 truedwarf (box)
 trumpetcreeper
 tuberose
 tumblemustard
 tung-oil tree
 turbantop
 turkymullein
 turkeysbeard
 Turks-cap
 Turks-rug
 turnip-chervil
 turtlebloom
 turtlehead
 twinbloom
 twinspur
 twist-arum
 twisted-stalk
 twocolor
 two-groove
 two-row
 two-wing

udo
 umbrella-pine
 umbrella-sedge
 umbrella-tree
 undergreen
 urn #moss
 valley-mahogany
 Vanhoutte (elm, etc.)
 vegetable-oyster
 Venus-button
 vervain
 vi-apple
 vinea
 vinespinach
 violet-bloom
 Virginia-creeper
 virgins-bower

wakerobin
 walkingstick
 wallcress
 wandering-Jew
 waterchestnut
 waterclover
 watercreeper
 watercress
 water-elm
 waterhemlock
 waterhemp
 water-hyacinth
 waterhyssop
 waterlemon
 waterlettuce
 waterlocust
 watermarigold
 watermeal
 watermillfoil
 waterparsnip
 waterpepper
 waterplantain
 waterpoppy
 waterprimrose
 watershield
 watershrub
 water-snowflake
 watersoldier
 waterstar
 water-stargrass
 waterwillow
 waxgourd
 waxmallow
 waxmyrtle
 wayfaring-tree
 weakleaf
 weaselsnout
 weavers-broom
 wedgescale
 Welsh-poppy
 whisperingbells
 whitebeam
 whiteblow
 whitebottle
 whitebud
 whitecedar
 whiteclover
 white-edge
 white-eye
 white-ironwood
 whitemat

white-sapote
 whitespike
 whitespot
 whitestem
 whitetripe
 whitetop
 wildbergamot
 wildcabbage
 wild #carrot
 wildeelery
 wildginger
 wildgoose
 wild-indigo
 wildrice
 wildrye
 wingstem
 winter-aconite
 winterbloom
 wintercreeper
 wintercress
 winterfat
 winterhazel
 wintersweet
 wirelettuce
 wiresstem
 witchbells
 witch-hazel
 wolftail
 woodbetony
 wood-gossip
 woodlandstar
 woodnymph
 woodruff
 woodrush
 Woods (rose, etc.)
 woodsorrel
 woodwaxen
 woollybutt
 woollyhead
 woolwitch
 woundwort
 yangtao
 yarrow
 yate-tree
 Yeddo-hawthorn
 yellowband
 yellowbeard
 yellowbell
 yellowcedar
 yellowcress
 yellowedge
 yelloweye
 yellow-eyed-grass
 yellowflag
 yellowflax
 yellowfruit
 yellowheart
 yellownet
 yellow-oleander
 yellow-poplar
 yellow-rocket
 yellowspot
 yellowstripe
 yellowtip
 yellowvein
 yerba-buena
 yerba-del-venado
 yerba-santa
 Youngs (cypress, etc.)

Punctua-
tion

Abbrevia-
tions

Numerals

Italo

Signs and
Symbols



9. PUNCTUATION

9.1. Punctuation is a device to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to insure exact interpretation.

9.2. 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. Punctuation should aid in reading and prevent misreading.

Apostrophe

(See Possessives and apostrophes, pp. 60-61.)

Brace

9.3. The brace is used to show the relation of one line or group of lines to another group of lines. The point of the brace is placed toward the fewer number of lines; or if the number of lines is the same, toward the single group. For examples of braces used in tabular matter, see rule 14.30, page 169.

Supervision of timber sales.	1-hour jobs	District 1	} 1½ hours' travel-----	Sales conducted monthly from May to July.
		District 7		
	2-hour jobs	District 6		
		District 4		
	3-hour jobs	District 2		
		District 3		
		District 5		

Brackets

Brackets, in pairs, are used—

9.4. To indicate a correction, a supplied omission, an interpolation, a comment, or a caution that an error is reproduced literally.

He came on the 3d [2d] of July.

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

They fooled only themselves. [Laughter.]

Our party will always serve the people [applause] in spite of the opposition [loud applause]. (If more than one bracketed interpolation, both are included within the sentence.)

I do not know. [Continues reading:]

The WITNESS. He did it that way [indicating].

Q. Do you know these men [handing witness a list]?

The bill had *not* been paid. [Italic ours.]

The statue [sic] was on the statute books.

9.5. In bills, contracts, etc., to indicate matter that is to be omitted.

9.6. In mathematics, to denote that enclosed matter is to be treated as a unit. For examples, see page 164.

9.7. A single bracket may be used to indicate matter overrun into an adjoining blank space.

[of all.

Till one man's weakness grows the strength

Argentina: [710

Wireless, regulations of-- 93, 682, 703,

9.8. When matter in brackets makes more than one paragraph, start each paragraph with a bracket and place the closing bracket at end of last paragraph.

Colon

The colon is used—

9.9. Before a final clause that summarizes preceding matter. (See also rule 9.48, p. 131.)

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

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

9.10. 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 also rule 9.48, p. 131.)

There are three factors, as follows: First, military preparation; second, industrial mobilization; and third, manpower.

9.11. After a salutation.

MY DEAR SIR:

Ladies and Gentlemen:

To Whom It May Concern:

9.12. In expressing clock time.

2:40 p. m. (use thin colon)

9.13. After introductory lines in lists, tables, and leaderwork, if subentries follow.

Seward Peninsula:

Council district:

Northern Light Mining Co.

Wild Goose Trading Co.

Fairhaven district: Alaska Dredging Association (single subitem runs in).

Seward Peninsula: Council district (single subitem runs in):

Northern Light Mining Co.

Wild Goose Trading Co.

9.14. In Biblical and other citations (full space after colon).

Luke 4: 3.

I Corinthians xiii: 13.

Journal of Education 3: 342-358.

9.15. In bibliographic references, between place of publication and name of publisher.

Congressional Directory. Washington: U. S. Government Printing Office.

9.16. In imprints before the year (en space each side of colon).

United States
Government Printing Office
Washington : 1951

9.17. In proportions.

Concrete mixed 5:3:1 (use 9-unit center colons)

but 5-2-1 (when so in copy)

9.18. In double colon as ratio sign.

1:2::3:6 (use 9-unit center colon for single colons; thin colons to make double colon, with thin space each side of double colon)

Comma

The comma is used—

9.19. 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.

What the difficulty is, is not known; *but* he suggested that that committee be appointed.

9.20. Before a direct quotation of only a few words following an introductory phrase. (See also rule 9.11, p. 128.)

He said, "Now or never."

9.21. To indicate the omission of a word or words.

Then we had much; now, nothing

9.22. After each of a series of coordinate qualifying words.

short, swift streams; *but* short tributary streams

9.23. Between introductory modifying phrase and subject modified.

Beset by the enemy, they retreated.

9.24. Before *Jr.*, *Sr.*, *Esq.*, *Ph. D.*, *F. R. S.*, etc.

Henry Smith, Jr.

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

Peter Johns, F. R. S.

but John Smith 2d (*or* II)

9.25. 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.

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

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

The atom bomb, which was developed at the Manhattan project, was first used in World War II.

Their high morale might, he suggested, have caused them to put success of the team above the reputation of the college.

The restriction is laid down in title IX, chapter 8, section 15, of the code.

but:

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

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

He therefore gave up the search.

9.26. To set off words or phrases in apposition or in contrast.

Mr. Green, the lawyer, spoke for the defense.

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

Mr. Smith, not Mr. Black, was elected.

9.27. After each member within a series of three or more words, phrases, letters, or figures used with *and*, *or*, or *nor*.

red, white, and blue

horses, mules, and cattle

by the bolt, by the yard, or in remnants

a, b, and c

6, 7, and 10

neither snow, rain, nor heat

2 days, 3 hours, and 4 minutes (series); *but* 2 days 3 hours 4 minutes (age)

9.28. 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, and his sister remained with the crowd.

9.29. After a noun or phrase in direct address.

Senator, will the measure be defeated?

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

9.30. After an interrogative clause, followed by a direct question.

You are sure, are you not?

You will go, will you not?

9.31. Between title of person and name of organization in the absence of the words *of* or *of the*. (See also rule 9.44, p. 131.)

Chief, Division of Finance
chairman, Committee on Appropriations
colonel, 7th Cavalry
president, Yale University

9.32. Between the name and number of an organization.

Columbia Typographical Union, No. 101

General U. S. Grant Post, No. 25

9.33. Inside closing quotation mark. (This is not intended to change existing practice in bills and other legislative work.) (See also rules 9.122 and 9.123, p. 138.)

He said "four," not "five."

"Freedom is an inherent right," he insisted.

9.34. To separate thousands, millions, etc., in numbers of four or more digits. (See also rule 9.38.)

4,230

50,491

1,000,000

9.35. After year in dates within sentence.

The reported dates of September 11, 1943, to June 12, 1944, were proved erroneous; *but* production for June 1950 was normal.

9.36. After postal-delivery zone number, but not before it.

Cleveland 21, Ohio

Washington 11, D. C.

The comma is omitted—

9.37. Between month and year in dates.

June 1938; 22d of May 1938; February and March 1938; *but* January, February, and March, 1938; January 24 A. D. 1938; 15th of June A. D. 1938; 150 B. C.; 5 January 1944 (military usage)

9.38. In built-up fractions, in decimals, and in serial numbers, except patent numbers.

$\frac{1}{2500}$

1.0947

page 2632

Metropolitan 9020 (telephone number)

1721-1727 St. Clair Avenue

motor No. 189463

1450 kilocycles; 1100 meters (no comma unless more than four figures; radio only)

9.39. Between superior figures or letters in footnote references.

Numerous instances may be cited.^{1 2}

Data are based on October production.^{a b}

9.40. Between two nouns one of which identifies the other.

The Labor Department's booklet *Infant Care* is a best seller.

9.41. Before ampersand (&). (For exception, see rule 16.31, p. 187.)

Brown, Wilson & Co.

9.42. Before a dash.

9.43. In bibliographies, between name of publication and volume or similar number.

American Library Association Bulletin 34: 238, April 1940.

9.44. 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

My age is 30 years 6 months 12 days

John Lewis 2d (or II)

Johnson of Colorado; Johnson of Texas (duplicate names of Senators or Representatives in U. S. Congress)

Carroll of Carrollton; Henry of Navarre (places closely identified with the persons); *but* John Anstruther, of New York; President Hadley, of Yale University

James Bros. et al.; *but* James Bros., Nelson Co., et al. (last element of series)

Dash

The em dash is used—

9.45. To mark a sudden break or abrupt change in thought. (See also rule 9.78, p. 134.)

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.

9.46. To indicate an interruption or an unfinished word or sentence. A 2-em dash will be used when the interruption is by a person other than the speaker and a 1-em dash will show self-interruption.

"Such an idea can scarcely be——"

"The word 'donation'——"

"The word 'dona——' "

He said: "Give me lib——"

The bill reads "repeal," not "am——"

Q. Did you see——A. No, sir.

Mr. BROWN (reading):

The report goes on to say that—

Observe this closely—

during the fiscal year * * *.

9.47. 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.

9.48. Before a final clause that summarizes a series of ideas. (See also rule 9.9, p. 128.)

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

9.49. After an introductory phrase reading into the following lines and indicating repetition of such phrase.

I recommend—

That we accept the rules.

That we also publish them.

9.50. With a preceding question mark, in lieu of a colon.

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

9.51. Sometimes, in lieu of opening quotation mark, in French, Spanish, and Italian dialog.

9.52. 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.—GERALD H. FORSYTHE.

9.53. After a run-in sidehead. (For examples, see rule 9.91, p. 135.)

9.54. To separate run-in questions and answers in testimony. (See also rule 18.27, p. 196.)

Q. Did he go?—A. No:

The em dash is not used—

9.55. At the beginning of any line of type, except as indicated in paragraphs 9.51 and 9.52.

9.56. Immediately after a comma, colon, or semicolon.

The en dash is used—

9.57. In a combination of figures, letters, or figures and letters. (An en dash, not a hyphen, is used, even when such terms are adjective modifiers.)

exhibit 6-A
5-20 bonds
DC-14
4-H Club

U-235 (atomic)
\$15-\$20
CBS-TV network
AFL-CIO merger

9.58. In the absence of the word *to* when denoting a period of time.

1935-37

January-June

Monday-Friday

The en dash is not used—

9.59. For *to* when the word *from* precedes the first of two related figures or expressions.

From January 1 to June 30, 1951; *not* from January 1-June 30, 1951.

9.60. For *and* when the word *between* precedes the first of two related figures or expressions.

Between 1923 and 1929; *not* between 1923-29

Ellipsis

(For examples, see rule 9.90, p. 135, and rule 9.111, p. 137.)

9.61. Three asterisks, separated by en quads, are used to denote an ellipsis in text; if periods are used instead of asterisks, they are also separated by en quads.

9.62. Neither asterisks nor periods are overrun alone at the end of a paragraph.

9.63. When both asterisks and periods for ellipsis occur in the copy and periods are not specifically requested, use asterisks throughout.

9.64. A line of asterisks indicates an omission of one or more entire paragraphs. In 26½-pica or wider measure, a line of "stars" means 7 asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. In measures less than 26½ picas, 5 stars are used.

9.65. Indented matter in 26½-pica or wider measure also requires a 7-star line to indicate the omission of one or more entire paragraphs.

9.66. An extra indentation is added in indented matter.

9.67. If an omission occurs in the last part of a paragraph immediately before a line of stars, three stars are used, in addition to the line of stars, to indicate such an omission.

9.68. If two or more sizes of type are used on a page, 10-point asterisks are indented 2 ems, 8-point and 6-point being alined with the 10-point asterisks.

9.69. Equalize spacing above and below a line of stars.

Exclamation point

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

He acknowledged the error!

What!

How beautiful!

Who shouted, "All aboard!" (Note

"Great!" he shouted. (Note omission of comma.)

omission of question mark.)

9.71. In direct address, either to a person or a personified object, *O* is used without an exclamation point, or other punctuation; but if strong feeling is expressed, an exclamation point is placed at the end of the statement.

O my friend, let us consider this subject impartially.

O Lord, save Thy people!

9.72. 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

The hyphen (a punctuation mark, not an element in the spelling of words) is used—

9.73. To connect the elements of certain compound words. (See Compound Words, pp. 63-69.)

9.74. To indicate continuation of a word divided at end of a line.

9.75. Between the letters of a spelled word.

c-e-n-t-s

h-o-l-d-u-p

9.76. To indicate syllabification. (See Word Division, supplement to STYLE MANUAL. For brief description of supplement, see p. 4.)

Parentheses

Parentheses are used—

9.77. To set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included. (See also rule 9.4, p. 127.)

The CHAIRMAN (to Mr. Smith).

The CHAIRMAN (reading):

Mr. KELLEY (to the chairman).

(Objected to.)

Answer (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.

9.78. To enclose a parenthetical clause where the interruption is too great to be indicated by commas. (See also rule 9.45, p. 131.)

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

9.79. To enclose an explanatory word not part of the statement.

the Erie (Pa.) News; *but* the News of Erie, Pa.

Portland (Oreg.) Chamber of Commerce; *but* Washington, D. C., schools.

9.80. To enclose letters or numbers designating items in a series, either at beginning of paragraphs or within a paragraph.

The order of delivery will be: (a) Food, (b) clothing, and (c) tents and other housing equipment.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

9.81. To enclose a figure inserted to confirm a statement given in words if double form is specifically requested. (See also rule 11.18, p. 158.)

This contract shall be completed in sixty (60) days.

9.82. A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

The specimen exhibits both phases (pl. 14, A, B).

The individual cavities show great variation. (See pl. 4.)

9.83. If a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

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

9.84. When a figure is followed by a letter in parentheses, a space is used between the figure and the opening parenthesis; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15 (a). Classes, grades, and sizes.

15a. Classes, grades, and sizes.

9.85. If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis; if the figure is not repeated before each letter in parentheses but is used only before the first, the period is placed after the figure.

15 (a). When the figure is used before the letter in each paragraph—

15 (b). The period is placed after the closing parenthesis.

15. (a) When the figure is used before letter in first paragraph but not repeated with subsequent letters—

(b) The period is used after the figure only.

9.86. When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at end of last paragraph.

Period

The period is used—

9.87. After a declarative sentence that is not exclamatory or after an imperative sentence.

Stars are suns.

He was employed by Sampson & Co.

Do not be late.

On with the dance.

9.88. After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.
May we hear from you.
May we ask prompt payment.

9.89. In place of parentheses after a letter or number denoting a series.

a. Bread well baked.	1. Punctuate freely.
b. Meat cooked rare.	2. Compound sparingly.
c. Cubed apples stewed.	3. Index thoroughly.

9.90. Sometimes to indicate ellipsis (3 periods; use 4 periods when preceding sentence has been brought to a close). (See also rule 9.61, p. 132.)

He called . . . and left. . . . He returned the next day. (Note en space at end of first sentence.)

9.91. After a run-in sidehead.

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

2. *Peacetime preparation.*—a. The Chairman of the National Security Resources Board, etc.

2. *Peacetime preparation—Industrial-mobilization plans.*—The Chairman of the National Security Resources Board, etc.

2. *Peacetime preparation—Industrial mobilization.*—The Chairman of the National Security Resources Board, etc.

62. *Determination of types.*—a. *Statement of characteristics.*—Before types of equipment, etc.

Steps in planning for procurement.—(1) *Determination of needs.*—To plan for the procurement of such arms, etc.

62. *Determination of types.*—(a) *Statement of characteristics.*—Before types of, etc.

DETERMINATION OF TYPES.—Statement of characteristics.—Before types of, etc.

NOTE.—The source material was furnished.

but Source: Department of Commerce, Bureau of the Census.

9.92. To separate integers from decimals in a single expression.

3.75 percent \$3.50 1.25 meters

9.93. In continental European languages, to indicate thousands.

1.317 72.190.175

9.94. After abbreviations, unless otherwise specified. (See Abbreviations, p. 141.)

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

9.95. After legends and explanatory matter beneath illustrations.

9.96. Rarely, to indicate multiplication. (The multiplication sign is preferable for this purpose.)

$a.b$ ($a \times b$)

9.97. After *Article 1*, *Section 1*, etc., at beginning of paragraphs. A period and en space are used after such terms.

The period is omitted—

9.98. In general, at the ends of lines in title pages; after center, side, and running heads; after continued lines; after boxheads of

tables; and after scientific, chemical, or other symbols. (This does not apply to abbreviation periods.)

9.99. After a quotation mark that is preceded by a period. (See also rule 9.123, p. 138.)

He said, "Now or never."

9.100. After letters used as names without specific designation.

A said to B that all is well.

Mr. A told Mr. B that the case was closed.

but Mr. A. (for Mr. Andrews). I do not want to go.

Mr. K. (for Mr. King). The meeting is adjourned.

9.101. After a middle initial which is merely a letter and not an abbreviation of a name.

Daniel D Tompkins

Ross T McIntire

9.102. After a short name which is not an abbreviation of the longer form. (See also rule 10.20, p. 143.)

Alex

Ed

Sam

9.103. After Roman numerals used as ordinals.

George V

9.104. After words and incomplete statements listed in columns.

9.105. After explanatory matter set in 6-point under leaders or rules.

(Name)

(Address)

(Position)

9.106. Immediately before leaders, even if an abbreviation precedes the leaders.

Question mark

The question mark is used—

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

Did he do it?

He did what?

Can the money be raised? is the question.

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

9.108. To express more than one query in the same sentence.

Can he do it? or you? or anyone?

9.109. To express doubt.

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

Quotation marks

Quotation marks are used—

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

The answer is "No."

He said, "John said 'No.' "

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

9.111. To enclose any matter following the terms *entitled*, *the word*, *the term*, *marked*, *endorsed*, or *signed*; but are not used to enclose

expressions following the terms *known as*, *called*, *so-called*, etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An act * * *."
 After the word "treaty", insert a comma.
 Of what does the item "Miscellaneous debts" consist?
 The column "Imports from foreign countries" was not * * *.
 The check was endorsed "John Adamson."
 It was signed "John."
 Beryllium is known as glucinium in some European countries.
 It was called profit and loss.
 The so-called investigating body.

9.112. Note quotation marks in tabular and leader work.

Account 5, "Management fees."
 Under the heading "Management and operation."
 Under the appropriation "Building of ships, Navy."

9.113. If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should range on the left, those that rhyme taking the same indentation, 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.

9.114. At the beginning of each paragraph of a quotation, but at the end of the last paragraph only.

9.115. To give greater emphasis to a word or a phrase. (For better typographical appearance and legibility, such use of quotation marks should be kept to a minimum.)

9.116. To enclose misnomers, slang expressions, sobriquets, or ordinary words used in an arbitrary way. (See also rule 6.25, p. 66.)

He voted for the "lame duck" amendment.
 His report was "bunk."
 It was a "gentlemen's agreement."
 The "invisible government" is responsible.
 George Herman "Babe" Ruth.

9.117. Quotation marks will not be borne off from adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which cases a thin space will be used. A thin space will also be used to separate double and single quotation marks.

Quotation marks are not used—

9.118. To enclose complete letters having date and signature.

9.119. To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter, but indented matter in text that is already quoted carries quotation marks.

9.120. In indirect quotations.

Tell her yes.
 He could not say no.

9.121. Before a display initial which begins a quoted paragraph.

9.122. The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted.

Ruth said, "I think so."

"The President," he said, "will veto the bill."

The trainman shouted, "All aboard!"

Who asked, "Why?"

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

Why call it a "gentlemen's agreement"?

9.123. In congressional and certain other classes of work showing amendments, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words "growth", "production", and "manufacture".

To be inserted immediately after the words "cadets, United States Coast Guard;"

Change "February 1, 1951", to "June 30, 1951".

"Insert in lieu thereof 'July 1, 1953,'."

9.124. When occurring together, 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

9.125. Quotation marks should be limited, if possible, to three sets (double, single, double).

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?'"

Semicolon

The semicolon is used—

9.126. To separate phrases containing commas. (See also rule 9.129.)

Donald A. Peters, president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.

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.

Yes, sir; he did see it.

No, sir; I do not recall.

9.127. To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.

No; we received one-third.

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

War is destructive; peace, constructive.

9.128. To set off explanatory abbreviations or words which summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i. e., electrical machinery and transportation equipment.

There were involved three metal producers; namely, Jones & Laughlin, Armco, and Kennecott.

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

Regional offices are located in New York, N. Y., Chicago, Ill., and Dallas, Tex.

Single punctuation

9.130. Single punctuation is used wherever possible without ambiguity.

124 U. S. 321 (no comma)

SIR: (no dash)

Joseph replied, "It is a worthwhile effort." (no outside period)

Type

9.131. Parentheses and brackets are set in roman, not in italic. In addition to parentheses and brackets, all other punctuation marks, including the dash, match the type of the words they adjoin. (See also rule 12.15, p. 162.)

Abbrevia-
tions

Numerals

Italo

Signs and
Symbols



*Just as figs in tab. works, the in col. of
 1 reading col in tables, in table leader from
 bottom; if 2 or more reading cols, leader
 from top, but treat symbols as fig col.*

10. ABBREVIATIONS

(See also Foreign Languages; Numerals; Symbols)

10.1. Abbreviations are used to save space and to avoid distracting the mind of the reader by a needless spelling out of repetitious words or phrases.

10.2. The nature of the publication governs the extent to which abbreviations are used. In text of technical and legal publications and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Cut-in sideheads, legends, tables of contents, and indexes follow the style of the text.

10.3. However, 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 classes. This does not apply to such common abbreviations as ft. b. m., ft.-c., ft.-lb., etc., even when used in a technical connotation, nor does it apply to the omission of periods from abbreviations.

10.4. Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.

10.5. Abbreviations of measure should be used only with figures; similarly, many other abbreviations should not appear in isolation; for example, energy is measured in foot-pounds, *not* energy is measured in ft.-lb.; John was graduated with a bachelor of arts degree, *not* John was graduated with a B. A. degree.

Capitals, hyphens, periods, and spacing

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

c. o. d.

ft.-lb.

St.

10.7. Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. (See rule 10.44, p. 146.)

ECA
RFC
TVA

AFL
ARC
ASTM

but A. F. of L.
A. T. & T.
U. N.

Geographic terms

10.8. The words *United States* are abbreviated if preceding the word *Government* or the name of a Government organization in

parentheses, brackets, footnotes, sidenotes, tables, and leaderwork; also in all cases if preceding the name of a Government vessel.

U. S. Government	U. S. National Museum
U. S. Congress	U. S. monitor <i>Nantucket</i>
U. S. Senate	U. S. S. <i>Brooklyn</i> (note abbreviation for ship)
U. S. Public Health Service	

10.9. The names of foreign countries, except U. S. S. R. (to avoid too long a name), are not abbreviated.

10.10. In other than formal usage, Canal Zone, Puerto Rico, Territory of Hawaii, Virgin Islands, and the names of States of the United States (except Idaho, Iowa, Maine, Ohio, and Utah) are abbreviated when immediately following any geographic term, including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery, national forest, national park, naval shipyard, proving ground, reservation (forest, Indian, or military), or reserve or station (military or naval).

Richmond, Va.	National Naval Medical Center,
Anne Arundel County, Md.	Bethesda, Md.
Mount Rainier National Forest, Wash.	but Leavenworth freight yards, Kansas
Stone Mountain, Ga.	Altoona sidetrack, Wisconsin

10.11. Approved forms of abbreviations:

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

10.12. The names of other insular possessions, trust territories, *Alaska*, and *Long Island*, *Staten Island*, etc., are not abbreviated.

Addresses

(For use of numerals in addresses, see rule 11.12, p. 157.)

10.13. The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated in footnotes, sidenotes, tables, and leaderwork.

10.14. In addresses, the abbreviations *NW.*, *SW.*, *NE.*, *SE.*, indicating sectional divisions of cities, are used, but *North*, *South*, *East*, and *West* are spelled out at all times.

10.15. The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, and leaderwork.

M Street Bridge

Ninth Avenue Building

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

Descriptions of tracts of land

10.17. In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE $\frac{1}{4}$ NW $\frac{1}{4}$ sec. 4, T. 12 S., R. 15 E., of the Boise meridian
lot 6, NE $\frac{1}{4}$ sec. 4, T. 6 N., R. 1 W.
N $\frac{1}{2}$ sec. 20, T. 7 N., R. 2 W., sixth principal meridian

Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.

T. 2 S., Rs. 8, 9, and 10 E., sec. 26

T. 3 S., R. 1 E., sec. 34, $W\frac{1}{2}E\frac{1}{2}$, $W\frac{1}{2}$, and $W\frac{1}{2}SE\frac{1}{4}SE\frac{1}{4}$
sec. 32 (with or without a township number)

10.18. If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* nor *one-quarter*).

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

10.19. In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

Names and titles

10.20. The following forms are not always abbreviations, and copy should be followed as to periods:

Al	Ben	Fred	Will
Alex	Ed	Sam	

10.21. In signatures the form used by the signer must be retained.

George Wythe	Geo. Taylor
--------------	-------------

10.22. In firm names, if it is not necessary to preserve the full legal title, the forms *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&* are used. The word *Association* is not abbreviated.

American Telephone & Telegraph
Co.

Maryland Steamship Co., Ltd.

Jones Bros. & Co.

Smith & Bro.

Chesapeake & Delaware Canal

Vic Sport Shop, Inc.

Hough Shade Corp.

Robert Wilson & Associates, Inc.

Fairmont Building & Loan Association

National Barrel & Drum Association

but Radio Corporation of America

10.23. The words *Company* and *Corporation* are not abbreviated in names of units of the Federal Government.

Panama Railroad Company

Commodity Credit Corporation

10.24. In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (*RR.* and *Ry.*), except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corp."; also, *steamship* (*SS.*) and *motorship* (*MS.*) when preceding name.

10.25. In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan

Currier and Ives

10.26. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by Christian name or initial; but *Mr.*, *Mrs.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without Christian name or initial.

Adj.	Cpl.	Hosp. Steward
Adj. Gen.	C. W. O. (chief war-	Insp. Gen.
Adm. (admiral)	rant officer)	Judge Adv. Gen.
Asst. Surg.	Ens.	Lt.
Brig. Gen.	1st Lt.	Lt. Col.
Bvt. (brevet)	1st Sgt.	Lt. Comdr.
Capt.	Gen.	Lt. Gen.
Col.	Gov.	Lt. Gov.
Comdr.	Hosp. Sgt.	Lt. (jg.)

Maj.	Pvt.	Supt.
Maj. Gen.	Q. M. Gen.	Surg.
M. Sgt.	Q. M. Sgt.	Surg. Gen.
Orderly Sgt.	Rear Adm.	T2g. (technician, second grade)
Ord. Sgt. (ordnance sergeant)	S1c. (seaman, first class)	T. Sgt.
Passed Asst. Surg.	2d Lt.	Vice Adm.
Pfc. (private, first class)	Sfc. (sergeant, first class)	W. O. (warrant officer)
P. O. (petty officer)	Sgt.	W. O. (jg.)
Prof.	S. Sgt.	

10.27. The titles *commodore* and *commandant* are not abbreviated.

10.28. Unless preceded by *the*, abbreviate *honorable*, *reverend*, and *monsignor* when followed by the first name, the initials, or the title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root
 Rev. Allen A. Stockdale; the Reverend Dr. Stockdale; Rev. Dr. Stockdale
 (not Rev. Stockdale, nor the Reverend Stockdale)
 Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman
 Very Rev. Henry Boyd; the Very Reverend Henry Boyd
 Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

10.29. The following and similar abbreviations are used after a name:

Esq., Jr., Sr.
 2d, 3d (or II, III) (not preceded by comma)
 Degrees: LL. D., M. A., Ph. D., etc.
 Fellowships, orders, etc.: F. R. S., K. C. B., etc.

10.30. The abbreviation *Esq.*, not generally used in the United States, and the other complimentary titles, such as *Mr.*, *Mrs.*, and *Dr.*, should not appear in combination with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., not Mr. John L. Smith, Esq., nor John L. Smith, Esq., A. M.; but James A. Jones, Jr., Esq.
 Ford Maddox, A. B., Ph. D., not Mr. Ford Maddox, A. B., Ph. D.
 George Gray, M. D., not Mr. George Gray, M. D., nor Dr. George Gray, M. D.

10.31. *Sr.* and *Jr.* should not be used without Christian name or initials, but may be used in combination with any title.

A. K. Jones, Jr., not Jones, Jr., nor Mr. Jones, Jr.
 President J. B. Nelson, Jr.

10.32. When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Henry L. Brown, D. D., A. M., D. Lit.
 T. E. Holt, C. S. C., S. T. Lr., LL. D., Ph. D.

10.33. In addresses, signatures, and lists of names, including leader-work but not in tables nor in centerheads, *Mr.*, *Mrs.*, and other titles preceding a name and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 17.3, p. 189.)

Parts of publications

10.34. For parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leaderwork, and followed by figures, letters, or Roman numerals, the following abbreviations are used:

art., arts. (article, articles)
 bull., bulls. (bulletin, bulletins)
 ch., chs. (chapter, chapters)
 col., cols. (column, columns)
 fig., figs. (figure, figures)
 No., Nos. (number, numbers)
 p., pp. (page, pages)
 par., pars. (paragraph, paragraphs)
 pl., pls. (plate, plates)
 pt., pts. (part, parts)

sec., secs. (section, sections)
 subch., subchs. (subchapter, subchapters)
 subpar., subpars. (subparagraph, subparagraphs)
 subsec., subsecs. (subsection, subsections)
 supp., supps. (supplement, supplements)
 vol., vols. (volume, volumes)

10.35. The word *article* or *section* at the beginning of a paragraph is abbreviated and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

ART. 2; SEC. 2; etc.; *but* ARTICLE 1; SECTION 1
 ART. II; SEC. II; etc.; *but* ARTICLE I; SECTION I

10.36. At the beginning of a legend, the word *Figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

Terms relating to Congress

10.37. For the words *Congress* and *session* in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leaderwork, the following abbreviations are used:

82d Cong., 1st sess.
 1st sess., 82d Cong.
 Public Law 64, 74th Cong.

10.38. In references to bills, resolutions, documents, and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H. R. 416 (House bill)
 S. 116 (Senate bill)
 H. Res. 5 (House resolution)
 H. Con. Res. 10 (House concurrent resolution)
 H. J. Res. 21 (House joint resolution)
 S. Res. 50 (Senate resolution)
 S. Con. Res. 17 (Senate concurrent resolution)
 S. J. Res. 45 (Senate joint resolution)

H. Doc. 35 (House document)
 S. Doc. 62 (Senate document)
 H. Rept. 214 (House report)
 S. Rept. 410 (Senate report)
 Ex. Doc. B (Executive document)
 Ex. F (79th Cong., 2d sess.)
 Ex. Rept. 9 (79th Cong., 1st sess.)
 Misc. Doc. 16 (miscellaneous document)
 Public Res. 47

10.39. References to statutes in parentheses, footnotes, sidenotes, tables, and leaderwork are abbreviated as follows:

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801
 Supp. Rev. Stat. (Supplement to the Revised Statutes)
 Stat. L. (Statutes at Large)

Calendar divisions

10.40. Names of months (except May, June, July) followed by the day are abbreviated in tables, leaderwork, and sidenotes, as follows:

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

10.41. Spell out name of month occurring in parentheses or brackets in text or text footnote when not used as a citation or reference.

On January 25 (we had commenced on December 26) the work was finished.

Citation: (Op. Atty. Gen., Dec. 4, 1925)

Reference: (Congressional Record, Dec. 15, 1950, p. 25)

10.42. In narrow columns of tables, the names of months may be abbreviated even if standing alone.

10.43. The names of days of the week are preferably not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

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

Standard abbreviations

(For a comprehensive list of standard abbreviations of legal and other Latin phrases, see pp. 385-388; for similar abbreviations in other languages, see section on abbreviations in the language desired, pp. 329-426.)

10.44. If abbreviations are required, use these forms:

a., ampere; are	ARC, American Red Cross
A., angstrom	Ariz., Arizona
AA, antiaircraft	Ark., Arkansas
AAA, antiaircraft artillery	art., article
A. B. or B. A., bachelor of arts	ASME, American Society of Mechanical Engineers
abbr., abbreviation	A. S. N., Army service number
abs., absolute; abstract	Asst. Surg., assistant surgeon
a. c., alternating current	A. s. t., Atlantic standard time
acct., account	ASTM, American Society for Testing Materials
ACTH, adrenocorticotrophic hormone	A. t., Atlantic time
A. D. (anno Domini), in the year of our Lord	Atl., Atlantic Reporter; A. (2d), Atlantic Reporter, second series
Adj., adjutant	atm., atmosphere
Adj. Gen., Adjutant General	at. wt., atomic weight
Adm., admiral	Aug., August
AEC, Atomic Energy Commission	AUS, Army of the United States
AEF, American Expeditionary Forces	avdp., avoirdupois
AF, audiofrequency	Ave., avenue
AFL or A. F. of L., American Federation of Labor	a. w. l., absent with leave
a. k. a., also known as	a. w. o. l., absent without official leave
Ala., Alabama	B., Baumé
A. L. R., American Law Reports	BAE, Bureau of Agricultural Economics
AM (no periods), amplitude modulation	bbl., barrel
A. M. (anno mundi), in the year of the world	B. C., before Christ
A. M. or M. A., master of arts	BCG (bacillus Calmette-Guérin), TB vaccine
a. m. (ante meridiem), before noon	bd.-ft., board-foot
A. M. C., American Maritime Cases	bf., boldface
Am. Dec., American Decisions	b. hp., brake horsepower
AMG, Allied Military Government	BIS, Bank for International Settlements
Am. Repts., American Reports	Blatch. Pr. Cas., Blatchford's Prize Cases
AMVETS, American Veterans of World War II; Amvet(s) (individual)	Bldg., building
antilog (no period), antilogarithm	B. Lit(t). or Lit(t). B., bachelor of literature
API, American Petroleum Institute	BLS, Bureau of Labor Statistics
APO (no periods), Army post office	Blvd., boulevard
App. D. C., District of Columbia Appeal Cases	b. m., board measure
App. Div., Appellate Division	b. o., buyer's option
approx., approximately	
April	

- b. p., boiling point
 b. p. d., barrels per day
 Brig. Gen., brigadier general
 B. S. or B. Sc., bachelor of science
 B. t. u., British thermal unit
 bu., bushel
 bull., bulletin
 Bvt., brevet
 C., centigrade
 c., cycle (kc. only)
 ¢, c., ct., cent(s)
 ca. (circa), about; centiare
 CAA, Civil Aeronautics Administration
 CAB, Civil Aeronautics Board
 Calif., California
 c. and s. c., caps and small caps
 Capt., captain
 CARE, Cooperative for American Remittances to Europe
 c. b. d., cash before delivery
 cc., cubic centimeter
 C. C. A., Circuit Court of Appeals
 CCC, Commodity Credit Corporation
 C. Cls., Court of Claims
 C. Cls. R., Court of Claims Reports
 C. C. P. A., Court of Customs and Patent Appeals
 cd.-ft., cord-foot
 C. E., Common Era
 CEA, Council of Economic Advisers
 Cel., Celsius
 cf. (confer), compare
 c. f. m., cubic feet per minute
 C. F. R., Code of Federal Regulations
 c. f. s., cubic feet per second
 cg., centigram
 ch., chapter
 c.-h., candle-hour
 CIA, Central Intelligence Agency
 c. i. f., cost, insurance, and freight
 CIO, Congress of Industrial Organizations
 C. J. (corpus juris), body of law; Chief Justice
 cl., centiliter
 c. m., circular mil (wire measure)
 cm., centimeter
 cm.², square centimeter
 cm.³, cubic centimeter
 C. O., commanding officer
 Co., company
 c. o. d., cash on delivery
 Col., colonel
 col., column
 Colo., Colorado
 Comdr., commander
 Comp. Dec., Comptroller's Decisions (Treasury)
 Comp. Gen., Comptroller General Decisions
 con., continued
 Conn., Connecticut
 Corp., corporation
 cos (no period), cosine
 cosh (no period), hyperbolic cosine
 cot (no period), cotangent
 coth (no period), hyperbolic cotangent
 cp., candlepower
 c. p., chemically pure
 C. P. A., certified public accountant
 Cpl., corporal
 c. p. m., cycles per minute
 c. p. s., cycles per second
 Cr., Cranch (U. S. Supreme Court Reports)
 cr., credit; creditor
 csc (no period), cosecant
 csch (no period), hyperbolic cosecant
 c. s. t., central standard time
 Ct., court
 c. t., central time
 cu. ft., cubic foot
 cu. in. or in.³, cubic inch
 C. W. O., chief warrant officer
 cwt., hundredweight
 C. Z., Canal Zone
 d., dyne; pence
 Dall., Dallas (U. S. Supreme Court Reports)
 DAR, Daughters of the American Revolution
 db (no period), decibel
 d. b. a., doing business as
 d. b. h., diameter at breast height
 d. c., direct current
 D. C., District of Columbia
 D. D., doctor of divinity
 D. D. S., doctor of dental surgery
 DDT, dichlorodiphenyltrichloroethane
 Dec., December
 Del., Delaware
 dg., decigram
 Dist. Ct., District Court
 dkg., dekagram
 dkl., dekaliter
 dkm., dekameter
 dkm.², square dekameter
 dkm.³, cubic dekameter
 dl., deciliter
 D. Lit(t). or Lit(t). D., doctor of literature
 dm., decimeter
 dm.², square decimeter
 dm.³, cubic decimeter
 do. (ditto), the same
 dol., \$, dollar
 doz., dozen
 DP (no periods), displaced person
 D. P. H., doctor of public health
 D. P. Hy., doctor of public hygiene
 dr., debit; debtor; dram
 Dr., doctor; drive
 D. V. M., doctor of veterinary medicine
 d. w. t., deadweight tons
 dwt., pennyweight
 E., east
 e., erg
 ECA, Economic Cooperation Administration
 e. d. t., eastern daylight time
 e. g. (exempli gratia), for example
 EHF (no periods), extremely high frequency
 8°, octavo

e. m. f., electromotive force
 Ens., ensign
 e. o. m., end of month
 ERP, European recovery program
 e. s. t., eastern standard time
 e. s. u., electrostatic unit
 e. t., eastern time
 et al. (et alii), and others
 etc. (et cetera), and so forth
 Ex. Doc. (with letter), executive document
 F., Fahrenheit
 f., farad
 f., ff. (space after preceding figure), and following page (pages)
 FAO, Food and Agriculture Organization
 f. a. s., free alongside ship
 FCA, Farm Credit Administration
 FCC, Federal Communications Commission
 FCDA, Federal Civil Defense Administration
 FDA, Food and Drug Administration
 FDIC, Federal Deposit Insurance Corporation
 Feb., February
 Fed., Federal Reporter; F. (2d), Federal Reporter, second series
 FHA, Federal Housing Administration; Farmers' Home Administration
 fig., figure
 1st Lt., first lieutenant
 1st Sgt., first sergeant
 Fla., Florida
 FM (no periods), frequency modulation
 FMB, Federal Maritime Board
 f°, folio
 f. o. b., free on board
 4°, quarto
 FPC, Federal Power Commission
 f. p. m., feet per minute
 FPO (no periods), fleet post office
 f. p. s., feet per second
 F. R., Federal Register
 Fri., Friday
 F. R. S., Fellow of the Royal Society
 FSA, Federal Security Agency
 F. Supp., Federal Supplement
 ft., foot
 ft. b. m., feet board measure
 ft.-c., foot-candle
 FTC, Federal Trade Commission
 ft.-l., foot-lambert
 ft.-lb., foot-pound
 Ga., Georgia
 gal., gallon
 GAO, General Accounting Office
 GAR, Grand Army of the Republic
 GARIOA, Government and Relief in Occupied Areas
 GCA (no periods), ground control approach
 g. c. d., greatest common divisor
 GCI (no periods), ground control intercept
 G. c. t., Greenwich civil time

Gen., general
 GI, general issue; Government issue
 gm., gram
 G. m. a. t., Greenwich mean astronomical time
 G. m. t., Greenwich mean time
 Gov., governor
 g. p. m., gallons per minute
 g. p. s., gallons per second
 gr., grain; gross
 gr. wt., gross weight
 GSA, General Services Administration
 h., henry
 ha., hectare
 H. C., House of Commons
 h. c. f., highest common factor
 H. Con. Res. (with number), House concurrent resolution
 H. Doc. (with number), House document
 HE (no periods), high explosive
 HF (no periods), high frequency
 hg., hectogram
 HHFA, Housing and Home Finance Agency
 H. J. Res. (with number), House joint resolution
 H. L., House of Lords
 hl., hectoliter
 HLBB, Home Loan Bank Board
 hm., hectometer
 hm.², square hectometer
 hm.³, cubic hectometer
 Hosp. Sgt., hospital sergeant
 Hosp. Steward, hospital steward
 How., Howard (U. S. Supreme Court Reports)
 hp., horsepower
 hp.-hr., horsepower-hour
 H. R. (with number), House bill
 hr., hour
 H. Rept. (with number), House report
 H. Res. (with number), House resolution
 ibid. (ibidem), in the same place
 ICC, Interstate Commerce Commission
 id. (idem), that is
 i. e. (id est), that is
 IF (no periods), intermediate frequency
 IFF (no periods), identification, friend or foe
 i. hp., indicated horsepower
 Ill., Illinois
 ILO, International Labor Organization
 in., inch
 Inc., incorporated
 Ind., Indiana
 in.-lb., inch-pound
 Insp. Gen., Inspector General
 I O U (spaces, no periods), I owe you
 I. Q., intelligence quotient
 IRO, International Refugee Organization
 ITO, International Trade Organization
 ITU, International Telecommunication Union; International Typographical Union

- j., joule
 Jan., January
 jato (no periods), jet-assisted takeoff
 J. D. (jurum doctor), doctor of laws
 jg., junior grade
 Jr., junior
 Judge Adv. Gen., Judge Advocate General
 K., Kelvin
 Kans., Kansas
 kc., kilocycle
 K. C. B., Knight Commander of the Bath
 kg., kilogram
 kl., kiloliter
 km., kilometer
 km.², square kilometer
 km.³, cubic kilometer
 kt., carat
 kv., kilovolt
 kv.-a., kilovolt-ampere
 kw., kilowatt
 kw.-hr., kilowatt-hour
 Ky., Kentucky
 l., liter
 La., Louisiana
 lat., latitude
 lb., pound
 lb. ap., pound, apothecary's
 lb. av., pound, avoirdupois
 lc., lowercase
 l. c. l., less-than-carload lot
 l. c. m., least common multiple
 L. Ed., Lawyer's edition (U. S. Supreme Court Reports)
 lf., lightface
 LF (no periods), low frequency
 LL. B., bachelor of laws
 LL. D., doctor of laws
 loc. cit. (loco citato), in the place cited
 log (no period), logarithm
 long., longitude
 lorán (no periods), long-range navigation
 lox (no periods), liquid oxygen
 L. S. (locus sigilli), place of the seal
 l. s. t., local standard time
 l. t., local time
 Lt., lieutenant
 Lt. Col., lieutenant colonel
 Lt. Comdr., lieutenant commander
 Ltd., limited
 Lt. Gen., lieutenant general
 Lt. Gov., lieutenant governor
 Lt. (jg.), lieutenant (junior grade)
 l. w. l., load waterline
 l. w. m., low watermark
 M., monsieur; MM., messieurs
 m., meter; (meridies), noon
 M (no period), thousand
 ma., milliamperes
 m.², square meter
 m.³, cubic meter
 MA, Maritime Administration
 Maj., major
 Maj. Gen., major general
 Mar., March
 Mass., Massachusetts
 mb., millibar
 M b. m., thousand (feet) board measure
 mc., megacycle
 M. C., Member of Congress
 M. D., doctor of medicine
 Md., Maryland
 MDAP, mutual defense assistance program
 memo (no period), memorandum
 Mev., million electron volts
 MF (no periods), medium frequency
 mf., millifarad
 mg., milligram
 mh., millihenry
 Mich., Michigan
 min., minute
 Minn., Minnesota
 Misc. Doc. (with number), miscellaneous document
 Miss., Mississippi
 ml., milliliter
 Mlle., mademoiselle
 mm., millimeter
 mm.², square millimeter
 mm.³, cubic millimeter
 Mme., madame
 m. m. f., magnetomotive force
 mmfd., micromicrofarad
 Mo., Missouri
 mo., month
 mol. wt., molecular weight
 Mon., Monday
 Mont., Montana
 M. P., Member of Parliament
 MP (no periods), military police
 m. p., melting point
 m. p. h., miles per hour
 Mr., mister
 Mrs., mistress
 M. S., master of science
 MS., motorship
 MS., MSS., manuscript, manuscripts
 MSA, Mutual Security Agency
 Msgr., monsignor
 M. Sgt., master sergeant
 m. s. l., mean sea level
 m. s. t., mountain standard time
 m. t., mountain time
 mμ, millimicron
 μ, micron
 μa., microampere
 μf., microfarad (one-millionth of a farad)
 μg., microgram
 μv., microvolt
 μw., microwatt
 μ², square micron
 μ³, cubic micron
 μμ, micromicron (one-millionth of a micron)
 μμf., micromicrofarad (one-millionth of a millionth part)
 mya., myriare
 myg., myriagram
 myl., myrialiter
 mym., myriameter

N., north
 NACA, National Advisory Committee for Aeronautics
 NATO, North Atlantic Treaty Organization
 NBS, National Bureau of Standards
 N. C., North Carolina
 N. Dak., North Dakota
 NE., northeast
 Nebr., Nebraska
 n. e. c., not elsewhere classified
 n. e. s., not elsewhere specified
 Nev., Nevada
 N. F., National Formulary
 N. H., New Hampshire
 N. J., New Jersey
 NLRB, National Labor Relations Board
 N. Mex., New Mexico
 No., Nos., number, numbers
 n. o. i. b. n., not otherwise indexed by name
 n. o. p., not otherwise provided (for)
 n. o. s., not otherwise specified
 Nov., November
 NSC, National Security Council
 n. s. p. f., not specifically provided for
 NSRB, National Security Resources Board
 NW., northwest
 N. Y., New York
 Oct., October
 O. D., officer of the day
 o. d., olive drab
 OHE, Office of the Housing Expediter
 OIT, Office of International Trade
 O. K., O. K.'d, O. K.'ing, O. K.'s
 Okla., Oklahoma
 Op. Atty. Gen., Opinions of the Attorney General
 op. cit. (opere citato), in the work cited
 Orderly Sgt., orderly sergeant
 Ord. Sgt., ordnance sergeant
 Oreg., Oregon
 oz., ounce
 p., pp., page, pages
 Pa., Pennsylvania
 PA (no periods), public-address system
 Pac., Pacific Reporter; P. (2d), Pacific Reporter, second series
 par., paragraph
 Passed Asst. Surg., passed assistant surgeon
 pct., percent
 Pet., Peters (U. S. Supreme Court Reports)
 pF, water energy (p, logarithm; F, frequency)
 Pfc., private, first class
 Ph, phenyl
 pH, hydrogen-ion concentration
 ph., phase
 PHA, Public Housing Administration
 Phar. D., doctor of pharmacy
 Ph. B. or B. Ph., bachelor of philosophy
 Ph. D. or D. Ph., doctor of philosophy
 Ph. G., graduate in pharmacy

PHS, Public Health Service
 pk., peck
 Pl., place
 pl., plate; plural
 p. m. (post meridiem), afternoon
 PMA, Production and Marketing Administration
 P. O., petty officer
 p. o. d., pay on delivery
 p. o. r., pay on return
 POW (no periods), prisoner of war
 PP (no periods), pellagra preventive (factor)
 PPI (no periods), plan position indicator
 p. p. i., policy proof of interest
 p. p. m., parts per million
 p. q., previous question
 P. R., Puerto Rico
 Private Res. (with number), private resolution
 Prof., professor
 pro tem (pro tempore), temporarily
 P. S. (post scriptum), postscript
 p. s. f., pounds per square foot
 p. s. i., pounds per square inch
 p. s. i. g., pounds per square inch gage
 P. s. t., Pacific standard time
 P. t., Pacific time
 pt., part; pint
 PTA (no periods), parent-teachers' association
 p. t. o., please turn over
 Public Res. (with number), public resolution
 Pvt., private
 PX (no periods), post exchange
 q., qq., question, questions
 ql., quintal
 Q. M. Gen., Quartermaster General
 Q. M. Sgt., quartermaster sergeant
 qt., quart
 R., Reaumur
 racon (no period), radar beacon
 radar (no period), radio detection
 Rd., road
 RDB, Research and Development Board
 REA, Rural Electrification Administration
 Rear Adm., rear admiral
 Rev., reverend
 Rev. Stat., Revised Statutes
 RF (no periods), radiofrequency
 RFC, Reconstruction Finance Corporation
 R. F. D., rural free delivery
 Rh, Rhesus (blood factor)
 R. I., Rhode Island
 r. m. s., root mean square
 ROTC, Reserve Officers' Training Corps
 r. p. m., revolutions per minute
 r. p. s., revolutions per second
 RR., railroad
 RRB, Railroad Retirement Board
 Rt. Rev., right reverend
 Ry., railway

- s., shilling
 S., south; Senate bill (with number)
 SACEUR, Supreme Allied Commander Europe
 SAE, Society of Automotive Engineers
 s. and s. c., sized and supercalendered
 SAR, Sons of the American Revolution
 Sat., Saturday
 sc. (scilicet), namely (see also ss)
 s. c., sized and calendered; small caps
 S. C., South Carolina
 SCAP, Supreme Commander for the Allied Powers (Japan)
 S. Con. Res. (with number), Senate concurrent resolution
 s. d. (sine die), without date
 S. Dak., South Dakota
 S. Doc. (with number), Senate document
 SE., southeast
 SEC, Securities and Exchange Commission
 sec., second; section
 sec (no period), secant
 sec.-ft., second-foot
 sech (no period), hyperbolic secant
 2d, 3d, second, third
 2d Lt., second lieutenant
 Slc., seaman, first class
 Sept., September
 ser., series
 Sfc., sergeant, first class
 Sgt., sergeant
 SHAPE, Supreme Headquarters Allied Powers (Europe)
 SHF (no periods), superhigh frequency
 shoran (no period), short range (radio)
 s. hp., shaft horsepower
 sic (no period), thus
 sin (no period), sine
 sinh (no period), hyperbolic sine
 S. J. Res. (with number), Senate joint resolution
 s. o., seller's option
 sofar (no period), sound fixing and ranging
 sonar (no period), sound navigation and ranging
 S O S (spaces, no periods), wireless distress signal
 s. p. (sine prole), without issue
 SP (no periods), shore patrol
 SPAR, Coast Guard Women's Reserve
 sp. gr., specific gravity
 Sq., square (street)
 sq. in. or in.², square inch
 Sr., senior
 S. Rept. (with number), Senate report
 S. Res. (with number), Senate resolution
 SS., steamship
 ss (no period) (scilicet), namely (in law) (see also sc.)
 S. S. F., standard Saybolt furol
 S. Sgt., staff sergeant
 SSS, Selective Service System
 S. S. U., standard Saybolt universal
 St., Ste., SS., Saint, Sainte, Saints
 St., street
 Stat. L., Statutes at Large
 subch., subchapter
 subpar., subparagraph
 subsec., subsection
 Sun., Sunday
 Sup. Ct., Supreme Court Reporter
 supp., supplement
 Supp. Rev. Stat., Supplement to the Revised Statutes
 Supt., superintendent
 Surg., surgeon
 Surg. Gen., Surgeon General
 SW., southwest
 S. W. (2d), Southwestern Reporter, second series
 T., Tps., township, townships
 tan (no period), tangent
 tanh (no period), hyperbolic tangent
 TB (no periods), tuberculosis
 tbsp., tablespoonful
 T. D., Treasury Decisions
 Tenn., Tennessee
 Ter., terrace
 Tex., Texas
 T. H., Territory of Hawaii
 Thurs., Thursday
 t. l. o., total loss only
 t. m., true mean
 TNT (no periods), trinitrotoluol
 T2g., technician, second grade
 T. Sgt., technical sergeant
 tsp., teaspoonful
 Tues., Tuesday
 TV, television
 TVA, Tennessee Valley Authority
 Twad., Twaddell
 2,4-D, insecticide
 uc., uppercase
 UHF (no periods), ultrahigh frequency
 UMTS, Universal Military Training Service (or System)
 U. N., United Nations
 UNESCO, United Nations Educational, Scientific, and Cultural Organization
 U. S., U. S. Supreme Court Reports
 U. S. A., United States of America
 USA, United States Army
 USAF, United States Air Force
 U. S. C., United States Code
 U. S. C. A., United States Code Annotated
 U. S. C. Supp., United States Code Supplement
 U. S. 40, U. S. No. 40, United States Highway No. 40
 USN, United States Navy
 USNR, United States Naval Reserve
 U. S. P., United States Pharmacopoeia
 U. S. S., United States Senate; United States ship
 U. S. S. R., Union of Soviet Socialist Republics
 u. t., universal time
 v., volt
 v. or vs. (versus), against
 Va., Virginia
 VAR, visual-aural range
 VHF (no periods), very high frequency

V. I., Virgin Islands
 Vice Adm., vice admiral
 VIP (no periods), very important person
 viz (no period) (videlicet), namely
 VLF (no periods), very low frequency
 vol., volume
 Vt., Vermont
 W., west
 w., watt
 WAC, Women's Army Corps; a Wac
 w. a. e., when actually employed
 WAF, Women in the Air Force
 Wall., Wallace (U. S. Supreme Court Reports)
 Wash., Washington
 WAVES, women accepted for volunteer emergency service; a Wave

Wed., Wednesday
 wf (no periods), wrong font
 Wheat., Wheaton (U. S. Supreme Court Reports)
 WHO, World Health Organization
 w.-hr., watt-hour
 w. i., when issued
 Wis., Wisconsin
 WMAL, WRC, etc., radio stations
 W. O., warrant officer
 W. O. (jg.), warrant officer (junior grade)
 W. Va., West Virginia
 Wyo., Wyoming
 Yale L. J., Yale Law Journal
 yd., yard
 yr., year

10.45. The words *infra* and *supra* are not abbreviated.

10.46. Even in commercial correspondence do not abbreviate *instant*, *proximo*, and *ultimo*.

Terms of measure

10.47. Compass directions are abbreviated as follows:

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

10.48. The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33'05'' N.

long. 13°21'10'' E.

10.49. Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

10.50. Temperature and gravity are expressed in figures and the degree mark is used. Note the following abbreviations:

C., ¹ centigrade	B., Baumé
F., Fahrenheit	API, American Petroleum Institute
Cel., Celsius	Twad., Twaddell
R., Reaumur	32° F. ¹
K., Kelvin	273.1° K.
abs., absolute	18° API

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

10 a. m.

12 m. (noon)

2:30 p. m. (use thin colon)

12 p. m. (midnight)

10.52. The word *o'clock* is not used with abbreviations of time.

10.53. Metric abbreviations are set in lowercase, the same form being used for both singular and plural. The preferred abbreviation for *cubic centimeter* is *cc.*; use *cm.*³ only when requested.

Prefixed and their meaning

m. milli = one-thousandth (0.001)
 c. centi = one-hundredth (0.01)
 d. deci = one-tenth (0.1)
 [The unit equals 1]
 dk. deka = ten (10)
 h. hecto = one hundred (100)
 k. kilo = one thousand (1,000)

Metric units

m. meter (for length)
 gm. gram (for weight or mass)
 l. liter (for capacity)

¹ Without figures preceding it, ° C. or ° F. (note space) should be used only in boxheads and over figure columns in tables.

<i>Length</i>		<i>Area</i>		<i>Volume</i>	
mym.	myriameter	mya.	myriare	km. ³	cubic kilometer
km.	kilometer	km. ²	square kilometer	hm. ³	cubic hectometer
hm.	hectometer	hm. ²	square hectometer	dkm. ³	cubic dekameter
dkm.	dekameter	dkm. ²	square dekameter	m. ³	cubic meter
m.	meter	m. ²	square meter	dm. ³	cubic decimeter
dm.	decimeter	dm. ²	square decimeter	cm. ³	cubic centimeter
cm.	centimeter	cm. ²	square centimeter	mm. ³	cubic millimeter
mm.	millimeter	mm. ²	square millimeter	μ ³	cubic micron
μ	micron (0.001 mm.)	μ ²	square micron		
mμ	millimicron				

<i>Weight</i>		<i>Land area</i>		<i>Capacity of containers</i>	
myg.	myriagram	ha.	hectare	myl.	myrialiter
kg.	kilogram	a.	are	kl.	kiloliter
hg.	hectogram	ca.	centiare	hl.	hectoliter
dkg.	dekagram			dkl.	dekaliter
gm.	gram			l.	liter
dg.	decigram			dl.	deciliter
cg.	centigram			cl.	centiliter
mg.	milligram			ml.	milliliter
μg.	microgram				

10.54. A similar plan of abbreviation applies to any unit based on the metric system.

a.	ampere	mho (not abbreviated)	mh.	millihenry	
A.	angstrom	ohm (not abbreviated)	μf.	microfarad (one-millionth of a farad)	
c.	cycle (kc. only)	v.	volt	μμ	micromicron (one-millionth of a micron)
d.	dyne	w.	watt		
e.	erg	kc.	kilocycle		
f.	farad	kv.	kilovolt		
h.	henry	kv.-a.	kilovolt-ampere	μμf.	micromicrofarad (one-millionth of a millionth)
j.	joule	kw.	kilowatt		
mc.	megacycle	mf.	millifarad		

10.55. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

<i>Length</i>		<i>Weight</i>	
in., inch		gr., grain	
ft., foot		dr., dram	
yd., yard		oz., ounce	
mile(s), not abbreviated		lb., pound	
<i>Area and volume</i>		cwt., hundredweight	
sq. in., in. ² , square inch		dwt., pennyweight	
cu. in., in. ³ , cubic inch		ton(s), not abbreviated	
sq. mile(s), square mile(s)		<i>Capacity</i>	
cu. ft., cubic foot		gill(s), not abbreviated	
<i>Time</i>		pt., pint	
yr., year		qt., quart	
mo., month		gal., gallon	
day, not abbreviated		pk., peck	
hr., hour		bu., bushel	
min., minute		bbl., barrel	
sec., second			

10.56. In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows, if so written in copy. (See also Clock time, rule 11.9b, p. 156.)

2^m35^h3^m9^s4.5^h

Money

10.57. The following are some of the abbreviations and symbols used for indicating money:

\$, dol. (dollar)

c., ct., ¢ (cent, cents)

T£175 (Turkish)

US\$15,000

Mex\$2,650

₱ (peso)

£ (pound)

s. (shilling)

d. (pence)

£12 16s. 8d. (*not* 12/16/8)

Use "US\$" if omission, in relatively rare instances, would result in confusion.

(For the abbreviations of other terms indicating foreign money, see p. 215.)

Numerals

[ta]lo

Signs and
Symbols



11. NUMERALS

(See also Tabular Work; Leaderwork)

11.1. Most rules for the use of numerals are based on the general principle that numerals are more readily comprehended by the reader, particularly in technical, scientific, or statistical matter. However, for special reasons numbers are spelled out in indicated instances.

11.2. The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

11.3. Arabic numerals are generally preferable to Roman numerals.

NUMBERS EXPRESSED IN FIGURES

11.4. Figures are used for isolated numbers of 10 or more.

50 ballots
10 guns

24 horses
nearly 10 miles

about 40 men
10 times as large

Numbers and numbers in series

11.5. Figures are used in a group of two or more related numerical expressions, even if each number is less than 10.

There were 3 committees, each consisting of 11 men.

There were 3 committees, each consisting of 5 men.

A farmer owned 8 horses and 10 cows.

A farmer owned 8 horses and 6 cows.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.

That man has 3 suits, 2 pairs of shoes, and 4 hats.

At the hearing, only 1 Senator and 1 Congressman testified.

Of the 13 engine producers, 6 were farm-equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.

Only 9 of these were among the large manufacturing companies, and only 3 were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 9 men.

Only 4 companies in the metals group appear on the list, whereas the 1947 census shows at least 4,400 establishments.

but If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

11.6. A unit of quantity or measurement (as defined in rule 11.9), always expressed in figures, affects the use of figures for other related or connected numerical expressions.

The 5 girls each earned 50 cents an hour.

A team of 4 men ran the 1-mile relay in 3 minutes 20 seconds.

This usually requires from 2 to 5 washes and a total time of 2 to 4 hours.

There were two 6-room houses, three 4-room houses, and four 2-room cottages, and they were built by 9 men in thirty 5-day weeks.

11.7. Figures are used for serial numbers.

bulletin 725

document 71

pages 352-357

lines 5 and 6

paragraph 1

290 U. S. 325

Genesis 39: 20 (full space after colon)

Metropolitan 9020 (telephone number)

the year 1931

1721-1727 St. Clair Avenue

but Letters Patent No. 2,189,463

11.8. A colon preceding figures does not affect their use.

The result was as follows: 5 voted yea, 4 dissented.

The result was as follows: nine voted yea.

Quantities and measurements

11.9. Quantities and measurements are expressed in figures.

a. Age:

6 years old

52 years 10 months 6 days

a 3-year-old

b. Clock time (see also Time):

4:30 p. m. (use thin colon)

10 o'clock *or* 10 p. m. (*not* 10 o'clock p. m.; 2 p. m. in the afternoon;
10:00 p. m.)

half past 4

4^h30^m *or* 4.5^h, in scientific work, if so written in copy

0025, 2359 (astronomical and military time)

c. Dates:

June 1935; June 29, 1935 (*not* June, 1935, *nor* June 29th, 1935)

March 6 to April 15, 1935 (*not* March 6, 1935, to April 15, 1935)

May, June, and July, 1935 (*but* June and July 1935)

15 April 1951 (military)

the 2d (*or* 3d) 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 of 2 years or more, when contracted, the forms 1906-38, 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); if the word *from* precedes the year or the word *inclusive* follows it, the second year is not shortened and the word *to* is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, *A. D.* precedes the year (*A. D.* 937); *B. C.* follows the year (254 *B. C.*).

d. 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; 1.25 inches

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)

e. Degrees, etc. (spaces omitted):

longitude 77°04'06'' E.

latitude 49°26'14'' N.

35° 30' (spaced), land distance, etc.

a polariscopic test of 85°

45.5° to 49.5° below zero

an angle of 57°

strike N. 16° E.

dip 47° W. *or* 47° N. 31° W.

gravity 16.6° B.

25'.5 *or* 25.5', as in copy

but two degrees of justice; 12
degrees of freedom

f. Market quotations:

4½-percent bonds

Treasury bonds sell at 95

Metropolitan Railroad, 109

gold is 109

wheat at 2.30

sugar, .03; *not* 0.03

g. Mathematical expressions:

multiplied by 3

divided by 6

h. Measurements:

7 meters

about 10 yards

8 by 12 inches

(*or* 8 x 12 inches *or* 8" x 12")

2 feet by 1 foot 8 inches by

1 foot 3 inches

1½ miles

6 acres

9 bushels

1 gallon

3 ems

20/20 (vision)

60μ

2,500 horsepower

15 cubic yards

6-pounder

80 foot-pounds

10s (for yarns and threads)

but tenpenny nail; fourfold;
three-ply; five votes; six
bales

i. Money:

\$3.65; \$0.75; 75 cents	£2 4s. 6d.
\$3 (<i>not</i> \$3.00) per 200 pounds	T£175
75 cents apiece	65 yen
Rs.3,225,644 (Indian rupees)	₹265
2.5 francs or fr.2.5	

j. Percentage:

12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)
 3.65 bonds; 3.65s; 5-20 bonds; 5-20s; 4½s; 3s (see also rule 5.28, p. 61)
 50-50 (colloquial expression)
 5 percentage points

k. Proportion:

1 to 4
 1:62,500 (equal space each side of colon)
 1-3-5

l. Time (see also Clock time):

6 hours 8 minutes 20 seconds	8 days
10 years 3 months 29 days	7 minutes
<i>but</i> four centuries; three decades	1 month

m. Unit modifiers:

5-day week	10-foot pole
8-year-old wine	½-inch pipe
8-hour day	

Ordinal numbers

11.10. Except as indicated in rule 11.19, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th*. In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times. Also, military units, except *Army* and *Corps*, are expressed in figures at all times. (For ordinals in addresses, see rule 11.12.)

29th of May, <i>but</i> May 29	12th ward
First Congress	ninth birthday
82d Congress	66th birthday
ninth century	2d Infantry Division
20th century	323d Fighter Wing
Second Congressional District	77th Regiment
20th Congressional District	7th Task Force
seventh region	9th Naval District
17th region	<i>but</i> Tenth Army, XII Corps
eighth parallel	Court of Appeals for the Tenth
38th parallel	Circuit
fifth ward	

11.11. When ordinals appear in juxtaposition, and one of them is *10th* or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 82d Congress.

He served in the 9th and 10th Congresses.

From the 1st to the 82d Congress.

He represented the 1st, 4th, and 13th wards.

We read the 8th and 12th chapters.

but The district comprised the first and second precincts.

He represented the first, third, and fourth regions.

11.12. Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc., but in tables, leaderwork, footnotes, and sidenotes, figures are used at all times, and *street*, *avenue*, etc., are abbreviated. (See also rule 10.13, p. 142.)

First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue

Fractions

(For spelled-out fractions, see rule 11.28, p. 159.)

11.13. Piece and em fractions ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, $\frac{5}{8}$, $\frac{7}{8}$, $\frac{1}{2954}$) are used in text, but the shilling mark with full-sized figures ($1/4$, $1/2954$) may be used if specially requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals.

11.14. Fractions are used in a unit modifier.

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

$\frac{1}{4}$ -mile run

$\frac{7}{8}$ -point rise

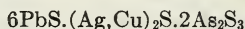
Punctuation

11.15. The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

Chemical formulas

(See also Signs and Symbols, p. 163.)

11.16. In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol.

**NUMBERS SPELLED OUT**

11.17. Numbers are generally spelled out at the beginning of a sentence, except in Q. and A. matter in testimony, hearings, etc., where numerals are used at the beginning of a sentence for years, sums of money of \$1 or over, decimals, street numbers, and cumbersome expressions.

11.18. A spelled-out number should not be repeated in figures, except in legal documents. In such instances these forms will be observed:

five (5) dollars, *not* five dollars (5)

ten dollars (\$10), *not* ten (\$10) dollars

11.19. Numbers mentioned in connection with serious and dignified subjects and in formal writing are spelled out.

the Thirteen Original States

in the year nineteen hundred and forty-four

the Seventy-eighth Congress

millions for defense but not one cent for tribute

11.20. Numbers expressing time, money, or measurement separated from their unit descriptions by more than 2 words are spelled out if under 10. Treat alike all numbers in groups.

two and more separate years

whether five or any number of years

but 5 successive years

4 calendar years

6 hard-earned dollars

5 up to 10 dollars

11.21. Numbers larger than 1,000, if spelled out, should be in the following form:

two thousand and twenty
 one thousand eight hundred and fifty
 one hundred and fifty-two thousand three hundred and five
 eighteen hundred and fifty (serial number)

11.22. Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.

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

but 120 8-inch boards

11.23. Indefinite expressions are spelled out.

the early seventies; but the
 1870's
 a thousand and one reasons
 between two and three hundred
 horses¹

midthirties
 in the eighties, not the '80's
 nor 80's
 but 1 to 3 million
 mid-1951

11.24. Except as indicated in rule 11.5 (p. 155), isolated numbers less than 10 are spelled out.

six horses
 five wells
 eight times as large

but $3\frac{1}{2}$ cans
 $2\frac{1}{2}$ times

11.25. In expressing large numbers, the word *million* (or a similar larger group term) should be spelled out.

20 million
 4 millions
 \$2.5 billion

25½ million dollars; \$25½ million
 $2\frac{3}{4}$ billions; \$2¼ billions
 285 million dollars; \$285 million

11.26. Related numbers close together at the beginning of a sentence are treated alike.

Fifty or sixty miles away is snowclad Mount McKinley.

11.27. Round numbers are spelled out.

a hundred cows
 a thousand dollars
 a million and a half
 one or two millions

forty-odd people
 one-hundred-and-odd men
 one-hundred-odd pupils
 two-hundred-and-fifty-fold

11.28. Fractions standing alone are generally spelled out. A fraction in figures should not be followed by *of a* or *of an*.

three-fourths of an inch; not
 $\frac{3}{4}$ inch nor $\frac{3}{4}$ of an inch
 one-half inch
 one-half of a farm; not $\frac{1}{2}$ of a
 farm
 one-fourth inch;
 or, if copy so reads:
 three-quarters of an inch
 half an inch
 a quarter of an inch

one-tenth
 one-hundredth
 two one-hundredths
 one-thousandth
 five one-thousandths
 thirty-five one-thousandths
 but $\frac{1}{2}$ to $1\frac{3}{4}$ pages

¹ Better: Between 200 and 300 horses.

ROMAN NUMERALS

11.29. A repeated letter repeats its value; a letter placed after one of greater value adds to it; a letter placed before one of greater value subtracts from it; a dashline over a letter denotes multiplied by 1,000.

I.....	1	XXIX.....	29	LXXV.....	75	DC.....	600
II.....	2	XXX.....	30	LXXIX.....	79	DCC.....	700
III.....	3	XXXV.....	35	LXXX.....	80	DCCC.....	800
IV.....	4	XXXIX.....	39	LXXXV.....	85	CM.....	900
V.....	5	XL.....	40	LXXXIX.....	89	M.....	1,000
VI.....	6	XLV.....	45	XC.....	90	MD.....	1,500
VII.....	7	XLIX.....	49	XCV.....	95	MM.....	2,000
VIII.....	8	L.....	50	XCIX.....	99	MMM.....	3,000
IX.....	9	LV.....	55	C.....	100	MMMM or M \overline{V}	4,000
X.....	10	LIX.....	59	CL.....	150	\overline{V}	5,000
XV.....	15	LX.....	60	CC.....	200	M.....	1,000,000
XIX.....	19	LXV.....	65	CCC.....	300		
XX.....	20	LXIX.....	69	CD.....	400		
XXV.....	25	LXX.....	70	D.....	500		

Dates

MDC.....	1600	MCMX.....	1910	MCML.....	1950
MDCC.....	1700	MCMXX.....	1920	MCMLX.....	1960
MDCCC.....	1800	MCMXXX.....	1930		
MCM or MDCCCC.....	1900	MCMXL.....	1940		

[Faint, illegible text, likely bleed-through from the reverse side of the page]



12. ITALIC

(See also Courtwork; Symbols; Datelines, Addresses, and Signatures)

12.1. Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose, and its use in general work should be restricted as indicated.

Emphasis, foreign words, titles of publications

12.2. 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.

12.3. In nonlegal work, *ante*, *post*, *infra*, and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id.*, *ibid.*, *op. cit.*, *et seq.*, and other foreign words, phrases, and their abbreviations, are printed in roman. (See also rule 18.29, p. 196.)

12.4. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

Names of vessels and aircraft

12.5. The names of vessels and aircraft are italicized unless otherwise indicated; in lists set in columns and in stubs and reading columns of tables consisting entirely of names of vessels or aircraft, they will be set in roman.

the liner *America*
the *Friendship*
the *Bermuda Clipper*
U. S. S. *Silversides* (submarine)
U. S. S. *Wisconsin*
ex-U. S. S. *Savannah*
U. S. C. G. S. (U. S. Coast and
Geodetic Survey) ship *Path-
finder*
U. S. C. G. (U. S. Coast Guard)
cutter *Thetus*; C. G. cutter
Thetus

the *U-7*
LST *1155*
destroyer *31*
H. M. S. *Hornet*
MS. (motorship) *Richard*
Forrestal (proposed name of ves-
sel)
the *Missouri's* (roman "s")
turret
the *U-7's* (roman "s") deck
West Virginia class or type
but B-50 (type of plane)

12.6. Names of vessels are quoted in matter printed in other than lowercase roman.

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

Names of legal cases

12.7. The names of legal cases are italicized, except the *v.* When requested, the names of such cases may be set in roman with italic *v.*

"The Hornet" and "The Hood," 124 F. (2d) 45
Smith v. Brown et al.
but SMITH *v.* BROWN ET AL. (heading)
SMITH *v.* BROWN ET AL. (heading)

Scientific names

12.8. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized, but are set in roman in italic matter; 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

Measurements of specimens of Cyanoderma erythroptera neocara

12.9. Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or bold-face, even if there is italic type available in the series.

Words and letters

12.10. The words *Resolved*, *Resolved further*, *Provided*, *Provided, however*, *Provided further*, *And provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued*, *Continued on p. —*, *Continued from p. —*, and *See* and *see also* (in indexes and tables of contents only).

Resolved, That (resolution)

Resolved by the Senate and House of Representatives of the United

States of America in Congress assembled, That

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

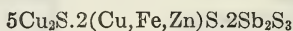
[*Continued from p. 3*] (centered; no period)

see also Mechanical data (index entry)

12.11. All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized, but in italic matter roman letters are used. Chemical symbols (even in italic matter) and certain other standardized symbols are set in roman. (See also rule 13.8, p. 163.)

*n*th degree

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



12.12. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

12.13. Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.

12.14. Letters (*a*), (*b*), (*c*), etc., and *a*, *b*, *c*, etc., used to indicate sections or paragraphs are italicized in general work but not in laws and other legal documents.

12.15. Parentheses and brackets adjoining italicized words are set in roman. In italic matter, a mark of punctuation immediately following a roman parenthesis or bracket is also set in roman. Other punctuation marks match the type of the words they adjoin. (See also rule 9.131, p. 139.)



13. SIGNS AND SYMBOLS

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

13.2. 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 mathematical signs $+$, $-$, \times , \div).

13.3. The Government Printing Office will furnish at cost new special symbols for technical matter when necessary.

13.4. In mathematical and chemical equations the signs $+$, $-$, \times , and \div are closed against accompanying symbols. When the \times is used to indicate "crossed with" (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space. Thus: Early June \times Bright; \times 4.

Symbols with figures

13.5. The degree mark is always used in lieu of the word *degree* following a figure denoting measurement.

13.6. Any symbol that is set close up to figures, such as the degree mark, Greek mu, dollar mark, or commercial *c* ($^{\circ}$, μ , \$, ¢), is used before or after each figure in a group or series.

45° to 65° F., *not* 45 to 65° F.

30 μ and 50 μ

\$5 to \$8 price range

5'-7' long, *not* 5-7' long

3¢ to 5¢ (no spaces)

± 2 to ± 7

but § 12 (thin space)

Letter symbols

13.7. 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.

Equations

13.8. In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.

13.9. If an equation or a mathematical expression needs to be divided, break after plus or minus, but before equal sign.

13.10. A short equation in text should not be broken at the end of a line. Space out the line so that the equation will run over to the next line; or better, center the equation on a line by itself.

13.11. An equation too long for one line is set flush on the left, the second half of the equation is set flush on the right, and the two parts are balanced as nearly as possible.

13.12. Two or more equations in series are alined on the equal signs and centered on the longest equation in the group.

13.13. Connecting words of explanation, such as *hence*, *therefore*, and *similarly*, are set flush either on the same line with the equation or on a separate line.

13.14. If a built-up fraction occurs in one part of an equation, all other fractions in that line must be built up.

13.15. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

13.16. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are alined on left.

$$\sqrt{\Phi} = \sum_{k=0}^m {}_k(A_k \cos k\psi + B_k \sin k\psi) \quad (1)$$

$$\frac{e}{e_0} = \frac{1}{\sqrt{\left[1 - (f/f_M)^2 + \frac{C_M}{c}\right]^2 + \left[\frac{r}{Xc_M}\right]^2}} \quad (2)$$

$$\begin{aligned} Q &= A_2 \rho^1 \left(\frac{p_2}{p_1}\right)^{\frac{1}{\gamma}} \left\{ 2g p_1 v_1 \left(\frac{\gamma}{\gamma-1}\right) \left[1 - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma-1}{\gamma}}\right] \right\}^{\frac{1}{2}} \\ &= A_2 \left\{ 2g \frac{p_1}{v_1} \left(\frac{\gamma}{\gamma-1}\right) \left[\left(\frac{p_2}{p_1}\right)^{\frac{2}{\gamma}} - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma+1}{\gamma}} \right] \right\}^{\frac{1}{2}} \end{aligned} \quad (3)$$

$$\begin{aligned} \omega_n(x, \theta_x) &= \frac{1}{\sqrt{r_1 r_2}} \int_0^x dx_2 \int_0^{x_2} dx_1 \cos n\psi_x(x_1, x_2) \\ &\quad \left[\frac{r_1 r_2}{p_1 p_2} (\phi_{n-1}(k_1) + \phi_{n+1}(k_1)) + 2\phi_n(k_1) \right] \end{aligned} \quad (4)$$

$$\begin{aligned} m_{s_1 s_2} &= \int_{x_{i_1}}^{x_{s_1}} dx_1 \int_{x_{i_2}}^{x_{s_2}} dx_2 \int_0^{2\pi} \frac{d\theta_1}{2\pi} \\ &\quad \int_0^{2\pi} \frac{d\theta_2}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos(\theta_2 - \theta_1) + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\theta_2 - \theta_1)}} \\ &= \int_{x_{i_1}}^{x_{s_1}} dx_1 \int_{x_{i_2}}^{x_{s_2}} dx_2 \int_0^{2\pi} \frac{d\psi}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos \psi + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\psi)}} \end{aligned} \quad (5)$$

$$\begin{aligned} \sum_2 (\psi_n, c_n) &= 2c_2 \frac{\tan(2\psi_2 - \psi_1)}{\cos(2\psi_3 - \psi_2)} + 6c_3 \frac{\tan(2\psi_3 - \psi_2)}{\cos(2\psi_4 - \psi_3)} + \\ &\quad 14c_4 \frac{\tan(2\psi_4 - \psi_3)}{\cos(2\psi_5 - \psi_4)} + \dots + \\ &\quad 2(2^{1+n} - 1)c_{n+2} \frac{\tan(2\psi_{n+2} - \psi_{n+1})}{\cos(2\psi_{n+3} - \psi_{n+2})} \dots \end{aligned} \quad (6)$$

Chemical symbols

13.17. The chemical elements are designated by the initial letter or a shortened form of the English or Latin name. They are set in roman, without periods.

*Chemical elements*

[Accepted names, symbols, atomic numbers, and atomic weights, as officially approved by the International Union of Pure and Applied Chemistry, 1951]

Element	Symbol	Atomic number	Atomic weight	Element	Symbol	Atomic number	Atomic weight
Actinium.....	Ac	89	227	Mercury.....	Hg	80	200.61
Aluminum.....	Al	13	26.98	Molybdenum.....	Mo	42	95.95
Americium.....	Am	95	243	Neodymium.....	Nd	60	144.27
Antimony.....	Sb	51	121.76	Neon.....	Ne	10	20.183
Argon.....	A	18	39.944	Neptunium.....	Np	93	237
Arsenic.....	As	33	74.91	Nickel.....	Ni	28	58.69
Astatine.....	At	85	210	Niobium.....	Nb	41	92.91
Barium.....	Ba	56	137.36	Nitrogen.....	N	7	14.008
Berkelium.....	Bk	97	245	Osmium.....	Os	76	190.2
Beryllium ¹	Be	4	9.013	Oxygen.....	O	8	16
Bismuth.....	Bi	83	209.00	Palladium.....	Pd	46	106.7
Boron.....	B	5	10.82	Phosphorus.....	P	15	30.975
Bromine.....	Br	35	79.916	Platinum.....	Pt	78	195.23
Cadmium.....	Cd	48	112.41	Plutonium.....	Pu	94	242
Calcium.....	Ca	20	40.08	Polonium.....	Po	84	210
Californium.....	Cf	98	246	Potassium.....	K	19	39.100
Carbon.....	C	6	12.010	Praseodymium.....	Pr	59	140.92
Cerium.....	Ce	58	140.13	Promethium.....	Pm	61	145
Cesium.....	Cs	55	132.91	Protactinium ²	Pa	91	231
Chlorine.....	Cl	17	35.457	Radium.....	Ra	88	226.05
Chromium.....	Cr	24	52.01	Radon.....	Rn	86	222
Cobalt.....	Co	27	58.94	Rhenium.....	Re	75	186.31
Columbium (see Niobium).....				Rhodium.....	Rh	45	102.91
Copper.....	Cu	29	63.54	Rubidium.....	Rb	37	85.48
Curium.....	Cm	96	243	Ruthenium.....	Ru	44	101.7
Dysprosium.....	Dy	66	162.46	Samarium.....	Sm	62	150.43
Erbium.....	Er	68	167.2	Scandium.....	Sc	21	44.96
Europium.....	Eu	63	152.0	Selenium.....	Se	34	78.96
Fluorine.....	F	9	19.00	Silicon.....	Si	14	28.09
Francium.....	Fr	87	223	Silver.....	Ag	47	107.880
Gadolinium.....	Gd	64	156.9	Sodium.....	Na	11	22.997
Gallium.....	Ga	31	69.72	Strontium.....	Sr	38	87.63
Germanium.....	Ge	32	72.60	Sulfur.....	S	16	32.066
Gold.....	Au	79	197.2	Tantalum.....	Ta	73	180.88
Hafnium.....	Hf	72	178.6	Technetium.....	Tc	43	99
Helium.....	He	2	4.003	Tellurium.....	Te	52	127.61
Holmium.....	Ho	67	164.94	Terbium.....	Tb	65	159.2
Hydrogen.....	H	1	1.0080	Thallium.....	Tl	81	204.39
Indium.....	In	49	114.76	Thorium.....	Th	90	232.12
Iodine.....	I	53	126.91	Thulium.....	Tm	69	169.4
Iridium.....	Ir	77	193.1	Tin.....	Sn	50	118.70
Iron.....	Fe	26	55.85	Titanium.....	Ti	22	47.90
Krypton.....	Kr	36	83.80	Tungsten.....	W	74	183.92
Lanthanum.....	La	57	138.92	Uranium.....	U	92	238.07
Lead.....	Pb	82	207.21	Vanadium.....	V	23	50.95
Lithium.....	Li	3	6.940	Xenon.....	Xe	54	131.3
Lutetium ³	Lu	71	174.99	Ytterbium.....	Yb	70	173.04
Magnesium.....	Mg	12	24.32	Yttrium.....	Y	39	88.92
Manganese.....	Mn	25	54.93	Zinc.....	Zn	30	65.38
				Zirconium.....	Zr	40	91.22

¹ Denotes mass number of the most stable known isotope.

² Known as glucinium in some European countries.

³ Formerly lutecium.

⁴ This is a defined value rather than an indicated one.

⁵ Formerly protoactinium.

⁶ Because of natural variations in the abundance ratio of the isotopes of sulfur, the atomic weight of this element has a range of ± 0.003 .

Standardized symbols

13.18. Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

Signs and symbols

13.19. This list contains the signs and symbols frequently used in printing by this Office.

+	plus	°	degree	♄	Ceres
-	minus	'	minute	♅	Pallas
±	plus or minus	"	second	♆	Juno
∓	minus or plus	HP	horsepower	♇	Vesta
×	multiplied by	Δ	increment	☉	rain
÷	divided by	ω	ohm	❄	snow
=	equal to	Ω	microhm	☒	snow on ground
≠	or ≠ not equal to	MΩ	megohm	←	floating ice crystals
≈	or ≈ nearly equal to	Φ	magnetic flux; farad	▲	hail
≡	identical with	Ψ	dielectric flux; elec-	△	sleet
≢	not identical with		trostatic flux	▽	frostwork
⇔	equivalent	ρ	resistivity	⊥	hoarfrost
≡	difference between	γ	conductivity	≡	fog
~	or ~ difference	Δ	equivalent conduc-	∞	haze; dust haze
≡	congruent to		tivity	⚡	thunder
⌈	or > greater than	R	reluctance	⚡	sheet lightning
⌋	or ≡ not greater than	→	direction of flow	☉	solar corona
⌊	or < less than	⚡	electrical current	☉	solar halo
⌋	or ≡ not less than	⬡	benzene ring	☉	thunderstorm
:	is to; ratio	→	yields	↖	direction
::	as; proportion	⇌	reversible reaction	○	or ○ or ① annual
∴	geometric proportion	↓	precipitate	⊙	or ② biennial
≐	approaches	↑	gas	④	perennial
→	approaches limit of	‰	salinity	♂	or ♂ male
α	varies as	☉	or ☉ Sun	♀	female
↳	is part of	☾	or ☾ New Moon	□	male, in charts
∥	parallel	☾	First Quarter	○	female, in charts
⊥	perpendicular	☾	or ☾ Full Moon	R	take (from Latin
∠	angle	☿	Mercury		Recipe)
└	right angle	♀	Venus	ĀĀ	or Ā or āā of each
△	triangle	♁	or ♂ Earth		(in doctor's pre-
□	square	♂	Mars		scription)
▭	rectangle	♃	Jupiter	lb	pound
▭	parallelogram	♄	Saturn	℥	ounce
○	circle	♅	Uranus	℥	dram
⌒	arc of circle	♆	or ♆ Neptune	℥	scruple
△	equilateral	♇	Pluto	○	pint
△	equiangular	♈	Aries	℥	fluid ounce
√	radical; root; square	♉	Taurus	℥	fluid dram
	root	♊	Gemini	℥	minim
√	cube root	♋	Cancer	&	or & and; ampersand
√	fourth root	♌	Leo	℥	per
Σ	sum	♍	Virgo	℥	number
!	or ! factorial product	♎	Libra	/	virgule; solidus; sepa-
∞	infinity	♏	Scorpio		tratrix; shilling
∫	integral	♐	Sagittarius	∕	acute
f	function	♑	Capricornus	∖	grave
∂	or ∂ differential; vari-	♒	Aquarius	~	tilde
	ation	♓	Pisces	⤿	circumflex
π	pi	♊	conjunction	-	macron
∴	therefore	♋	opposition	˘	breve
∵	because	♌	trine	..	dieresis
—	vinculum (above let-	♍	quadrature	ˆ	cedilla
	ter)	♎	sextile	^	caret
()	parentheses	♏	dragon's head, ascend-		
[]	brackets		ing node		
{ }	braces	♐	dragon's tail, descend-		
			ing node		

R can mean anything, but author must show what he's using it for.

Tabular
Work

Leader
Work

Footnotes,
Indexes,
etc.

ate Lines,
etc.

Courtwork

Useful
Tables

ounties

atents

Con-
gressional
Record

Senate
and House
Journals

Nomina-
tions,
Reports,
etc.

Foreign
Languages

Index

14. TABULAR WORK

(See also Abbreviations; Leaderwork)

14.1. 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.

14.2. Tabular material should be kept as simple as possible, so that the meaning of the data could be easily grasped by the user.

14.3. Unless otherwise specified, tables will be set in 6-point, and 2-point hairline rules will be used.

Abbreviations

14.4. The names of months (except May, June, and July) when followed by the day are abbreviated; otherwise months are spelled. However, in narrow reading columns consisting solely of single months, the months may be abbreviated. (For examples, see rule 14.36, p. 170; rules 14.53-14.55, p. 171.)

14.5. The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated. For the numbered streets, avenues, etc., figures are used.

14.6. Abbreviate the words *United States* if preceding the word *Government* or the name of any Government organization.

14.7. Use the abbreviations *RR.* and *Ry.* following name (except as indicated in rule 10.24, p. 143) and *SS.* preceding name.

14.8. Use *lat.* and *long.* with figures.

14.9. Abbreviate when followed by figures the various parts of publications, as *article*, *part*, *section*, etc. (See rule 10.34, p. 145.)

14.10. Use, generally, such abbreviations and contractions as *74th Cong.*, *2d sess.*, *H. Res. 5*, *H. J. Res. 21*, *S. Doc. 62*, *S. Rept. 410* (see rules 10.38, 10.39, p. 145), *Rev. Stat.*, *Stat. L.*, etc., when with figures.

14.11. In columns containing names of persons, copy is followed as to abbreviations of given names.

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

Bearoff

(For examples, see rule 14.30, p. 169; rule 14.82, p. 173; and rules 14.119-14.122, p. 176.)

14.13. An en quad is used for bearoff from both rules in an inside reading or date column, from the rule on the right in a figure column, and from the adjacent rule in an outside reading or date column.

14.14. In a crowded table the bearoff may be omitted in figure columns.

14.15. Indicated clears and indentions are in addition to bearoff.

14.16. Fractions are set flush to the rule, as shown in example to rule 14.121, except in double-up tables in column preceding parallel rule and in tables in rules. (See rule 14.146, p. 178.)

14.17. Mathematical signs, parentheses, and brackets, when preceded by figures are not borne off.

Blanks

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

Boxheads

14.19. Periods are omitted after boxheads, but a dash is used after any boxhead that reads into the matter below.

14.20. Boxheads are set solid and bear off an em space above and below rule unless they run up.

14.21. Boxheads are centered, except that in a column 10 ems or more in width, a head of 3 lines or more is set with hanging indention.

14.22. Boxheads 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 run up, except years expressed in figures, which run across for better appearance. Running up over reading and date columns is to be avoided. Boxheads need not run up in all parts of divided tables.

14.23. Runup 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 indention.

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

14.25. 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 boxhead may be of such depth as to make a better appearance by alining its bottom rule with the bottom rule of the second box.

Sex and age	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, and head set with hanging indention, as it is over 10 ems in width and over 2 lines deep]				
	Number	Distribu- tion	June to August		September to May		Not re- ported
			Number	Distribu- tion	Number	Distribu- tion	
Boys (12 to 14) -----	3, 869	Percent 45. 5	1, 415	Percent 9. 6	2, 405	Percent 15. 8	49

14.26. 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.

14.27. In parallel tables, and when so prepared in divide tables, a boxhead that is divided is repeated on subsequent pages with the word *Continued*.

14.28. In referring to quantity or things, the word *Number* in boxheads is spelled if possible.

14.29. In an 8-point table with a 6-point boxhead, 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, use a 6-point quadline and set unit of quantity in 6-point italic.

Braces

14.30. Braces are avoided if possible; if used, they are placed on the right of a rule and should include overruns. (See rule 14.37, p. 170.)

New Jersey.....	659, 425	659, 425	62. 35	649, 374	649, 374	62. 35
New York.....	(1)	2, 900, 499	65. 56	(1)	3, 312, 610	65. 92
Pennsylvania.....	2, 900, 499	(1)	39. 73	3, 312, 610	(1)	39. 64
Tennessee.....	23, 187	23, 187	47. 24			
Virginia.....	640	640	54. 32			53. 60
South Dakota.....	5, 453	5, 453	51. 03	19, 718	19, 718	46. 00
Texas.....	326, 500	326, 500	45. 02	208	208	52. 50
Oklahoma.....			54. 97	355, 006	355, 006	47. 10
Utah.....						54. 47

Centerheads, flush entries, and subentries

14.31. Centerheads over tables are set solid over solid tables and leaded over leaded tables; they follow the style of the tables as to the use of figures and abbreviations.

14.32. Except as indicated in rule 2.40, heads and headnotes over parallel tables center over the two-page spread of tables, except short lines. In heads over parallel tables, words are not divided between pages.

14.33. In divide tables that are made up parallel, the heads and headnotes are set over parallel tables; the heads but not the headnotes repeat on each succeeding page; the word *Continued* is used.

14.34. Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below.

14.35. In reading columns if centerhead clears reading matter below at least an em and there are leaders, no space is used under the head; if there are no leaders below and centerhead clears at least an em, the quadline is omitted; if it clears less than an em, a full quadline is used. (See also rule 14.36.) However, if an overrun, dashline, etc., in another column, or in the same column, creates a blank space above the head, the extra quadline is not added.

25	Miscellaneous power-plant equipment.....	245, 040. 37
26	Roads, railroads, and bridges.....	275, 900. 34
	Total.....	520, 940. 71
	TRANSMISSION PLANT	
42	Structures and improvements.....	26, 253. 53
43	Station equipment.....	966, 164. 41
	Total.....	992, 417. 94
	GENERAL PLANT	
	General plant:	
	Norris.....	753, 243. 97
	Other.....	15, 335. 81
	Total.....	768, 579. 78
	Grand total.....	2, 281, 943. 43

14.36. Units of quantity and years used as heads in reading columns consisting of months and days, or months only, and in figure columns, are set in italic with a quadline above and no space below. If an overrun, etc., in another column creates a blank space

above the head, the extra quadline is not added. (See also rule 14.58, p. 172.)

1941			1942—Con.			1942—Con.		
Oct. 1.....	35.6	15	Jan. 16.....	45.2	15	May 8.....	46.5	15
Oct. 31.....	45.0	15	Feb. 4.....	50.2	15	May 22.....	45.1	18
Nov. 14.....	40.9	18	Feb. 17.....	43.4	15	June 9.....	47.1	14
Dec. 24.....	41.7	15	Mar. 4.....	45.6	15	June 24.....	48.2	16
			Mar. 19.....	42.7	15	July 9.....	46.6	17
1942			Apr. 2.....	40.9	15	July 24.....	45.9	16
Jan. 3.....	43.9	15	Apr. 28.....	47.7	13	Aug. 6.....	46.5	16

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

C-302.....	{Chehalis silty clay loam.}	1	{PK.....	2.58	9.13	1.62	0.255	2.21	0.95
			{PKCa.....	2.45	8.78	1.24	.257	2.30	.95
			{NPKCa.....	2.54	10.08	.95	.240	2.07	.89

SOILS DERIVED FROM ORGANIC MATERIAL

C-303.....	Peat.....	1	{Check.....	3.31	7.77	1.41	0.268	1.14	0.55
			{P.....	3.14	6.66	1.42	.358	.83	.73
			{PK.....	3.92	7.25	1.49	.310	1.78	.59
			{PKCa.....	3.84	8.44	1.40	.289	1.83	.64

Ciphers

14.38. 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. A cipher used alone in a money or other decimal column is placed in the unit row and is not followed by a period. In mixed units the cipher is repeated before each decimal unless the group is totaled.

January.....	+26.4	0	0	0	0	0	+0.7	+27.1	+40.4
February.....	+66.7	0	0	0	0	0	-.9	+65.8	+98.1
March.....	+143.1	+2.6	-7.5	0	0	0	+12.4	+150.6	+224.1
April.....	+168.4	+6.9	-19.1	-1.1	+1.7	+4.4	+33.0	+194.2	+289.5

14.39. 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.

14.40. 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.

14.41. In columns of figures under *Ft. in.*, if only feet are given, supply cipher under *in.*; if only inches are given, clear under *Ft.*; if ciphers are used for *None*, place one cipher under both *Ft.* and *in.*

14.42. In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

Continued heads

14.43. In continued heads an em dash is used between the head and the word *Continued*. The abbreviation *Con.* is used only to avoid an overrun. If the head is in small caps, the term *continued* or *con.* is not capitalized.

14.44. In centerheads set in caps, caps and small caps, or italic, the word *Continued* is set in roman cap and lowercase; in a heading set in boldface caps or lowercase, the word *Continued* is set in cap and lowercase of the same font as the head. No period is carried after a continued line.

14.45. In stub and boxheads, *Continued* is always set in roman.

14.46. Continued heads over tables are to be condensed into one line if possible. Notes above tables are not repeated unless necessary to make the table clear; but footnote references are repeated in boxheads and in continued lines unless special instructions are given not to do so.

Dashes or rules

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

14.48. Parallel dashes are used to cut off figures from other figures below that are added or subtracted; also above a grand total. (For example, see rule 14.35, p. 169.)

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

Date columns

14.50. There are two kinds of standard date columns: (1) Each item contains month and day, and (2) each item is made up of month, day, and year.

14.51. In 6-point tables, standard date columns with month and day are cast $4\frac{1}{2}$ ems for outside and 5 ems for inside columns; with month, day, and year, 7 and $7\frac{1}{2}$ ems, respectively.

14.52. Standard date columns with month and day in 8- and 10-point tables are cast 4 ems for outside and $4\frac{1}{2}$ ems for inside columns; with month, day, and year, $6\frac{1}{2}$ and 7 ems, respectively.

14.53. The figures are alined on the right, and extra space, if any, is inserted between the month and day. An en comma is used between the day and the year.

Black River, N. Y.....	Flood Control Act, June 22, 1936.	Oct. 7, 1941	House, 405, 77th Cong., 1st sess.	Favorable.
Do.....	Flood Control Act, July 30, 1937.	July 23, 1941	House, 326, 77th Cong., 1st sess.	Do.
Cayuga Creek, N. Y.....	do.....	do.....	do.....	Do.
Cazenovia Creek, Erie County, N. Y.	Flood Control Com- mittee resolution, Apr. 23, 1942.	do.....	do.....	Do.
Chagrin River and tribu- taries, Ohio.	Flood Control Act, June 28, 1938.	July 23, 1941	Unfavorable.

14.54. Military-style date columns will be set as standard date columns, with 6-unit space between day and month and remaining space between month and year. No punctuation will be used.

21 Jan 21

5 Jun 42

12 Jul 43

30 Sep 44

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

Jan. 22	To the Minister in Liberia (tel.).....	115
30	From the Minister in Liberia (tel.).....	116
Feb. 5	To the Minister in Liberia (tel.).....	117
7	From the Minister in Liberia (tel.).....	117

14.56. A standard 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; however, a column consisting entirely of dates but not a standard date column is considered a reading column.

14.57. In a standard date column, footnote references are placed at right against rule, with 3 units justified on such references; but in a standard date column that is the last column of a table, footnote references are placed on left with 3 units justified on character following the references.

14.58. If the year is centered as a head in a standard date column, it is set in italic with a full quadline above but no space below.

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

	1898 ¹	
	1898	
	1899-1900 ²	
	1901-2	

Ditto

(See also Units of quantity, rule 14.155, p. 179.)

14.60. The abbreviation *do.* is used in reading and date columns only, lowercased and preceded by leaders when figures or text is used in preceding column.

14.61. Capitalize *do.* in first and last columns.

14.62. Tracing columns are counted as the first and last columns of table.

14.63. All *do.*'s should be uniform throughout column; if any one is lowercased, all in the column should be lowercased and preceded by leaders. (For example, see rule 14.53, p. 171.)

14.64. In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.

<i>A₂a₁</i>	T.....	1.0	8.0	28.0	44.8	31.4
<i>A₁a₃</i>	T.....	0	1.0	18.0	105.0	216.0
<i>A₃a₁Bb</i>	Not segregating.....	13.0	2.0	1.0	0	0
<i>A₃a₁bb</i>	do.....	3.0	0	1.0	0	0
<i>A₂a₂Bb</i>	143:1.....	6.3	3.6	1.8	1.6	1.0
<i>A₂a₂bb</i>	35:1.....	1.0	0	2.2	0	1.0

14.65. *Do.* is not used: (1) In a figure column; (2) in the first line under a centerhead in the column in which the centerhead occurs; (3) under a line of leaders, a dashline, or a rule; (4) under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated); (5) under an item consisting wholly of figures or combination of letters and figures; (6) in a reading column containing only *Yes* and *No*; or (7) under an abbreviated unit of quantity.

14.66. *Do.* is used, however, under a blank space and under the word *None* in a reading column.

14.67. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.* (See rule 14.53, p. 171.)

14.68. *Do.* is not used under a braced group.

14.69. Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.

14.70. In a first column 6 ems or less in width, a 1-em quad is used before *Do.*; in all other columns 6 ems or less in width, 1½ ems of

leaders are used, except in a last column, in which quads are used in place of leaders. Bearoff is included.

14.71. In a first 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, 2½ ems of leaders are used, except in a last column, in which quads are used in place of leaders; bearoff is included. If the preceding line is indented, the indentation of *do.* is increased accordingly.

14.72. *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by 2 ems of leaders, which are indented to aline with item above.

14.73. *Do.*, followed by 2 ems of leaders, is used under a unit of quantity in a stub if the unit is spelled; if the unit is abbreviated, the abbreviation is repeated. (For sample, see rule 14.154, p. 179.)

14.74. When so prepared, inverted commas may be used instead of the abbreviation *do.*

Dollar mark

14.75. The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.

14.76. In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.

14.77. If several sums of money are grouped together and added to make a total, they are separated from the preceding figures by a parallel dash, and the symbol is placed on the first figure of the separated group only.

14.78. In a double money column, dollar marks are used in the first group of figures only; en dashes or words are alined. (See also rule 14.141, p. 178.)

\$10-\$12	\$15	\$10 to \$12
16- 20	\$16- 18	14 to 20

14.79. Dollar mark is omitted from a first item that is a cipher.

0	but	\$0. 12
\$300		13. 43
500		15. 07
700		23. 18

14.80. Dollar mark should be repeated in stub or reading columns.

\$1 to \$24-----
\$25 to \$49-----
\$50 to \$74-----

Double-up tables

14.81. If the matter in the stub under a centerhead, flush entry, or subentry 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.

14.82. An en-quad bearoff is used on each side of the parallel rule separating the two parts of a double-up table. This applies also to leaders, dashes, and fractions in the last column of the first part, but not to rules in boxheads. (See also rules 14.119-14.121, p. 176.)

XII-----	4, 530 (8, 710)	6, 270 (13, 560)	7, 000 (15, 060)	XV-----	7, 620 (13, 330)	10, 550 (18, 480)	11, 750 (20, 500)
XIII-----	5, 620 (10, 900)	7, 770 (15, 080)	8, 660 (16, 750)	XVI-----	8, 450 (15, 060)	11, 700 (20, 900)	13, 000 (23, 180)
XIV-----	6, 170 (11, 890)	8, 550 (16, 500)	9, 520 (18, 300)	XVII-----	10, 500 (16, 090)	14, 610 (22, 300)	16, 270 (24, 800)

Figure columns

14.83. Figures aline on the right. In a crowded table the en-quad bearoff 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. (For example, see rule 14.30, p. 169.)

14.84. A one-line overrun in a figure column is set flush on right; an overrun of more than one line is indented an em on left under first line and is followed by a period.

41, 43, 51, 54, 55, 56,
57, 69, 70, 73

24, 27, 31, 33, 37, 41,
43, 44, 47, 48, 49,
51, 53, 54, 61.

14.85. When figures occur in parentheses, the parentheses are set against the rule and the figures alined on right. In tables set "Figs. against," parentheses are cleared. (For example, see rule 14.82.)

14.86. 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, and in dates appearing in the form 2-12-43, the dashes, signs, or words are alined.

14.87. Plus or minus signs at the left of figures are placed close to the figures regardless of alinement; plus and minus signs at the right of figures are placed against the rule and are cleared. (For example, see rule 14.38, p. 170.)

14.88. Words and Roman numerals in figure columns are alined on the right with the figures, without period.

Median value of livestock.....	\$224	\$62	
Median value of machinery.....	\$54	Small	
Median value of furniture.....	\$211	\$100	
Possessing automobiles.....percent.....	25	17	
Median age.....years.....			5.5
Median value.....			\$144
Fraternal membership:			
Men.....		IV	486
Women.....			None

14.89. Letters and symbols are centered in the column.

44	V	Algol Olive R.....	By	Sandothrene Olive N2R.....	S
9 BQ	D	Direct Light Blue BV.....	P	Durazol Blue 2GS.....	I. C. I.
783	A	Kiton Fast Red 4BL.....	J	Erio Fast Red 4BL.....	G

14.90. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are alined on the right.

14.91. Decimal points are alined except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

14.92. Copy preparers should indicate at top of each folio the clear necessary for decimals; indicated clear does not include bearoff.

14.93. In a table that is doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (For examples, see rule 14.38, p. 170; rule 14.64, p. 172; and rule 14.121, p. 176.)

Footnotes and references

14.94. Footnotes to tables are numbered independently from footnotes to text.

14.95. Figures are used for footnote references, beginning with 1 in each table.

14.96. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

14.97. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. (See rule 16.14, p. 186.) These, in the same sequence, precede mathematical signs. A thin space is not used to bear off an asterisk, dagger, or similar character.

14.98. If a reference is repeated on another page, it should 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. —."

14.99. Footnote references are repeated in boxheads or in continued lines over tables unless special orders are given not to do so.

14.100. References to footnotes are numbered consecutively across the page from left to right and across both pages in a parallel table. (For example, see rule 14.154, p. 179.)

14.101. Footnotes to a parallel table begin on the even page unless there are no references on that page.

14.102. In a divide table, references to footnotes are numbered consecutively across and down the first part of the divide, then similarly in the second part.

14.103. Footnote references are placed at the right in reading columns and date columns, and at the left in figure columns (also at the left of such words as *None* in figure columns) and in symbol columns, and are borne off. However, if a date column is the last column, the references are placed at the left. (See also rule 14.57, p. 172.)

14.104. Two or more footnote references occurring together are separated by spaces, not commas. (For example, see rule 14.154, p. 179.)

14.105. In a figure or date column, a footnote reference standing alone is set in parentheses and centered. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period and quads, as if it were a word.

14.106. The numbered footnotes are placed immediately beneath the table. Should it be requested that a sign or letter reference in the heading to a table be followed, it is not changed to become the first numbered reference mark, and the footnote to it precedes all other footnotes. If the table runs over more than one page, the appropriate footnotes go with each page.

14.107. For better makeup or other reason, all footnotes may be placed at the end of a table making more than one page. It is then necessary to supply at the bottom of each page "See footnotes at end of table, p. —."

14.108. 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, and the two groups are separated by a 50-point rule flush on left; but if there are footnotes to the text and none to the table, the 50-point rule is omitted.

14.109. Footnotes to cut-in tables are set in the same measure as the tables.

14.110. 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.

14.111. In a series of short footnotes, the reference numbers are alined on the right.

14.112. Footnotes in measures 30 picas or wider are set doubled up.

14.113. The footnotes and notes to tables are set solid if the table is solid and leaded if the table is leaded.

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

14.115. Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

14.116. In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence. (For fractions, see rule 14.122.)

14.117. If a footnote consists entirely or partly of a table, the footnote table is indented 3 ems on left. It should always be preceded by introductory matter carrying the reference number; if necessary, copy preparer should add an introductory line, such as "See the following table:".

14.118. 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 2 leads.

Fractions

14.119. Piece and em fractions are set flush to the rule on the right. Whole numbers clear the fractions throughout the columns except in columns containing numbers indicating mixed units (such as pounds, dollars, and percentages), which are alined on the right.

14.120. Where fractions of different length occur in the same column, the longest is set flush to the rule on the right and the others are set to aline with it on the left. Copy preparers should indicate at top of each column the clear necessary for fractions.

14.121. In a table that is continued or doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff.

Total length.....	40¾	41	42	43	44	45	46	47	48	½ inch.
Sleeve length.....	10⅝	10	10	10	11	11	11	11	11	1 inch.
Armhole length.....	8⅝	8½	9	9½	9½	10	10½	10½	11	Do.
Sleeve cuff length (if cuff is used).....	5½	5½	5½	5½	5½	5½	5½	5½	5½	Maximum.
Neck opening.....	26½	26	27	28½	28	29	30	30	31	2 inches.
Waist:										
7, 8, 9, 10 cut.....	23½	24	25½	27½	28	29½	31	32	33½	6 percent.
11, 12, 14 cut.....	22½	23½	25	26½	27½	29	30½	31½	33	Do.

14.122. Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

Headnotes

14.123. Headnotes should be set in lowercase, 2 points smaller than the table but not smaller than 6-point, bracketed, and period omitted at end, even if the last statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

14.124. Headnotes are not repeated with continued heads unless necessary to make table clear.

Italic

14.125. Names of vessels and aircraft (except in reading columns consisting entirely of such names), titles of legal cases (except *v. for versus*), and certain scientific terms are set in italic. The word "Total" and headings in the column do not affect the application of this rule.

14.126. Set "See" and "see also" in roman. (See also rule 16.21, p. 186.)

Leaders

14.127. Leaders run across the entire table except that they are omitted from a last reading column or a first or last date column. (For example, see rule 14.53, p. 171.)

14.128. If there is only one reading column in a table, leader from bottom line of an overrun, but when several items are listed on one item in stub, without brace and cleared, leader from top line.

14.129. If there is more than one reading column, leader from top line, and the overrun ends with a period. (For example, see rule 14.53, p. 171.)

14.130. A standard date column is not regarded as a reading column.

14.131. In parallel tables and in tables with tracing figures on left and right of page, leader from top line.

Letterspaced words

14.132. Words in a line are letterspaced 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

14.133. An overrun is indented 1 em more than the first line of the item; but to prevent confusion with a following subordinate item, the overrun is cut in 1 em more than the first line of such subitem. (For example, see rule 14.151, p. 179.)

Parallel and divide tables

14.134. Heads and headnotes over parallel tables center over the two-page spread of tables, except short lines.

14.135. Words are not divided between pages in heads over parallel tables.

14.136. Boxheads are not divided but are repeated, with the word *Continued* added.

14.137. Rules are used on the right of even pages and the left of odd pages.

14.138. In divide tables that are made up parallel, with stub repeated, the heads, but not the headnotes, repeat on each succeeding page, and the word *Continued* is used.

14.139. Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables, and over such tables the heads are repeated with the word *Continued*; rules are not used on right of even pages and left of odd pages.

Reading columns

14.140. Figures or combinations of figures and letters used to form a reading column align on left and are followed by leaders. *Do.* is not used under such items.

14.141. The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

14.142. Cut-in items following a colon are indented 2 ems in addition to the en quad used for bearoff.

14.143. Run in single entry under colon line; retain the colon.

14.144. The last word in a leader line must be followed by at least an en leader.

14.145. Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item. (See also rule 10.13, p. 142, and rules 11.10–11.12, p. 157.)

Tables in rules

14.146. All figures, including fractions, are centered in column if width of column permits; otherwise they bear off an em or en quad each side of the rules according to width of column. Except when centered, the first and last columns, including leaders and fractions, must bear off an em quad from the outside rules.

14.147. In tables consisting entirely of figure columns, the figures are centered in each column and alined on right. In figure columns, leaders are borne off 1 em on each side.

14.148. Matter in boxheads takes no extra bearoff.

Exact unit	Full unit	2 full units	Dilution to use	Preparation
Cc.	Cc.	Cc.		
0.2	0.25	0.5	1:60	1 cc. serum+59 cc. saline.
.25	.3	.6	1:50	1 cc. serum+49 cc. saline.
.3	.35	.7	1:43	1 cc. serum+42 cc. saline.
.35	.4	.8	1:37	1 cc. serum+36 cc. saline.
.4	.45	.9	1:33	1 cc. serum+32 cc. saline.
.45	-----	-----	1:30	1 cc. serum+29 cc. saline.
.5	.55	1.1	1:27	1 cc. serum+26 cc. saline.

14.149. Centerheads and headnotes are set the full measure of the job. Short footnotes are set the width of the table; but for good typographic appearance, long footnotes should be set the full measure of the job.

Tables without rules

14.150. In tabular matter set without down rules, the same arrangement and bearoffs will prevail as in ruled tables, except that leaders and dashlines will bear off an en space, the same as type, so that an em space will appear between columns.

14.151. If column headings are used in a table without rules set in 6- or 8-point, such heads are to be set in 6-point italic, solid.

	Year ended June 30, 1947		Increase (-decrease) from preceding year	
	Amount	Percent	Amount	Percent
Operation, exclusive of provision for depreciation:				
Water-dispatching operations.....	\$442, 496	6.6	\$90, 190	25.6
Malaria control.....	1, 220, 040	18.3	164, 606	15.6
Plant protection and services to visitors.....	571, 040	8.6	90, 723	18.9
Upkeep of roads and grounds.....	134, 971	2.0	47, 644	54.6
Other operating expenses.....	25, 528	.4	-9, 205	-26.5
	2, 516, 639	53.2	436, 806	32.0
Administrative and general expense.....	530, 688	8.0	145, 956	37.9
	3, 047, 327	61.2	582, 762	32.8
Maintenance.....	87, 424	1.3	44, 915	-----
Provision for depreciation.....	2, 501, 128	37.5	83, 865	3.5
	5, 635, 879	100.0	711, 542	20.5
Total multiple-use common operating cost.....				

Allocation of costs applicable to 1947: ½ to each purpose: Operation, exclusive of provision for depreciation.....	Power	Navigation	Flood control
Multiple-use allocation ratios (40, 30, and 30 percent, re- spectively):.....	\$1,358,236	\$1,358,236	\$1,358,235
Maintenance.....	34,970	26,227	26,227
Provision for depreciation.....	1,000,451	750,338	750,339
Total multiple-use common operating costs, as allo- cated.....	2,393,657	2,134,801	2,134,801

Total, mean, and average lines

14.152. The usual indentation of the word *Total* is 3 ems; but if stub is too narrow, the indentation may be 1 em. If the indentation of the preceding line interferes, *Total* is indented 1 em more than preceding line. It is not necessary to maintain uniform indentation of the word *Total* throughout the page. The word *Total* is supplied when not in copy. (For example, see rule 14.35, p. 169.)

14.153. *Mean* and *Average* are treated in a similar manner.

Units of quantity

14.154. Units of quantity in stub columns are placed on the right, 1-em leader from the rule. If the item 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, preceded by quads and followed by 1 em of leaders.

Aluminum.....pounds..	(1 2)	(1 2)	179,177,116	2 \$32,700,000
Cement.....barrels..	2 6,853,796	2 \$9,866,102	2 8,251,038	2 11,687,089
Clay products (other than pottery, refractories)short tons..		4 6,883,109		4 5,820,000
Coke.....do.....	4,468,437	2 25,526,646	5,080,403	2 29,519,871
Diatomite.....do.....	(1)	(1)	(1)	(1)
Emery.....do.....	765	6,828	1,046	9,349
Feldspar (crude) ³long tons..	(1)	(1)	(1)	(1)
Ferroalloys.....short tons..	183,465	2 18,388,766	259,303	2 30,719,756

14.155. *Do.* is used under a spelled unit of quantity in a stub and in an independent column consisting entirely of such units, but *do.* is never used under an abbreviated unit of quantity.

14.156. Over figure columns, units of quantity and other words used as headings, and the abbreviations *a. m.* and *p. m.*, if not included in the boxheads, are set in 6-point italic and are placed immediately above the figures, without periods other than abbreviating periods. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic, with full quadline above and no space below.

14.157. Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.

15. LEADERWORK

(See also Abbreviations; Tabular Work)

15.1. Leaderwork is a simple form of tabular work without box-heads or rules. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8-point. The period is omitted immediately before leaders.

Bearoff

15.2. No bearoff is required in a reading column.

Columns

15.3. A figure column is at least an en quad wider than the largest group of figures, but not less than 2 ems. Between 2 figure columns use at least a 1-em quad. Dashlines are to be the full width of the figure column.

15.4. If the last column is a reading column, leaders are run within an en quad of the first word; but if the first column overruns, it is indented an additional en space from the first word of the last column.

Continued heads

15.5. If leaderwork continues on a following page or is doubled up, continue center and side heads, including colon lines, in stub; also units of quantity or other words over figure and reading columns. In leaderwork set broad measure, no heads or units of quantity are repeated when the matter continues on the facing page. (See also rules 14.43-14.46, p. 170-171.)

Ditto

15.6. The abbreviation *do.* is capitalized and preceded by quads in stub; it is capitalized and preceded and followed by quads in last reading column; it is lowercased when used under a unit of quantity in stub.

Dollar mark and ciphers

15.7. The dollar mark or any other money symbol 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. A dollar mark or any other money symbol does not carry through leaders in leaderwork.

15.8. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are alined on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added to make a total, they are separated from the preceding figures by a parallel dash, and the symbol is placed on the first figure of the separated group only.

15.9. If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

Flush items and subheads

15.10. Flush items clear the figure column.

15.11. Subheads are centered in full measure; if they extend to the figure column, the figure column and an equal space on the left are cleared.

Footnotes

15.12. Footnotes to leaderwork follow the style of footnotes to tables.

15.13. Footnote references begin with 1 in each statement, and footnotes are placed at end of statement, separated from it by 2 leads. Separate notes from matter following by not less than 6 points.

15.14. If the leaderwork runs over from one page to another, the appropriate footnotes are carried on each page, and are repeated as necessary.

15.15. If the footnotes to leaderwork and text fall at bottom of page, the footnotes to leaderwork are placed above footnotes to text and the two groups are separated by a 50-point rule, flush on the left.

Units of quantity

15.16. Units of quantity or other words over a stub or figure column are set in 6-point italic and are separated from leaderwork by 2 points.

Examples¹

15.17. The example below shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

Baltimore & Ohio R.R.:

Freight carried:

	<i>Tons</i>
May.....	150, 000
June.....	152, 000
Coal carried.....	900, 000
Pennsylvania R.R.: Freight carried Jan. 1, 1938.....	121, 000

¹ Livestock not included.

15.18. If there is no colon line, the style is as follows:

Freight carried by the Pennsylvania RR. and the Baltimore & Ohio RR. in May.....	<i>Tons</i> 371, 500
--	-------------------------

15.19. Explanatory matter is set in 6-point under leaders (note omission of period):

----- (Name) ----- (Address) ----- (Position) -----

15.20. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this ----- day of ----- 19...

15.21. In 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

¹ This shows the relative positions for footnotes in leaderwork and text on the same page.

15.22. More than one figure column, also illustrating use of dollar mark, dashline, bearoff, etc.

For property purchased from—

Central Pipeline Distributing Co.:

Capital stock issued, recorded amount.....	\$75, 000
Undetermined consideration recorded.....	341
Pan American Pipeline Co., recorded money outlay.....	3, 476
M. J. Mitchell, recorded money outlay.....	730
R. Lacy, Inc., and Lynch Refining Co.:	
Recorded money outlay.....	\$157, 000
Note issued.....	100, 000

257, 000

Less value of oil in lines and salvaged construction material.....

26, 555

230, 445

\$309, 992

For construction, improvements, and replacements, recorded money outlay.....

933, 605

For construction work in progress, recorded money outlay.....

522

Total..... 1, 244, 119

15.23. Mixed units of quantity and amounts and words in figure column are set as follows:

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
Estimated weekly production of butter per milk cow	
pounds.....	7½

Hogs:

Number.....	46
Loss from cholera.....	None

15.24. Abbreviated unit of quantity repeated:

Height at shoulder (top of third dorsal), <i>Brontops robustus</i>	mm 1 2, 311
Width of atlas, <i>Diploclonus tyleri</i>	mm 320
Weight of specimen.....	oz 6

¹ Estimated.

15.25. If there are no figures in a line, the leaders should be broken from those in preceding column by an en space.

Sales of shoes.....	\$1, 200
Loss on sales.....	

Footnotes,
Indexes,
etc.

ite Lines,
etc.

Courtwork

Useful
Tables

bunties

atents

Con-
cessional
Record

Senate
nd House
ournals

Nomina-
tions,
Reports,
etc.

Foreign
anguages

Index



16. TEXT FOOTNOTES, INDEXES, AND CONTENTS

Footnotes and reference marks

(For footnotes in tabular work, see p. 174.)

16.1. Except as noted under Abbreviations (p. 141), footnotes to text follow the style of text.

16.2. In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

16.3. Copy preparers must see that references and footnotes are plainly marked, and must also indicate the measure if footnotes are to be doubled, or tripled.

16.4. On a job that is not completed, the last footnote number must be given to Chief Copy Preparer, who will enter it in copybook, so that there will be no question as to next footnote number.

16.5. If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words "See footnote 3 (6, 10, etc.) on p. —," instead of the entire footnote.

16.6. Unless copy is otherwise marked: (1) Footnotes to 12-point text (except 12-point briefs) are set in 8-point; (2) footnotes to 11-point text are set in 8-point, except in Supreme Court reports, in which they are set in 9-point; (3) footnotes to 10- and 8-point text are set in 6-point.

16.7. Footnotes are set as paragraphs and are separated from the text by a 50-point rule, flush on the left, with 2 leads above and below the rule.

16.8. Footnotes to indented matter are set full measure.

16.9. Footnotes must always begin on the page carrying the reference. The breaking over of a footnote from one page to the next should be avoided; but when this is unavoidable, the break should not be made on a paragraph.

16.10. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

16.11. A cutoff dash is not required between the chart or graph and the footnotes.

16.12. For reference marks, superior figures, superior letters, or symbols (preferably the first) are used. Superior figures and letters are separated from the words to which they apply by thin spaces, unless immediately preceded by periods or commas; symbols are set closed up.

16.13. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

16.14. When symbols or signs are used for footnote reference marks, their sequence should be (*) asterisk, (†) dagger, (§) double dagger, (§) section mark, and (||) parallel. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.

16.15. Symbols with commonly established other meanings likely to produce confusion, such as the percent mark (%) and the number mark (#), should not be used.

16.16. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

16.17. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

16.18. A superior reference mark follows all punctuation marks except a dash, but falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.

16.19. Two or more footnote references occurring together are separated by thin spaces, not commas.

16.20. In a series of short footnotes, reference numerals or letters are alined on the right.

Indexes and tables of contents

16.21. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.

16.22. *Page, section, paragraph*, etc., over figure columns are set in roman, flush on right, with 1 lead below even in solid matter.

16.23. Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

	Page
Explanatory diagram.....	Frontispiece
General instructions.....	VIII
Capitalization (<i>see also</i> Abbreviations).....	16
Correct imposition (diagram).....	Facing 34
Legends. (<i>See</i> Miscellaneous rules.)	

16.24. The figure column is 3 ems wide unless otherwise indicated.

16.25. Thin periods and commas are used in figure columns of indexes.

16.26. For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and of indexes.

16.27. In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun; but to save an overrun the page numbers may be run back within an em leader of the entry, with an en quad between the leader and the figures. If the entry makes three or more lines and the last line of figures is not full, a period is used at the end.

If page folios overrun.....	220,	And this way when overrun	
224, 227, 230, 240		folios make two or more lines..	220,
This way to save overruns..	220, 224,	224-225, 230-240, 245, 246, 250-	
227, 230, 235, 238, 240, 247, 260		255, 258, 300.	

(For examples of item indentions in reading column of indexes set with leaders, see p. 431.)

16.28. Overrun page numbers are indented $3\frac{1}{2}$ ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

16.29. When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indentation.

16.30. Examples of block-type indexes:

Example 1

Medical officer, radiological defense, 3
 Medicolegal dosage, 44
 Military Liaison Committee, 4
 Monitoring, 58
 Air, 62
 Land, 62
 Personnel, 59
 Civilian, 60
 Military, 59
 Sea, 61
 Ship, 61
 Monitors, radiological defense, 3
 NEPA, 29
 NEPS, project, 30
 Neutron(s), 16
 Flux, 41
 Nuclear binding energy, 22
 Nuclear energy, release of, 23

Example 2

Brazil—Continued
 Exchange restrictions, etc.—Con.
 Williams mission (*see also* Williams, John H., special mission), efforts in connection with exchange control situation, 586–588
 Trade agreement with United States, proposed:
 Draft text, 558–567
 Proposals for—
 Inclusion of clauses relating to exchange control operation, 550, 551, 557; Brazilian views, 553, 575
 Joint United States-Brazilian declaration of policy: Brazilian attitude, 553, 569, 570, 572–574; information concerning, 550, 551, 552

16.31. 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.)
 Brown, A. H., Co. (*not* Brown Co., A. H.)
 Brown, A. H., & Sons Co. (*not* Brown & Sons Co., A. H.)

16.32. In a table of contents, where *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.

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



Date Lines,
etc.

Courtwork

Useful
Tables

ounties

atents

Con-
cessional
Record

Senate
and House
ournals

Nomina-
tions,
Reports,
etc.

Foreign
anguages

Index



17. DATELINES, ADDRESSES, AND SIGNATURES

17.1. The general principle involved in the typography of datelines, 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 below. Other typographic details are designed to insure uniformity and good appearance. Certain general instructions apply alike to datelines, addresses, and signatures.

General instructions

17.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.

17.3. *Mr.*, *Mrs.*, and all other titles preceding a name and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name in address and signature lines are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 10.33, p. 144.)

17.4. Lines set in caps, caps and small caps, or small caps are spaced with en quads.

17.5. An extra lead is used, unless space is clear, between dateline and text or address, address and text, text and signature, and signature and address.

Datelines

17.6. Datelines 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 datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em.

THE WHITE HOUSE, □ □ □
Washington 6, D. C., January 1, 1944. □

THE WHITE HOUSE, *July 30, 1944.* □

TREASURY DEPARTMENT, □ □ □ □ □
OFFICE OF THE TREASURER OF THE UNITED STATES, □ □ □
Washington 25, D. C., May 4, 1944. □

TREASURY DEPARTMENT, *July 30, 1944.* □

DEPARTMENT OF COMMERCE, □ □ □
July 30, 1944. □

OFFICE OF JOHN SMITH & Co., □ □ □
26 Bill Street, New York 6, N. Y., June 6, 1944. □

WASHINGTON, *May 20, 1944—10 a. m.* □

THURSDAY, MAY 5, 1944—2 P. M. □

JANUARY 24 A. D. 1944. □

WASHINGTON, November 29, 1944. □ □ □
 [Received December 6, 1944.] □

ON BOARD THE U. S. S. "CONNECTICUT," □ □ □
 September 21, 1944. □

OFFICE OF THE COMMISSIONERS OF THE DISTRICT OF COLUMBIA, □ □ □
 Washington 25, November 6, 1944. □

HOUSE OF REPRESENTATIVES, □ □ □ □ □
 COMMITTEE ON MERCHANT MARINE AND FISHERIES, □ □ □
 Thursday, October 27, 1944. □

17.7. Congressional hearings:

MONDAY, OCTOBER 24, 1938¹

HOUSE OF REPRESENTATIVES, □ □ □ □ □
 COMMITTEE ON MERCHANT MARINE AND FISHERIES, □ □ □
 Washington, D. C. □

UNITED STATES SENATE, □ □ □ □ □
 SUBCOMMITTEE OF THE COMMITTEE ON ARMED SERVICES, □ □ □
 Washington, D. C. □

CONGRESS OF THE UNITED STATES, □ □ □ □ □
 JOINT COMMITTEE ON ATOMIC ENERGY, □ □ □
 Washington, D. C. □

17.8. Datelines 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 lowercase; if below, in caps and small caps for the place and italic for the date.

17.9. Above signature:

- Steubenville, Ohio, July 30, 1938.
- July 28, 1938.

17.10. Below signature:

- STEUBENVILLE, OHIO, *July 28, 1938.*
- JULY 30, 1938.
- Dated July 30, 1938.
- Dated Albany, March 12, 1952.

17.11. Datelines in 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 lowercase.

- NEW YORK, N. Y., August 21, 1938.—A dispatch received here from * * *.

Addresses

17.12. 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 (2 ems in measures 30 picas or wider).

17.13. At beginning:

- To SMITH & JONES and
- □ BROWN & GREEN, Esqs.,
Attorneys for Claimant
- □ □ (Attention of Mr. Green.)

¹ Dates in House hearings on appropriation bills are set on right in caps and small caps with a 5-em dash above each date.

17.14. At end:

- ☐ To SMITH & JONES and
☐ ☐ BROWN & GREEN, Esqs.,
Attorneys for Claimant:
☐ ☐ ☐ (Attention of Mr. Green.)
☐ THE PRESIDENT,
 THE WHITE HOUSE.

17.15. 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.

17.16. The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or *2d* following a name are set in roman caps and lowercase; 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 lowercase in the same line as the name.

Maj. Gen. EDWARD M. MARKHAM, United States Army,
Chief of Engineers.

CHIEF OF ENGINEERS, UNITED STATES ARMY. (Full title, all caps and small caps.)

Maj. Gen. EDWARD M. MARKHAM,
☐ ☐ *Chief of Engineers, United States Army, Washington, D. C.*

HON. RALPH R. ROBERTS,
☐ ☐ *Clerk of the House of Representatives.*

THE COMMITTEE ON APPROPRIATIONS,
House of Representatives.

17.17. General addresses are set in italic caps and lowercase, flush, with overruns indented 2 ems.

To Collectors of Customs:

To the Congress of the United States:

To the Senate:

To the Senate and House of Representatives:

To Whom It May Concern:

To the Officers and Members of the Daughters of the American Revolution, Washington, D. C.:

To the American Diplomatic and Consular Officers.

☐ GENTLEMEN: You are hereby * * *.

17.18. Examples illustrating other types of addresses:

To JOHN L. NELSON, *Greeting:*

To JOHN L. NELSON, *Birmingham, Ala., Greeting:*

To the CLERK OF THE HOUSE OF REPRESENTATIVES.

CHIEF OF ENGINEERS

☐ ☐ (Through the Division Engineer).

MY DEAR SIR: I have the honor, etc.

MR. REED: I have the honor, etc.

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

Lt. (jg.) JOHN SMITH,
Navy Department:

☐ The care shown by you, etc.

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

DISTRICT OF COLUMBIA, ss:

To: Personnel Division.
From: Production Manager.
Subject: Leave regulations.

Re Tidelands Oil Case

Hon. PAT McCARRAN,
Chairman, Committee on the Judiciary,
United States Senate, Washington, D. C.

Signatures

17.19. Signatures, preceded by an em dash, are sometimes run in with last line of text. (See also rule 9.52, p. 132.)

17.20. 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 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em.

17.21. The name or names are set in caps and small caps; *Mr.*, *Mrs.*, and all other titles preceding a name and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed.

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

17.23. Two to eight independent signatures, with or without titles, are alined on the left, and the longest name is indented 1 em from the right if no title follows. More than eight signatures, with or without titles, are set full measure, caps and lowercase, run in, indented 5 and 7 ems in measures of 26½ picas or wider; in measures less than 26½ picas, indent 3 and 5 ems.

□□□□ 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.; Thomas Eaton Co.

17.24. A long title following a signature is set in italic caps and lowercase and is indented 3 and 4 ems on the left and 1 em on the right. These indentions are increased 1 em in measures 30 picas or wider.

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

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

17.26. Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT Co., □
By JOHN SMITH, *Secretary.*

JOHN L. PENN, *Solicitor,* □□□
Per FREDERICK VAN DYNE,
Assistant Solicitor. □

JOHN W. SMITH □□□
(And 25 others). □

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

JOHN SMITH, ☐☐☐☐
Lieutenant Governor ☐☐
 (For the Governor of Maine). ☐

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

TEXARKANA TEXTILE MERCHANTS AND
☐ MANUFACTURERS' ASSOCIATION,
 JOHN L. JONES, *Secretary*.

JOHN (his thumbmark) SMITH. ☐

CLARENCE CANNON,
 AUGUST H. ANDRESEN, ☐☐
Managers on the Part of the House. ☐
 [Lead]

CARTER GLASS,
 CARL HAYDEN,
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,

(Signed) ☐ John R. King, ☐☐
 (Typed) ☐ JOHN R. KING,
Secretary. ☐

MARY J. JONES
 Mrs. Henry T. Jones. ☐

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

☐☐ Very respectfully, your obedient servant,

HENRY L. JONES, M. D. ☐

☐ 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:

☐☐ CORDELL HULL,
Secretary of State.

☐ On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS.
 SAM'L. CAMPBELL.
 H. H. STROHMEYER & Co. ☐

☐ Respectfully submitted.

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

☐ I am yours truly.

☐☐ Yours truly,

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

☐☐ Respectfully yours,

J. B. ELLIS. ☐

☐☐ Very respectfully,

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

17.27. In quoted matter:

☐☐ "Very respectfully,

"M. T. JENKINSON. ☐
 "ALBERT WARD."

17.28. The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is indented 1 em from left; if in personal signature, put at right and indent 1 em. Place 1-em quad between seal and signature. The word *seal* is to be set in small caps and bracketed.

□[SEAL]

RICHARD ROE, □ □ □
Notary Public. □

J. M. WILBER. □[SEAL] □

BARTLET, ROBINS & Co. □[SEAL] □

Done at the city of Washington this
16th day of May in the year of our Lord
nineteen hundred and fifty-two,
[SEAL] and of the independence of the
United States of America the
one hundred and seventy-sixth.

HARRY S. TRUMAN.

Done at the city of Washington this 16th day of May in the year of our Lord
nineteen hundred and fifty-two, and of the independence of the United
[SEAL] States of America the one hundred and seventy-sixth.

HARRY S. TRUMAN.

Courtwork

Useful
Tables

Bundles

Patents

Con-
gressional
Record

Senate
and House
Journals

Nomina-
tions,
Reports,
etc.

Foreign
Languages

Index



18. COURTWORK

(See also Capitalization; General Instructions; Italic)

18.1. Courtwork differs in style from other work only as set forth in this section; otherwise the style prescribed in the preceding sections will be followed.

Supreme Court records

18.2. Paragraphs are made of answers in Q. and A. matter.

18.3. The folio number is flush in the same line as the first word of the folio and in a cut-in 3 ems square (unless there are 10 points of white space above or below). Indentions of paragraphs, etc., are in addition to the 3-em cut-in. In hanging indentions of headings the extra indention is carried to the end of the heading.

18.4. A cut-in folio is not used opposite a paragraph reading "Endorsement on cover."

18.5. Copy is followed literally, including capitalization (initial capitalization of words), punctuation (including compounding), and obscene language, but not italic.

18.6. Italic letters are used only to indicate errors in spelling (for example, *curely* for *surely*), except in the names of persons and firms, in geographic names, and in foreign words that are not law terms. These and errors in syntax are not corrected. Roman letters are used to indicate errors in words set in italic.

18.7. In typewritten records manifest errors of the typewriter are corrected (for example, if one letter has been struck over another or if a space appears where a letter was obviously intended to be); but if a word is used in the wrong place (for example, *in* for *on*; *boot* for *boat*), it is not changed nor set in italic.

18.8. Words having the sanction of any dictionary are permissible, and the spelling is not changed.

18.9. An apostrophe is used to indicate the omission of one or more letters in a word; but in well-established abbreviations, the period is used instead of an apostrophe.

18.10. Doublets are indicated by italicizing the repeated words or lines.

18.11. A 3-em quad is used to indicate the omission of one or more words.

18.12. The names of vessels are set in roman, quoted.

18.13. The titles of cases are set in roman, including the abbreviation of *versus*.

18.14. The word *The* is capitalized in names of legal cases as follows:

the said The B. & O. RR. Co.

The Sun v. The Globe

The City of Washington v. The B. & O. RR. Co.

the defendant, The Davies County Bank

18.15. Printing Office editorial marks must be erased before the copy is returned to the originating office. Copy preparers should make only necessary marks thereon, and those lightly, with a soft

pencil. Cut-in folios should not be indicated on copy. All instructions are entered on the preparer's instruction sheet. The folio numbers on copy are picked up. Any matter preceding or following an original folio is marked, in pencil, with the jacket number followed by lowercase letters (e. g., J. 12345a, J. 12345b, etc., to the end).

18.16. Preparers must indicate on the instruction sheet such information as 11-point type, solid or leaded, cut-in folios, etc.

18.17. The following abbreviations of the names of reporters are used in citations of United States Supreme Court Reports:

Abbreviation	Name
Cr.	Cranch
Dall. or Dal.	Dallas
How.	Howard
Pet.	Peters
U. S.	United States Reports
Wall.	Wallace
Wheat.	Wheaton

Briefs, decisions, exhibits, and opinions of other courts

18.18. In general, copy is printed "Fol., incl. caps."

18.19. In opinions of the Court of Claims, the United States Court of Appeals for the District of Columbia, and all circuit courts of appeals, copy is followed, including capitalization. Titles of legal cases are italicized.

18.20. Single punctuation is used in citations wherever possible.

18.21. The STYLE MANUAL is followed in testimony in Court of Claims transcripts of evidence.

18.22. The spelling of Indian names is followed in the use of hyphens, accent marks, and spaces.

18.23. Superior letters are not used in abbreviations unless so indicated by the copy preparer.

18.24. Copy is followed as to use of the singular or plural possessive referring to the United States as claimant or claimants, defendant or defendants, etc. However, if conflicting forms are used in copy, they are made uniform, either singular or plural.

claimant's brief *or* claimants' brief
 appellee's exhibits *or* appellees' exhibits

18.25. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

18.26. When *Question* and *Answer* are spelled out in copy, set in separate paragraphs.

18.27. In National Labor Relations Board transcript, the contracted forms *Q.* and *A.* are always used, run in, and the question and its answer are connected by an em dash.

18.28. If questions are numbered and the numbers with periods precede the questions, an en quad is used after the number; otherwise use 5-em space.

18.29. The words *infra* and *supra* are italicized.

18.30. In the titles of cases the first word and all principal words are capitalized, but not such terms as *defendant* and *appellee*.

18.31. In the titles of cases copy is followed as to use of figures and abbreviations.

18.32. Abbreviations in names of legal cases are to be followed literally in all classes of work.

18.33. The following examples indicate the capitalization, italic, small caps, abbreviations, etc., generally used, except the word *case*, which is set in italic only when so indicated in copy.

Defendant John Smith; *but* the defendant, John Smith.

The *Legal Tender* cases.

In Clarke's case the court said.

In the case of Clarke.

In *Ex parte* 74 the court said.

In the *Fifteen Percent Rate Increase* case the court decided.

In the case of Jones against Robinson. (A general or casual reference to a case.)

In *Jones v. Robinson* (122 U. S. 329). (A specific citation of a case.)

In *In re Robinson* (19 Wall. 304), the court * * *.

John Brown, Jr. v. Edwin Smith

Smith & Brown, Inc. v. Commissioner

Commissioner, etc. v. Klein Chain Co.

Dunham Towing & Wrecking Co. v. Basset (the *Aksel Monson* case)

United States v. 12 Diamond Rings.

The United States v. Forty Hogsheads of Tobacco.

(*Ex parte* 74, 58 I. C. C. 220.)

Bowman Act (22 Stat. L., ch. 4, § [or sec.] 4, p. 50).

Act Aug. 5, 1882 (Supp. Rev. Stat. 284; Stat. L. 28; R. S. 15).

Rev. Stat., Stats., Stat. L., Stats. L., or R. S., as written.

Clarke's case (14 Howe 14).

WALLACE, J., delivered the opinion.

Brown's case (14 Hun 14).

In *Roe v. Doe* the court ruled.

Smith v. United States, 164 F. (2d) (or (2)) 650 (8th Cir. 1948) (*but* do not supply parentheses on "2d" if not in copy)

Smith v. United States, 164 F. (2d) 311 (C. C. A., 8th, 1948)

Smith v. United States, 164 F. (2d) 205 (C. C. A. 9, 1946)

F. C. C. v. Imperial Radio Co., 49 F. Supp. 60 (E. D. Ill. 1950)

18.34. In citations of single lines, the period is inserted at the end of each line.

18.35. If citations are run in, semicolons are used.

18.36. The following forms show punctuation and spacing required:

1. X Q.	24. X Int.	Re-R. X Q. 5.
X Ques. 1.	X Int. 1.	24th. Cross-ques.
1. Add. direct.	X 20.	46th. Cross-int.
2. R. D. Q.	24. X.	46. Cross-int.
3. R. R. D. Q.	24. Q.	46. Cross-ques.
3. Re D. Q.	24. Question:	46. C. Int.
2. Re-R. D. Q.	X Q. 1.	46th. C. Int.
4. R. X Q.	24. Int.	Answer to cross-int. 1.
Re X Q. 1.	5 Re X Q.	Question 1.
R. X Int. 1.		

18.37. When spelled out, use the following forms:

cross-examination
cross-interrogatory
re-cross-examination

redirect examination
re-redirect examination

18.38. Use brackets to enclose words interpolated by stenographer into or at the end of remarks of a witness.

18.39. Use parentheses for parenthetic phrases or sentences; also to enclose interpolated words following name, *Question* or *Answer*, or *Q.* or *A.*

18.40. If the entire sentence is in parentheses or brackets, the punctuation should be within the parentheses or brackets.

18.41. The following examples illustrate the use of brackets, parentheses, other punctuation, and spacing:

At end of sentence: [Laughter.]; within sentence: [laughter]

The paper was as follows [reads]:

I do not know. [Continues reading:]

The CHAIRMAN (to Mr. Smith).

Mr. KELLEY (to the chairman).

SEVERAL VOICES. Order!

The WITNESS. He did it that way [indicating].

[2 leads]

□ □ □ By the COMMISSIONER:

[1 lead]

Q. Do you know these men [handing witness a list]?

(Objected to.)

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

Q. Did you see—A. No, sir.

Q. (Interrupting.) But why?—A. I really cannot say.

Q. What did you say?—A. It was the *City of Para*.

Q. The *City* of what? Did you say *Paris*?—A. No; I said *City*—

Q. Well, *Paris* or *Para*; it does not matter.

Question (continuing).

Answer (reads).

[2 leads]

□ □ □ By Mr. SMITH:

[1 lead]

18.42. 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; but if a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

This statement is made by the defendant. (See exhibit 1.)

This statement is made in the claimant's brief (p. 65).

This statement is made by the defendant (exhibit 1), but its accuracy is open to doubt (see exhibit 29).

That case has *not* been decided. [*Italic ours.*]

18.43. Only one cut-in is used in courtwork. Text matter that is an excerpt from law or a citation of language used as an argument and not a part of the brief proper is indented 3 ems. Other matter that follows a colon is either quoted or separated from preceding indented matter by 3 leads.

18.44. Footnote matter following a colon does not indent. It is quoted and set full measure.

18.45. All footnotes in 12-point briefs are set 10-point leaded, and extracts in footnotes are set full measure and are quoted.

18.46. The following differences in capitalization and in the use of quotation marks should be noted:

The said paper was marked "Defendant's Exhibit No. 4" (exact title).

The defendant's exhibit No. 4 was thereupon placed on file.

18.47. The following capitalization is followed in all courtwork:

Circuit Court

Circuit Court for the Southern District

Circuit Court of the United States for the Southern District of New York

County Court

Court of Appeals

Court of Customs and Patent Appeals

Court of Claims

District Court

Emergency Court of Appeals

John Smith, United States marshal for the Northern District

Southern District

Sixth Circuit

Superior Court

Supreme Bench

Tax Court

18.48. Unless otherwise indicated, covers and captions in briefs are single leaded at all times. Signatures are also single leaded, even in briefs set double leaded.

[Cover for briefs]

No. 738

In the Supreme Court of the United States

OCTOBER TERM, 1938

BIG LAKE OIL COMPANY, PETITIONER

[3 leads]

v.

[3 leads]

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES
CIRCUIT COURT OF APPEALS FOR THE THIRD CIRCUIT*

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Caption for briefs]

In the Supreme Court of the United States

OCTOBER TERM, 1938

No. 738

BIG LAKE OIL COMPANY, PETITIONER

v.

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES
CIRCUIT COURT OF APPEALS FOR THE THIRD CIRCUIT*

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Cover for Circuit Court briefs]

No. 11266

In the¹ United States Court of Appeals
for the¹ Sixth Circuit

[Case number is carried at this point in captions over text]

NATIONAL LABOR RELATIONS BOARD, PETITIONER

v.

S. H. KRESS & COMPANY, RESPONDENT

ON PETITION FOR ENFORCEMENT OF AN ORDER OF THE
NATIONAL LABOR RELATIONS BOARD²

BRIEF FOR THE NATIONAL LABOR RELATIONS BOARD³

GEORGE J. BOTT,⁴

General Counsel,

SAMUEL M. SINGER,

ROBERT G. JOHNSON,

Attorneys,

National Labor Relations Board.

To be argued by:

MARCEL MALLET-PREVOST,

*Attorney.*⁵

¹ "In the" and "for the" are not used in briefs for the Tenth Circuit, except for Tax Division briefs, in which these words are to be supplied. They are also to be supplied in briefs for all other circuit courts.

² In briefs for Second Circuit, set in 10-point italic.

³ In briefs for Second Circuit, set in case 132 if 1 line and in case 212 to avoid 2 lines.

⁴ In briefs for Second Circuit, set name in 12-point caps and small caps and title in italic.

⁵ In Second Circuit briefs, set in 12-point.

NOTES.—In briefs for Second Circuit, indexes are set in 10-point; in briefs for all other courts, in 8-point.

Second Circuit briefs are usually set in 12-point; but when long, they are set in 11-point, including cover. They follow the same style as 11-point briefs of any other circuit.

[Cover for briefs]

No. 49112

In the United States Court of Claims

OTIS THORNTON, INDIVIDUALLY, AND OTIS THORNTON AS THE SURVIVING MEMBER OF AND IN BEHALF OF BOSWELL-KAHN-THORNTON COMMISSION CO. AND KAHN AND THORNTON COMMISSION CO.,
PLAINTIFF

v.

UNITED STATES OF AMERICA, DEFENDANT

BRIEF FOR THE UNITED STATES

HOLMES BALDRIDGE,

Assistant Attorney General.

ANDREW D. SHARPE,

ELLIS N. SLACK,

Special Assistants to the Attorney General.

JOHN A. REES,

Attorney.

[Cover for briefs]

BRIEF FOR RESPONDENT

United States Court of Appeals

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 10530

IDAHO POWER COMPANY, PETITIONER

v.

FEDERAL POWER COMMISSION, RESPONDENT

ON PETITION TO REVIEW ORDERS OF THE FEDERAL POWER
COMMISSION

BRADFORD ROSS,

General Counsel.

WILLARD W. GATCHELL,

Assistant General Counsel.

JOHN C. MASON,

*Attorney,**Counsel for Respondent,**Federal Power Commission, Washington, D. C.*

[Cover for briefs]

In the United States Court of Customs and Patent Appeals

PATENT APPEAL NO. 5648

In re Harker H. Hittson—Improvement in Road
Grader

BRIEF FOR THE COMMISSIONER OF PATENTS

W. W. COCHRAN,
Solicitor, United States Patent Office.

E. L. REYNOLDS,
Of Counsel.

[Supreme Court decisions]

SUPREME COURT OF THE UNITED STATES

No. 295.—OCTOBER TERM, 1950.

Colonel Henry S. Robertson, President, Army Review Board, Petitioner, <i>v.</i> Robert H. Chambers.	} On Writ of Certiorari to the United States Court of Appeals for the District of Colum- bia Circuit.
---	---

[April 9, 1951.]

MR. JUSTICE DOUGLAS delivered the opinion of the Court.

Respondent, a former captain in the Army, was honorably discharged for physical disability and without retirement pay, as the result of a decision by an Army Retiring

[Court of Claims—Reports¹]

In the United States Court of Claims

No. 43408

(Filed _____)

JAMES C. R. SCHWENCK v. THE UNITED STATES

REPORT OF COMMISSIONER

To the honorable the CHIEF JUDGE AND ASSOCIATE JUDGES
OF THE UNITED STATES COURT OF CLAIMS :

Pursuant to the order of reference in the above-entitled case the undersigned commissioner herewith makes the following report of his findings of fact :

1. During the times involved herein plaintiff held the rank of captain, United States Army.

[Supreme Court—Transcripts of record]

SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1938

No. 439

JAMES C. DAVIS, DIRECTOR GENERAL OF RAILROADS,
AND AGENT UNDER SECTION 206 OF TRANSPORTA-
TION ACT OF 1920, PETITIONER

vs.

MRS. MAUDE E. GREEN, ADMINISTRATRIX OF THE
ESTATE OF JESSE GREEN, DECEASED

ON PETITION FOR WRIT OF CERTIORARI TO THE SUPREME
COURT OF THE STATE OF MISSISSIPPI

INDEX

[Set index in 8-point leaded]

¹ Decisions follow same general style.

[Opinions—U. S. Court of Appeals for the District of Columbia]

United States Court of Appeals

[3 leads]

FOR THE DISTRICT OF COLUMBIA CIRCUIT

 No. 6430

ROBERT N. HARPER, APPELLANT

[3 leads]

v.

[3 leads]

 AUGUSTUS P. CRENSHAW, JR., AND JO V. MORGAN, AS ADMINISTRATORS OF THE ESTATE OF AUGUSTUS P. CRENSHAW, DECEASED;
 GEORGE W. LIPSCOMB; ET AL.

 Appeal from the United States District Court for the District of
 Columbia

Argued October 16, 1937—Decided January 20, 1938

William C. Sullivan, of Washington, D. C., for appellant.

 George C. Gertman, Roger J. Whiteford, Arthur P. Drury, Hugh
 Hay O'Bear, James O'D. Moran, A. Coulter Wells, W. N. Tobriner,
 Leon Tobriner, Selig C. Brez, Benjamin S. Minor, and H. Prescott
 Gatley, all of Washington, D. C., for appellees.

 Before MARTIN, Chief Justice, and ROBB, VAN ORSDEL, GRONER,
 and STEPHENS, Associate Justices ¹

 MARTIN, *Chief Justice*: This appeal is taken from an order and
 decree of the lower court sustaining a motion to dismiss the bill of
 complaint filed in that court by the appellant as plaintiff against
 the various appellees as defendants.

In the bill the plaintiff, Harper, alleges in substance that * * *

* * * * *

Reversed and remanded.

A true copy.

Test: ²

[2 slugs]

 Clerk, United States Court of Appeals
 for the District of Columbia.
¹ C. J. and J.J. when in copy.² As in copy.

NOTE.—Headings will be prepared in accordance with this sample, and copy of opinion proper will be followed literally, but titles of cases will be italicized, using roman "v." for *versus*. Quotations, which in the copy are indented, will be set in 8-point, full measure, enclosed in quotation marks if so in copy. Do not cut or mutilate copy in any way.

[Opinions—Circuit Courts of Appeals, all circuits]

UNITED STATES CIRCUIT COURT OF APPEALS FOR THE¹
FOURTH CIRCUIT

No. 3747

THE UNITED STATES OF AMERICA, APPELLANT

[3 leads]

v.

[3 leads]

LOUISE EARWOOD, AS GUARDIAN OF THOMAS CALEB EARWOOD AND
MAE EARWOOD, APPELLEESAppeal from the District Court of the United States for the Southern
District of West Virginia, at Huntington. At lawArgued January 14, 1938—Decided April 2, 1938²March 22, 1938²Before NORTHCOTT and SOPER, Circuit Judges, and GLENN, District
Judge*Mr. W. N. Ivie*, United States Attorney (*Mr. Cleveland Cabler*,
Regional Attorney, Veterans' Bureau, and *Mr. G. T. Sullis*, Assistant
United States Attorney, were with him on the brief), for appellant.*Mr. W. R. Donham* and *Mr. W. W. Shepherd* filed brief for appellees.*Opinion of the court*³NORTHCOTT, *Circuit Judge*: This is an action at law brought in the
District Court of the United States for the Southern District of West

* * * * *

The judgment is reversed and the cause is remanded for further
and not inconsistent proceedings.*Affirmed.*

A true copy.

Teste: ²

[Two slugs]

*Clerk of the United States Circuit Court of
Appeals for the Fourth Circuit.*¹ Supply "for the" when not in copy.² As in copy.³ Do not supply if not in copy.

Useful
Tables

Counties

Patents

Con-
gressional
Record

Senate
and House
Journals

Nomina-
tions,
Reports,
etc.

Foreign
Languages

Index



19. USEFUL TABLES

GEOLOGIC TERMS

[With suggestions by U. S. Geological Survey]

For the capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The following list includes some of the terms which are or have been in common use. It should be noted that "Coal Measures" is used for a subdivision of the Carboniferous system; "Calceiferous" 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* (lowercase, 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.

Algonkian type	Devonian—Con.	Miocene:	"Permo-Carboniferous"
Archean type	Upper	lower	Pleistocene
"Calceiferous"	Eocene:	middle	Pliocene:
Cambrian: <i>E</i>	lower	upper	post-Pliocene
Lower	middle	Mississippian <i>M</i>	pre-Cambrian
Middle	upper	Mohawkian	pre-Pliocene
Upper	Georgian	Neocene	Proterozoic
Carboniferous:	glacial:	Oligocene:	Quaternary <i>Q</i>
lower	interglacial	lower	Recent
upper	postglacial	middle	"Red Beds"
Cenozoic	preglacial	upper	Saratogan
Cincinnatian	Jurassic: <i>J</i>	Ordovician: <i>O</i>	Silurian <i>S</i>
"Coal Measures"	Lower	Lower	Tertiary <i>T</i>
"Corniferous"	Middle	Middle	Triassic: <i>T</i>
Cretaceous: <i>K</i>	Upper	Upper	Lower
Lower	"Juratrias"	Paleocene	Middle
Upper	"Lignitic"	Paleozoic	Upper
Devonian: <i>D</i>	lignitic	Pennsylvanian <i>P</i>	
Lower	"Magnesian"	Permian <i>P</i>	
Middle	Mesozoic		

PHYSIOGRAPHIC TERMS

[With suggestions by U. S. Geological Survey]

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*, 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	Embayed section.
Atlantic Plain	Continental Shelf	Sea Island section.
	Coastal Plain	Floridian section.
		East Gulf Coastal Plain.
		Mississippi Alluvial Plain.
		West Gulf Coastal Plain.

PHYSICAL DIVISIONS OF THE UNITED STATES—Continued

Major division	Province	Section
Appalachian Highlands.....	Piedmont province.....	Piedmont Upland. Piedmont Lowland.
	Blue Ridge province.....	Northern section. Southern section.
	Valley and Ridge province.....	Tennessee section. Middle section. Hudson Valley.
	St. Lawrence Valley.....	Champlain section. Northern section.
	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 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, glaciated. Missouri Plateau, unglaciated. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton section. Pecos Valley. Edwards Plateau.
Interior Highlands.....	Ozark Plateaus.....	Central Texas section. Springfield-Salem plateaus.
	Ouachita province.....	Boston "Mountains." Arkansas Valley. Ouachita Mountains.
Rocky Mountain System.....	Southern Rocky Mountains.....	
	Wyoming Basin.....	
Intermontane Plateaus.....	Middle Rocky Mountains.....	
	Northern Rocky Mountains.....	
Pacific Mountain System.....	Columbia Plateaus.....	Walla Walla Plateau. Blue Mountain section. Payette section. Snake River Plain. Harney section. High Plateaus of Utah. Uinta Basin. Canyon Lands. Navajo section. Grand Canyon section. Datil section. Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento section.
	Colorado Plateaus.....	
	Basin and Range province.....	
	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.
	Lower Californian province.....	

PRINCIPAL AND GUIDE MERIDIANS AND BASELINES 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.)	St. Helena meridian. (La.)
Columbia guide meridian. (Wash.)	St. Stephens base line. (Ala.-Miss.)
Colville guide meridian. (Wash.)	St. Stephens meridian. (Ala.-Miss.)
Copper River meridian. (Alaska.)	Salt Lake meridian. (Utah.)
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, TITLES OF HEADS OF STATE, NAMES OF
LEGISLATIVE BODIES, ETC.**

[With suggestions by the Department of State and the Board on Geographic Names]

Country	Head of State	Legislative body	Government	Capital
Afghanistan-----	King (Shah)----	Parliament: Senate, National Assembly.	Kingdom----	Kābul.
Albania-----	President of Presidium of People's Assembly.	People's Assembly (unicameral).	Republic----	Tiranë.
Argentina-----	President-----	Congress: Senate, Chamber of Deputies.	-----do-----	Buenos Aires.
Australia-----	King (represented by Governor General).	Federal Parliament: Senate, House of Representatives.	Commonwealth.	Canberra.
Austria-----	Federal President.	Federal Assembly: Federal Council, National Council.	Republic----	Vienna (Wien).
Belgium-----	King-----	Parliament: Senate, Chamber of Representatives.	Kingdom----	Brussels (Bruxelles, Brussel).
Bolivia-----	President-----	National Congress: Chamber of Senators, Chamber of Deputies.	Republic----	Sucre, capital; La Paz, seat of government.
Brazil-----	-----do-----	National Congress: Federal Senate, Chamber of Deputies.	-----do-----	Rio de Janeiro.
British Commonwealth of Nations. ¹				
Bulgaria-----	President of Presidium.	People's National (or Popular) Assembly (unicameral).	-----do-----	Sofia (Sofiya).
Burma-----	President-----	Parliament: Constituent Assembly.	Union-----	Rangoon.
Cambodia ² -----	King-----	-----do-----	Kingdom----	Phnom Penh.
Canada-----	King (represented by Governor General).	Parliament: Senate, House of Commons.	Dominion----	Ottawa.
Ceylon-----	-----do-----	Parliament: Senate, House of Representatives.	-----do-----	Colombo.
Chile-----	President-----	National Congress: Senate, Chamber of Deputies.	Republic----	Santiago.
China-----	-----do-----	Legislative Yuan (Legislative Assembly).	-----do-----	T'ai-pei, Taiwan (Formosa), present seat of government.
Colombia-----	-----do-----	Congress: Senate, Chamber of Representatives.	-----do-----	Bogotá.
Costa Rica-----	-----do-----	Constitutional Congress (unicameral).	-----do-----	San José.
Cuba-----	-----do-----	Congress: Senate, Chamber of Representatives.	-----do-----	Habana.
Czechoslovakia-----	-----do-----	National Assembly (unicameral).	-----do-----	Prague (Praha).
Denmark-----	King-----	Parliament (Rigsdag): Senate (Landsting), House of Commons (Folketing).	Kingdom----	Copenhagen (København).
Dominican Republic.	President-----	Congress: Senate, Chamber of Deputies.	Republic----	Ciudad Trujillo.
Ecuador-----	-----do-----	National Congress: Senate, Chamber of Deputies.	-----do-----	Quito.
Egypt-----	King (provisional regency council).	Parliament: Senate, Chamber of Deputies.	Kingdom----	Cairo (El Qāhira).
Éire. (See Ireland.)				
El Salvador-----	President-----	National Constituent Assembly (unicameral).	Republic----	San Salvador.
Estonia ³ -----	-----do-----	-----do-----	-----do-----	Tallinn.
Ethiopia-----	Emperor-----	Parliament: Senate, Chamber of Deputies.	Empire----	Addis Ababa (Addis Ababā).
Finland-----	President-----	Diet (Eduskunta) (unicameral).	Republic----	Helsinki (Helsingfors).
France-----	-----do-----	Parliament: Council of Republic, National Assembly.	-----do-----	Paris.
Germany ⁴ -----	-----do-----	Parliament: Federal Assembly (Bundestag), Federal Council (Bundesrat).	Federal Republic.	Bonn.
Great Britain and Northern Ireland, United Kingdom of.	Queen-----	Parliament: House of Lords, House of Commons.	United Kingdom.	London.
Greece-----	King-----	Chamber of Deputies (unicameral).	Kingdom----	Athens (Athīnai).

See footnotes at end of table.

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF HEADS OF STATE, NAMES OF
LEGISLATIVE BODIES, ETC.—Continued**

Country	Head of State	Legislative body	Government	Capital
Guatemala.....	President.....	Congress (unicameral).....	Republic....	Guatemala City (Guatemala).
Haiti.....do.....	National Assembly: Senate, Chamber of Deputies.do.....	Port-au-Prince.
Honduras.....do.....	Congress of Deputies (uni- cameral).do.....	Tegucigalpa.
Hungary.....do.....	Parliament (Országgyűlés) (unicameral).do.....	Budapest.
Iceland.....do.....	Parliament (Althing): Upper Chamber, Lower Chamber.do.....	Reykjavík.
India.....do.....	Parliament: Council of States, House of the People.do.....	New Delhi.
Indonesia.....do.....	Parliament (provisional)do.....	Djakarta.
Iran.....	King (Shahin- shah).	National Consultative Assem- bly (Majlis).	Kingdom....	Teheran (Tehrān).
Iraq.....	King (regency until May 1953).	Parliament: Senate, Chamber of Deputies.do.....	Baghdad (Bagh- dād).
Ireland.....	President.....	Parliament: Senate, House of Representatives.	Republic....	Dublin.
Israel.....do.....	Constituent Assembly (Knes- set) (unicameral).	State.....	Tel Aviv (Tēl Aviv).
Italy.....do.....	Parliament: Senate, Chamber of Deputies.	Republic....	Rome (Roma).
Japan.....	Emperor.....	Diet: House of Councillors, House of Representatives.	Empire.....	Tokyo (Tōkyō).
Jordan.....	King (regency council until May 1953).	Parliament: Senate, Chamber of Deputies.	Kingdom....	'Ammān.
Korea.....	President.....	National Assembly (unicam- eral).	Republic....	Seoul (Kyōng- sōng).
Laos ²	King.....	Assembly.....	Kingdom....	Vientiane.
Lithuania ³do.....do.....	Republic....	Rīga (Rīga).
Lebanon.....	President.....	Chamber of Deputies (uni- cameral).do.....	Beirut (Beirūt).
Liberia.....do.....	Congress: Senate, House of Representatives.do.....	Monrovia.
Liechtenstein.....	Prince.....	Diet (unicameral).....	Principality. Republic....	Vaduz.
Luxembourg.....	Grand Duchess.	Chamber of Deputies (uni- cameral).	G r a n d Duchy. Federation..	Kaunas. Luxembourg.
Malaya, Federa- tion of.....	High Commis- sioner.....	Federal Legislative Council (unicameral).do.....	Kuala Lumpur.
Mexico.....	President.....	General Congress: Chamber of Senators, Chamber of Deputies.	Republic....	Mexico City (Ciudad de México).
Monaco.....	Prince.....	Council of State (unicameral).	Principality. Sultanate....	Monaco.
Morocco (Tangier Zone, French Morocco, Span- ish Morocco).	Sultan.....	(Absolute monarchy, in prin- ciple.)do.....	Rabat, capital and residence of Sul- tan.
Muscat and Oman.....do.....	Absolute monarchy.....do.....	Muscat (Masqat).
Nepal.....	King (de jure); Prime Minis- ter (de facto head of State).	Cabinet.....	Kingdom....	Kātmāndu.
Netherlands.....	Queen.....	States-General: First Cham- ber, Second Chamber.do.....	Amsterdam, capi- tal; The Hague (s Gravenhage), seat of govern- ment.
New Zealand.....	King (repre- sented by Governor General).	Parliament: General Assem- bly (unicameral).	Dominion...	Wellington.
Nicaragua.....	President.....	Congress: Chamber of Sena- tors, Chamber of Deputies.	Republic....	Managua.
Norway.....	King.....	Parliament (Storting): Lag- ting, Odelsting. ⁵	Kingdom....	Oslo.
Pakistan.....	Governor Gen- eral.....	Constituent Assembly.....	Dominion...	Karāchi.
Panama.....	President.....	National Assembly (unicam- eral).	Republic....	Panamá.
Paraguay.....do.....	Council of State: House of Representatives (unicam- eral).do.....	Asunción.
Peru.....do.....	Congress: Senate, Chamber of Deputies.do.....	Lima.
Philippines.....do.....	Congress: Senate, House of Representatives.do.....	Manila.

See footnotes at end of table.

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF HEADS OF STATE, NAMES OF
LEGISLATIVE BODIES, ETC.—Continued**

Country	Head of State	Legislative body	Government	Capital
Poland.....	President.....	Diet (Sejm) (unicameral).....	Republic.....	Warsaw (Warszawa).
Portugal.....do.....	National Assembly (unicameral).do.....	Lisbon (Lisboa).
Rumania.....	President of Presidium.	Grand National Assembly (unicameral).do.....	Bucharest (București).
Russia. (See Union of Soviet Socialist Republics.)				
Salvador. (See El Salvador.)				
San Marino.....	Regents (2).....	Grand Council (unicameral).....do.....	San Marino.
Saudi Arabia.....	King.....	Absolute monarchy.....	Kingdom.....	Riyadh (Ar Riyādh), capital and King's residence; Jidda, diplomatic center.
Siam. (See Thailand.)				
South Africa, Union of.	King (represented by Governor General).	Parliament: Senate, House of Assembly.	Dominion.....	Pretoria, capital and seat of administration; Cape Town, seat of legislature.
Spain ¹	Chief of State.....	Cortes (unicameral).....	Kingdom.....	Madrid.
Sweden.....	King.....	Parliament (Riksdag): First Chamber, Second Chamber.do.....	Stockholm.
Switzerland.....	President.....	Federal Assembly (Bundesversammlung): Council of States (Ständerat), National Council (Nationalrat).	Confederation.	Bern.
Syria.....do.....	Chamber of Deputies (unicameral).	Republic.....	Damascus (Dimshq).
Thailand (official) (Siam).	King.....	Legislature: Upper House, Lower House.	Kingdom.....	Bangkok (Krung Thep).
Transjordan. (See Jordan.)				
Turkey.....	President.....	Grand National Assembly (unicameral).	Republic.....	Ankara.
Union of Soviet Socialist Republics.	Chairman of Presidium of Supreme Soviet.	Supreme Soviet: Soviet of the Union, Soviet of Nationalities.	Union.....	Moscow (Moskva).
Uruguay.....	President of National Council.	General Assembly: Chamber of Senators, Chamber of Representatives.	Republic.....	Montevideo.
Venezuela.....do.....	National Congress: Chamber of Senators, Chamber of Deputies.do.....	Caracas.
Viet-Nam ²	Chief of State.....	None, pending elections.....	State.....	Saigon.
Yemen.....	King (Imam).....	Absolute monarchy.....	Kingdom.....	Sana'a.
Yugoslavia.....	President of Presidium of National Assembly.	Assembly (Skupština): Federal Council, Council of Nationalities.	Republic.....	Belgrade (Beograd).

¹ See separate entries: United Kingdom of Great Britain and Northern Ireland, Australia, Canada, Ceylon, India, New Zealand, Pakistan, and Union of South Africa.

² The Associated States of Cambodia, Laos, and Viet-Nam are independent States within the French Union. Viet-Nam (local official); Vietnam (conventional—see rule 5.37, p. 62); Vietnamese (adjective form).

³ The United States has not recognized the Soviet regime in Estonia, Latvia, and Lithuania.

⁴ Germany, comprising the areas of the 4 zones of occupation, Berlin, and the areas provisionally administered. In this table, the items in the entry for Germany apply to the Federal Republic of Germany, the government established in Western Germany. However, supreme authority is exercised in certain fields by the Allied High Commission (representing the United States, Great Britain, and France). The government for Berlin functions in the American, British, and French sectors of Occupation of Berlin, under authority of the Allied Kommandatura. The Eastern Zone of occupation of Germany and a sector of Berlin are occupied by the Soviet Union. Certain areas of Germany are provisionally under the administration of Poland and of the Soviet Union.

⁵ No accurate English equivalents.

⁶ The Law of Succession, July 27, 1947, declared that Spain was constituted a kingdom.

NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Revised with suggestions by the Department of State. Countries that do not use a Latin alphabet officially are marked with an asterisk]

Country or region	Noun (plural ending in parentheses)	Adjective
*Abyssinia. (See Ethiopia.)		
*Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
Andorra	Andorran(s)	Andorran.
*Arabia. (See Saudi Arabia.)		
Argentina	Argentinean(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
*Bahrein	Bahreini(s)	Bahrein or Bahreini.
Belgium	Belgian(s)	Belgian.
*Bhutan	Bhutanese (singular, plural)	Bhutanese.
Bolivia	Bolivian(s)	Bolivian.
Brazil, United States of	Brazilian(s)	Brazilian.
*Bulgaria	Bulgarian(s)	Bulgarian.
Burma	Burmese (singular, plural)	Burmese.
*Byelorussia	Byelorussian(s)	Byelorussian.
Cambodia	Cambodian(s)	Cambodian.
Canada	Canadian(s)	Canadian.
*Ceylon	Ceylonese (singular, plural)	Ceylonese.
Chile	Chilean(s)	Chilean.
*China	Chinese (singular, plural)	Chinese.
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.
*Eire. (See Ireland.)		
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 (collective, plural) ¹	British. ¹
*Greece	Greek(s)	Greek.
Guatemala	Guatemalan(s)	Guatemalan.
Haiti	Haitian(s)	Haitian.
Honduras	Honduran(s)	Honduran.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelander(s)	Icelandic.
India	Indian(s)	Indian.
Indochina ²	Indochinese (singular, plural)	Indochinese.
Indonesia	Indonesian(s)	Indonesian.
*Iran	Iranian(s)	Iranian.
*Iraq	Iraqi(s)	Iraq or Iraqi.
Ireland	Irishman(men), Irish (collective, plural) ³	Irish.
Isle of Man	Manxman(men), Manx (collective, plural)	Manx.
Israel	Israeli(s)	Israel or Israeli.
Italy	Italian(s)	Italian.
*Japan	Japanese (singular, plural)	Japanese.
Jordan	Jordan(s), Jordanian(s)	Jordan or Jordanian.
*Korea	Korean(s)	Korean.
*Kuwait	Kuwaiti(s)	Kuwait or Kuwaiti.
Laos	Lao (singular, plural)	Lao.
Latvia	Latvian(s)	Latvian.
Lebanon	Lebanese (singular, plural)	Lebanese.
Liberia	Liberian(s)	Liberian.
Libya	Libyan(s)	Libyan.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.
Lithuania	Lithuanian(s)	Lithuanian.
Luxembourg	Luxembourger(s)	Luxembourg.
Malaya, Federation of	Malayan(s)	Malayan.
Mexico (United Mexican States)	Mexican(s)	Mexican.
Monaco	Monacan(s)	Monacan.
Morocco	Moroccan(s)	Moroccan.

See footnotes at end of table.

NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

Country or region	Noun (plural ending in parentheses)	Adjective
*Nepal.....	Nepalese (singular, plural).....	Nepalese.
Netherlands ¹	Netherlander(s).....	Netherland. ⁴
New Zealand.....	New Zealander(s).....	New Zealand.
Newfoundland.....	Newfoundlander(s).....	Newfoundland.
Nicaragua.....	Nicaraguan(s).....	Nicaraguan.
Norway.....	Norwegian(s).....	Norwegian.
Pakistan.....	Pakistani(s).....	Pakistan or Pakistani.
Palestine.....	Palestinian(s).....	Palestinian.
Panama.....	Panamanian(s).....	Panamanian.
Paraguay.....	Paraguayan(s).....	Paraguayan.
Persia. (See Iran.)		
Peru.....	Peruvian(s).....	Peruvian.
Philippines.....	Philipino(s).....	Philippine.
Poland.....	Pole(s).....	Polish.
Portugal.....	Portuguese (singular, plural).....	Portuguese.
Rumania.....	Rumanian(s).....	Rumanian.
Russia. (See Union of Soviet Socialist Republics.)		
Salvador. (See El Salvador.)		
San Marino.....	San Marinese(s).....	San Marinese.
*Saudi Arabia.....	Saudi Arab(s).....	Saudi Arabian.
Scotland.....	Scot(s), Scotch (collective, plural).....	Scotch; Scottish.
Siam. (See Thailand.)		
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.
*Thailand.....	Thai(s).....	Thai.
*Transjordan. (See Jordan.)		
Tunisia.....	Tunisian(s).....	Tunisian.
Turkey.....	Turk(s).....	Turkish.
Ukraine.....	Ukrainian(s).....	Ukrainian.
*Union of Soviet Socialist Republics.....	(⁵).....	Soviet.
United States of America.....	American(s).....	{American (preferred). United States.
Uruguay.....	Uruguayan(s).....	Uruguayan.
Venezuela, United States of.....	Venezuelan(s).....	Venezuelan.
Viet-Nam.....	Vietnamese (singular, plural).....	Vietnamese.
Wales.....	Welshman(men), Welsh (collective, plural).....	Welsh.
*Yemen.....	Yemeni(s).....	Yemen or Yemeni.
Yugoslavia.....	Yugoslav(s).....	Yugoslav.

¹ The term "British" is usually used of or pertaining to Great Britain, or in the widest sense to the United Kingdom of Great Britain and Northern Ireland, or its inhabitants. It is also occasionally used as meaning "of or appertaining to the British Commonwealth of Nations"; e. g., "British" subject.

² The Associated States of Cambodia, Laos, and Viet-Nam.

³ Irish (collective, plural) is used generally in the case of Ireland, the island.

⁴ Netherland is generally preferred, but Netherlands is the official form for Netherlands Government.

⁵ The word "Soviet," which means council, cannot be used correctly in this sense; use instead "of Soviet nationality" (citizenship); "Soviet national(s)"; or "Soviet citizen(s)."

FOREIGN MONEY¹

[Based on Currencies of Various Countries, International Monetary Fund, 1951; World Monetary Stocks, Department of the Treasury, 1952; Webster's New International Dictionary, 1951; also suggestions by the Department of State]

Country	Basic monetary unit		Principal fractional unit	
	Name ²	Abbreviation or symbol	Name ²	Abbreviation
Afghanistan	Afghani		Pul	
Albania	Lek		Quidar	
Andorra	(Franc (French franc))			
Argentina	Peseta (Spanish peseta)			
Australia	Peso ³	\$.	Centavo	Ctvo.
Austria	Pound ⁴	£	Shilling, penny (pence)	s., d.
	Schilling	S.	Groschen (singular, plural)	
Belgium	Franc	Bfr.	Centime	C.
Bolivia	Boliviano	Bs.	Centavo	Ctvo.
Brazil	Cruzeiro ⁵	Cr\$	do	Ctvo.
British Honduras	Dollar	BH\$	Cent	
Bulgaria	Lev (leva)	£	Stotinka (stotinki)	
Burma	Rupee	Bur Rs.	Anna	
Cambodia	Piaster	Ps.	Cent	
Canada ⁶	Dollar	Can\$	do	c., ct(s).
Ceylon	Rupee	Cey Rs.	do	
Chile	Peso	Chil\$	Centavo	Ctvo.
China	New Taiwan Yuan (singular, plural)	NT¥		
Colombia	Peso	Ps\$	Centavo	Ctvo.
Costa Rica	Colon (colones)	¢	Centimo	Ctmo.
Cuba	Peso	\$.	Centavo	Ctvo.
Czechoslovakia	Koruna	Kč.	Halér (haleru)	Ha.
Danzig ⁷				
Denmark	Krone (kroner)	DKr.	Øre (singular, plural)	
Dominican Republic	Peso	RD\$	Centavo	
Ecuador	Sucre	S/	do	Ctvo.
Egypt	Pound	E£	Piaster	Pl., pias.
El Salvador	Colon (colones)	¢	Centavo	Ctvo.
Estonia ⁸				
Ethiopia	Dollar	Eth\$	Cent	
Finland	Markka	Fmk.	Penni (pennia)	Pia.
France ⁹	Franc	fr.	Centime	
Germany	Deutschemerk	DM	Pfennig	pf.
Great Britain ¹⁰	Pound	£	Shilling, penny (pence)	s., d.
Greece	Drachma	Dr.	Lepton (lepta)	
Guatemala	Quetzal (quetzales)	Q.	Centavo	Ctvo.
Haiti	Gourde	G.	Centime	
Honduras	Lempira	L.	Centavo	Ctvo.
Hong Kong	Dollar	HK\$	Cent	
Hungary	Forint	Ft.	Filler (singular, plural)	
Iceland	Krona (kronur)	IKr.	Öre (aurar) (singular, plural)	
India	Rupee	Rs.	Anna	
Indonesia	Rupiah (singular, plural)		Cent	
Iran	Rial	Rls.	Dinar	
Iraq	Dinar	ID.	Fil	
Ireland (Éire)	Pound	£	Shilling, penny (pence)	s., d.
Israel	do	IE	Prutah (prutot)	
Italy	Lira (lire)	Lit.	Centesimo (centesimi)	Ctmo.
Japan	Yen (singular, plural)	¥	Sen	
Jordan	Dinar	JD.	Fil	
Korea	Won (singular, plural)			
Kuwait	Rupee (Indian rupee)			
Laos ⁵	Piaster	Ps.	Cent	
Latvia ⁸				
Lebanon	Pound	L£	Piaster	
Liberia	Dollar	\$.	Cent	
Liechtenstein	Franc (Swiss franc)			
Lithuania ⁸				
Luxembourg	Franc	Lux fr.	Centime	
Malaya, Federation of	Dollar	Mal\$	Cent	
Mexico	Peso	\$.	Centavo	Ctvo.
Monaco	Franc (French franc)			
Morocco:				
International zone (Tangier)	Franc (Moroccan franc)	MFr.	Centime	
French zone	do	MFr.	do	
Spanish zone	Peseta (Spanish peseta)	P.	Centimo	

See footnotes at end of table.

FOREIGN MONEY¹—Continued

Country	Basic monetary unit		Principal fractional unit	
	Name ²	Abbreviation or symbol	Name ³	Abbreviation
Nepal	Rupee	Nep Rs	Pie (pice)	
Netherlands ¹¹	Guilder, florin	f	Cent	
New Zealand	Pound	NZ£	Shilling, penny (pence)	s., d.
Nicaragua	Cordoba	C\$	Centavo	Ctvo.
Norway	Krone (kroner)	NKr	Øre (singular, plural)	
Pakistan	Rupee	PRs	Anna, pice	
Panama	Balboa	B	Centesimo	Ctmo.
Paraguay	Guarani (guaranies)	₡	Centavo	Ctvo.
Peru	Sol (soles)	S/	do	Ctvo.
Philippines	Peso	P	do	Ctvo.
Poland	Zloty	Zl	Grosz (grosze; groszy)	
Portugal ¹²	Escudo	Esc	Centavo	Ctvo.
Rumania	Leu (lei)	L	Ban (bani)	
San Marino	Lira (lire)		Centesimo (centesimi)	
Saudi Arabia	Riyal	SA Ri	Piaster	
Singapore	Dollar	Mal\$	Cent	
Spain	Peseta	P	Centimo	Ctmo.
Sweden	Krona (kroner)	SKr	Øre (singular, plural)	
Switzerland	Franc	Sw fr	Centime	
Syria	Pound	S£	Piaster	
Thailand	Baht (singular, plural)		do	
Turkey	Lira	TL	do	
Union of South Africa	Pound	SA £	Shilling, penny (pence)	
U. S. S. R. (Russia)	Ruble	R	Kopek	
Uruguay	Peso	\$	Centesimo	Ctmo.
Venezuela	Bolivar (bolivares)	Bs	Centimo	Ctmo.
Viet-Nam	Piaster		Cent	
Yemen	Imani or Maria Theresa dollar	MT	Bogsha (bogash)	
Yugoslavia	Dinar	Din	Para	

¹ The conventions for writing sums of money in foreign countries are similar, generally, to those in the United States in that the symbol or abbreviation of the basic unit is placed before the sum, and a period, a comma, or simply a space appears before the fractional part. "DM1.225.50," for example, means 1,225 deutschmarks 50 pfennigs. Some other conventions are contained in the following footnotes.

² Unless otherwise indicated in parentheses, plurals of these terms are formed regularly by adding "s."
³ The term "gold peso" (oro sellado) is abbreviated "o/s," but gold coins are not widely in circulation. Official and private accounts are kept in terms of the paper peso (moneda nacional, abbreviated "m/n"), indicated as M\$N; thus: \$632,790, or \$632,790 (m/n).

⁴ Sums are written as in Great Britain except that the symbol £, for the pound, is usually preceded by an A. (See footnote 9.)

⁵ The conto is 1,000 cruzeiros. Sums are written: 25.376:125\$320, which reads 25,376 contos 125 cruzeiros 320 reis.

⁶ Including Newfoundland, now a Province of Canada.

⁷ There has been no separate currency issue in Danzig since prior to World War II.

⁸ There has been no national currency issue in Estonia, Latvia, and Lithuania since World War II.

⁹ The franc units of Algeria, Morocco, Tunisia, French West Indies, and French Guiana are equivalent to the French franc. However, the currency units of certain French possessions bear differing ratios to the French franc. Their names and areas of circulation are as follows: CFA franc, French West Africa, French Equatorial Africa, Madagascar, Réunion; CFP franc, New Caledonia, New Hebrides, and French establishments in Oceania; Djibouti franc, French Somaliland; rupee, French establishments in India.

¹⁰ Sums of money are written as follows: £5 4s. 6d. or £5.4.6, not 5/4/6. Currency units of a number of nonmetropolitan areas are equivalent to the British pound; namely, the West African pound (in Gambia, Gold Coast, Nigeria, and Sierra Leone), the Southern Rhodesian pound (in Northern and Southern Rhodesia and in Nyasaland), the pound units of Cyprus, Gibraltar, Malta, Bahamas, Bermuda, Jamaica, and the Falkland Islands. However, units of certain areas bear differing ratios to the British pound; namely, the East African shilling (in Kenya, Uganda, Tanganyika, and Zanzibar), British West Indian dollar (in Barbados, Trinidad, and British Guiana), British Honduran dollar, Mauritius rupee, Seychelles rupee, Fijian pound, Tongan pound, Hong Kong dollar, Malayan dollar, and the Sarawak and British North Borneo dollars.

¹¹ There are local currency units in Netherlands territory; namely, the Surinam guilder, the Nederlandse Antillen (Netherlands West Indies) guilder, and the Netherlands New Guinea guilder. These are not equivalent to the Netherlands guilder.

¹² The symbol (\$) is used between the escudo and the centavo; the colon (:) is used between the conto (=1,000 escudos) and the escudo; the sum written 125,750:350\$50, for example, reads 125,750 contos 350 escudos 50 centavos. The escudo is used in Portuguese colonies, except in Angola (Portuguese West Africa), where the unit is the angular which is equivalent to the Portuguese escudo.

UNITED STATES EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED
IN FOREIGN AGRICULTURAL STATISTICS

[With suggestions by the Department of Agriculture]

Weight or measure	Country	Weight or measure	Country
1 ardeb=1.98 hectoliters=5.6189 Winchester or United States bushels.	Egypt.	1 koku=47.655 United States standard gallons.	Japan.
1 arroba=25 pounds, avoirdupois.	Cuba.	1 kwan=8.2673 pounds, avoirdupois.	Do.
1 batman=6.5 pounds, avoirdupois.	Iran.	1 liter=0.028378 Winchester bushel=0.26418 United States gallon.	(?)
1 bouw=7,096.5 square meters=1.754 acres.	Indonesia.	1 manzana=1.7266 acres.	Guatemala.
1 cantar=44.928 kilograms=99.049 pounds, avoirdupois.	Egypt.	1 maund=82.2857 pounds, avoirdupois.	British India.
1 catty (kati)=1½ pounds, avoirdupois.	China.	1 mesana=0.6397 acre.	Cuba.
1 cental=100 pounds, avoirdupois.	United States, Canada, Union of South Africa. ¹	1 morgen=2.1165 acres.	Union of South Africa.
1 centner=110.23 pounds, avoirdupois.	Denmark.	1 mow=0.1518 acre (varying).	China.
1 chetvert=5.9568 Winchester bushels.	Union of Soviet Socialist Republics.	1 oke=1.248 kilogram=2.751 pounds, avoirdupois.	Egypt.
1 cho=2.4506 acres.	Japan.	1 oke=2.822 pounds, avoirdupois.	Greece.
1 dekar=0.2471 acre.	Norway.	1 picul=133½ pounds, avoirdupois.	China.
1 dessiatine=2.6997 acres.	Union of Soviet Socialist Republics.	1 picul=61.761 kilograms=136.16 pounds, avoirdupois.	Indonesia.
1 donum=0.227 acre.	Turkey.	1 picul=132.28 pounds, avoirdupois.	Japan.
1 doppelzentner=220.46 pounds, avoirdupois.	Germany.	1 pood=36.1128 pounds, avoirdupois.	Union of Soviet Socialist Republics.
1 feddan=1.038 acres.	Egypt.	1 pound, Great Venetian=1.0582 pounds, avoirdupois.	Greece.
1 hectare=2.471 acres.	(?).	1 quintal (double centner, or metric centner)=220.46 pounds, avoirdupois.	(?)
1 hectoliter=2.8378 Winchester bushels.	(?).	1 quarter=8 imperial bushels=8.2564 Winchester bushels.	United Kingdom.
1 hectoliter=26.418 United States gallons.	United Kingdom, Australia. ¹	1 rai=0.3954 acre.	Thailand.
1 hundredweight (long)=112 pounds, avoirdupois.	United States, Canada, Union of South Africa. ¹	1 Russian pound=¼ pood=0.90282 pound, avoirdupois.	Union of Soviet Socialist Republics.
1 hundredweight (or cental)=100 pounds, avoirdupois.	United Kingdom, Canada, Australia, Union of South Africa. ¹	1 stremma (royal)=0.2471 acre.	Greece.
1 imperial bushel=1.03205 Winchester bushels.	Do. ¹	1 tan (or picul)=133½ pounds, avoirdupois.	China.
1 imperial gallon=1.2009 United States gallons.	Hungary.	1 ton (long)=2,240 pounds, avoirdupois.	United States (foreign trade) and United Kingdom.
1 joch (cadastral hold, or cadastral arpent)=1.422 acres.	(?).	1 ton (metric)=2,204.6 pounds, avoirdupois.	(?)
1 kilogram=2.2046 pounds, avoirdupois.	Japan.	1 ton (short)=2,000 pounds, avoirdupois.	United States (internal trade) and Canada (foreign trade).
1 kin=1.3228 pounds, avoirdupois.	Formosa.	1 zentner=110.23 pounds, avoirdupois.	Germany.
1 ko=2.3966 acres.	Japan.		
1 koku=4.9602 imperial bushels=5.1192 Winchester bushels.			

¹ List of countries given may not be complete.² Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

METRIC TABLES

LENGTH

Myriameter.....	10,000 meters..	6.2137 miles.	Meter.....	1 meter.....	39.37 inches.
Kilometer.....	1,000 meters..	0.62137 mile.	Decimeter.....	0.1 meter.....	3.937 inches.
Hectometer.....	100 meters.....	328 feet 1 inch.	Centimeter.....	0.01 meter.....	0.3937 inch.
Dekameter.....	10 meters.....	39.37 inches.	Millimeter.....	0.001 meter....	0.0394 inch.

METRIC TABLES—Continued

AREA

Hectare.....	10,000 square meters...	2.471 acres.
Are.....	100 square meters.....	119.6 square yards.
Centiare.....	1 square meter.....	1,550 square inches.

WEIGHT

Name	Number of grams	Volume corresponding to weight	Avoirdupois weight
Metric ton, millier or tonneau.....	1,000,000	1 cubic meter.....	2,204.6 pounds.
Quintal.....	100,000	1 hectoliter.....	220.46 pounds.
Myriagram.....	10,000	1 dekaliter.....	22.046 pounds.
Kilogram or kilo.....	1,000	1 liter.....	2.2046 pounds.
Hectogram.....	100	1 deciliter.....	3.5274 ounces.
Dekagram.....	10	10 cubic centimeters...	0.3527 ounce.
Gram.....	1	1 cubic centimeter.....	15.432 grains.
Decigram.....	.1	0.1 cubic centimeter...	1.5432 grains.
Centigram.....	.01	10 cubic millimeters...	0.1543 grain.
Milligram.....	.001	1 cubic millimeter.....	0.0154 grain.

CAPACITY

Name	Number of liters	Metric cubic measure	United States measure	British measure
Kiloliter, or stere.....	1,000	1 cubic meter.....	1.308 cubic yards.....	1.308 cubic yards.
Hectoliter.....	100	0.1 cubic meter.....	2.838 bushels; 26.417 gallons.	2.75 bushels; 22.00 gallons.
Dekaliter.....	10	10 cubic decimeters.	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.200 gallons.
Liter.....	1	1 cubic decimeter..	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter.....	.1	0.1 cubic decimeter.	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter.....	.01	10 cubic centimeters.	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter.....	.001	1 cubic centimeter..	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

COMMON MEASURES AND THEIR METRIC EQUIVALENTS

Common measure	Equivalent	Common measure	Equivalent
Inch.....	2.54 centimeters.	Dry quart, United States.	1.101 liters.
Foot.....	0.3048 meter.	Quart, imperial.....	1.136 liters.
Yard.....	0.9144 meter.	Gallon, United States...	3.785 liters.
Rod.....	5.029 meters.	Gallon, imperial.....	4.546 liters.
Mile.....	1.6093 kilometers.	Peck, United States...	8.810 liters.
Square inch.....	6.452 square centimeters.	Peck, imperial.....	9.092 liters.
Square foot.....	0.0929 square meter.	Bushel, United States...	35.24 liters.
Square yard.....	0.836 square meter.	Bushel, imperial.....	36.37 liters.
Square rod.....	25.29 square meters.	Ounce, avoirdupois...	28.35 grams.
Acre.....	0.4047 hectare.	Pound, avoirdupois...	0.4536 kilogram.
Square mile.....	259 hectares.	Ton, long.....	1.0160 metric tons.
Cubic inch.....	16.39 cubic centimeters.	Ton, short.....	0.9072 metric ton.
Cubic foot.....	0.0283 cubic meter.	Grain.....	0.0648 gram.
Cubic yard.....	0.7646 cubic meter.	Ounce, troy.....	31.103 grams.
Cord.....	3.625 steres.	Pound, troy.....	0.3732 kilogram.
Liquid quart, United States...	0.9463 liter.		

PICAS REDUCED TO INCHES

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608
10	1.660	27	4.483	44	7.306	61	10.128	78	12.951	95	15.774
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438
15	2.490	32	5.313	49	8.136	66	10.959	83	13.781	100	16.604
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900

INCREASE OF TEXT BY USING LEADS

If leaded with 2-point leads—

6-point type is increased one-third.

8-point type is increased one-fourth.

10-point type is increased one-fifth.

11-point type is increased two-elevenths.

12-point type is increased one-sixth.

NUMBER OF WORDS AND EMS TO THE SQUARE INCH

Size of type	Number of words		Number of ems	Size of type	Number of words		Number of ems
	Solid	Leaded			Solid	Leaded	
14-point.....	11	8	26½	8-point.....	32	23	81
12-point.....	14	11	36	6-point.....	47	34	144
11-point.....	17	14	43	5-point.....	69	50	207
10-point.....	21	16	52				

Counties

Patents

Congressional
Record

Senate
and House
Journals

Nomina-
tions,
Reports,
etc.

Foreign
Languages

Index



20. COUNTIES

Note the orthography of names of the following counties:

<p> Allegany in Maryland and New York Alleghany in North Carolina and Virginia Allegheny in Pennsylvania Andrew in Missouri Andrews in Texas Aransas in Texas Arkansas in Arkansas Barber in Kansas Barbour in Alabama and West Virginia Brevard in Florida Broward in Florida Brooke in West Virginia Brooks in Georgia and Texas Brown in all States Bulloch in Georgia Bullock in Alabama Burnet in Texas Burnett in Wisconsin Cheboygan in Michigan; Sheboygan in Wisconsin Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia; all others Clark Coffee in Alabama, Georgia, and Tennessee Coffey in Kansas Coal in Oklahoma Cole in Missouri Coles in Illinois Cook in Illinois and Minnesota Cooke in Texas Davidson in North Carolina and Tennessee Davie in North Carolina Davies in Indiana, Kentucky, and Missouri Davis in Iowa and Utah Davison in South Dakota Dickenson in Virginia Dickinson in Iowa, Kansas, and Michigan Dickson in Tennessee Douglas in all States Forrest in Mississippi; Forest in others Glasscock in Georgia Glasscock in Texas Green in Kentucky and Wisconsin; all others Greene Harford in Maryland Hartford in Connecticut Huntingdon in Pennsylvania </p>	<p> Huntington in Indiana Johnston in North Carolina and Oklahoma; all others Johnson Kanabec in Minnesota Kennebec in Maine Kearney in Nebraska Kearny in Kansas Lawrence in all States Linn in Iowa, Kansas, Missouri, and Oregon Lynn in Texas Loudon in Tennessee Loudoun in Virginia Manatee in Florida Manistee in Michigan Merced in California; Mercer elsewhere Morton Norton } both in Kansas Muscogee in Georgia Muskogee in Oklahoma Park in Colorado and Montana Parke in Indiana Pottawatomie in Kansas and Oklahoma Pottawattamie in Iowa Sanders in Montana Saunders in Nebraska Smyth in Virginia; all others Smith Stafford in Virginia Strafford in New Hampshire Stanley in South Dakota Stanly in North Carolina Stark in Illinois, North Dakota, and Ohio Starke in Indiana Stephens in Georgia, Oklahoma, and Texas Stevens in Kansas, Minnesota, and Washington Storey in Nevada Story in Iowa Terrell in Georgia and Texas Tyrrell in North Carolina Tooele in Utah Toole in Montana Vermillion in Indiana; all others Vermilion Woods in Oklahoma; all others Wood Wyandot in Ohio Wyandotte in Kansas </p>
---	--

ALABAMA				
Autauga	Clarke	Escambia	Lee	Pike
Baldwin	Clay	Etowah	Limestone	Randolph
Barbour	Cleburne	Fayette	Lowndes	Russell
Bibb	Coffee	Franklin	Macon	St. Clair
Blount	Colbert	Geneva	Madison	Shelby
Bullock	Concuh	Greene	Marengo	Sumter
Butler	Coosa	Hale	Marion	Talladega
Calhoun	Covington	Henry	Marshall	Tallapoosa
Chambers	Crenshaw	Houston	Mobile	Tuscaloosa
Cherokee	Cullman	Jackson	Monroe	Walker
Chilton	Dale	Jefferson	Montgomery	Washington
Choctaw	Dallas	Lamar	Morgan	Wilcox
	De Kalb	Lauderdale	Perry	Winston
	Elmore	Lawrence	Pickens	

ALASKA (divided into four judicial districts; no counties)

ARIZONA				
Apache	Coconino	Greenlee	Navajo	Santa Cruz
Cochise	Gila	Maricopa	Pima	Yavapai
	Graham	Mohave	Pinal	Yuma
ARKANSAS				
Arkansas	Carroll	Crawford	Garland	Jefferson
Ashley	Chicot	Crittenden	Grant	Johnson
Baxter	Clark	Cross	Greene	Lafayette
Benton	Clay	Dallas	Hempstead	Lawrence
Boone	Cleburne	Desha	Hot Spring	Lee
Bradley	Cleveland	Drew	Howard	Lincoln
Calhoun	Columbia	Faulkner	Independence	Little River
	Conway	Franklin	Izard	Logan
	Craighead	Fulton	Jackson	Lonoke

ARKANSAS—Continued

Madison	Newton	Pope	Scott	Union
Marion	Ouachita	Prairie	Searcy	Van Buren
Miller	Perry	Pulaski	Sebastian	Washington
Mississippi	Phillips	Randolph	Sevier	White
Monroe	Pike	St. Francis	Sharp	Woodruff
Montgomery	Poinsett	Saline	Stone	Yell
Nevada	Polk			

CALIFORNIA

Alameda	Glenn	Mendocino	San Benito	Siskiyou
Alpine	Humboldt	Merced	San Bernardino	Solano
Amador	Imperial	Modoc	San Diego	Sonoma
Butte	Inyo	Mono	San Francisco	Stanislaus
Calaveras	Kern	Monterey	San Joaquin	Sutter
Colusa	Kings	Napa	San Luis Obispo	Tehama
Contra Costa	Lake	Nevada	San Mateo	Trinity
Del Norte	Lassen	Orange	Santa Barbara	Tulare
El Dorado	Los Angeles	Placer	Santa Clara	Tuolumne
Fresno	Madera	Plumas	Santa Cruz	Ventura
	Marin	Riverside	Shasta	Yolo
	Mariposa	Sacramento	Sierra	Yuba

COLORADO

Adams	Costilla	Grand	Logan	Pueblo
Alamosa	Crowley	Gunnison	Mesa	Rio Blanco
Arapahoe	Custer	Hinsdale	Mineral	Rio Grande
Archuleta	Delta	Huerfano	Moffat	Routt
Baca	Denver	Jackson	Montezuma	Saguache
Bent	Dolores	Jefferson	Montrose	San Juan
Boulder	Douglas	Kiowa	Morgan	San Miguel
Chaffee	Eagle	Kit Carson	Otero	Sedgwick
Cheyenne	Elbert	Lake	Ouray	Summit
Clear Creek	El Paso	La Plata	Park	Teller
Conejos	Fremont	Larimer	Phillips	Washington
	Garfield	Las Animas	Pitkin	Weld
	Gilpin	Lincoln	Prowers	Yuma

CONNECTICUT

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

DELAWARE

Kent	New Castle	Sussex
------	------------	--------

DISTRICT OF COLUMBIA**FLORIDA**

Alachua	Dade	Hernando	Manatee	St. Johns
Baker	De Soto	Highlands	Marion	St. Lucie
Bay	Dixie	Hillsborough	Martin	Santa Rosa
Bradford	Duval	Holmes	Monroe	Sarasota
Brevard	Escambia	Indian River	Nassau	Seminole
Broward	Flagler	Jackson	Okaloosa	Sumter
Calhoun	Franklin	Jefferson	Okeechobee	Suwannee
Charlotte	Gadsden	Lafayette	Orange	Taylor
Citrus	Gilchrist	Lake	Osceola	Union
Clay	Glades	Lee	Palm Beach	Volusia
Collier	Gulf	Leon	Pasco	Wakulla
Columbia	Hamilton	Levy	Pinellas	Walton
	Hardee	Liberty	Polk	Washington
	Hendry	Madison	Putnam	

GEORGIA

Appling	Clinch	Gordon	Macon	Stewart
Atkinson	Cobb	Grady	Madison	Sumter
Bacon	Coffee	Greene	Marion	Talbot
Baker	Colquitt	Gwinnett	Meriwether	Taliaferro
Baldwin	Columbia	Habersham	Miller	Tattnall
Banks	Cook	Hall	Mitchell	Taylor
Barrow	Coweta	Hancock	Monroe	Telfair
Bartow	Crawford	Haralson	Montgomery	Terrell
Ben Hill	Crisp	Harris	Morgan	Thomas
Berrien	Dade	Hart	Murray	Tift
Bibb	Dawson	Heard	Muscogee	Toombs
Bleckley	Decatur	Henry	Newton	Towns
Brantley	De Kalb	Houston	Oconee	Treutlen
Brooks	Dodge	Irwin	Oglethorpe	Troup
Bryan	Dooley	Jackson	Paulding	Turner
Bulloch	Dougherty	Jasper	Peach	Twiggs
Burke	Douglas	Jeff Davis	Pickens	Union
Butts	Early	Jefferson	Pierce	Upson
Calhoun	Echols	Jenkins	Pike	Walker
Camden	Effingham	Johnson	Polk	Walton
Candler	Elbert	Jones	Pulaski	Ware
Carroll	Emanuel	Lamar	Putnam	Warren
Catoosa	Evans	Lanier	Quitman	Washington
Charlton	Fannin	Laurens	Rabun	Wayne
Chatham	Fayette	Lee	Randolph	Webster
Chattahoochee	Floyd	Liberty	Richmond	Wheeler
Chattooga	Forsyth	Lincoln	Rockdale	White
Cherokee	Franklin	Long	Schley	Whitfield
Clarke	Fulton	Lowndes	Screven	Wilcox
Clay	Gilmer	Lumpkin	Seminole	Wilkes
Clayton	Glascocock	McDuffie	Spalding	Wilkinson
	Glynn	McIntosh	Stephens	Worth

HAWAIIHawaii
Honolulu**Kalawao****Kauai****Maui****IDAHO**Ada
Adams
Bannock
Bear Lake
Benewah
Bingham
Blaine
BoiseBonner
Bonneville
Boundary
Butte
Camas
Canyon
Caribou
Cassia
ClarkClearwater
Custer
Elmore
Franklin
Fremont
Gem
Gooding
Idaho
JeffersonJerome
Kootenai
Latah
Lemhi
Lewis
Lincoln
Madison
Minidoka
Nez PerceOneida
Owyhee
Payette
Power
Shoshone
Teton
Twin Falls
Valley
Washington**ILLINOIS**Adams
Alexander
Bond
Boone
Brown
Bureau
Calhoun
Carroll
Cass
Champaign
Christian
Clark
Clay
Clinton
Coles
Cook
Crawford
Cumberland
De KalbDe Witt
Douglas
Du Page
Edgar
Edwards
Effingham
Fayette
Ford
Franklin
Fulton
Gallatin
Greene
Grundy
Hamilton
Hancock
Hardin
Henderson
Henry
Iroquois
Jackson
JasperJefferson
Jersey
Jo Daviess
Johnson
Kane
Kankakee
Kendall
Knox
Lake
La Salle
Lawrence
Lee
Livingston
Logan
McDonough
McHenry
McLean
Macon
Macoupin
Madison
MarionMarshall
Mason
Massac
Menard
Mercer
Monroe
Montgomery
Morgan
Moultrie
Ogle
Peoria
Perry
Piatt
Pike
Pope
Pulaski
Putnam
Randolph
Richland
Rock Island
St. ClairSaline
Sangamon
Schuyler
Scott
Shelby
Stark
Stephenson
Tazewell
Union
Vermilion
Wabash
Warren
Washington
Wayne
White
Whiteside
Will
Williamson
Winnebago
Woodford**INDIANA**Adams
Allen
Bartholomew
Benton
Blackford
Boone
Brown
Carroll
Cass
Clark
Clay
Clinton
Crawford
Daviess
Dearborn
Decatur
De KalbDelaware
Dubois
Elkhart
Fayette
Floyd
Fountain
Franklin
Fulton
Gibson
Grant
Greene
Hamilton
Hancock
Harrison
Hendricks
Henry
Howard
Huntington
JacksonJasper
Jay
Jefferson
Jennings
Johnson
Knox
Kosciusko
Lagrange
Lake
La Porte
Lawrence
Madison
Marion
Marshall
Martin
Miami
Monroe
Montgomery
MorganNewton
Noble
Ohio
Orange
Owen
Parke
Perry
Pike
Porter
Posey
Pulaski
Putnam
Randolph
Ripley
Rush
St. Joseph
Scott
Shelby
SpencerStarke
Steuben
Sullivan
Switzerland
Tippecanoe
Tipton
Union
Vanderburgh
Vermillion
Vigo
Wabash
Warren
Warrick
Washington
Wayne
Wells
White
Whitley**IOWA**Adair
Adams
Allamakee
Appanoose
Audubon
Benton
Black Hawk
Boone
Bremer
Buchanan
Buena Vista
Butler
Calhoun
Carroll
Cass
Cedar
Cerro Gordo
Cherokee
ChickasawClarke
Clay
Clayton
Clinton
Crawford
Dallas
Davis
Decatur
Delaware
Des Moines
Dickinson
Dubuque
Emmet
Fayette
Floyd
Franklin
Fremont
Greene
Grundy
GuthrieHamilton
Hancock
Hardin
Harrison
Henry
Howard
Humboldt
Ida
Iowa
Jackson
Jasper
Jefferson
Johnson
Jones
Keokuk
Kossuth
Lee
Linn
Louisa
LucasLyon
Madison
Mahaska
Marion
Marshall
Mills
Mitchell
Monona
Monroe
Montgomery
Muscatine
O'Brien
Osceola
Page
Palo Alto
Plymouth
Pocahontas
Polk
Pottawattamie
PoweshiekRinggold
Sac
Scott
Shelby
Sioux
Story
Tama
Taylor
Union
Van Buren
Wapello
Warren
Washington
Wayne
Webster
Winnebago
Winneschiek
Woodbury
Worth
Wright**KANSAS**Allen
Anderson
Atchison
Barber
Barton
Bourbon
Brown
Butler
Chase
Chautauqua
CherokeeCheyenne
Clark
Clay
Cloud
Coffey
Comanche
Cowley
Crawford
Decatur
Dickinson
Doniphan
Douglas
EdwardsElk
Ellis
Ellsworth
Finney
Ford
Franklin
Geary
Gove
Graham
Grant
Gray
Greeley
GreenwoodHamilton
Harper
Harvey
Haskell
Hodgeman
Jackson
Jefferson
Jewell
Johnson
Kearny
Kingman
Kiowa
LabetteLane
Leavenworth
Lincoln
Linn
Logan
Lyon
McPherson
Marion
Marshall
Meade
Miami
Mitchell
Montgomery

KANSAS—Continued

Morris
Morton
Nemaha
Neosho
Ness
Norton
Osage
Osborne
Ottawa

Pawnee
Phillips
Pottawatomie
Pratt
Rawlins
Reno
Republic
Rice
Riley

Rooks
Rush
Russell
Saline
Scott
Sedgwick
Seward
Shawnee

Sheridan
Sherman
Smith
Stafford
Stanton
Stevens
Sumner
Thomas

Trego
Wabaunsee
Wallace
Washington
Wichita
Wilson
Woodson
Wyandotte

KENTUCKY

Adair
Allen
Anderson
Ballard
Barren
Bath
Bell
Boone
Bourbon
Boyd
Boyle
Bracken
Breathitt
Breckinridge
Bullitt
Butler
Caldwell
Calloway
Campbell
Carlisle
Carroll
Carter
Casey

Christian
Clark
Clay
Clinton
Crittenden
Cumberland
Davies
Edmonson
Elliot
Estill
Fayette
Fleming
Floyd
Franklin
Fulton
Gallatin
Garrard
Grant
Graves
Grayson
Green
Greenup
Hancock
Hardin
Harlan

Harrison
Hart
Henderson
Henry
Hickman
Hopkins
Jackson
Jefferson
Jessamine
Johnson
Kenton
Knott
Knox
Larue
Laurel
Lawrence
Lee
Leslie
Letcher
Lewis
Lincoln
Livingston
Logan
Lyon

McCracken
McCreary
McLean
Madison
Magoffin
Marion
Marshall
Martin
Mason
Meade
Menifee
Mercer
Metcalfe
Monroe
Montgomery
Morgan
Muhlenberg
Nelson
Nicholas
Ohio
Oldham
Owen
Owsley
Pendleton

Perry
Pike
Powell
Pulaski
Robertson
Rockcastle
Rowan
Russell
Scott
Shelby
Simpson
Spencer
Taylor
Todd
Trigg
Trimble
Union
Warren
Washington
Wayne
Webster
Whitley
Wolfe
Woodford

**LOUISIANA
(Parishes)**

Acadia
Allen
Ascension
Assumption
Avoyelles
Beauregard
Bienville
Bossier
Caddo
Calcasieu
Caldwell

Cameron
Catahoula
Claiborne
Concordia
De Soto
East Baton Rouge
East Carroll
East Feliciana
Evangeline
Franklin
Grant
Iberia
Iberville
Jackson

Jefferson
Jefferson Davis
Lafayette
Lafourche
La Salle
Lincoln
Livingston
Madison
Morehouse
Natchitoches
Orleans
Ouachita
Plaquemines

Pointe Coupee
Rapides
Red River
Richland
Sabine
St. Bernard
St. Charles
St. Helena
St. James
St. John the Baptist
St. Landry
St. Martin
St. Mary

St. Tammany
Tangipahoa
Tensas
Terrebonne
Union
Vermilion
Vernon
Washington
Webster
West Baton Rouge
West Carroll
West Feliciana
Winn

MAINE

Androscoggin
Aroostook

Cumberland
Franklin
Hancock
Kennebec

Knox
Lincoln
Oxford
Penobscot

Piscataquis
Sagadahoc
Somerset

Waldo
Washington
York

MARYLAND

Allegany
Anne Arundel
Baltimore

Calvert
Caroline
Carroll
Cecil
Charles

Dorchester
Frederick
Garrett
Harford
Howard

Kent
Montgomery
Prince Georges
Queen Annes
St. Marys

Somerset
Talbot
Washington
Wicomico
Worcester

**MASSACHU-
SETTS**

Barnstable

Berkshire
Bristol
Dukes
Essex

Franklin
Hampden
Hampshire

Middlesex
Nantucket
Norfolk

Plymouth
Suffolk
Worcester

MICHIGAN

Alcona
Alger
Allegan
Alpena
Antrim
Arenac
Baraga
Barry
Bay
Benzie
Berrien
Branch
Calhoun
Cass
Charlevoix

Cheboygan
Chippewa
Clare
Clinton
Crawford
Delta
Dickinson
Eaton
Emmet
Genesee
Gladwin
Gogebic
Grand Traverse
Gratiot
Hillsdale
Houghton
Huron

Ingham
Ionia
Iosco
Iron
Isabella
Jackson
Kalamazoo
Kalkaska
Kent
Keweenaw
Lake
Lapeer
Leelanau
Lenawee
Livingston
Luce
Mackinac

Macomb
Manistee
Marquette
Mason
Mecosta
Menominee
Midland
Missaukee
Monroe
Montcalm
Montmorency
Muskegon
Newaygo
Oakland
Oceana
Ogemaw
Ontonagon

Oscoda
Oscoda
Osego
Ottawa
Presque Isle
Roscommon
Saginaw
St. Clair
St. Joseph
Sanilac
Schoolcraft
Shiawassee
Tuscola
Van Buren
Washtenaw
Wayne
Wexford

MINNESOTA

Aitkin	Cottonwood	Kittson	Nobles	Sherburne
Anoka	Crow Wing	Koochiching	Norman	Sibley
Becker	Dakota	Lac qui Parle	Olmsted	Stearns
Beltrami	Dodge	Lake	Otter Tail	Steele
Benton	Douglas	Lake of the Woods	Pennington	Stevens
Big Stone	Fairbault	Le Sueur	Pine	Swift
Blue Earth	Fillmore	Lincoln	Pipestone	Todd
Brown	Freeborn	Lyon	Pope	Traverse
Carlton	Goodhue	McLeod	Ramsey	Wabasha
Carver	Grant	Mahnomen	Red Lake	Wadena
Cass	Hennepin	Marshall	Redwood	Waseca
Chippewa	Houston	Martin	Renville	Washington
Chisago	Hubbard	Meeker	Rice	Watsonwan
Clay	Isanti	Mille Lacs	Rock	Wilkin
Clearwater	Itasca	Morrison	Roseau	Winona
Cook	Jackson	Mower	St. Louis	Wright
	Kanabec	Murray	Scott	Yellow Medicine
	Kandiyohi	Nicollet		

MISSISSIPPI

Adams	Covington	Jefferson Davis	Neshoba	Sunflower
Alcorn	De Soto	Jones	Newton	Tallahatchie
Amite	Forrest	Kemper	Noxubee	Tate
Attala	Franklin	Lafayette	Oktibbeha	Tippah
Benton	George	Lamar	Panola	Tishomingo
Bolivar	Greene	Lauderdale	Pearl River	Tunica
Calhoun	Grenada	Lawrence	Perry	Union
Carroll	Hancock	Leake	Pike	Walthall
Chickasaw	Harrison	Lee	Pontotoc	Warren
Choctaw	Hinds	Leflore	Prentiss	Washington
Claiborne	Holmes	Lincoln	Quitman	Wayne
Clarke	Humphreys	Lowndes	Rankin	Webster
Clay	Issaquena	Madison	Scott	Wilkinson
Coahoma	Itawamba	Marion	Sharkey	Winston
Copiah	Jackson	Marshall	Simpson	Yalobusha
	Jasper	Monroe	Smith	Yazoo
	Jefferson	Montgomery	Stone	

MISSOURI

Adair	Clark	Iron	Montgomery	St. Clair
Andrew	Clay	Jackson	Morgan	St. Francois
Atechison	Clinton	Jasper	New Madrid	Ste. Genevieve
Audrain	Cole	Jefferson	Newton	St. Louis
Barry	Cooper	Johnson	Nodaway	St. Louis City
Barton	Crawford	Knox	Oregon	Saline
Bates	Dade	Laclede	Osage	Schuyler
Benton	Dallas	Lafayette	Ozark	Scotland
Bollinger	Davies	Lawrence	Pemiscot	Scott
Boone	De Kalb	Lewis	Perry	Shannon
Buchanan	Dent	Lincoln	Pettis	Shelby
Butler	Douglas	Linn	Phelps	Stoddard
Caldwell	Dunklin	Livingston	Pike	Stone
Callaway	Franklin	McDonald	Platte	Sullivan
Camden	Gasconade	Macon	Polk	Taney
Cape Girardeau	Gentry	Madison	Pulaski	Texas
Carroll	Greene	Maries	Putnam	Vernon
Carter	Grundy	Marion	Ralls	Warren
Cass	Harrison	Mercer	Randolph	Washington
Cedar	Henry	Miller	Ray	Wayne
Chariton	Hickory	Mississippi	Reynolds	Webster
Christian	Holt	Moniteau	Ripley	Worth
	Howard	Monroe	St. Charles	Wright
	Howell			

MONTANA

Beaverhead	Dawson	Judith Basin	Petroleum	Sheridan
Big Horn	Deer Lodge	Lake	Phillips	Silver Bow
Blaine	Fallon	Lewis and Clark	Pondera	Stillwater
Broadwater	Fergus	Liberty	Powder River	Sweet Grass
Carbon	Flathead	Lincoln	Powell	Teton
Carter	Gallatin	McCone	Prairie	Toole
Cascade	Garfield	Madison	Ravalli	Treasure
Chouteau	Glacier	Meagher	Richland	Valley
Custer	Golden Valley	Mineral	Roosevelt	Wheatland
Daniels	Granite	Missoula	Rosebud	Wibaux
	Hill	Musselshell	Sanders	Yellowstone
	Jefferson	Park		

NEBRASKA

Adams	Cedar	Dundy	Hitchcock	McPherson
Antelope	Chase	Fillmore	Holt	Madison
Arthur	Cherry	Franklin	Hooker	Merrick
Banner	Cheyenne	Frontier	Howard	Morrill
Blaine	Clay	Furnas	Jefferson	Nance
Boone	Colfax	Gage	Johnson	Nemaha
Box Butte	Cuming	Garden	Kearney	Nuckolls
Boyd	Custer	Garfield	Keith	Otoe
Brown	Dakota	Gosper	Keya Paha	Pawnee
Buffalo	Dawes	Grant	Kimball	Perkins
Burt	Dawson	Greeley	Knox	Phelps
Butler	Deuel	Hall	Lancaster	Pierce
Cass	Dixon	Hamilton	Lincoln	Platte
	Dodge	Harlan	Loup	Polk
	Douglas	Hayes		Redwillow

NEBRASKA—Continued

Richardson Rock Saline Sarpy	Saunders Scotts Bluff Seward Sheridan	Sherman Sioux Stanton Thayer	Thomas Thurston Valley Washington	Wayne Webster Wheeler York
NEVADA Churchill Clark	Douglas Elko Esmeralda Eureka	Humboldt Lander Lincoln Lyon	Mineral Nye Ormsby Pershing	Storey Washoe White Pine
NEW HAMPSHIRE	Belknap Carroll Cheshire	Coos Grafton Hillsboro	Merrimack Rockingham	Strafford Sullivan
NEW JERSEY Atlantic Bergen Burlington	Camden Cape May Cumberland Essex Gloucester	Hudson Hunterdon Mercer Middlesex Monmouth	Morris Ocean Passaic Salem	Somerset Sussex Union Warren
NEW MEXICO Bernalillo Catron Chaves Colfax Curry	De Baca Dona Ana Eddy Grant Guadalupe Harding Hidalgo	Lea Lincoln Luna McKinley Mora Otero Quay	Rio Arriba Roosevelt Sandoval San Juan San Miguel Santa Fe	Sierra Socorro Taos Torrance Union Valencia
NEW YORK Albany Allegany Bronx Broome Cattaraugus Cayuga Chautauqua Chemung Chenango Clinton Columbia	Cortland Delaware Dutchess Erie Essex Franklin Fulton Genesee Greene Hamilton Herkimer Jefferson Kings	Lewis Livingston Madison Monroe Montgomery Nassau New York Niagara Oneida Onondaga Ontario Orange Orleans	Oswego Otsego Putnam Queens Rensselaer Richmond Rockland St. Lawrence Saratoga Schenectady Schoharie Schuyler Seneca	Steuben Suffolk Sullivan Tioga Tompkins Ulster Warren Washington Wayne Westchester Wyoming Yates
NORTH CAROLINA Alamance Alexander Allegany Anson Ashe Avery Beaufort Bertie Bladen Brunswick Buncombe Burke Cabarrus Caldwell Camden Carteret Caswell Catawba	Chatham Cherokee Chowan Clay Cleveland Columbus Craven Cumberland Currituck Dare Davidson Davie Duplin Durham Edgecombe Forsyth Franklin Gaston Gates Graham Granville	Greene Guilford Halifax Harnett Haywood Henderson Hertford Hoke Hyde Iredell Jackson Johnston Jones Lee Lenoir Lincoln McDowell Macon Madison Martin Mecklenburg	Mitchell Montgomery Moore Nash New Hanover Northampton Onslow Orange Pamlico Pasquotank Pender Perquimans Person Pitt Polk Randolph Richmond Robeson Rockingham Rowan	Rutherford Sampson Scotland Stanly Stokes Surry Swain Transylvania Tyrrell Union Vance Wake Warren Washington Watauga Wayne Wilkes Wilson Yadkin Yancey
NORTH DAKOTA Adams Barnes Benson Billings Bottineau Bowman Burke Burleigh Cass	Cavalier Dickey Divide Dunn Eddy Emmons Foster Golden Valley Grand Forks Grant Griggs	Hettinger Kidder La Moure Logan McHenry McIntosh McKenzie McLean Mercer Morton Mountrail	Nelson Oliver Pembina Pierce Ramsey Ransom Renville Richland Rolette Sargent Sheridan	Sioux Slope Stark Steele Stutsman Towner Traill Walsh Ward Wells Williams
OHIO Adams Allen Ashland Ashtabula Athens Auglaize Belmont Brown Butler	Carroll Champaign Clark Clermont Clinton Columbiana Coshocton Crawford Cuyahoga Darke Defiance	Delaware Erie Fairfield Fayette Franklin Fulton Gallia Geauga Greene Guernsey Hamilton	Hancock Hardin Harrison Henry Highland Hocking Holmes Huron Jackson Jefferson Knox	Lake Lawrence Licking Logan Lorain Lucas Madison Mahoning Marion Medina Meigs

OHIO—Continued

Mercer
Miami
Monroe
Montgomery
Morgan
Morrow
Muskingum

Noble
Ottawa
Paulding
Perry
Pickaway
Pike
Portage

Preble
Putnam
Richland
Ross
Sandusky
Scioto
Seneca

Shelby
Stark
Summit
Trumbull
Tuscarawas
Union
Van Wert

Vinton
Warren
Washington
Wayne
Williams
Wood
Wyandot

OKLAHOMA

Adair
Alfalfa
Atoka
Beaver
Beckham
Blaine
Bryan
Caddo
Canadian
Carter
Cherokee
Choctaw
Cimarron
Cleveland

Coal
Comanche
Cotton
Craig
Creek
Custer
Delaware
Dewey
Ellis
Garfield
Garvin
Grady
Grant
Greer
Harmon
Harper

Haskell
Hughes
Jackson
Jefferson
Johnston
Kay
Kingfisher
Kiowa
Latimer
Le Flore
Lincoln
Logan
Love
McClain
McCurtain
McIntosh

Major
Marshall
Mayes
Murray
Muskogee
Noble
Nowata
Okfuskee
Oklahoma
Okmulgee
Osage
Ottawa
Pawnee
Payne
Pittsburg
Pottawatomie

Pottawatomie
Pushmataha
Roger Mills
Rogers
Seminole
Sequoyah
Stephens
Texas
Tillman
Tulsa
Wagoner
Washington
Washita
Woods
Woodward

OREGON

Baker
Benton
Clackamas
Clatsop
Columbia
Coos

Crook
Curry
Deschutes
Douglas
Gilliam
Grant
Harney
Hood River

Jackson
Jefferson
Josephine
Klamath
Lake
Lane
Lincoln
Linn

Malheur
Marion
Morrow
Multnomah
Polk
Sherman
Tillamook

Umatilla
Union
Wallowa
Wasco
Washington
Wheeler
Yamhill

PENNSYLVANIA

Adams
Allegheny
Armstrong
Beaver
Bedford
Berks
Blair
Bradford
Bucks
Butler
Cambria
Cameron

Carbon
Centre
Chester
Clarion
Clearfield
Clinton
Columbia
Crawford
Cumberland
Dauphin
Delaware
Elk
Erie
Fayette

Forest
Franklin
Fulton
Greene
Huntingdon
Indiana
Jefferson
Juniata
Lackawanna
Lancaster
Lawrence
Lebanon
Lehigh
Luzerne

Lycoming
McKean
Mercer
Mifflin
Monroe
Montgomery
Montour
Northampton
Northumberland
Perry
Philadelphia
Pike
Potter
Schuylkill

Snyder
Somerset
Sullivan
Susquehanna
Tioga
Union
Venango
Warren
Washington
Wayne
Westmoreland
Wyoming
York

**PUERTO RICO
(Districts)**

Aguadilla
Arecibo

Guayama
Humacao

Mayaguez
Ponce

San Juan

RHODE ISLAND

Bristol
Kent

Newport

Providence

Washington

SAMOA

Tutuila Island

**SOUTH
CAROLINA**

Abbeville
Aiken
Allendale
Anderson
Bamberg
Barnwell
Beaufort

Berkeley
Calhoun
Charleston
Cherokee
Chester
Chesterfield
Clarendon
Colleton
Darlington
Dillon

Dorchester
Edgefield
Fairfield
Florence
Georgetown
Greenville
Greenwood
Hampton
Horry
Jasper

Kershaw
Lancaster
Laurens
Lee
Lexington
McCormick
Marion
Marlboro
Newberry
Oconee

Orangeburg
Pickens
Richland
Saluda
Spartanburg
Sumter
Union
Williamsburg
York

**SOUTH
DAKOTA**

Armstrong
Aurora
Beadle
Bennett
Bon Homme
Brookings
Brown
Brule
Buffalo
Butte
Campbell
Charles Mix

Clark
Clay
Codington
Corson
Custer
Davison
Day
Deuel
Dewey
Douglas
Edmunds
Fall River
Faulk
Grant

Gregory
Haakon
Hamlin
Hand
Hanson
Harding
Hughes
Hutchinson
Hyde
Jackson
Jerauld
Jones
Kingsbury
Lake

Lawrence
Lincoln
Lyman
McCook
McPherson
Marshall
Meade
Mellette
Miner
Minnehaha
Moody
Pennington
Perkins
Potter

Roberts
Sanborn
Shannon
Spink
Stanley
Sully
Todd
Tripp
Turner
Union
Walworth
Washabaugh
Yankton
Ziebach

TENNESSEE

Anderson
Bedford
Benton
Bledsoe
Blount
Bradley
Campbell
Cannon
Carroll
Carter
Cheatham
Chester
Claiborne
Clay
Cocke
Coffee
Crockett
Cumberland

Davidson
Decatur
De Kalb
Dickson
Dyer
Fayette
Fentress
Franklin
Gibson
Giles
Grainger
Greene
Grundy
Hamblen
Hamilton
Hancock
Hardeman
Hardin
Hawkins
Haywood

Henderson
Henry
Hickman
Houston
Humphreys
Jackson
Jefferson
Johnson
Knox
Lake
Lauderdale
Lawrence
Lewis
Lincoln
Loudon
McMinn
McNairy
Macon
Madison

Marion
Marshall
Maury
Meigs
Monroe
Montgomery
Moore
Morgan
Obion
Overton
Perry
Pickett
Polk
Putnam
Rhea
Roane
Robertson
Rutherford
Scott

Sequatchie
Sevier
Shelby
Smith
Stewart
Sullivan
Sumner
Tipton
Trousdale
Unicoi
Union
Van Buren
Warren
Washington
Wayne
Weakley
White
Williamson
Wilson

TEXAS

Anderson
Andrews
Angelina
Aransas
Archer
Armstrong
Atascosa
Austin
Bailey
Bandera
Bastrop
Baylor
Bee
Beli
Bexar
Blanco
Borden
Bosque
Bowie
Brazoria
Brazos
Brewster
Briscoe
Brooks
Brown
Burleson
Burnet
Caldwell
Calhoun
Callahan
Cameron
Camp
Carson
Cass
Castro
Chambers
Cherokee
Childress
Clay
Cochran
Coke
Coleman
Collin
Collingsworth
Cochran
Comal
Comanche
Concho
Cooke
Coryell

Cottle
Crane
Crockett
Crosby
Culberson
Dallam
Dallas
Dawson
Deaf Smith
Delta
Denton
De Witt
Dickens
Dimmit
Donley
Duval
Eastland
Ector
Edwards
Ellis
El Paso
Erath
Falls
Fannin
Fayette
Fisher
Floyd
Foard
Fort Bend
Franklin
Freestone
Frio
Gaines
Galveston
Garza
Gillespie
Glasscock
Goliad
Gonzales
Gray
Grayson
Gregg
Grimes
Guadalupe
Hale
Hall
Hamilton
Hansford
Hardeman
Hardin
Harris

Harrison
Hartley
Haskell
Hays
Hemphill
Henderson
Hidalgo
Hill
Hockley
Hood
Hopkins
Houston
Howard
Hudspeth
Hunt
Hutchinson
Irion
Jack
Jackson
Jasper
Jeff Davis
Jefferson
Jim Hogg
Jim Wells
Johnson
Jones
Karnes
Kaufman
Kendall
Kenedy
Kent
Kerr
Kimble
King
Kinney
Kleberg
Knox
Lamar
Lamb
Lampasas
La Salle
Lavaca
Leo
Leon
Liberty
Limestone
Lipscomb
Live Oak
Llano
Loving
Lubbock

Lynn
McCulloch
McLennan
McMullen
Madison
Marion
Martin
Mason
Matagorda
Maverick
Medina
Menard
Midland
Milam
Mills
Mitchell
Montague
Montgomery
Moore
Morris
Motley
Nacogdoches
Navarro
Newton
Nolan
Nueces
Ochiltree
Oldham
Orange
Palo Pinto
Panola
Parker
Parmer
Pecos
Polk
Potter
Presidio
Rains
Randall
Reagan
Real
Red River
Reeves
Refugio
Roberts
Robertson
Rockwall
Runnels
Rusk
Sabine
San Augustine

San Jacinto
San Patricio
San Saba
Schleicher
Scurry
Shackelford
Shelby
Sherman
Smith
Somervell
Starr
Stephens
Sterling
Stonewall
Sutton
Swisher
Tarrant
Taylor
Terrell
Terry
Throckmorton
Titus
Tom Green
Travis
Trinity
Tyler
Upshur
Upton
Uvalde
Val Verde
Van Zandt
Victoria
Walker
Waller
Ward
Washington
Webb
Wharton
Wheeler
Wichita
Wilbarger
Willacy
Williamson
Wilson
Winkler
Wise
Wood
Yoakum
Young
Zapata
Zavala

UTAH

Beaver
Box Elder
Cache
Carbon
Daggett

Davis
Duchesne
Emery
Garfield
Grand
Iron

Juab
Kane
Millard
Morgan
Piute
Rich

Salt Lake
San Juan
Sanpete
Sevier
Summit
Tooele

Uintah
Utah
Wasatch
Washington
Wayne
Weber

VERMONT

Addison
Bennington

Caledonia
Chittenden
Essex

Franklin
Grand Isle
Lamoille

Orange
Orleans
Rutland

Washington
Windham
Windsor

VIRGINIA

Accomack
Albemarle
Alleghany
Amelia
Amherst
Appomattox
Arlington
Augusta
Bath
Bedford
Bland
Botetourt
Brunswick
Buchanan
Buckingham
Campbell
Caroline
Carroll
Charles City

Charlotte
Chesterfield
Clarke
Craig
Culpeper
Cumberland
Dickenson
Dinwiddie
Elizabeth City
Essex
Fairfax
Fauquier
Floyd
Fluvanna
Franklin
Frederick
Giles
Gloucester
Goochland
Grayson
Greene

Greensville
Halifax
Hanover
Henrico
Henry
Highland
Isle of Wight
James City
King and Queen
King George
King William
Lancaster
Lee
Loudoun
Louisa
Lunenburg
Madison
Mathews
Mecklenburg
Middlesex

Montgomery
Nansemond
Nelson
New Kent
Norfolk
Northampton
Northumberland
Nottoway
Orange
Patrick
Pittsylvania
Powhatan
Prince Edward
Prince George
Prince William
Princess Anne
Pulaski
Rappahannock
Richmond

Roanoke
Rockbridge
Rockingham
Russell
Scott
Shenandoah
Smyth
Southampton
Spotsylvania
Stafford
Surry
Sussex
Tazewell
Warren
Warwick
Washington
Westmoreland
Wise
Wythe
York

VIRGIN ISLANDS
(Municipalities)

St. Croix

St. Thomas and
St. John

WASHINGTON

Adams
Asotin
Benton
Chelan
Clallam
Clark
Columbia

Cowlitz
Douglas
Ferry
Franklin
Garfield
Grant
Grays Harbor
Island
Jefferson

King
Kitsap
Kittitas
Klickitat
Lewis
Lincoln
Mason
Okanogan

Pacific
Pend Oreille
Pierce
San Juan
Skagit
Skamania
Snohomish
Spokane

Stevens
Thurston
Wahkiakum
Walla Walla
Whatcom
Whitman
Yakima

WEST VIRGINIA

Barbour
Berkeley
Boone
Braxton
Brooke
Cabell
Calhoun
Clay
Doddridge
Fayette

Gilmer
Grant
Greenbrier
Hampshire
Hancock
Hardy
Harrison
Jackson
Jefferson
Kanawha
Lewis
Lincoln

Logan
McDowell
Marion
Marshall
Mason
Mercer
Mineral
Mingo
Monongalia
Monroe
Morgan

Nicholas
Ohio
Pendleton
Pleasants
Pocahontas
Preston
Putnam
Raleigh
Randolph
Ritchie
Roane

Summers
Taylor
Tucker
Tyler
Upshur
Wayne
Webster
Wetzel
Wirt
Wood
Wyoming

WISCONSIN

Adams
Ashland
Barron
Bayfield
Brown
Buffalo
Burnett
Calumet
Chippewa
Clark
Columbia
Crawford
Dane

Dodge
Door
Douglas
Dunn
Eau Claire
Florence
Fond du Lac
Forest
Grant
Green
Green Lake
Iowa
Iron
Jackson
Jefferson

Juneau
Kenosha
Kewaunee
La Crosse
Lafayette
Langlade
Lincoln
Manitowoc
Marathon
Marinette
Marquette
Milwaukee
Monroe
Oconto
Oneida

Outagamie
Ozaukee
Pepin
Pierce
Polk
Portage
Price
Racine
Richland
Rock
Rusk
St. Croix
Sauk
Sawyer

Shawano
Sheboygan
Taylor
Trempealeau
Vernon
Vilas
Walworth
Washburn
Washington
Waukesha
Waupaca
Waushara
Winnebago
Wood

WYOMING

Albany
Big Horn
Campbell
Carbon

Converse
Crook
Fremont
Goshen
Hot Springs
Johnson

Laramie
Lincoln
Natrona
Niobrara
Park

Platte
Sheridan
Sublette
Sweetwater
Teton

Uinta
Washakie
Weston
Yellowstone
National Park

Patents

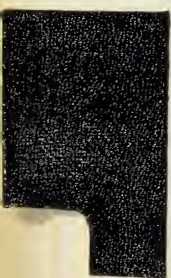
Con-
gressional
Record

Senate
and House
Journals

Nomina-
tions,
Reports,
etc.

Foreign
Languages

Index



21. PATENTS AND OFFICIAL GAZETTE

Where no specific reference is made to patents or to the Official Gazette, the rules herein given apply to both classes of work. The term "patents" includes plant patents, trade-marks, designs, and reissues.

ABBREVIATIONS

Patents

Follow copy, except in headings, in which the names of States, Virgin Islands, Puerto Rico, and Canal Zone are abbreviated, but follow Panama Canal Zone. (See p. 142.) Fractions in assignments, etc., should be spelled (rule 11.28). *Saint* should be abbreviated *St.* in names of cities in the United States, but follow copy in foreign patents (*St.*, *Saint*, *Ste.*, *Sainte*). Sections of cities should be printed *N. W.*, *E. C.*, etc.

Follow copy in the use of the word *Figure* or the abbreviation *Fig.* when followed by numeral where reference is had to figures of the drawings.

Use *etc.* in headings, but follow copy (&c. or etc.) elsewhere.

Spell out & wherever it appears in copy, except in the names of firms and corporations and in the signatures to trade-marks, where copy should be followed.

Some of the abbreviations commonly used in patent work are as follows:

A. F. C. or AFC, automatic frequency control	kc. s. or kc./s., kilocycles per second
A. G. C. or AGC, automatic gain control	kHz., kilohertz
a. m., ante meridiem	k. v., kinematic viscosity
AM, amplitude modulation	kva. or kv.-a., kilovolt-ampere
A. N., acid number	kw., kilowatt
A. P. I. or API, American Petroleum Institute	ma., milliampere
a. s. f., amperes per square foot	M. A. C., mean aerodynamic chord
A. S. T. M. or ASTM, American Society for Testing Materials	M., molecular weight
A. U., angstrom units	m. eq., milliequivalent
A. V., acid value	M. E. P., mean effective pressure
A. V. C. or AVC, automatic volume control	m. e. v., million electron volts
B./D., barrels per day	M. M. F., magnetomotive force
B. H. P., brake horsepower	M. P. H., miles per hour
BX cable	M. T. D., mean temperature difference
C., centigrade, cent.	N, normal
ca or ca., circa (about)	N. N., neutralization number
cc., cubic centimeter	N. P. A. or NPA, National Petroleum Association
C. B. M., constant boiling mixture	N. T. P., normal temperature and pressure
C. F. M., cubic feet per minute	O. D., outside diameter
C. F. R. or CFR, Cooperative Fuel Research	pf., picofarad
C. F. S., cubic feet per second	PIV, positive infinity variable
C. G., center of gravity	p. m., post meridiem
c. g. s., centimeter-gram-second	P. P. I., plan position indicator
C. P., constant pressure	p. p. m., parts per million
C. P. S., cycles per second	p. s. i. a., pounds per square inch absolute
cps., centipoises	p. s. i. g., pounds per square inch gauge
C. R., cathode ray	R. & B., ring and ball method
C. W., continuous wave	R-C, R. C., or RC, resistance-capacitance
cwt., hundredweight	R. F., radiofrequency
db, decibel	R. H., relative humidity
D. F., direction finder	R. M. S., root mean square
E. C. C., electrical continuous cloth	R. P. M., revolutions per minute
E. M. F. (plural E. M. F.'s), electromotive force	S. A. E. or SAE, Society of Automotive Engineers
E. M. U., electromagnetic unit	s. c. f., standard cubic foot
E. P., end point	S. P. D. T., single pole double throw
FM, frequency modulation	S. P. S. T., single pole single throw
F. P. S., feet per second	S. U. S. or SUS (also S. S. U. or SSU), Saybolt Universal seconds
g. p. d., grams per denier	S. U. V. or SUV, Saybolt Universal viscosity
G. P. M., gallons per minute	S. W. G., standard wire gauge
Hf, combination of hydrogen and chloride	T. M., time modulation
Hlm., Hefner lumens	T. P. I., turns per inch (yarn)
H. P. M. V., high pressure metal vapor	U. H. F., ultrahigh frequency
HZ., cycles per second (German)	V. F., voice frequency
I. A. C. S., International Annealed Copper Standard	V. G. C., viscosity gravity constant
I. F., intermediate frequency	V. P., variable pressure
IR, current times resistance	v./v./hr., vibration velocity per hour
I. V., initial velocity	W. O. F., Watson characterization factor

CAPITALIZATION

Capitalize *Letters Patent* whether standing alone or followed by a numeral. Capitalize *Patent, Trade-Mark, Design, Reissue, Certificate, Serial, Sheet, Plate, Diagram, Case, and Division*, where followed by a numeral, in any one of the following forms:

Patent No. 680,180	Reg. No. 13,175	application for certification, Serial
my Patent No. 680,180 or my patent, No. 680,180	Registration No. 610,140	No. 610,145
Patent 680,180	Registered Trade-Mark No. 610,141	certification of Trade-Mark Registration No. 610,146
British patent specification No. 162,578, but British Patent No. 162,578	Register No. 59,480 (attorney's register number)	Serial No. 1
Trade-Mark No. 140,500	Reissue No. 14,500	Sheet 1
Trade-Mark Certificate No. 610,142	reissued Patent No. 14,500	Example 1
Trade-Mark Registration No. 610,143	Reissue Patent No. 14,900	Plate 1
trade-mark registration, Serial No. 645,842	Certificate No. 130,500	Diagram 1
Design No. 10,500	Certificate of Registration No. 610,143	Case A
	Certificate of Trade-Mark Registration No. 610,144	Equation 1
		Formula 1
		Division A

Lowercase *patent statutes*.

Proper nouns used as adjectives should generally be capitalized. There are a few exceptions to this rule. (Refer to list of words in common use in patents, p. 237.)

Capitalize legends which are placed upon devices, drawings, blank forms, etc., for purposes of caution, direction, explanation, etc., as, *The semaphore bears upon its face the word "Safety"; As shown in Fig. 2, at the point marked "Upper"; The first column is headed "Amt.," the second, "Year"; The figures are entered in the "Rec'd" column.* Lowercase "*danger*" position, "*on*" position, etc., and supply quotation marks if not in copy.

Capitalize and quote the principal words of trade-mark in phrases, as *My trade-mark consists of the words "Golden Rod Butter," distinctively displayed.*

Capitalize the word *Figure* spelled or abbreviated, if followed by a numeral, where reference is had to figures of the drawings.

Capitalize the following where reference is had to a geographical subdivision of a foreign country and where used in connection with the name thereof:

Canton (Switzerland and Luxembourg)	Prefecture (Japan)
Commonwealth (Australia)	Principality
Department (France, etc.)	Province
Dominion, District (Canada)	Provincial District (New Zealand)
Duchy or Grand Duchy	Republic
Empire	State
Federal District (Brazil, Mexico, and Venezuela)	Territory
Kingdom	Union (South Africa)
Län (Sweden)	Vilayet (Turkey)

Capitalize the scientific names of plants and animals where reference is had to the genus, order, or family, but always lowercase the species, as *crispus* (species), *Chondrus* (genus), *Chondrus crispus* (genus and species), *Algae* (order). Where reference is had to an individual member of an order, lowercase, as an alga (or the algae) of the genus *Chondrus*.

Capitalize the principal words of titles of books, magazines, and other publications, as the *British Pharmacopoeia*, *Bulletin of the American Pharmaceutical Association*, *Chemical Reactions and Equations*, etc.; but capitalize only the first word and proper nouns of titles of articles in books, magazines, and other publications, as, *Brown, Delicacy of British Pharmacopoeia test for arsenic*, *Journal of Pharmacy*.

Capitalize the principal words of titles of inventions where preceded by the word *entitled*, as: *The invention shown in my Patent No. 530,410, entitled, Variable-Speed-Transmission Gearing*; also capitalize the principal words of title of invention in text when referring to title of previous patent in connection with date and serial or patent number.

Where part of an incorporated name, capitalize the word *city*, as *Kansas City, Oklahoma City, Jersey City*, etc.; but lowercase *New York city*, etc.

All names of corporations and firms should be printed in caps and lowercase in head and all caps in signature. Names of individuals comprising lowercased *de, von*, etc., should be printed in lowercase in head and small caps in signature. *Sr., Jr.*, etc., should be printed in caps and small caps in signature; *née* and *geboren* should be printed in small caps in signature.

Style for use of lowercase and capital letters following hyphen:

2-amino	δ -Amino	α, δ -Amino
p-Amino	Δ -amino	A, Δ -amino
α -Amino	α, β -Amino	bis (amino) or bis (amino)
A-amino		

NOTE.—After Greek capital letters word is lowercase, but after Greek lowercase letters word is capitalized.

Official Gazette only

Capitalize full titles of all courts, as United States Supreme Court, United States District Court for the District of Columbia, etc.; also Court of Appeals, Circuit Court of Appeals, etc.

Capitalize the word *court* where reference is had to the United States Supreme Court, but lowercase elsewhere.

Capitalize the word *office* where reference is had to the Patent Office, but lowercase elsewhere.

Capitalize the titles of officials of the Patent Office.

Capitalize full titles of acts, as Trade-Mark Act, Spooner Act, etc.; but lowercase the word *act* where standing alone or *act of 1905*.

Capitalize principal words in description of goods in published trade-marks and in trade-mark phrases.

Capitalize Patent No. 1,780,310, but lowercase British patent, No. 1,780,310, and Smith patent, No. 1,780,310.

COMPOUNDS

Patents

Where two words are made of terms that are usually closed up, copy should be followed even though one word in heading; but prefixes and suffixes should be closed up with the words to which they belong, unless connected thereto by a hyphen, when copy should be followed. Examples: Horse shoe, rail road, fire arm, grind stone, anti-friction, electro-magnet, sub-station, ferro-manganese, counter-clockwise, etc., follow copy; but close up anti friction, electro magnet, sub station, ferro manganese, counter clockwise, etc., if they appear as two words in copy.

Official Gazette

Follow copy in quoted matter, laws, treaties, etc.

FIGURES

Patents

Follow copy, except in assignments in headings, where figures should be spelled. Change *Figure one*, *Fig. two*, etc., in the text to *Figure 1*, *Fig. 2*, etc. Change *claim one* to *claim 1*, etc. Follow Roman numerals.

Official Gazette (decisions and miscellaneous notices only)

Follow copy in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter. Spell out figures under 10 in everything else, except figures at the beginning of paragraphs, tabular matter, enumerations, figures of reference, etc. Only a general rule can be given. Much must be left to the judgment of the copy editor.

GOTHIC

All letters and figures relating to shape should be in gothic, except I. Where copy has tee shape, change to T shape, but follow "magic tee" or "magic T"; eye beam, change to I beam, but eye bolt; ell, change to L; in the form of an A; the A [frame]; the Y; in the shape of an 8. Plurals are formed by adding apostrophe and letter s, as T's. Do not quote gothic, as "A" frame. If quotes are in copy, omit them. Golf tee should be spelled, as it does not indicate shape. No gothic in heads.

ITALIC AND ROMAN

Italic must be used in the Latin names of plants and animals where reference is had to the species (as *tuberosa*) or to the genus followed by the species (as *Asclepias tuberosa*); but roman should be used where reference is had to the genus alone (as *Asclepias*) or to the order (as *Asclepiadaceae*). Also italicize the names of vessels and titles of cases in citations, as *Smith et al. v. Brown*; the *Brown Case* (180 O. G. 306).

Roman should be used in the Latin names of medicines, diseases, anatomical terms, chemicals and dyestuffs, geological and mineralogical terms, Latin words and phrases generally, and in titles of books, magazines, and other publications.

Where italic (to indicate emphasis) appears in copy of decisions for the Gazette, the same should be followed, but use roman in obvious phrases and words, such as *supra*, *infra*, *prima facie*, etc. In patents, only such words should be set in italic as have been marked by the copy editor, except that Latin names of plants and animals should be set in italic in accordance with the above rule, even if not so marked in copy.

In mathematical equations and chemical formulas, letters representing unknown quantities, etc., are set in italic, but abbreviations of names of functions, processes, or elements remain roman, even though without punctuation. Thus—

$$x^2yz+kl=1$$

$$\tanh a \cos b=\sin c$$

$$\text{CH}_x-\text{CH}_y-\text{CH}_z$$

$$\text{C}_n\text{H}_{n-2}$$

LEADER AND TABULAR WORK

Aline decimal points only when specifically prepared to aline by copy preparer or when table has a total.

SAMPLES OF LEADERWORK IN PATENTS IN PREFERRED ORDER

Refractive index.....	1.4611 at 21° C.
Boiling point.....	168.2° C.
Thiocyanate number.....	Nil
Catalyst temperature, ° C.....	300 to 320
Pressure atmosphere.....	1
Index of refraction of effluent (<i>n_D²⁰</i>).....	1.4393
N-methyl-para-aminophenol sulfate.....	grams-- 0.8
Borax.....	do-- 3.0
Water.....	cc-- 500
Ammonium hydroxide—28% (same amount as used in each process)	grams-- 210
Naphthenic acid (A. N. 235) hydrogenated rosin mixture of which 15% is hydrogenated rosin.....	grams-- 357
Lead litharge.....	5% to 95%.
Basic lead sulphate.....	5% to 30%.
Normal lead sulphate.....	40 cc./lb. to 90 cc./lb.
Mixing time.....	5 sec. to 5 min.
Paste density.....	60 to 78 g./cu. in.
Catalyst.....	Iron.
Pressure.....	230 lb./in. ² , gage.
Space velocity.....	5.14 cu. ft. CO, measured at 60° F. and one atmosphere, per pound of iron per hour.
CO concentration in feed.....	9.3% by volume.

SAMPLE OF REFRACTIVE INDEX TABLE

[Aperture ratio 1:4.35]

	Radii	Thicknesses and separations	Kinds of glass	
			<i>n_D</i>	<i>v</i>
L ₁	<i>r</i> ₁ =+ 35.46	<i>d</i> ₁ =3.06	1.6420	58.0
	<i>r</i> ₂ =+ 64.78	<i>l</i> ₁ =0.09		
L ₂	<i>r</i> ₃ =+ 23.11	<i>d</i> ₂ =4.82	1.7170	48.1
	<i>r</i> ₄ =+ 30.42	<i>l</i> ₂ =0.44		
L ₃	<i>r</i> ₅ =+ 31.08	<i>d</i> ₃ =1.53	1.68902	31.2
	<i>r</i> ₆ =+ 19.15	<i>l</i> ₃ =6.78		
L ₄	<i>r</i> ₇ =+1, 532.0	<i>d</i> ₄ =8.54	1.46495	64.5
	<i>r</i> ₈ =— 20.14			

SAMPLES OF REFERENCES CITED

8 point slug		Signature line.
→		
REFERENCES CITED		
The following references are of record in the file of this patent:		
UNITED STATES PATENTS		
Number	Name	Date
Re. 20,000 <input type="checkbox"/> <input type="checkbox"/>	Ubbelholde	July 13, 1937
	<input type="checkbox"/> (Original No. 45,834)	
Pl. Pt. 200	Schwartz	Jan. 8, 1935
D. 115,856	Jones	Jan. 1, 1941
1,945,330	Nord	Jan. 30, 1934
2,249,745	Charch	July 22, 1941

Pickup

FOREIGN PATENTS

Number	Country	Date
2,463,544 <input type="checkbox"/> <input type="checkbox"/>	France	Jan. 21, 1941
33,893	France	Mar. 26, 1929
	<input type="checkbox"/> (Addition to No. 634,700)	
424,229	Great Britain	Feb. 18, 1935
256,724	Great Britain	of 1934
236,569	Great Britain	Feb. 6, 1943
of 1942		

Pickup

References cited line in reissues to read as follows:

The following references are of record in the file of this patent or the original patent.

NOTE

In listing foreign patents under the heading "Country," the actual name of the country must be given. For example, if a British patent has been cited, the country is to be listed as Great Britain or England, a Dutch patent as Netherlands or Holland, a French patent as France, a Swiss patent as Switzerland, etc. The name of the country is not to be abbreviated.

OTHER REFERENCES

"Drying and Dehydration of Foods" by Von Loesecke, pages 158 and 159. (Copy in Division 63.)

"Fundamentals of Dairy Science," Associates of Rogers, pages 201 and 202. (Copy in Division 63.) Second edition.

Ser. No. 362,608, Bachle et al. (A. P. C.), published Apr. 20, 1943.

Pickup

INSTRUCTIONS

Centerheads.—(References Cited, 8 points before and 4 points after.) (United States Patents, Foreign Patents, and Other References, 4 points each side.)

Number column.—Under both United States Patents and Foreign Patents, all figures aline on right.

Indent all 7-figure lines 1 en space.

Indent all 6-figure lines 1 em and 1 thin space.

Indent all 5-figure lines 1 em, 1 en, and 1 thin space.

Sample of alinement for Designs

Number	Name	Date
D. 115,856 <input type="checkbox"/> <input type="checkbox"/>	Jones -----	Jan. 1, 1941
D. 5,856	Jones -----	Jan. 1, 1943
2,321,066	Densé et al. -----	June 8, 1943

Indent all 6-figure lines, D. and 1 thin space.

Indent all 5-figure lines, D. and 1 en space and 1 thin space.

Indent all 4-figure lines, D. and 1 em space and 1 thin space.

Set Reissues and Plant Patents flush on left using thin space after Re. and after Pl. and Pt.

Name column.—Spacebands at each end of leaders.

Date column.—Spell out May, June, and July; abbreviate all other months.

Country column.—Spacebands at each end of leaders.

MISCELLANEOUS

Notice if patent is a *division*, a *continuation*, a *refile*, a *no fee*, a *no drawing*, or has *foreign application*, and make head read accordingly. All new matter supplied in the head must be queried.

The noun *drawing* should always be singular in trade-marks.

In formulas and equations close up all symbols, also reference letters unless separated by commas.

Where inferior cap "D" appears with lowercase letter (English or Greek) in a 7½-point line, the "D" must be set 10-point inferior. Thus: n_D , γ_D .

Care must be taken to see that claims are properly numbered. Where reference is made in a claim to the number of a preceding claim, see that the proper number is used when claims have been renumbered. If the claim for the Official Gazette refers to another claim, the reader must query the claim.

SPELLING

Webster's New International Dictionary, current edition, is recognized as the standard authority in the spelling and division of words. Where the dictionary recognizes different forms of spelling the same word, follow the form given in copy. Hackh's Chemical Dictionary is used for chemical words and terms. Any word appearing in the heading of a patent should be given the preferred spelling; also the preferred spelling of the root word should be followed in participial and other derivations of that word. An exception to Webster's is made in the spelling of "sulfur" and derivatives, which form is to be used in patent headings. Copy editors will indicate the preferred form in such cases on the file jacket.

Authorities for the spelling of geographic names (local and foreign) are listed in the order of their preference: Decisions of the United States Board on Geographic Names; United States Postal Guide; Columbia Lippincott Gazetteer of the World; Webster's Geographical Dictionary; New World Loose Leaf Atlas; Rand McNally Atlas. No accented letters are used in geographic names.

The signature of firms and corporations in a trade-mark should be followed and the head and preamble changed and queried if any discrepancy exists; follow individual names as signed. When in the text a claim or disclaimer is made to any words or symbols, spelling of such words should conform in every detail to the drawing. If any discrepancy occurs it should be queried. A defective or wrong cut should be reported to foreman.

In patents signed by an executor or administrator, the pronouns should be changed and queried. Examples: Change *I claim* to *What is claimed is*; *My invention* to *The invention*, etc.

Follow copy for suffixes *ize* and *ise*.

LIST OF WORDS COMMONLY FOUND IN FIRM NAMES AND THEIR ABBREVIATIONS

Language	Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
English-----	Brothers-----	Bros. (pl.).	Company----	Co.	Limited-----	Ltd.
	Brother-----	Bro. (sing.).				
French-----	Frères-----	Frs. (pl.).	Compagnie--	Cie.	Société Anonyme--	Soc. Ane.
	Frère-----	Fr. (sing.).				
German-----	Gebrüder-----	Gebr. (pl.).	Gesellschaft--	Ges.	Gesellschaft mit beschränkter Haftung	G. m. b. H.
	Bruder-----	Br. (sing.).			Società Anonima--	S. A.
Italian-----	Fratelli-----	Frat. (pl.).	Società-----	Soc.		
	Fratello-----	Frat. (sing.).				
Portuguese-----	Irmãos-----	Iros. (pl.).	Companhia--	Cia.	Limitada-----	Ltda.
	Irmão-----	Iro. (sing.).				
Spanish-----	Hermanos-----	Hnos. (pl.).	Compañía----	Cía.	Sociedad Anónima--	S. A.
	Hermano-----	Hno. (sing.).				

LIST OF COMMON AND PREFERRED FORMS

accordion plait	Cardan shaft	Dobell's solution
acetyl, acyl	carline, carling (construction)	doré bullion
actuatable, actuatable	carnauba wax	doup (weaving)
aileron	carrousel	
airplane, aeroplane	caster, castor; castor bean	eau de Cologne
align, aline	castile soap	eccentric, excentric
alkalies, alkalis	cat whisker	éclair
aluminum, aluminium	celtium	eddy current
ampoule, ampul, ampulla, ampule	cementitious (only)	Eddy kite
anaeric	chaise longue	embed, imbed
aquadag	pl. chaises longues	empennage
areaway	chamfer, champfer, champer	enclose, inclose
Argand burner	changeable (only)	engageable (only)
arsenic (compounds)	Charlottenberg (Sweden)	expandable, -ible
arsinic (acids)	Charlottenburg (Germany)	extendable, -ible
artesian well	charr (fish), char, chare (to burn)	extensible
Axminster rug	chianti belt	eye-bolt, eyebolt, eye bolt
azo dyestuffs	Chianti wine	(not I bolt)
	chiiforobe	eyeleting
B flat	china clay	
babbitt	China-wood oil	factis (solidified oil)
Babbitt metal	chute, shoot, shute	felly, felloe
bail, bale (interch.)	cipher, cypher	Ferris wheel
balata	citrus, citrous	feterita (grain)
Basel (town), Basle (firm)	clevis	filet (lace)
Baumé, Beaumé, Bé.	cliché	filtrable
bentonite	closable, closeable	flier, flyer
benzene, benzine	coca (drug)	Formalin or formalin
benzol, benzole	cocoa (made from cacao seed)	Fourdrinier machine
bib (child's apron)	coky (cokelike)	Friedel-Crafts
bibb (faucet)	Cologne (not Koln)	frusto, frustro
bitting	communicable (only)	frustum, frustum
Blau gas	condensable, -ible	fryer, frier
blucher shoe	conduit, conduct	Fuller valve
bluing, blueing	condulet	fuller's earth
bootees, booties	Congo red	fuselage
bouillon	congress boot	fuse, fuze
Bourdon tube	connectible, -able	
Bowden wire	connector, connector	Garnett machine
brassière	contractable, -ible	gauge, gage, guage
brier, briar	conveyer, conveyor	gelatin, gelatine
Brigg's logarithms	cophasely, cophasally	Geneva gear
Bright's disease	corselets	gettering
Brinell	corsetlets	gilsonite
Bristol board	coumarin, coumarone, coumarone	gimbal ring
britannia ware	coupé	glacé
Brix hydrometer	Cowper	gluing (only)
brooch, broach (pin)	crème	Gnome engine
brown mixture	crepe, crape, crêpe	grabots (cotton refuse)
Brussels sprouts	crepe de Chine	Gramme ring
Bunsen burner	cyanide (only)	gramophone
bur (prickly covering)		grill (broiler) } interch.
burned, burnt		grille (grating) }
burr (tool)	damar	grommet, gromet, grummet
bus, buss; pl. buses, busses	dammar varnish	Gruyère
by-pass, bye-pass, bypass	dawsonite	guayule
	decibel	Gulf Coast oil
	deflectable, -ible	gum arabic
cacao (seed)	diarrhea, diarrhoea	
candelilla (wax of plant)	dieing (stamping)	Habana (not Havana)
canton flannel	diesel engine	Hamburg steak
capacitive, capacitative	disassemble	hamburger } follow in text
carbide (only)	dislodgment, dislodgement	Hamburger }
carburation, carburetion	dispatch, despatch	hawser, hauser
carburetor, carbureter, carburettor, carburetter, carburator	distilland	head lamp

height, highth, hight, heighth
henrys, henries (fol.)
hinderance, hinderance
Hochst (not Hoechst)
Holland gin
holland linen
horsepower
humidistat
hydrophilic
hyposulphite (not hyposulfite)
hypotenuse, hypotheruse

I. B. X (intermediate branch exchange)
I beam (see eye-bolt)
ignitable, -ible
ignitron
impeller, impellor
input, input
in any wise
inasmuch
india ink, India ink
Indian corn
in no wise
insertable, -ible
in so far or insofar
insomuch
interiorly, interially (not interiorally)
introducible

Jacquard loom (lowercase all others, as: jacquard motion, etc.)

jamb, jamb (pressure, nut)
jamb, jambe (door)
japan varnish
joule (unit of energy)
Joule's (cycle, law, or equivalent)
junctor

kafir, kaffir
kaoliang (grain)
Kassel (not Cassel)
Keen's or Keene's cement
Kelly (adj.), kelly (n.)
Kelvin scale, or K.
kerosene, kerosine
kieselguhr
kilogram, kilogramme
kraft paper (not craft)
Krefeld (not Crefeld)
Kreis (fol.)
kumquat

lavalier, lavalier, lavallière
lecher wire
lehr, leer
Leipzig
lens, pl. lenses
Levers lace
liquefy, liquify
lithopone
lodgment, lodgement
longéron
losser circuit
loupe (jeweler's)
louver, louvre
Lumière
luminaire

macadam road
machinable
machinability
Mah jongg
maltha (mineral tar)
mandrel, mandril
maneuver, manoeuvre
Mangin mirror
manila paper
manila rope
manipulable, manipulatable
mansard roof
mantel, mantle (fireplace)
mantle, mantel (cloak)
marcelling
Marcel wave
maul

medicament (not medicant)
megohm (measure)
Mexico City (not Mexico, D. F.)
mho (reciprocal of ohm)
microhm (measure)
Mid-Continent oil
mil (no period—wire measure)
Miller hook
milo grain
miscella (solvent and tallow mixed)
Minié rifle
mitered, mitred
moiré (v. and adj.), moire (n.)
mol., mols., mol, mols, mole, moles (fol.)
montan wax
morocco binding
movable, moveable
mucus (n.), mucous (adj.)
multiplying (fol.)
Munich (not Munchen)
mutor

nacelle
naphtha, naphtha
naphthalene, naphthaline
naphthol, naphtol
navy blue
neat's-foot oil
negligee, negligé
negligible, negligeeable
neoprene
neon
nick, knick
nickel (metal or coin) only
Nicol prism
nicotine, nicotin
noble metal
nozzle, nozle
n-pole dynamo
nth degree
Nuremberg
nylon

ogee shape (not O. G.)
operable, operatable
os calcis
oscillatable, oscillable
overlie
oxford shoe
oxidation, oxidization
oxide, oxid, oxyde, oxyd

pajamas (patent titles)
pajamas or pyjamas (trade-marks)
palette (artist's)
pallet, palate, pallete, palet (brick-making)
pantograph (only)
papier-mâché
paraffin, paraffine
Pará rubber
Paris green
pasteurize
pâté (pie)
P. B. X (private branch exchange)
peen, peim
pendant, pendent (n. or adj.)
per cent. per cent., percent., per-cent
peripheral, peripherial
peripheral
pet cock
pH 8
phone
phosphorus, phosphorous (follow copy)
photocell
piezo crystal
piezoelectric
Pilsen
pimento, pimienta
pincers
pitman, pitmans

pitmen (workmen)
Pitot tube
pivotably
pivotal, pivotable
pivotally, pivotly (not pivotedly)
plaster of Paris
platen, platten, plattin
pliers, plyers
pliotron
ply, plie, plies
Pontianak gum
portière
Portland cement
practice, practise (n., v.)
preventer
projectable, projectible
Prony brake
propellant (n.); when used in combination follow copy, as propellant powder or propellent powder
propeller (only)
Puerto Rico
purée, puree
pylon

quantitative, quantative, quantitive

rabbet (carpentry)
radical, radicle (chem.)
Raney nickel
rarefy, rarify
Raschig ring
raster
reciprocal, reciprocable
reinforce, reenforce
registerable, registerable
Reims (not Rheims)
releasable (only)
repellent, repellant (n. and adj.)
replaceable (only)
resin, rosin (fol.)
resistor, resister
résumé
retractable, refractible
revolvable, revolvable
revolvibly, revolvably
Riggs' disease
Rochelle salt
Roentgen, Röntgen
rotary, rotatory, rotarily
rotatable (not rotale)
Russia leather
rutile

saccharin (a bitter white lactone)
saccharine (sugar substitute)
salable, saleable
salvarsan
Samson post
Saybolt Universal
saxophone
scallop, scollop
Scotch tape
Selsyn or selsyn
selvage, selvedge
separatable
separator (only)
servomotor or servo-motor
settable
shelf, shelve
shellac, shellack, shell-lac, shell-lacked
shoofly, shooflys
singletree, swingletree
siphon, syphon
sirup, syrup
sisal rope
sley, slay (knitting machinery)
slidable, slideable
soy, soya, or soja bean
spaceable
spigot, spicket
squeegee
Stillson wrench
strop, strap
style, stylus, styli, styluses

suede	tonsillitis, tonsilitis	Venetian blind
sulph, sulfo, etc. (use "f" spelling in headings only; otherwise follow copy)	torchère	venturi, pl. venturis
swage, swedge	torsional, tortional	Venturi tube
taboret, tabouret	transferrer, transferror	vernier clutch
tainter	transmitter (only)	video
taxiing, taxying	transversely, transversally	Vienna (not Wien)
therefor, therefore (in return for that or this)	trippable	viz or viz.
therefore (consequently) only	T square	visor, vizor
thermion	tunny, tuna (fish)	vodas
thermionic	Turkey red	vogad
thermistor	turmeric (not tumeric)	voltolized
thermosyphon, thermosiphon	tuyère, twyer	wagon, waggon
threadably, threadedly	Twaddell, or Twad.	Wheatstone bridge
thresh, thrash (beat grain)	tying, tieing, tied	wienerwurst
through, thru	una-flow	Wilton carpet
thumb, thum	un-ionized	woolen, woollen
Thyatron or thyatron	unsanitary	woolly, wooly
tier (to tie)	utilized	yolk (not yelk)
Timken bearing	Union of Soviet Socialist Republics	yoshino paper
tire, tyre (of a wheel)	valance (fabric)	Young's modulus
Tokyo (not Tokio)	valence (chemistry)	zed shape
	varistor	zinc, zink

TRADE-MARK NAMES

The following trade names should be capitalized unless quoted. Follow copy regarding any apparent trade name not in this list.

Alemite	Dry Ice	Lux	Santomerse
Alnico	Dulux	Masonite	Solvesso
Alphasol O. T.	Duprene	Methocel	Stellite
Al Si Mag 190	Duraloy	Micarta	Stiflex
Alumel	Duralumin	Monel (metal)	Sylphon
Alundum	Duraplex A-25	Monotype	Sylphrap
Ameripol	Electro-Silicon	Mycalex	Syntron
Areskap	Elektron	Nekal A	Talon (fastener)
Aresket	Emulphor O	Nichrome	Teletype
Aresklene	Fathometer	Nicofume	Textolite
Bakelite	Filtrol	Nitrallloy	Thermit
Benzedrine	Flexo-seal	Nonex	Thermos
Black Leaf 40	Foamite	Paraplex G-20	Thiokol
Bobbie (bobby pin)	Freon	Perbunan	Tonsil
Buna S	Gardinol WA	Permalloy	Tornesit
Calrod	Geon	Permutit	Transite
Carbitol	Glyptal	Phosphor bronze	Triton M-25
Carbofrax	Hercolyn	Photronic	Uformite MM-55
Carborundum	Hydroseal	Phytine	Urotropin
Catalin	Hyex	Ping-pong	Vacumatic
Caterpillar (tread)	Igepon T	Plastacele	Varnolene
Celanese	Invar	Plexiglas	Varsol
Celastec	Kodak	Pliofilm	Vaseline
Cellosolve	Kodapak	Pliolite	Verichrome
Cellucotton	Konal	Pliowax	Victrola
Celluloid	Koroseal	Polane	Vinylite
Celotex	Kovar	Polaroid	Vinyon
Chlorex	Lastex	Polymerin	Viscoloid
Chromel (alloy)	Lavite	Porocel	Vistac
Coca Cola	Leatherette	Pyralin	Vistanex (-Medium)
Corex	Lexide	Pyrex	Vultex
Croquignole	Linotype	Refinite	Zip
Crystallite	Lithol	Resinox	Zipper (heels)
Cyclone (fence)	Lucite	Revertex	

PLURALS

Follow copy in the Latin or English forms for plurals where both forms are recognized. A few are:

abacus, pl. abacuses or abaci	helix, pl. helixes or helices
antenna, pl. antennae; E., -nas	lamina, pl. laminae
apex, pl. apices or apices	latex, pl. latices
apparatus, pl. apparatus, apparatuses	matrix, pl. matrices, or matrixes
callus, pl. calli	medium, pl. mediums or media
candelabrum, pl. candelabrams or candelabra	spatula, pl. spatulas
fascia, pl. fasciae	speculum, pl. speculums or specula
frustum, pl. frustums or frusta	stylus, pl. styli or styluses

Collective nouns, such as *pair*, *series*, *mechanism*, *goods*, *type*, etc., may be regarded as either singular or plural, and copy should be followed.

POSSESSIVES

Correct errors in the use of the apostrophe in the possessive case. Follow document style. (See pp. 60-61.)

PUNCTUATION

Patents

Follow copy literally, except in headings.

In the figure description, delete all punctuation between the numeral and the verb.

Commas should not be used for periods in decimal fractions.

In equations, center points should be followed.

Punctuate trade-mark and design preambles as follows:

- In the Borough of Manhattan, city and State
- residing in Oak Park, in the county of Cook and State of Illinois,
- residing at Kansas City, county of Jackson, State of Missouri,
- residing at Kansas City, Jackson County, and State of Missouri,
- residing in the city of San Francisco, county of San Francisco, and State of California,
- residing at New York city, county and State of New York,
- residing in the city, county, and State of New York,
- organized under the laws of the State of New York and located in New York,
- located in the county, State, and city

Official Gazette

Follow copy in claims; court decisions; treaties, conventions, etc., with foreign countries, and in rules and amendments thereto; laws; extracts; quoted matter; and acts of Congress. Punctuate everything else, including citations in all decisions.

REFERENCE LETTERS AND FIGURES

Reference figures to drawings should be set in boldface type.

Where copy has capitals, use roman capitals, and when copy has lowercase letters, use lowercase italic, as, the wheel A has a rim *a* and spokes *b*; the hub B is of iron; the wrapper *Wr* is of paper.

Where superior reference letters run up to "x", use the superior letter "x"; otherwise use superior multiple. Where superior figures are used, the superior cipher should be used, and not the letter "o" nor a degree mark. Where other superior letters are used, the superior letter "o" should be used.

Where copy has reference characters written —12—, "12," (12) or —A—, "A," (A) consistently throughout patent, cancel dashes, quotation marks, or parentheses. When copy preparer meets with exceptions to this rule, he should mark copy "follow."

Follow copy as to a_1 , a_2 , $1a$, $1b$, etc., or a^1 , a^2 , 1^a , 1^b , etc. Copy should be followed in respect to the prime mark or superior "i"; thus: "The wheels a' and a'' " or "The wheels a^1 and a^2 ." Some typewriters use the prime mark for "i", after passing "o", as: a'^0 , a'' , a'^2 , etc., which should be changed to a^{10} , a^{11} , a^{12} , etc. Follow inferiors where so used in copy, as: a_1 , a_2 , etc.

Since typewriters use same character for figure 1 and lowercase l, cipher and cap O, all such characters will be printed as figures unless otherwise marked.

In foreign patents, if apostrophes are used for primes, change to primes.

Use the en dash where a letter is followed by a figure (A—15), or vice versa (15—A).

Use the em dash where figures or letters occur in pairs (127—127), (127—127A), (A—A), (7d—7e), (A—A5); or when a figure with a letter is followed by another figure and/or letter (8c—11d), (7a—11), (7a—A), or vice versa.

Samples of reference letters and figures with regard to use of en and em dashes when used in combinations:

127—127	A—A	7d—7e
127—127a	A—15	8a, 8c—71, 7m
6—J—42	15—A	

Fig. 3—A or Fig. 3—a (if dash in copy), but Fig. 3A or Fig. 3a

Exceptions to rule: Where combinations of numbers or letters are followed by the word "inclusive" or when a number of references in groups (three circuits 74—76) is specified, or when it is obvious from copy that a series of figures is intended, use en dash.

SIGNATURES

<i>Copy signed</i>	<i>Print head</i>	<i>Print signature</i>
deBoise, jr.	de Boise, Jr.	DE BOISE, JR.
DeBoise 3d	De Boise 3d	DE BOISE 3D
Macdonald 3rd	Macdonald 3rd	MACDONALD 3RD
Mac Donald III	MacDonald III	MACDONALD III
Mc Murray	McMurray	McMURRAY
VanArsdale	Van Arsdale	VAN ARSDALE
Vanarsdale	Vanarsdale	VANARSDALE

Avoid dividing names. If name cannot be printed in 1 line with 1-em bearoff at each end, center as many words as possible, following style below on the rest. The following are the proper indentions for trade-mark signatures, and should be followed:

JOSEPH BROWN. □

THE CHAMPION HARDWARE
COMPANY, □
By NELSON T. HASENFLUE,
Secy.-Treas.

NORTHERN WISCONSIN
CO-OPERATIVE TOBACCO POOL, □
By A. C. JOHNSON,
Secretary.

NAAMLLOOZE VENOOTSCHAP
HERO CONSERVEN BREDA, □ □
By REINER AUGUST MARIE
JOHAN JOSEPH JANSEN, □ □
Managing Director. □

LAMAR & WHITMORE, BOOK □
AGENTS, M. E. CHURCH, □
SOUTH,
By BENJ. A. WHITMORE,
Agent.

ORPHAN ANNIE GREASELESS
DOUGHNUT SHOP. □
JOHN A. SMITH,
A member of the firm.

HERBERT MANFRED FREUD, □ □
Also known as Jean Frasch. □

Follow copy for *and* or *&* in trade-mark signatures. The word "its" should be deleted in such terms as *Its President*, etc. Do not supply *By* in signatures. A comma punctuates the first name in the signature when followed by *By*. When *By* is not used, close with a period.

Patent signatures should be borne off □ from right, longest line.

The following are examples of patent signatures:

WILLIAM HENRY ^{his} × SMITH. □
mark

□ Witnesses to mark:
□ □ M. M. KITCHENS,
□ □ W. J. SPARKMAN.
(One witness sufficient.)

ELLA P. MORRISON, □ □
Executrix of Samuel O. Morrison, deceased. □

DISCLAIMERS

2,359,289.—*Lemuel G. Brown*, Oklahoma City, Okla. SHUTTER. Patent dated Oct. 3, 1944. Disclaimer filed May 18, 1951, by the assignee, *J. E. Bush*.
Hereby enters this disclaimer to claims 1, 2, and 3 of said patent.

OFFICIAL GAZETTE INDEX

Patents, designs, plant patents, reissues

Where the name of a city or State appears two or more times in succession, do not repeat the same, but use only once.

Where there are two or more inventors, spell out the Christian name of only the first inventor. Abbreviate the rest.

In cross-references, use last name, Christian name, and initial of first inventor only; last name only of coinventors.

If initials of coinventors having same family name are the same, spell out Christian name of each.

If coinventors with same name are senior and junior, repeat family name.

Use U. S. Army—not United States Army.

Never change name of firms, corporations, etc.

Omit Territory of before *Hawaii* and *Alaska*.

Each patent, design, etc., is a separate entry in the List of Patentees; if identical, they may be combined in the List of Inventions if they carry consecutive patent numbers.

Note the following:

Jones, Robert A., and W. R. Smith, Altoona, assignors to A. J. Robinson, Philadelphia, Pa.
Smith, John C., Chicago, and H. Brown and B. Stewart, Freeport, assignors to H. B. Franklin & Co., Chicago, Ill.

Scott, Robert A., and J. E. Smith, Chicago, and F. A. Baker, Decatur, Ill.

Robinson, John G. and E. F., and T. E. Jones, New York, N. Y.

Morris, Henry B., deceased (H. B. Skinner, executor), and C. A. Vanderveer.

Parker, John C., deceased, Buffalo, N. Y.; C. Brown, administrator.

Becht, Edward C., Newport, Ky., and H. W. Becht, Rising Sun, Ind.; said H. W. Becht assignor to said E. C. Becht.

Du Pont, E. I., de Nemours & Company: See—

Bakke, Hans A.

Calcott, William S., and Douglass.

Moore, William R., Jr., Hagerstown, Md., assignor to Deca-Disc Phonograph Company, Waynesboro, Pa. Remote control for talking machines. 1,787,392; Dec. 30.

Calcott, William S., and W. A. Douglass, Penns Grove, N. J., assignors to E. I. du Pont de Nemours & Company, Wilmington, Del. Retarding the deterioration of rubber. 1,787,064; Dec. 30.

Smith, Robert E. and Roy E.

Smith, Robert E., Jr., and R. E. Smith, Sr.

Trade-marks

Trade-marks follow general rules for patents, except that (1) two or more persons are regarded as a firm and names are not abbreviated; (2) identical trade-marks carrying consecutive serial numbers and registration numbers may be combined on all lists.

Belo, A. H., & Company, Incorporated, Galveston and Dallas, to A. H. Belo Corporation, Dallas, Tex., successor. Daily newspaper. 175,933; renewed Nov. 3, 1944. O. G. Dec. 14. Class 33.

Newspaper, Daily. A. H. Belo & Company. 175,933; renewed Nov. 3, 1944. O. G. Dec. 14.

Wilson, Clyde L., San Francisco, Calif. Powder puffs. 269,839; Apr. 22; Serial No. 292,918; published Feb. 11, 1930. Class 29.

PATENT SUITS

[Notices under 35 U. S. C. 70; sec. 4921, R. S.]

2,495,579, Ferris and Klancnik, Jr., Antenna, D. C., E. D. Mich. (Detroit), Doc. 10461, *Hi-Lo TV Antenna Corp. v. Revere Antenna Co.* Consent judgment for plaintiff (notice Apr. 23, 1951).

2,087,920. (See 2,006,828.) 2,105,790. (See 2,006,828.)

TRADE-MARK SUITS

[Notices under 15 U. S. C. 1116; act of July 5, 1946]

T. M. 167,473, T. M. 375,260, D. Colonna & Son, Grated cheese, D. C. N. J. (Trenton), Doc. 683/50, *J. Colonna Bros. v. Barletta & Co. et al.* Dismissed Apr. 30, 1951.

T. M. 314,493. (See T. M. 432,410.)

PUBLISHED TRADE-MARKS

All information appearing on face of file must be incorporated in trade-mark as published in Official Gazette.

"Doing business as," or phrases with same meaning, precede address; all other phrases (i. e., "assignor to," "now by change of name") follow address.

If file is marked "see inside" (in connection with merchandise or date of use), this information will be found in the Statement or amendments thereto.

Disclaimed words or phrases are printed in caps and lowercase, and quoted.

Abbreviate month when followed by date.

Except in the case of foreign trade-mark applications, the registration number only (not the date) is given in claiming ownership of other registrations.

Foreign applications may or may not carry date of first use. Follow copy on claim of priority based on ownership of foreign registration.

Drawings always appear with published trade-marks.

[Act of 1905]

Ser. No. 507,804. Englishtown Cutlery, Ltd., New York, N. Y. Filed Aug. 13, 1946.

The baby figure shown in the drawing is fanciful.

For Unit for Feeding Infants Consisting of a Feeding Tray, Knife, Fork, Spoon, Cup, Plate, and Napkin Ring.

Claims use since Nov. 1, 1945.

[Act of 1946]

Ser. No. 540,795. Dormeyer Corporation, Chicago, Ill. Filed Nov. 12, 1947. (Sec. 2f as to "Dormeyer.")

No claim is made to the word "Power." Applicant claims ownership of Registrations Nos. 265,585 and 506,387.

For Electric Food Mixers, Juicers, and Choppers.

Claims use since Oct. 30, 1947, as shown; and since 1929 as to the name "Dormeyer."

Filing date of trade-mark which has been converted from one act to another, or from one register to another, or both, should be set as follows:

Conversion to different register under rule 13.5

Original filed, act of 1946, Principal Register, Aug. 2, 1949; amended to application, Supplemental Register, Sept. 2, 1949.

Original filed, act of 1946, Supplemental Register, Aug. 2, 1949; amended to application, Principal Register, Sept. 2, 1949.

Conversion to 1946 act under rule 41.1

Original filed, act of 1920, Aug. 2, 1949; amended to application under act of 1946, Principal Register, Sept. 2, 1949.

Original filed, act of 1920, Aug. 2, 1949; amended to application under act of 1946, Supplemental Register, Sept. 2, 1949.

Original filed, act of 1905, Aug. 2, 1949; amended to application under act of 1946, Principal Register, Sept. 2, 1949.

Original filed, act of 1905, Aug. 2, 1949; amended to application under act of 1946, Supplemental Register, Sept. 2, 1949.

Conversion to 1946 act under rule 41.1 followed by conversion to different register under rule 41.1

Original filed, act of 1920, Aug. 2, 1949; amended to application under act of 1946, Principal Register, Sept. 2, 1949; amended to Supplemental Register, Oct. 2, 1949.

Original filed, act of 1920, Aug. 2, 1949; amended to application under act of 1946, Supplemental Register, Sept. 2, 1949; amended to Principal Register, Oct. 2, 1949.

Original filed, act of 1905, Aug. 2, 1949; amended to application under act of 1946, Supplemental Register, Sept. 2, 1949; amended to Principal Register, Oct. 2, 1949.

Original filed, act of 1905, Aug. 2, 1949; amended to application under act of 1946, Principal Register, Sept. 2, 1949; amended to Supplemental Register, Oct. 2, 1949.

Collective, certification, and concurrent use marks

In the case of a Collective Mark, Certification Mark, or a mark having Concurrent Use, those terms are inserted following application date. Concurrent Use marks must show the territory which is covered.

Ser. No. 550,266. Skookum Packers Association, Wenatchee, Wash. Filed Feb. 20, 1948. (Sec. 2f.) COLLECTIVE MARK.

Ser. No. 551,234. The Colorado Milling & Elevator Co., doing business under the style name of The Eagle Flour Mills Co., Denver, Colo. Filed Mar. 5, 1948. CONCURRENT USE with Registration No. 345,511 for the area comprising Colorado, New Mexico, Texas, Oklahoma, Missouri, Arkansas, Kansas, and Nebraska.

REGISTERED TRADE-MARKS

If list of merchandise (or services) on file is marked "see inside," this information, in registrations under the act of March 19, 1920, or the Supplemental Register of the act of 1946, can be obtained from the Statement. For registrations under the act of February 20, 1905, or the Principal Register of the act of 1946, add "etc." to the list of merchandise as it appears on file.

The style for claim of priority because of ownership of foreign trade-mark is as follows:

Priority under Sec. 44 (d). French Registration No. 383,569, filed Feb. 5, 1948.

For filing date on converted trade-marks, see published trade-marks.

[Act of February 20, 1905]

No trade-mark drawings appear under this head.

444,507. Hair Pomades. Hilda L. Friend, doing business as Hairmetique Distributors, New York, N. Y. Filed June 12, 1946, Serial No. 503,722. Published Jan. 13, 1948. Class 6.

"Under the act of February 20, 1905, as amended June 10, 1938" is printed if it appears on file.

[Act of March 19, 1920]

Trade-mark drawing appears under this head.

All information on file must be incorporated on publication in Official Gazette, since these marks have not been published previously.

444,526. (Class 37. Paper and Stationery.) Spencer Rubber Products Co., Manchester, Conn. Filed Feb. 8, 1946, Serial No. 496,280.

For Rubber Bands.

Claims use since Dec. 15, 1944.

[Act of 1946, Principal Register]

No trade-mark drawings appear under this head.

"Concurrent Use" if on file must be printed, but territory covered is omitted in registered trade-marks. Collective Marks, Certification Marks, Service Marks, etc., are grouped under subheads. Section 2f reference is not carried on registered trade-marks under this head.

544,756. Tooth Powder and Mouth Wash. S. P. Phalmo Co., Chicago, Ill.
Filed Dec. 17, 1948, Serial No. 570,720. Published Apr. 17, 1951. Class 51.

541,323. Wheat Flour. The Colorado Milling & Elevator Co., Denver, Colo., doing business as Alamosa Flour Mills, Alamosa, Colo.
Filed Apr. 10, 1948, Serial No. 554,298. CONCURRENT USE. Published Jan. 2, 1951. Class 46.

[Act of 1946, Supplemental Register]

Trade-mark drawing appears under this head.

All information on file must be incorporated on publication in Official Gazette, since these marks have not been published previously.

544,200. (Class 46. Foods and Ingredients of Foods.) Life Savers Corporation, Port Chester, N. Y.
Filed Oct. 8, 1950, Serial No. 604,536.

The drawing is lined to indicate red, blue, and silver-gray. Applicant claims ownership of Registrations Nos. 93,080, 115,895, and others.

For Candies.

Claims use since June 28, 1946.

[Consolidated Certificate]

Two or more trade-marks which have previously been published separately may be consolidated on registration.

Individual applications are placed in order by classes after name and address.

542,294. CONSOLIDATED CERTIFICATE. Tennessee Coal, Iron and Railroad Company, Birmingham, Ala.

Basic Slag for Use as a Soil Conditioner. Filed Feb. 23, 1949, Serial No. 574,395. Published Dec. 13, 1949. Class 10.

Structural Shapes. Filed Feb. 23, 1949, Serial No. 574,396. Published Feb. 13, 1951. Class 12.

Cotton Bale Ties. Filed Feb. 23, 1949, Serial No. 574,397. Published Dec. 5, 1950. Class 13.

Tool, Drill, and Channeler Bit Steel; Steel Rails, Tie Plates, Splice Bars, and Plates. Filed Feb. 23, 1949, Serial No. 574,398. Published July 4, 1950. Class 14.

TRADE-MARK REGISTRATIONS RENEWED

286,678. FAIR MEADOW. Registered Sept. 1, 1931. The Fair, Chicago, Ill., a corporation of Illinois.
Renewed Sept. 1, 1951. Linen Table Cloths, Napkins, Towels, Etc. Class 42.

TRADE-MARK REGISTRATIONS CANCELED AND SURRENDERED

366,729. NOVACELL. Registered Apr. 25, 1939. Gottesman and Company, Incorporated, New York, N. Y. Wood Pulp. Class 1. Canceled June 20, 1951. Sec. 7(d).

TRADE-MARK REGISTRATIONS AMENDED, DISCLAIMED, CORRECTED, ETC.

211,665. "YELLOWSTONE" AND DRAWING. Registered Apr. 13, 1926. Paxton & Gallagher Co., Omaha, Nebr. Canned Peas, Canned Peaches, Spices, Stuffed Olives, Cider Vinegar, Etc. Class 46.
Amended as follows: In the statement, line 12, "rice," is deleted.

TRADE-MARK REGISTRATIONS—NEW CERTIFICATES

406,156. "ROYAL CANADIAN" AND DESIGN. Registered Mar. 14, 1944. Lane Tobacco Ltd. Cigarettes, Cigars, Snuff Tobacco, Etc. Class 17. New certificate under section 7(c) issued June 19, 1951, to Christian Pepper Tobacco Company. St. Louis, Mo., a corporation of Delaware.

TRADE-MARK REGISTRATIONS REPUBLISHED

Reg. No. 79,422. Registered Sept. 6, 1910. Closset & Devers, Portland, Oreg., a corporation of Oregon.
Republished by registrant.

For Flavoring Extracts, and Bird Seed, and Spices.

Claims use since Sept. 1, 1899.

Reg. No. 37,449. Registered Dec. 10, 1901. Charles Ulrich & Co., Buffalo, N. Y. Republished by Central O-B Products Co. Inc., Buffalo, N. Y., a corporation of New York.

For Metal Polish.

Claims use since Jan. 3, 1898.

Reg. No. 242,536. Registered May 29, 1928. Canoga Citrus Association, Owensmouth, Calif., a corporation of California. Republished by registrant, present address Canoga Park, Calif.

EXAMPLES OF HEADINGS

Territory of should be inserted before *Hawaii* and *Alaska* if omitted from jacket. In Canadian, Australian, New Zealand, Union of South Africa, Philippine Islands, and Mexican (except Mexico City) patents, supply name of Province or State.

The following examples are intended to serve as a general guide:

STRAIGHT REISSUE

Original No. 1,087,735, dated February 17, 1914, Serial No. 762,048, April 18, 1913. Application for reissue May 15, 1916, Serial No. 913,970

REISSUED DESIGN

Original No. 37,504, dated August 8, 1905, Serial No. 262,949; March 10, 1902, for 14 years. Application for reissue January 14, 1913, Serial No. 742,086. Term of patent 14 years

CONTINUATION OF DESIGN APPLICATION

Continuation of design application Serial No. 120,637, June 4, 1945. This application February 6, 1946, Serial No. 121,583

REISSUE OF A DIVISION (OR CONTINUATION)

Original No. 2,108,538, dated February 15, 1938, Serial No. 149,245, June 19, 1937, which is a division of Serial No. 757,644, December 15, 1934. Application for reissue May 23, 1938, Serial No. 209,594

REISSUE, DIVIDED AND REISSUED

Original No. 1,879,910, dated September 27, 1932, Serial No. 285,414, June 14, 1928. Reissue application September 25, 1934, Serial No. 745,480. Divided and this application for reissue March 26, 1935, Serial No. 13,182

REISSUE OF A REISSUE

Original No. 1,566,099, dated December 15, 1925, Serial No. 563,527, May 25, 1922. Reissue No. 16,669, dated July 5, 1927, Serial No. 111,175, May 24, 1926. This application for reissue November 11, 1931, Serial No. 574,390

STRAIGHT DIVISION

Original application July 24, 1922, Serial No. 577,035, now Patent No. 153,416, dated June 23, 1925. Divided and this application August 6, 1924, Serial No. 730,429. In Canada May 30, 1924

DIVISION OF TWO APPLICATIONS

Original applications May 10, 1907, Serial No. 372,980, and December 11, 1908, Serial No. 467,087. Divided and this application March 28, 1910, Serial No. 552,082

ORIGINAL DIVIDED AND AGAIN DIVIDED

Original application August 26, 1921, Serial No. 495,504, now Patent No. 1,592,387, dated July 13, 1926. Divided and application September 25, 1924, Serial No. 739,882, now Patent No. 1,696,103, dated December 25, 1928. Again divided and this application December 11, 1928, Serial No. 325,307

DIVISION OF A DIVISION

Application December 27, 1932, Serial No. 649,000, which is a division of application Serial No. 534,599, June 11, 1931, now Patent No. 2,003,636, dated June 4, 1935. Divided and this application August 2, 1933, Serial No. 683,364

DIVISION OF A DIVISION (WITHOUT PATENT NUMBER)

Application August 21, 1943, Serial No. 499,570, which is a division of application Serial No. 359,525, October 3, 1940. Divided and this application July 3, 1944, Serial No. 543,355

DIVISION OF A CONTINUATION

Application November 1, 1928, Serial No. 316,565, which is a continuation of application Serial No. 391,922, May 17, 1920. Divided and this application March 21, 1930, Serial No. 437,764

DIVISION AND CONTINUATION

Division of application Serial No. 378,122, February 10, 1941. Continuation of application Serial No. 416,002, October 22, 1941. This application March 3, 1944, Serial No. 524,940

DIVISION AND ALSO A SUBSTITUTE (REFILE)

Original application November 6, 1929, Serial No. 405,096, now Patent No. 1,926,182, dated September 12, 1933. Divided and this application March 13, 1933, Serial No. 660,565. Also substitute for application Serial No. 496,766, November 19, 1930

DIVISION OF THREE APPLICATIONS

Original application March 8, 1939, Serial No. 260,546. Divided and application March 2, 1949, Serial No. 435,953. Divided and application December 30, 1943, Serial No. 666,666. Again divided and this application October 2, 1949, Serial No. 5,000

CONTINUATION

Continuation of application Serial No. 341,560, May 3, 1904. This application June 2, 1905, Serial No. 450,632

CONTINUATION OF A DIVISION

Continuation of application Serial No. 615,472, June 4, 1932, which is a division of application Serial No. 519,432, March 2, 1931. This application March 27, 1935, Serial No. 13,367

REFILE OR SUBSTITUTE (WORDS ARE USED INTERCHANGEABLY)

Refiled for abandoned application Serial No. 85,277, February 1, 1926. This application August 13, 1929, Serial No. 385,631

REFILE OF A DIVISION

Refiled for abandoned application Serial No. 565,899, September 29, 1931, which is a division of application Serial No. 373,636, June 25, 1929. This application February 2, 1934, Serial No. 709,529

NOTE.—Foreign filing date goes at the end of heading in every case.

SAMPLE APPLICATION LINES IN PATENTS AND TRADE-MARKS

Application September 23, 1920, Serial No. 412,224

Application April 22, 1926, Serial No. 103,823. In Great Britain February 11, 1926

Application May 12, 1924, Serial No. 712,721. In the Netherlands May 28, 1923

Application November 11, 1926, Serial No. 147,785. In the Union of South Africa January 5, 1926

No Drawing. Application December 20, 1924, Serial No. 757,297

No Drawing. Application January 15, 1924, Serial No. 686,427. In Italy January 26, 1923

Original application July 24, 1922, Serial No. 577,035, now Patent No. 1,543,416, dated June 23, 1925. Divided and this application August 6, 1924, Serial No. 730,429. In Canada May 30, 1924

Conversion to different register under rule 13.5

Original filed, act of 1946, Principal Register, August 2, 1949; amended to application, Supplemental Register, September 2, 1949, Serial No. 000,000

Original filed, act of 1946, Supplemental Register, August 2, 1949; amended to application, Principal Register, September 2, 1949, Serial No. 000,000

Conversion to 1946 act under rule 41.1

Original filed, act of 1920, August 2, 1949; amended to application under act of 1946, Principal Register, September 2, 1949, Serial No. 000,000

Original filed, act of 1920, August 2, 1949; amended to application under act of 1946, Supplemental Register, September 2, 1949, Serial No. 000,000

Original filed, act of 1905, August 2, 1949; amended to application under act of 1946, Principal Register, September 2, 1949, Serial No. 000,000

Original filed, act of 1905, August 2, 1949; amended to application under act of 1946, Supplemental Register, September 2, 1949, Serial No. 000,000

Conversion to 1946 act under rule 41.1 followed by conversion to different register under rule 41.1

Original filed, act of 1920, August 2, 1949; amended to application under act of 1946, Principal Register, September 2, 1949; amended to Supplemental Register, October 2, 1949, Serial No. 000,000

Original filed, act of 1920, August 2, 1949; amended to application under act of 1946, Supplemental Register, September 2, 1949; amended to Principal Register, October 2, 1949, Serial No. 000,000

Original filed, act of 1905, August 2, 1949; amended to application under act of 1946, Supplemental Register, September 2, 1949; amended to Principal Register, October 2, 1949, Serial No. 000,000

Original filed, act of 1905, August 2, 1949; amended to application under act of 1946, Principal Register, September 2, 1949; amended to Supplemental Register, October 2, 1949, Serial No. 000,000

SPECIAL PROVISION LINES IN HEADS OF PATENTS

(Granted under the provisions of sec. 14, act of March 2, 1927; 357 O. G. 5)

(Granted under the act of March 3, 1883, as amended April 30, 1928; 370 O. G. 757)

[The latter line requires a text reference to Government ownership and/or use.]

EXCEPTIONAL HEADINGS

In trade-marks where applicant has a number of places for doing business, use commas and semicolons
Kingan & Company, Limited, Indianapolis, Ind.; Richmond, Va.; Philadelphia, Pa.; and New York,
N. Y.

Application filed by inventor who dies before patent is issued

Leslie G. S. Slocum, San Francisco, Calif.; Frances J. Knauss, administratrix of said Leslie G. S. Slocum, deceased, assignor to the Brewer Tichener Corporation

William J. Gaven, Wilkes-Barre, Pa., and Michael Fried, Mount Vernon, N. Y.; Mary E. Gaven, administratrix of said William J. Gaven, deceased

Use or omission of word *by*

[Copy should be followed in the use or omission of the word *by* shown in the two samples following, the second form being used when executrix files application. Notice that the semicolon is supplanted by comma when *by* is inserted and that the words *deceased*, *late of* follow name of patentee

Edmund C. Morgan, New York, N. Y.; Olive Eugenie Morgan, executrix of said Edmund C. Morgan, deceased

Edmund C. Morgan, New York, N. Y., by Olive Eugenie Morgan, executrix of said Edmund C. Morgan, deceased, assignor to John Smith

When executrix has made application

Edward L. Watrous, deceased, late of El Paso, Tex., by Agnes B. Watrous, executrix, Evanston, Ill.
[Supply *late of* when signed by executor, etc., cancel *late of* when signed by inventor]

Notice that *and* is supplied when inventors are from different cities

Ralph Edward Ogden, Cornwall, N. Y., and Charles C. Thompson, Plainfield, and Arthur R. Van Tassel, Bayonne, N. J., assignors, by mesne assignments, to J. Edward Ogden, Mountainville, N. Y.

Other examples of correct application of the word *and* in headings

Name, city, and name, city, State, and name, city, State
Name, city, State, name, city, State, and name, city, State
Name and name, city, State, and name, city, State
Name, city, name, city, and name, city, State

Name and name, city, and name, city, State
Name, city, and name and name, city, State
Name, name, and name, city, State

Address of a patentee in the Armed Forces of the United States is not usually given, but should be printed when written on file

John V. Rowan, United States Army, Aurora Heights, Va.

Form when assignment was made before the death of one patentee

Henry Phillips, Ottumwa, Iowa, and William E. Hunt, deceased, late of Ottumwa, Iowa, by Josephine Hunt, administratrix, Ottumwa, Iowa; said Henry Phillips and William E. Hunt assignors to Ottumwa Box Carloader Company, Ottumwa, Iowa, a corporation of Iowa

When assignment is made by executrices

Alonzo E. Rhodes, deceased, late of Dover-Foxcroft, Maine, by Annie Maria Boswell and May Margaret Boswell, executrices, Dover-Foxcroft, Maine, assignors to Draper Corporation, Hopedale, Mass., a corporation of Maine

Note style, punctuation, and capitalization where assignment is made to the People of the United States and to the United States of America

John Doe, Chicago, Ill., assignor to the People of the United States of America

John Doe, Chicago, Ill., assignor to the United States of America as represented by the Secretary of the Navy

When township is given, county should also follow

Charlie Jasjerson, Baldwin Township, Sherburne County, Minn.

Showing position of copartnership in an assignment

Harry Glaberman, Brooklyn, N. Y., assignor to National Form & Fixture Co., a copartnership composed of Harry Glaberman and Samuel Silverman, Brooklyn, N. Y.

Doing business as or Trading as follows name of inventor

Henry T. Roberts, doing business as H. T. Roberts Co., Chicago, Ill.

Now by change of name follows residence

Henry T. Roberts, Chicago, Ill., now by change of name H. T. Roberts Co.

Congressional
Record

Senate
and House
Journals

Nomina-
tions,
Reports,
etc.

Foreign
Languages

Index



22. CONGRESSIONAL RECORD

RULES OF THE JOINT COMMITTEE ON PRINTING

Attention is called to the following extracts from the rules of the Joint Committee on Printing for the publication of the Record:

3. The Public Printer shall print the verbatim report of the proceedings and debates of the Senate and House of Representatives, as furnished by the Official Reporters of the Congressional Record, in 7½-point type; and all matter included in the remarks or speeches of Members of Congress, other than their own words, and all reports, documents, and other matter authorized to be inserted in the Record shall be printed in 6½-point type; also all rollcalls and lists of pairs shall be printed in 6-point type on 6½-point slug.

7. If copy or proofs have not been returned in time for publication in the proceedings, the Public Printer will insert the words "Mr. ——— addressed the Senate [or House or Committee]. His remarks will appear hereafter in the Appendix," and proceed with the printing of the Record.

9. When leave has been obtained to print (1) a speech not delivered in either House, (2) a newspaper or magazine article, or (3) any other matter not germane to the proceedings, the same shall be published in the Appendix, but this rule shall not apply to quotations which form part of a speech of a Member, or to an authorized extension of his own remarks. The Official Reporters of each House shall indicate on copy and prepare headings for all matter to be printed in the Appendix, and shall make suitable reference thereto at the proper place in the proceedings. Any Member may, upon request noted on the manuscript, have an authorized extension of his own remarks printed in the Appendix.

GENERAL RULES

The rules governing document work apply to the Congressional Record, except as may be noted herein. The same general style should be followed in the permanent Record (bound Record) as is used in the daily Record. All should familiarize themselves with the exceptions and the forms peculiar to the Record.

Daily and permanent Record texts are set in 7½-point type on 8½-point slug; extracts are set in 6½-point type on 7½-point slug.

Headings set in 7½-point caps will be set on 7½-point slug; if line overruns, lead is to be inserted.

An F dash will be used preceding 7½-point cap lines in proceedings in Senate and House, with 2 leads above and below.

All 6½-point small-cap lines to be set on 7½-point slug.

All 6½-point extracts require 1 lead above and 2 leads below.

All extracts are set in 6½-point type unless otherwise ordered by the Joint Committee on Printing.

An address of the President delivered outside of Congress or referred to as an extract is set in 6½-point type.

Except as noted below, all communications from the President must be set in 7½-point type, but if such communications contain extracts, etc., the extracts are set in 6½-point type.

A letter from the President to the Senate is set in 6½-point type when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 6½-point type whether the treaty follows or precedes it or is separated from it by intervening matter.

Instructions covering the measure and the size and kind of type for parallel columns in the Record will be given to operators when necessary, as the general style will depend upon the character of the matter.

In general, operators should avoid wide spacing.

In correcting proof, operators must exercise great care to have such lines free from error.

Extreme caution must be used in making corrections in copy, and no important change will be made without authority.

Observe the lists of names of Senators and Representatives, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Representatives, or department officials. In case of doubt, the Congressional Directory will be the authority.

Indented matter in leaderwork will be 1 em only.

Queries must not be made unless it is known that the author is to see a proof.

CAPITALIZATION

(See also Guide to Capitalization, p. 27)

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, even when appearing in citations.

The name of a Senator or a Representative preceding his direct remarks is set in caps and is followed by a period and an em quad.

The name of a Senator or a Representative used in connection with a bill or other paper is lowercased, as the Glass bill, the Smith amendment, etc.; but SMITH's amendment, etc.

The names of Members and Members-elect of both branches of the Congress, including those of the Vice President and Speaker, will be printed in caps and small caps if mention is made of them.

Deceased Members' names will be set in caps and small caps only on day when eulogized, in speeches carrying date when Member was eulogized, or on memorial day in Senate and House.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in lowercase in votes, in lists set in columns, in the list of standing and select committees, in groups (three or more) of names of Members and non-Members, in contested-election cases, and in lists of pairs. (See under Pairs, p. 256.)

Observe that the names of all persons not certified Members of Congress are to be set in lowercase; that is, names of secretaries, clerks, messengers, and others.

Follow capitalization of proposed boards, commissions, services, etc.

Follow copy in land descriptions in bills.

Capitalize principal words and quote after each of the following terms: *Entitled*, *title*, *heading*, *headline*, *subheading*, *legend*, or *caption*. Capitalize but do not quote after the following terms: *Article*, *address*, or *subject*.

CONTRACTIONS

If a Senator's or a Representative's remarks contain contractions such as *don't*, *can't*, *won't*, *didn't*, *couldn't*, and *wouldn't*, spell in full, but avoid forms that are outmoded or awkward. Instead of *do not they*, *cannot they*, *will not they*, etc., use *do they not*, *can they not*, *will they not*. Do not change well-founded historical utterances or expressions made popular by continued use on television, radio, or in the press. Use quotation marks and say, "Don't shoot until you see the whites of their eyes," "Let's look at the record." Follow contracted forms in extracts and in 7½-point quoted matter. The abbreviation *etc.* must be made to read *and so forth*, except in extracts.

FIGURES

(See also Numerals, p. 155)

If an expression contains two or more enumerations, some definite and others indefinite (or not accompanied by subject), spell the indefinite and put the definite in figures, as *four or five thousand spent out of \$6,000 appropriated; \$300 saved and a thousand dollars spent; a hundred dollars is more to me than \$500 to you or one thousand to him.*

If copy reads *six millions of dollars*, it must be changed to read *\$6 million*. If copy reads *3.8 million dollars*, change to *\$3.8 million*; if copy reads *3½ million dollars*, change to read *\$3½ million*. (To be used only in amounts of a million or more.)

Isolated numbers of less than 10 are spelled out; numerical expressions in a group of two or more related numbers, even if each is less than 10, are to appear in figures: *Six horses; 10 horses; 6 horses and 9 sheep; there were 20 males and 8 females, 28 in all; 25 bulletins, containing 352 pages; the population of Chicago is more than 2,000,000; a hamlet of 18 persons.* If complicated, and if enumeration is 99 or less, spell, as *twenty-five 6-inch guns, two ¾-inch boards, ten 5-cent pieces, but 125 6-inch guns, etc.*

If sums of money are used as adjectives, express in figures, as *a 5-cent piece, a \$10 note, a \$7,000 house, a \$1 million expenditure, a \$1,200 clerk* (even if copy reads *a twelve-hundred-dollar clerk*).

If an expression of weight or measure is used as an adjective, use figures, as *a 1-foot rule, a 2-bushel basket, a 5-acre lot, a 4-ton stone, a 3-pint pail, a 1-grain pill, a ½-inch pipe.*

Follow copy in such expressions as *twelve hundred gallons were used, fourteen hundred dollars was expended, or 1,200 gallons were used, \$1,400 was expended, a thousand dollars, a hundred pounds, two thousand million dollars.*

For ordinal numbers, follow rule 11.10, page 157.

ITALIC

Italic, boldface, caps, or small caps shall not be used for emphasis; nor shall unusual indentions be used. This does not apply to literally reproduced quotations from historical, legal, or official documents. If italic other than restricted herein is desired, the words should be underscored and "Fol. ital." written on each folio. Do not construe this to apply to "*Ordered*," "*Resolved*," "*Be it enacted, etc.*," titles following signatures or addresses, or the part of datelines which should be set in italic.

Names of vessels must be set in italic, except in headings, where they will be quoted.

The prayer delivered in either House must be set in 7½-point roman. If prefaced or followed by a quotation from the Bible, such quotation must be set in 7½-point italic.

When general or passing mention is made of a case, the title is set in roman, as *Smith Bros. case*. When a specific citation is indicated and reference follows, use italic for title, as *Smith Bros. case* (172 App. Div. 149).

Titles of cases are always set in italic if followed by references; but, except as in casual use noted above, titles in 6½-point matter are italicized whether or not references follow, as *United States v. Jones Lumber Co.*

In 7½-point matter, when only the title of a case is given, set in roman and use *against* instead of the abbreviation of *versus*, as *United States against 12 Diamond Rings*.

When *versus* is used in other than legal phrases and for the purpose of showing contrast, it is not abbreviated or set in italic, as "airplanes versus battleships."

MISCELLANEOUS

Do not quote any communication carrying date and signature. However, a letter (or other communication) bearing both date and signature that appears within a letter (or one in reduced type) shall be quoted.

Do not put quotation marks on centerheads in 6½-point extracts unless centerheads belong to original matter.

In newspaper extracts, put place and date at beginning of paragraph. Use caps and small caps for name of place and roman lowercase for date. Connect date and extract by an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of paragraph. (See p. 257 under Credits.)

Each *Whereas* in a preamble must begin a new paragraph. The *Therefore be it* must be preceded by a colon and be run in with the last *Whereas*. *Be it* will run in with the word *Therefore*, but must not be supplied when not in copy. Note the following:

Whereas it has been deemed advisable to, etc.: *Therefore be it Resolved*, That the committee, etc.

In the titles of legal cases copy is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

United States v. 12 Diamond Rings (124 U. S. 329; R. S. p. 310, sec. 1748).

In Fifty-fifth United States Statutes at Large, page 742 (55 Stat. 742).

Note this form: In One Hundred and Twenty-fourth United States Reports, page 329; also (124 U. S. 329).

Indent star lines 2 ems on each side. Use five stars.

If a title is used as part of the name of an organization, vessel, etc., spell; thus, General U. S. Grant Post, No. 76, Grand Army of the Republic.

The order of subdivision of the Constitution of the United States is as follows: article I, section 2, clause 3.

If an exhibit appears at the end of a speech, the head *Exhibit* should be set in 6½-point caps and small caps.

In extracts containing votes the names must be run in, as *Ellison of Maryland, Jackson, and Ramspeck, etc.*

In a Senator's or a Representative's remarks, when amendments, sections, etc., are referred to by number, use *No.* before the figure even though *number* appears in copy. However, if intervening words separate the number and the term it

identifies, use *numbered*. For example, Senate amendments Nos. 187 and 188, amendments of the Senate numbered 187 and 188; bill sections Nos. 10 and 11, sections of the bill numbered 10 and 11.

In text references to Senate and House reports and in executive and miscellaneous documents, the *No.* must always be supplied if not in copy; thus, House Report No. 75, Executive Document No. 20, Miscellaneous Document No. 37.

USE OF CAPS AND SMALL CAPS

[Names of Senators and Members are set in caps and small caps when in parentheses or brackets.]

On motion by (or of) Mr. BUTLER of Maryland, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. FULBRIGHT in the chair). Shall the bill pass?

The SPEAKER called the House to order.

Mr. FULTON's amendment was adopted.

Mr. BROWN of Georgia took the floor and yielded to Mr. GRANT.

During the rollcall,

Mr. DONDERO said: If not paired, I would vote "no" on this bill.

A MEMBER. And debate it afterward.

SEVERAL MEMBERS. I object.

Mr. HILL, Mr. TAFT (and others). Let it be read.

Mr. JUDD (and others). Yes.

Mr. HOPE (and other Members). No.

Mr. JOHNSON of Colorado objected.

Mr. CANNON of Missouri addressed the Chair.

Mr. PATMAN rose.

Mr. ROBINSON of Utah subsequently said: Should we not, etc.

The ACTING SECRETARY. In line 11, after the word "*Provided*", it is proposed, etc.

Mr. EATON was recognized, and yielded his time to Mr. LANE.

Mr. KNOWLAND, a Senator from the State of California, appeared in his seat today.

Mr. HUGH D. SCOTT, JR., and Mr. HARDIE SCOTT rose to a point of order.

[When two Members from same State have same surname, full name is used.]

The SPEAKER proceeded to put the question on the motion of Mr. YATES.

The CHAIRMAN appointed Mr. HALE and Mr. TAYLOR as tellers.

Mr. COMBS. I desire to withdraw my vote of "no" and vote "present."

The Clerk (House) called the name of Mr. GAMBLE, and he answered "present."

The clerk (Senate) read Mr. KEM's amendment.

Mr. REED entered the Chamber.

The Secretary proceeded to call the roll, and Mr. AIKEN answered "aye."

Mr. McKELLAR entered the Chamber and answered to his name.

Mr. LEHMAN and Mr. MORSE entered the Chamber and answered to their names.

After some delay, Mr. BYRD entered the Chamber and answered to his name.

[Note that in 7½-point text an em quad is used after the name of the person speaking, while in 6½-point extracts an en quad only is used, as in the following:]

Mr. STIGLER. I think this bill is so well understood that no time will be required for its discussion.

Mrs. NORTON. Does this bill come from the Committee on Armed Services?

The SPEAKER. It does.

PUNCTUATION

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The bill was ordered to a third reading, and it was accordingly read the third time and passed.

The bill was ordered to a third reading, was read the third time, and passed.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The title was amended so as to read: "A bill for the relief of Maude S. Burman."

A motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is given.]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is not given.]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and, by unanimous consent, the Senate proceeded, etc.

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

There being no objection, the Senate, as in Committee of the Whole, proceeded to consider the bill, which had been reported from the Committee on Agriculture and Forestry with amendments.

The Secretary read the bill; and there being no objection, the Senate, as in Committee of the Whole, proceeded to its consideration.

Ordered to lie on the table and to be printed.

During the delivery of Mr. SMITH'S speech,

As in executive session,

The Secretary read the bill; and, by unanimous consent, the Senate, as in Committee of the Whole, proceeded to its consideration.

Mr. KERR, by unanimous consent, was granted leave to withdraw from the files of the House, without leaving copies, the papers in the case of John Jones, no adverse report having been made thereon.

Mr. WIER. Regular order! [or division!]

Mr. WALTER. Regular order, Mr. Chairman.

The Jones bill, to pension soldiers and sailors of the Civil War.

My friend the Senator from Massachusetts said it was a mistake.

Mr. GEORGE addressed the Senate. After having spoken for 35 minutes,

Mr. GILLETTE. Mr. President, if the Senator will yield for a moment.

After the second call of the roll,

Mr. PATMAN. Mr. Speaker, that has been agreed to.

[Note use of interrogation mark in the following:]

Mr. LODGE. Mr. President, what does this mean?—

We have never received a dollar of this amount.

PARENTHESES AND BRACKETS

Mr. DONDERO. Mr. Speaker, I now yield 5 minutes to the gentleman from Pennsylvania [Mr. HUGH D. SCOTT, JR.].

(Mr. ELSTON of Ohio asked and was given permission to revise and extend his remarks in the RECORD.)

Mr. CANNON of Missouri. There is no "may not" about it. Here is the form in which they are printed [exhibiting].

Mr. BETTS. I am in hopes we shall be able to secure a vote on the bill tonight. ["Vote!" "Vote!"]

Mr. JONES (at 6 o'clock and 35 minutes p. m.). I move that the House adjourn. ["No!" "No!"]

Mr. BYRNES (to Mr. FORAND). Are these vessels of iron?

Mr. HULL. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote!" "Vote!"]

Mr. KARSTEN (one of the tellers). I do not desire to press the point that no quorum has voted.

The CHAIRMAN (after a pause). If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. WATTS. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. KENNEDY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman— [Cries of "Regular order!"]

Mr. McCORMACK was recognized and said: I will yield 3 additional minutes to the gentleman from Wisconsin.

Lay on, Macduff;

And damn'd be him that first cries,
"Hold, enough!"

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The House accordingly resolved itself into the Committee of the Whole on the Private Calendar (Mr. KERR in the chair) and proceeded to the consideration of pension business on the Private Calendar.

The CHAIRMAN (rapping with his gavel). Debate is exhausted.

Mr. SPARKMAN (reading):

When in the course of human events,
etc.

[In Senate copy a Senator is referred to as "the senior (or junior) Senator from — [Mr. ———]."] Do not supply name and brackets if name does not appear in copy.

[Whenever in House copy Members are referred to as "Mr. MOTT, of Oregon," etc., copy shall be changed to read "the gentleman from Oregon [Mr. MOTT]."]

[Note that brackets are used only when Mr. appears in copy.]

[See also use of Mr. in explanation of votes under Pairs, p. 256.]

[When Members are referred to as "Representative PACE," "WRIGHT PATMAN," "Congressman RANKIN," etc., change copy to read "the gentleman from Georgia, Representative PACE," "the gentleman from Texas, WRIGHT PATMAN," "the gentleman from Mississippi, Congressman RANKIN." The gentleman from, with the name of State, must be supplied when not in copy.]

[Mr. REED of New York addressed the House. His remarks will appear hereafter in the Appendix.]

[Mr. RODINO'S speech will be published entire after it shall have been completed.]

[Or the following, which this Office is authorized to insert, observing that 2 leads are used on each side of "withhold" lines:]

[Mr. NIXON addressed the Senate. His remarks will appear hereafter.]

[Mr. HALLECK addressed the Committee [or House]. His remarks will appear hereafter.]

[Names of Senators or Representatives appearing in remarks of other Members of Congress must be enclosed in brackets, except in listing of tellers or when some other title than Mr. is used, as in the following examples:]

Mr. SMITH of Virginia. The gentleman from Washington [Mr. HOLMES] stated that he would support the measure.

Mr. COOPER. The gentleman from Minnesota, Dr. JUDD, stated that he would support the measure.

VOTING IN THE HOUSE AND IN COMMITTEE OF THE WHOLE

[Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word and is used to connect the ayes and noes, as *ayes 52 and noes 65*, or *52 ayes and 65 noes*, the dash is omitted after the word *were* or *being*.]

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The question was taken; and on a division (demanded by Mr. POLK) there were—ayes 69, noes 66.

The House divided; and there were—ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. SMITH of Virginia was not agreed to.

So (two-thirds voting in favor thereof) the rules were suspended, and the bill was passed.

The Committee divided amid confusion; and after the vote was completed,

The CHAIRMAN. On this question the tellers report—ayes 99, noes 101.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.] Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. BUSH to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voce vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

So (two-thirds voting in favor thereof) the motion to suspend the rules was agreed to, and the bill was passed.

Two-thirds voting in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and in the opinion of the Chair two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. KENNEDY's motion, there were—ayes 18, noes 35.

The question being taken on concurring in the amendments of the Senate, there were—ayes 101, noes 5.

Tellers were ordered, and Mr. KELLEY and Mr. MASON were appointed.

The SPEAKER. The Chair appoints as tellers the gentleman from Oklahoma, Mr. DURHAM, and the gentleman from Virginia, Mr. SMITH.

[Do not use brackets on names in above paragraph.]

The House again divided; and the tellers reported—ayes 113, noes 33.

On the question of ordering the yeas and nays there were ayes 30.

The yeas and nays were ordered, 55 Members voting in favor thereof.

On the question of ordering the yeas and nays there were—ayes 21, noes 93; less than one-fifth voting in the affirmative.

On the question of ordering tellers there were ayes 20, not one-fifth of a quorum.

The question was taken upon ordering tellers, and there were 19 in the affirmative, not one-fifth of a quorum.

Tellers on the yeas and nays were not ordered, only 17 Members voting therefor, not one-fifth of a quorum.

The previous question was ordered, and, under the operation thereof, the bill was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The previous question was ordered, and, under the operation thereof, the amendment was agreed to.

The question being taken on the motion of Mr. TAYLOR, it was agreed to; there being—ayes 141, noes 14.

VOTING BY YEAS AND NAYS

Senate

The rollcall was concluded; and the result was announced—yeas 27, nays 31, as follows:

The result was announced—yeas 63, nays 0, as follows:

The yeas and nays were ordered; and being taken, resulted—yeas 18, nays 32, as follows:

The question being taken by yeas and nays, resulted—yeas 37, nays 29, as follows:

Mr. HILL called for the yeas and nays, and they were ordered; and being taken, resulted—yeas 27, nays 23, as follows:

YEAS—27

Bennett	Hayden	Ives
Butler, Md.	Hill	Robertson

NAYS—23

Brewster	Hoey	Russell
Bridges	Johnson, Colo.	Saltonstall

ANSWERED "PRESENT"—1

Butler, Nebr.

NOT VOTING—46

Case	Kilgore	Morse
Chavez	Langer	Smith, Maine

House

The yeas and nays were ordered.

The question was taken; and there were—yeas 76, nays 204, answered "present" 3, not voting 152, as follows:

The question being taken, there were—yeas 197, nays 70, answered "present" 3, not voting 165, as follows:

The question was decided in the affirmative—yeas 193, nays 57, answered "present" 4, not voting 179, as follows:

The question on agreeing to the report of the committee of conference was taken; and there were—yeas 212, nays 82, answered "present" 5, not voting 134, as follows:

The question was taken; and there were—yeas 124, nays 111, answered

"present" 2, reported by tellers 1, not voting 195, as follows:

[Roll No. 116]

YEAS—124

Abernethy	Gathings	Meas
Allen, La.	Gavagan	Madden

NAYS—111

Andersen,	Gavin	Mahon
H. Carl	Gearhart	Manasco

ANSWERED "PRESENT"—2

Stefan	Stewart
--------	---------

REPORTED BY TELLERS—1

Whittington

NOT VOTING—195

Stearns, N. H.	Tibbott	White
----------------	---------	-------

[If the Speaker votes, his name is not used, but at the end of the "yeas" or "nays," according to his vote, insert: "The Speaker."]

PAIRS

[Pairs must be set in 6½-point solid. The word *with* must always be used in pairs in the House, not *and*; and copy must be altered to conform thereto, as Mr. Smith with Mr. Jones—not Mr. Smith and Mr. Jones. Note use of lowercase for names in list of pairs in House.]

The Clerk announced the following pairs:

On this vote:

Mr. Gifford for, with Mr. Ramspeck against.

Mr. Wadsworth for, with Mr. Patman against.

Mr. Short, who would vote "aye," with Mr. Tarver, who would vote "no."

For this day:

Mr. Hope with Mr. Bulwinkle.

Until further notice:

Mr. Stewart with Mr. Taber.

Mrs. BOLTON changed her vote from "nay" to "yea."

Messrs. MANSFIELD and PAT-

TERSON changed their vote from "yea" to "nay."

The result of the vote was announced as above recorded.

The doors were opened.

Mr. BOYKIN. Mr. Speaker, I voted, but, being paired with the gentleman from Pennsylvania, Mr. SCOTT, I withdraw my vote.

Mr. SULLIVAN. Mr. Speaker, I have a pair with the gentleman from Missouri, Mr. CARNAHAN, who, if present, would have voted "yea." I voted "nay." I withdraw my vote and vote "present."

[In House pairs do not use brackets when Members are referred to by name. In Senate pairs observe following use of brackets:]

Mr. BYRD (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. LODGE]. If he were here, I should vote "yea."

CALL OF THE HOUSE

Mr. DELANEY. I move that there be a call of the House.

The motion was agreed to.

The Clerk called the roll, and the following Members failed to answer to their names:

[Roll No. 106]

Angell	Graham	Mason
Arends	Granger	May
Arnold	Grant, Ala.	Merritt

The SPEAKER. The doors will now be closed, and the Clerk will call the list of absentees for excuses.

The Clerk called the absentees, as follows:

Mr. CANNON: No excuse offered.

Mr. STAGGERS.

Mr. MARSHALL. I have been requested to announce that Mr. STAGGERS was obliged to go to his room. I ask that he be excused for this day.

There was no objection.

Mr. BENTSEN: No excuse offered.

The SPEAKER pro tempore. Three hundred and thirty-five Members have answered to their names, a quorum.

Mr. PATMAN. Mr. Speaker, I move that further proceedings under the call be dispensed with.

The motion was agreed to.

FORMS OF TITLES

[Always in roman lowercase, flush and hang if more than two lines.]

Joint resolution authorizing the Secretary of the Treasury to issue 2-percent bonds or certificates in exchange for bonds bearing a higher rate of interest

Resolved, etc., That the Secretary of the Treasury be, and he is hereby, etc.

H. R. 4487

A bill to authorize the Rock Island & Southwestern Railway Co. to construct

a bridge over the Mississippi River at New Boston, State of Illinois

Be it enacted, etc., That it shall be lawful for the Rock Island & Southwestern Railway Co., a corporation organized under the general incorporations, etc.

[Always abbreviate resolving and enacting clauses of congressional measures as given above, except the following and concurrent resolutions:]

Joint resolution proposing an amendment to the Constitution providing for the election of certain United States officers by the people

Resolved by the Senate and House of Representatives of the United States of

America in Congress assembled (two-thirds of each House concurring therein), That the following amendment to the Constitution of the United States be proposed to, etc.

MEMORIAL OF THE SETTLERS OF SOUTHERN COLORADO

To the Senate and House of Representatives of the United States in Congress Assembled:

The undersigned executive committee of the settlers of southern Colorado, living on what is called the Las Animas grant, would respectfully represent, etc.

ADDRESSES AND SIGNATURES

The honorable the SECRETARY OF THE NAVY.

DEAR MR. SECRETARY: This is in response to your letter of February 8, 1949, signed by you and Secretary Stimson, proposing, etc.

Very sincerely yours,

HARRY S. TRUMAN.

[Two to eight independent signatures, with or without titles, are alined on the left and the longest name is indented 1 em on the right. If title follows on other than a signature line, indentation is increased in accordance with rule 17.20, p. 192.]

To the Honorable Senate and House of Representatives of the United States of America Now Assembled at Washington, D. C.:

The undersigned, officers of the Navy of the United States, respectfully show unto

your honorable bodies that they are advised that certain persons are, etc.

JAMES G. GREEN.

W. H. H. SOUTHERLAND.

F. F. FLETCHER.

C. C. WILSON.

[More than 8 signatures, with or without titles, are set full measure, caps and lowercase, run in, indented 2 and 3 ems, as follows:]

Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Goschen, Attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut, Symons & Co.; Henckel du Boisson & Co.; Hoare, Miller & Co., by George Miller; Geo. F. Selby, President, Acme Ice Co.

CREDITS

The collector of the general committee has an alphabetical book which contains the names of persons and the amount each individual is required to pay. (Harlan committee, H. Rept. No. 313, 70th Cong., 3d sess., pp. 250, 251.)

[From the Rochester (N. Y.) Democrat and Chronicle]

MR. BYRD'S STATEMENT

No fair-minded person can read the very clear and explicit statement made by Mr. Byrd to a representative of this journal without being convinced, etc.

EXTRACTS

[Extracts must be set in 6½-point unless ordered otherwise by the Joint Committee on Printing and the operator will be expected to set them so, whether marked or not, if the copy clearly indicates that they are extracts. This does not refer to a casual quotation of a few words or that would not make more than one line of 6½-point.]

Mr. TABER. Let us see what that is:

The stipulations of this treaty are to be a full settlement of all claims of said Creek Nation for damages and losses of every kind growing out of the late rebellion—

I do not think he means that—

and all expenditures by the United States

of annuities in clothing and feeding refugee and destitute Indians since the diversion of annuities for that purpose consequent upon the late war with the so-called Confederate States; and the Creeks hereby ratify and confirm—

What?—

all such diversions of annuities heretofore made from the funds of the Creek Nation by the United States; and the United States agree that no annuities—

And so forth. I believe that shows clearly the purpose of the treaty.

[An address of the President delivered outside of Congress or referred to as an extract will be set in 6½-point.]

FORMS OF SPEECH HEADS

The Oil Monopoly Plays No Favorites in <Case 211 caps & lowercase
[1 lead]
the European War
[no lead]

<3-em dash

[1 lead]
EXTENSION OF REMARKS
[1 lead]

<7½-pt. caps

OF
[2 leads]

<6½-pt. small caps

HON. H. ALEXANDER SMITH

<Case 212 caps

[1 lead]
OF NEW JERSEY
[2 leads]

<6½-pt. small caps

IN THE SENATE OF THE UNITED STATES
[2 leads]

<6½-pt. caps

Monday, September 17, 1950

<7½-pt. italic lowercase

[2 leads]

Mr. SMITH of New Jersey. Mr. President, I ask unanimous consent to have printed in the Appendix of the Record an article from the St. Louis Post-Dispatch.

Farm-Labor Program, 1950

<Case 211 caps & lowercase

SPEECH

<3-em dash

OF

<7½-pt. caps

<6½-pt. small caps

HON. LEROY JOHNSON, JR.

<Case 212 caps

OF CALIFORNIA

<6½-pt. small caps

IN THE HOUSE OF REPRESENTATIVES

<6½-pt. caps

Saturday, March 17, 1950

<7½-pt. italic lowercase

The House in Committee of the Whole House on the State of the Union had under consideration House Joint Resolution 96 making an appropriation to assist in providing a supply and distribution of farm labor for the calendar year 1943.

<6½-pt.

Mr. JOHNSON. Mr. Chairman, I think in approaching this matter we should consider what is the fundamental purpose of passing this legislation.

[Always *Mr. Speaker* on "leave to print" and on speeches delivered before the House; but on speeches delivered when the House is in Committee of the Whole, etc., *Mr. Chairman* is the correct form.]

[In "extension of remarks" speeches the following words may be used under the italic dateline when they are supplied by the author; set flush and hang:]

On House Resolution No. 214 and impeachment charges preferred < 6½-pt.
against Hon. Samuel Alschuler, judge of the United States
Circuit Court of Appeals for the Seventh Circuit, by Hon.
THOMAS S. GORDON, of Illinois

Scheme of text headings

<i>7½-point</i>	
Single head.....	7½-point caps.
With 1 class of subhead.....	7½-point caps. 6½-point small caps.
With 2 classes of subheads.....	7½-point caps. 6½-point caps and small caps. 6½-point small caps.
With 3 classes of subheads.....	7½-point caps. 6½-point caps and small caps. 6½-point small caps. 6½-point italic lowercase.
With 4 classes of subheads.....	7½-point caps. 6½-point caps and small caps. 6½-point small caps. 6½-point italic lowercase. 6½-point roman caps and lowercase.
<i>6½-point</i>	
Single head.....	6½-point caps and small caps.
With 1 class of subhead.....	6½-point caps and small caps. 6½-point small caps.
With 2 classes of subheads.....	6½-point caps and small caps. 6½-point small caps. 6½-point italic lowercase.
With 3 classes of subheads.....	6½-point caps and small caps. 6½-point small caps. 6½-point italic lowercase. 6½-point roman caps and lowercase.

CONGRESSIONAL PROCEEDINGS

SENATE

MONDAY, MARCH 17, 1952

(Legislative day of Tuesday, March 11, 1952)

The Senate met at 12 o'clock meridian, on the expiration of the recess.

[Above line to be used only when Senate is in recess.]

The Chaplain, Rev. Frederick Brown Harris, D. D., offered the following prayer:

DESIGNATION OF ACTING PRESIDENT PRO TEMPORE

The Secretary, Leslie L. Biffle, read the following letter:

UNITED STATES SENATE,
PRESIDENT PRO TEMPORE,

Washington, D. C., March 17, 1952.

To the Senate:

Being temporarily absent from the Senate, I appoint Hon. PAUL H. DOUGLAS, a Senator from the State of Illinois, to perform the duties of the Chair during my absence.

KENNETH McKELLAR,
President pro tempore.

Mr. DOUGLAS thereupon took the chair as Acting President pro tempore.

THE JOURNAL

On request of Mr. McFARLAND, and by unanimous consent, the reading of the Journal of the proceedings of Friday, March 14, 1952, was dispensed with.

MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Chaffee, its enrolling clerk, announced that the House had passed the bill (S. 17) to provide for a temporary adjustment of salaries of the Metropolitan Police, the United States Park Police, the White House Police, and the members of the Fire Department of the District of Columbia, with amendments, in which it requested the concurrence of the Senate.

The message also announced that the House had agreed to the amendment of the Senate to the amendment of the House to the bill (S. 677) to amend the National Housing Act, as amended.

The message further announced that the House had passed the following bills and joint resolutions, in which it requested the concurrence of the Senate:

H. R. 777. An act to amend an act entitled "An act to regulate the hours of employment and safeguard the health of females employed in the District of Columbia," approved February 24, 1914;

H. R. 1408. An act to amend section 301 (a) (1) of the Agricultural Adjustment Act of 1938, as amended, and the first sentence of paragraph (1) of section 2 of the Agricultural Adjustment Act of 1933, as amended and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937, as amended, so as to include the cost of all farm labor in determining the parity price of agricultural commodities;

H. J. Res. 37. Joint resolution relating to the provision of butter for the patients of St. Elizabeths Hospital; and

H. J. Res. 100. Joint resolution extending the time within which certain acts under the Internal Revenue Code are required to be performed.

The message also announced that the House had agreed to a concurrent resolution (H. Con. Res. 12) to express the sense of the Congress with respect to the importance of farmers to the effective prosecution of the war, and for other purposes, in which it requested the concurrence of the Senate.

ENROLLED BILLS AND JOINT RESOLUTION SIGNED

The message further announced that the Speaker pro tempore of the House had affixed his signature to the following enrolled bills and joint resolution, and they were signed by the Acting President pro tempore:

S. 171. An act for the relief of Arthur A. Schipke;

S. 518. An act for the relief of Robert T. Groom, Daisy Groom, and Margaret Groom Turpin; and

H. J. Res. 83. Joint resolution to permit additional sales of wheat for feed.

HOUSE BILLS AND JOINT RESO- LUTIONS REFERRED OR PLACED ON THE CALENDAR

The following bills and joint resolutions were severally read twice by their titles and referred, or ordered to be placed on the calendar, as indicated:

H. R. 1408. An act to amend section 301 (a) (1) of the Agricultural Adjustment Act of 1938, as amended, and the first sentence of paragraph (1) of section 2 of the Agricultural Adjustment Act of 1933, as amended, and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937, as amended, so as to include the cost of all farm labor in determining the parity price of agricultural commodities; to the calendar.

H. R. 777. An act to amend an act entitled "An act to regulate the hours of employment and safeguard the health of females employed in the District of Columbia," approved February 24, 1914; and

H. J. Res. 37. Joint resolution relating to the provision of butter for the patients of St. Elizabeths Hospital; to the Committee on the District of Columbia.

H. Con. Res. 100. Concurrent resolution extending the time within which certain acts under the Internal Revenue Code are required to be performed; to the Committee on Finance.

HOUSE CONCURRENT RESOLU- TION PLACED ON THE TABLE

The concurrent resolution (H. Con. Res. 12) to express the sense of the Congress with respect to the importance of farmers to the effective prosecution of the war, and for other purposes, was ordered to be placed on the table.

PETITIONS AND MEMORIALS

Petitions, etc., were laid before the Senate, or presented, and referred as indicated:

By the ACTING PRESIDENT pro tempore:

A resolution of Hollywood Parlor, No. 196, Native Sons of the Golden West, of Los Angeles, Calif., protesting against the formation of a special unit of the United States Army; to the Committee on Armed Services.

By Mr. THYE:

A letter in the nature of a petition from the Altrusa Club, of Los Angeles, Calif., praying for the adoption of the so-called equal-rights amendment to the Constitution; to the Committee on the Judiciary.

A petition of sundry citizens of Little River, Kans., praying for the enactment of Senate bill 860, relating to the sale of alcoholic liquors to the members of the land and naval forces of the United States; to the Committee on Armed Services.

[Follow Office style in Senate petitions and memorials. When a name and a number or address of a society or institution are given,

use the comma before *No.* or *of*. Observe the following forms of capitalization and punctuation:]

The First Presbyterian Church of Box-town; the Luther Memorial Church, of Carrville; the Woman's Christian Temperance Union of Beansburg; the Moody Temperance Union, of Clayton; General U. S. Grant Post, No. 25, Grand Army of the Republic; local union No. 1133, of Bridgeton; Popcorn Grange, No. 47, of Craddock; A. K. Jones and seven others, of Akron; T. P. Loud and other citizens of Boston; Union No. 6, International Association of Machinists, of Brockton; the Times, of Cass; the Board of Trade of Trenton; the City Council of Princeton; the Braintree Shoe Co., of Braintree; the First National Bank of Bladensburg; the Brady National Bank, of Bladensburg; the Society of Christian Endeavor of Riverdale; and the Yarmouth Bridge Co., of Baltimore, all in the State, etc., praying, etc.

REPORTS OF COMMITTEES

The following reports of committees were submitted:

By Mr. LODGE, from the Committee on Armed Services:

S. 886. A bill relating to the selective-service deferment, on occupational grounds, of persons employed by the Federal Government; without amendment (Rept. No. 120).

By Mr. WILEY, from the Committee on the Judiciary:

S. 241. A bill for the relief of Rachel Acerra; with an amendment (Rept. No. 121); and

H. R. 1279. A bill for the relief of Lee Watts; without amendment (Rept. No. 122).

ENROLLED BILLS PRESENTED

Mrs. SMITH of Maine, from the Committee on Rules and Administration, reported that that committee presented to the President of the United States the following enrolled bills:

On March 16, 1952:

S. 786. An act to amend title I of Public Law 2, 82d Congress, March 20, 1952, and the Veterans Regulations to provide for rehabilitation of disabled veterans, and for other purposes.

On March 17, 1952:

S. 303. An act to extend the jurisdiction of naval courts-martial in time of war or national emergency to certain persons outside the continental limits of the United States.

EXECUTIVE REPORTS OF COMMITTEES

As in executive session,

The following favorable reports of nominations were submitted:

By Mr. HAYDEN, from the Committee on Post Office and Civil Service:

Sundry postmasters.

By Mr. MORSE, from the Committee on Armed Services:

A. Frederick Smith, from the State of Florida, to be senior economist, at \$4,600 per annum, in the Atlanta regional office of the National Security Training Commission; and

James J. Carney, Jr., from the State of Florida, to be program-control technician, at \$4,600 per annum, in the Atlanta regional office of the National Security Training Commission.

BILLS AND JOINT RESOLUTION INTRODUCED

Bills and a joint resolution were introduced, read the first time and, by unanimous consent, the second time, and referred as follows:

By Mr. BYRD:

S. 837. A bill conferring jurisdiction upon the United States District Court for the Western District of Virginia to hear, determine, and render judgment upon the claims of John Weakley and Rella Moyer; to the Committee on the Judiciary.

By Mr. JOHNSON of Colorado:

S. 888 (by request). A bill to establish a domestic allotment plan for basic agricultural commodities, to regulate commerce in such commodities, and to provide for the orderly marketing of such commodities at fair prices in interstate and foreign commerce; to the Committee on Agriculture and Forestry.

By Mr. THYE:

S. J. Res. 45. Joint resolution relating to emergency crop, seed, and feed loans and to regional Commodity Credit Corporation loans; to the Committee on Agriculture and Forestry.

[Observe that the comma is omitted after a duplicate Senator's or Member's name when followed by *of* and the State. This applies also to enumerations of Senators or Members when a duplicate Senator's or Member's name appears in the enumeration, as Mr. JOHNSON of California, Mr. THOMAS of Oklahoma, and Mr. WILLIS of Indiana were appointed. Otherwise Mr. WAGNER, of New York; Mr. HAYDEN, of Arizona; and Mr. WILLIS, of Indiana. This is not intended to apply to other than Senators or Members, or when the Christian name or initials of a Member are given, as Mr. BLANK, of Wyoming; Mr. ELMER THOMAS, of Oklahoma.

[Observe that the *No.* is dropped from the title of bills in every case where *S.* or *H. R.* is used, and instead of *S. No. 1069* or *H. R. No. 4321* it is *S. 1069* and *H. R. 4321*.]

WITHHELD AND CONCLUDED SPEECH

[Mr. DOUGLAS resumed and concluded the speech begun by him on Tuesday, which follows entire:]

Tuesday, March 16, 1952

Mr. DOUGLAS. Mr. President, what is the parliamentary situation?

The VICE PRESIDENT. The question is, Shall the bill pass?

During the delivery of Mr. WATKINS' address,

Wednesday, March 17, 1952

*(Continuation from Tuesday,
March 16, 1952)*

Mr. DOUGLAS. Mr. President, I probably should be censured for having taken up several hours.

ADDRESSES, EDITORIALS, ARTICLES, ETC., PRINTED IN THE APPENDIX

On request, and by unanimous consent, addresses, editorials, articles, etc., were ordered to be printed in the Appendix, as follows:

By Mr. DIRKSEN:

Statement prepared by him entitled "The Inflation Engine."

By Mr. WILLIAMS:

Statement prepared by him, together with a letter from John B. Dunlap, Commissioner of Internal Revenue, relative to the unpaid tax account of A. H. Myers, Kansas City, Mo.

By Mr. MARTIN:

An address delivered by him before the Ohio Federation of Republican Women's Organizations at Columbus, Ohio, on October 8, 1951.

By Mr. BUTLER of Maryland (for Mr. HENDRICKSON):

Statement released by Mr. HENDRICKSON today urging immediate consideration of the remainder of the Hoover Reorganization Commission recommendations when Congress reconvenes next January.

MESSAGES FROM THE PRESIDENT—APPROVAL OF BILLS

Messages in writing from the President of the United States were communicated to the Senate by Mr. Miller, one of his secretaries, who also announced that the President had approved and signed the following acts:

On March 12, 1952:

S. 677. An act to amend the National Housing Act, as amended.

On March 16, 1952:

S. 171. An act for the relief of Arthur A. Schipke; and

S. 786. An act to amend title I of Public Law 27, 73d Congress, March 20, 1933, and the Veterans Regulations to provide for rehabilitation of disabled veterans, and for other purposes.

BLANCHE H. KARSCH, ADMINISTRATRIX OF THE ESTATE OF KATE E. HAMILTON—VETO MESSAGE (S. DOC. NO. 108)

The VICE PRESIDENT laid before the Senate the following veto message from the President of the United States, which was read, and with the accompanying bill, referred to the Committee on the Judiciary and ordered to be printed:

To the Senate:

I return herewith, without my approval, S. 514, entitled "An act for the relief of Blanche H. Karsch, administratrix of the estate of Kate E. Hamilton."

I know of no circumstances which would justify the exception made by S. 514 to the long-continued policy of Congress, and do not believe that the field of special legislation should be opened to relieve special classes of taxpayers from the consequences of their failure to file claims within the period fixed by law.

HARRY S. TRUMAN.

THE WHITE HOUSE, March 17, 1952.

[When communications from the President contain extracts, etc., such extracts must be in 6½-point.]

REPORT ON CLASSIFIED INFORMATION (S. DOC. NO. 107)

Mr. LODGE. Mr. President, the Committee on Armed Services of the Senate has recently requested the Office of Public Relations of the Department of the Navy to submit to it a report on classified information. The Department of the Navy has complied with the request, and I now present the report and ask that it be published as a Senate document.

The VICE PRESIDENT. Without objection, the report will be printed as a document as requested by the Senator from Massachusetts.

PAWNEE INDIANS v. THE UNITED STATES (S. DOC. NO. 311)

The VICE PRESIDENT laid before the Senate a communication from the Assistant Clerk of the Court of Claims, transmitting a certified copy of the findings of fact and conclusion filed by the court in the cause of The Pawnee Tribe of Indians against The United States, which was referred to the Committee on Finance and ordered to be printed.

[Note the insertion of (S. Doc. No. —) in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed or its equivalent is in copy.]

Third reading and passage of a bill

MISSOURI RIVER BRIDGE NEAR ST. CHARLES, MO.

The bill (S. 4174) to extend the times for commencing and completing the construction of a bridge across the Missouri River at or near St. Charles, Mo., was considered, ordered to be engrossed for a third reading, read the third time, and passed, as follows:

Be it enacted, etc., That the times for commencing and completing the construction of the bridge across the Missouri River, etc.

ROY M. YOUNG

The bill (H. R. 4115) for the relief of Roy M. Young was considered, ordered to a third reading, read the third time, and passed.

Amendment, third reading, and passage of a bill

GOVERNMENT OF THE TERRITORY OF HAWAII

The Senate proceeded to consider the bill (S. 1821) to amend an act entitled "An act to provide a government for the Territory of Hawaii," approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Interior and Insular Affairs with amendments.

The first amendment was, on page 4, line 22, to strike out "Keaakupaha" and insert "Keaaukaha."

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the figure "(1)", to insert "by further authorization of

Congress and", so as to make the paragraph read:

(1) by further authorization of Congress and for a period of 5 years after the first meeting of the Hawaiian Homes Commission only those lands situate on the island of Molokai, etc.

The amendment was agreed to.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The title was amended so as to read: "A bill to amend an act entitled 'An act to provide a government for the Territory of Hawaii,' approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, granting certain powers to the Board of Harbor Commissioners of the Territory of Hawaii, and for other purposes."

Forms of amendments

The joint resolution (S. J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in certain parts of the Pacific Ocean was announced as next in order.

Mr. McFARLAND. Mr. President, I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Arizona.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words "both within and", so as to make the joint resolution read:

Resolved, etc., That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable, etc.

Mr. BRIDGES. Mr. President, I observe in the report of the bill by the chairman of the Foreign Relations Committee that it is reported as a Senate joint resolution. I ask for a modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out "Senate Joint Resolution 4" and insert "Senate Resolution 85."

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears none, and it will be so modified.

Mr. McFARLAND. Would it not be necessary to change the resolving

clause also? The resolving clause reads:

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled.

Mr. BRIDGES. Yes, Mr. President; it should read simply "*Resolved.*" I ask that that change be made.

The LEGISLATIVE CLERK. On page 1, lines 1 and 2, it is proposed to strike out all after the word "*Resolved.*"

The amendment was agreed to.

The VICE PRESIDENT. The next amendment will be stated.

The ASSISTANT SECRETARY. On page 2, line 13, after the word "pound", insert the words "except rice cleaned for use in the manufacture of canned foods", so as to read:

Rice, cleaned, 2 cents per pound, except rice cleaned for use in the manufacture of canned foods.

The VICE PRESIDENT. The question is on agreeing to the amendment. The amendment was agreed to.

The next amendment was, on page 151, to strike out:

Steamer *Phalarope*: Master, \$1,500; engineer, \$1,200; fireman, \$780; two seamen at \$810 each; cook, \$870; in all, \$5,970.

The amendment was agreed to.

[Note use of words, figures, and punctuation in the following:]

The next amendment was, on page 34, in line 9, before the word "assistants", to strike out "five" and insert "three"; in line 10, after the word "clerks" and before the words "of class 3", to strike out "seven" and insert "five"; in line 11, before the words "of class 2", to strike out "twelve" and insert "nine"; in the same line, before the words "of class 1", to strike out "twenty-seven" and insert "twenty"; in line 12, before the words "at \$1,000 each", to strike out "three" and insert "two"; and in line 18, to strike out "\$124,940" and insert "\$102,590", so as to read:

EMPLOYEES' COMPENSATION COMMISSION

Salaries: 3 Commissioners at \$4,000 each; secretary, \$2,750; attorney, \$4,000; chief statistician, \$3,000; chief of accounts, \$2,500; accountant, \$2,250; claim examiners—chief \$2,250, assistant \$2,000, assistant \$1,800, 3 assistants at \$1,600 each; special agents—2 at \$1,800 each, 2 at \$1,600 each; clerks—5 of class 3, 9 of class 2, 20 of class 1, 2 at \$1,000 each; in all, \$102,590.

Mr. HOLLAND submitted an amendment intended to be proposed by him to the sundry civil appropriation bill, which was ordered to lie on the table and to be printed, as follows:

Add a new section, as follows:

"That the President of the Senate appoint three Members of the Senate; and the Speaker of the House three Members of the House."

The Senate resumed the consideration of the bill (H. R. 4075) to limit the immigration of aliens into the United States.

Mr. BYRD. Mr. President, I offer an amendment, which I send to the desk.

The VICE PRESIDENT. The amendment will be stated.

The ASSISTANT SECRETARY. On page 9, line 3, it is proposed to amend by striking out "3" and inserting "1", so that it will read:

SEC. 2. (a) That the number of aliens of any nationality who may be admitted under the immigration laws to the United States in any fiscal year shall be limited to 1 percent of the number of foreign-born persons of such nationality resident in the United States.

The VICE PRESIDENT. The question is on agreeing to the amendment offered by the Senator from Virginia to the amendment of the committee.

The amendment to the amendment was rejected.

The PRESIDING OFFICER. The question is, Shall the bill pass?

Mr. THYE. I ask for the yeas and nays on the passage of the bill.

Mr. GEORGE. Let us have the yeas and nays.

The yeas and nays were ordered, and the reading clerk proceeded to call the roll.

Mr. LONG (when his name was called). I am paired with the senior Senator from New Hampshire [Mr. BRIDGES]. I am informed that if he were present he would vote as I intend to vote on the passage of the bill. I therefore feel at liberty to vote, and vote "yea."

Mr. SALTONSTALL. I desire to announce that the Senator from Nebraska [Mr. BUTLER], the senior Senator from New Hampshire [Mr. BRIDGES], and the Senator from Delaware [Mr. WILLIAMS] would vote for

the bill if present. They are necessarily absent.

The result was announced—yeas 78, nays 1, as follows:

YEAS—78

Aiken	Gillette	Long
Dirksen	Green	Nixon

NAYS—1

Ives

NOT VOTING—17

Bricker	Kilgore	Robertson
Byrd	Long	Taft

EXECUTIVE SESSION

Mr. McFARLAND. I move that the Senate proceed to the consideration of executive business.

The motion was agreed to; and the Senate proceeded to the consideration of executive business.

[An executive session usually being open, the following precedes the recess or adjournment heading:]

TREATY OF ARBITRATION AND CONCILIATION WITH SWITZERLAND

The Chief Clerk proceeded to read Executive B, a treaty of arbitration and conciliation with Switzerland, signed at Washington on March 17, 1952, which was considered as in Committee of the Whole, and is as follows:

To the Senate of the United States:

To the end that I may receive the advice and consent of the Senate to ratification, I transmit herewith a treaty of arbitration and conciliation between the United States and Switzerland, signed at Washington on March 17, 1952.

HARRY S. TRUMAN.

THE WHITE HOUSE, March 17, 1952.

[A letter from the President to the Senate is set in 6½-point type when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 6½-point type whether the treaty follows or precedes it or is separated from it by intervening matter.]

RECESS

Mr. McFARLAND. I move that the Senate take a recess until tomorrow at 12 o'clock.

The motion was agreed to; and (at 4 o'clock and 56 minutes p. m.) the Senate took a recess until tomorrow,

Thursday, March 18, 1952, at 12 o'clock meridian.

(For nominations this day received, see the end of Senate proceedings.)

[After the recess or adjournment heading the following appears:]

NOMINATIONS

Executive nominations received by the Senate March 17 (legislative day of March 9), 1952:

[Under heading *Postmaster*, omit the State subheading if only one nomination or confirmation is given. Under the heads *Nominations*, *Confirmations*, *Withdrawal*, and *Rejection*, the following scheme for subheads is to be followed:

[Heads indicating service, or branch or department of Government—6½-point caps and small caps.

[Subheads indicating subdivision or type of service—6½-point small caps.

[Subheads indicating new rank of appointee—6½-point italic.]

DIPLOMATIC AND FOREIGN SERVICE

Merlin E. Smith, of Ohio, to be a Foreign Service officer, unclassified, a vice consul of career, and a secretary in the diplomatic service of the United States of America.

THE JUDICIARY

Tom C. Clark, of Texas, to be Assistant Attorney General of the United States, vice Hon. Thurman Arnold, resigned.

Hugh B. Cox, of the District of Columbia, to be Assistant Attorney General of the United States; new position.

TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

Lt. Gen. Henry Harley Arnold (major general, U. S. Army), Army of the United States.

APPOINTMENTS, BY TRANSFER, IN THE REGULAR ARMY OF THE UNITED STATES¹TO ORDNANCE DEPARTMENT¹

Lt. Col. George DeVere Barnes, Quartermaster Corps (temporary colonel), with rank from January 11, 1952.

IN THE AIR FORCE

To be brigadier generals¹

Maj. Gen. Harry George Armstrong, 209A (colonel, U. S. Air Force), Air Force of the United States, medical.

Brig. Gen. John Ferral McBlain, 203A (colonel, U. S. Air Force), Air Force of the United States.

PROMOTIONS IN THE REGULAR ARMY OF THE UNITED STATES

To be colonels with rank from March 1, 1952

Lt. Col. Charles Harrison Corlett, Infantry (temporary major general).

Lt. Col. William Ord Ryan, Air Force (temporary brigadier general).

¹ See note under Nominations, above.

MEDICAL CORPS

To be colonels

Lt. Col. Edgar Fremont Haines, Medical Corps (temporary colonel), with rank from April 6, 1952.

Lt. Col. John Randolph Hall, Medical Corps (temporary colonel), with rank from April 6, 1952.

APPOINTMENTS AND PROMOTIONS IN THE NAVY

TEMPORARY SERVICE

Capt. Ingram C. Sowell to be a rear admiral in the Navy, for temporary service, to rank from the 13th day of September 1951.

The following-named commanders to be captains in the Navy, to rank from the date stated opposite their names:

Felix B. Stump, June 30, 1951.

Joseph W. Fowler, June 30, 1951.

The following-named ensigns to be lieutenants (junior grade) in the Navy, to rank from the 1st day of June 1951:

Louis H. Roddis, Jr. Neil E. Harkleroad

Charles H. Johnson, Jr. John N. Renfro

The following-named officers of the Naval Reserve to be ensigns in the Navy, to rank from the 1st day of December 1951:

Willard E. Eder

William W. Hunker

Carl C. Schmuck, Jr.

IN THE MARINE CORPS

Col. David L. S. Brewster to be a brigadier general in the Marine Corps, for temporary service, from the 16th day of September 1951.

Col. Clifton B. Cates to be a brigadier general in the Marine Corps, for temporary service, from the 16th day of September 1951.

POSTMASTERS

The following-named persons to be postmasters:

ALASKA²

Lew M. Williams, Wrangell, Alaska, in place of B. Y. Grant, resigned.

CALIFORNIA

Ella S. Anderson, Auberry, Calif. Office became Presidential July 1, 1951.

MISSOURI

Hubert B. Brown, Slater, Mo., in place of J. C. Hains. Incumbent's commission expired June 23, 1951.

CONFIRMATIONS

Executive nominations confirmed by the Senate March 17 (legislative day of March 9), 1952:

DIPLOMATIC AND FOREIGN SERVICE

Loy W. Henderson to be Envoy Extraordinary and Minister Plenipotentiary of the United States of America to Iraq.

Donal M. McGonigal to be a consul of the United States of America.

UNITED STATES ATTORNEY

J. Saxton Daniel to be United States attorney for the southern district of Georgia.

IN THE ARMY

TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

To be brigadier generals

William Edward Raab Covell

Albert Jesse Browning

APPOINTMENTS IN THE REGULAR ARMY

To be chaplains, with rank of first lieutenant, to rank from date of appointment

Charles Edwin Brown, Jr.

John Porter Fellows III

To be first lieutenant, Medical Corps, with rank from date of appointment

Charles Herman Ransom

UNITED STATES AIR FORCE

PROMOTIONS IN THE UNITED STATES AIR FORCE, UNDER THE PROVISIONS OF SECTIONS 502 AND 509 OF THE OFFICER PERSONNEL ACT OF 1947

(Those officers whose names are preceded by the symbol (X) are subject to physical examination required by law.)

To be lieutenant colonels, medical

X Robinson, Robert Walker, 19134A.

X Knauf, George Milton, 19135A.

Booth, John Austin, 19139A.

X Lackay, R. Howard, 19636A.

IN THE NAVY

TEMPORARY SERVICE

Aaron S. Merrill to be rear admiral, to rank from September 9, 1951.

PROMOTIONS IN THE REGULAR SERVICE

To be captains

Cornelius W. Flynn Charles W. Styer

Armit C. Thomas Thomas L. Sprague

Edmund E. Brady, Jr. Einar R. Johnson

To be passed assistant dental surgeon

Estes W. Murphy

IN THE MARINE CORPS

TEMPORARY SERVICE

To be brigadier general, Marine Corps Reserve

Littleton W. T. Waller, Jr.

To be lieutenant colonel

George A. Williams

To be second lieutenants

John D. Hayes

Dudley R. Carr

John J. Kalen

William E. Lunn

² See footnote 1, p. 265.

POSTMASTERS

ALABAMA

Joseph G. Hardin, Hillsboro.

CALIFORNIA

Janet R. Carroll, Pebble Beach.
Albert C. Rist, Bradley.

WITHDRAWAL

Executive nomination withdrawn from the Senate March 17 (legislative day of March 9), 1951:

DIPLOMATIC SERVICE

Edward J. Flynn to be Envoy Extraordinary and Minister Plenipotentiary of the United States of America to Australia.

REJECTION

Executive nomination rejected by the Senate March 17 (legislative day of March 9), 1951:

POSTMASTER

Antoinette T. McKechnie to be postmaster at Gearhart, Oreg.

HOUSE OF REPRESENTATIVES

MONDAY, MARCH 17, 1952

The House met at 12 o'clock noon.

The Chaplain, Rev. Bernard Braskamp, D. D., offered the following prayer:

THE JOURNAL

The Journal of the proceedings of Friday, March 14, 1952, was read and approved.

[When the Journal covers the proceedings of the day before, the word *yesterday* may appear instead of the definite date.]

SWEARING IN OF MEMBERS

Mr. COLMER and Mr. BENNETT of Florida appeared before the bar of the House and took the oath of office.

MESSAGE FROM THE SENATE

A message from the Senate, by Mr. Landers, its enrolling clerk, announced that the Senate had passed without amendment bills of the House of the following titles:

H. R. 3331. An act for the relief of Harry L. Smith; and

H. R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

The message also announced that the Senate had passed bills of the following titles, in which the concurrence of the House is requested:

S. 1290. An act for the relief of William Carroll Knox; and

S. 1447. An act to remit claims of the United States on account of overpay-

ments to part-time charwomen in the Bureau of Engraving and Printing, and for other purposes.

The message also announced that the Senate has passed, with amendments in which the concurrence of the House is requested, bills of the House of the following titles:

H. R. 2190. An act for the relief of Marguerite R. McElroy; and

H. R. 3363. An act extending the time within which applications under section 722 of the Internal Revenue Code must be made.

[Observe that bills from the Senate to the House read *An act*. If the copy should read *A bill*, change to *An act* in conformity with this rule, and place number first. Note also the following forms:]

A message from the Senate, by Mr. Landers, its enrolling clerk, announced that the Senate had passed with an amendment the bill (H. R. 3707) making appropriations for certain expenses incident to the 1st session of the 82d Congress, in which the concurrence of the House of Representatives is requested.

The message also announced that the Senate had passed a joint resolution (S. J. Res. 20) making available the sum of \$150,000 for the construction, etc.

The message also announced that the Senate had adopted the following resolution (S. Res. 209):

Resolved, That the Senate has heard with profound sorrow the announcement of the death of HON. HENRY B. STEAGALL, late a Representative from the State of Alabama, etc.

MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Miller, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills of the House of the following titles:

On March 4, 1952:

H. R. 2886. An act to provide for the removal of oysters from the waters of York River and Queen Creek, Va., affected by sewage disposal emanating from the construction battalion training camp, at Camp Peary, Va., and for other purposes; and

H. R. 3338. An act relating to Government and other exemptions from the tax with respect to the transportation of property.

On March 7, 1952:

H. R. 2859. An act to amend the Naval Reserve Act of 1938, as amended.

[Observe that bills coming from the President take the form of *An act*. This rule must be followed invariably, even if the copy reads *A bill*.]

MRS. VIRGINIA THRIFT

Mr. COUDERT. Mr. Speaker, by direction of the Committee on House Administration, I submit a privileged resolution (H. Res. 321) and ask for its immediate consideration.

The Clerk read as follows:

Resolved, That there shall be paid out of the contingent fund of the House to Mrs. Virginia Thrift, widow of Chester R. Thrift, late an employee of the House, an amount equal to 6 months' salary compensation at the rate he was receiving at the time of his death, and an additional amount not to exceed \$250 to defray funeral expenses of the said Chester R. Thrift.

The resolution was agreed to, and a motion to reconsider was laid on the table.

BILLS PRESENTED TO THE PRESIDENT

Mr. KLEIN, from the Committee on Rules, reported that that committee did on this day present to the President, for his approval, bills of the House of the following titles:

H. R. 3331. An act for the relief of Harry L. Smith; and

H. R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

ENROLLED BILL SIGNED

Mr. KLEIN, from the Committee on Rules, reported that that committee had examined and found truly enrolled a bill of the House of the following title, which was thereupon signed by the Speaker:

H. R. 2859. An act to amend the Naval Reserve Act of 1938, as amended.

THE PRIVATE CALENDAR

The SPEAKER. The Clerk will call the first bill on the Private Calendar.

JOHN SIMS

The Clerk called the first bill on the Private Calendar, H. R. 399, for the relief of John Sims.

There being no objection, the Clerk read the bill, as follows:

Be it enacted, etc., That the Secretary of the Treasury is authorized and directed to pay to John Sims, Mobile, Ala., the sum of \$5,000.

The SPEAKER. The gentleman from Florida offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment by Mr. SIKES: In line 4, after the word "pay", add a comma and the following words: "out of any money in the Treasury not otherwise appropriated."

The SPEAKER. The question is on agreeing to the amendment.

The amendment was agreed to.

On motion of Mr. SIKES, a motion to reconsider the vote by which the bill was passed was laid on [not upon] the table.

PAUL BARRERE

The Clerk called the next bill, H. R. 1984, for the relief of Paul Barrere.

SENATE BILLS REFERRED

Bills of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 962. An act for the relief of Mr. and Mrs. Frank Holehan; to the Committee on the Judiciary.

S. 1077. An act for the relief of William A. Haag; to the Committee on the Judiciary.

[In the reference of Senate acts to House committees the name of the committee will be repeated after each act, though there may be several acts referred to the same committee.]

Committee of the Whole House on the State of the Union

EMERGENCY TARIFF

Mr. JAVITS. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House on the State of the Union for the consideration of the bill (H. R. 2435) imposing temporary duties upon certain agricultural products, and so forth.

The SPEAKER. Is there objection? [After a pause.] The Chair hears none. The question is on the motion of the gentleman from New York that the House resolve itself into the Committee of the Whole House on the State of the Union for the consideration of the bill H. R. 2435, the emergency tariff bill.

The motion was agreed to.

Accordingly the House resolved itself into the Committee of the Whole House on the State of the Union for the consideration of the bill H. R. 2435, with Mr. McCORMACK in the chair.

The CHAIRMAN. The clerk will report the bill.

The Clerk read the bill, as follows:

Be it enacted, etc.—

TITLE I

EMERGENCY TARIFF

That on and after the day following the passage of this act, for the period of 6 months, there shall be levied, collected, and paid upon the following articles,

when imported from any foreign country into the United States or into any of its possessions (except the Virgin Islands and the islands of Guam and Tutuila), the rates of duty which are prescribed by this section, namely:

Mr. MERROW. Mr. Chairman, I offer an amendment, which I send to the Clerk's desk.

The CHAIRMAN. The gentleman from New Hampshire offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment offered by Mr. MERROW: Page 2, line 1, after the word "bushel", insert "Provided, That wheat in transit upon the Great Lakes shall not be subject to the duty hereby imposed."

[Mr. KILDAY addressed the Committee. His remarks will appear hereafter in the Appendix.]

Mr. JAVITS. Mr. Chairman, I move that the Committee do now rise.

The motion was agreed to.

Accordingly the Committee rose; and the Speaker having resumed the chair, Mr. McCORMACK, Chairman of the Committee of the Whole House on the State of the Union, reported that that Committee, having had under consideration the bill H. R. 2435, had come to no resolution thereon.

Conference report and statement

Conference reports and statements to be set in 6½-point.

Use 6-point slug before and after conference report and statement.

In the Senate place the names of Senators first. In the House the names of Members are to be first.

Follow copy literally in the report. Observe the form *Amendments numbered 1, 2, 3, etc.*, and when the amendment is to make an independent paragraph, the phrase *And the Senate [or House] agree to the same* will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change *numbered*, when in copy, to *No.*, as *amendment No. 1*, but do not supply *No.* or *amendment* if omitted in copy; otherwise regular style will prevail.

Note particularly that in Senate copy of conference reports the form *Amendment numbered 1, etc.*, is generally stricken from the beginning of the paragraph by the clerks.

(See pp. 313-315 for styles of conference report set as House report and as Senate document.)

CONFERENCE REPORT (H. REPT. No. 12)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 7160) to provide for research into basic laws and principles relating to agriculture, and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges, having met, after full and free conference, have agreed to recommend

and do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendments of the Senate numbered 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, and 17, and agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In the House bill insert

"Puerto Rico and the" after the word "to", in line 16, on page 2; insert "Puerto Rico and" after the word "to" in lines 7 and 23 on page 4; before the word "all" in line 11 on page 4, and after the word "to" in line 5 on page 5; and insert "Puerto Rico or" after the word "of" in line 10 on page 4, after the word "which" in line 14 on page 4, after the word "If" in line 18 on page 4, and after the word "to" in lines 2 and 3 on page 5; and the Senate agree to the same.

H. P. FULMER,
CLARENCE CANNON,
CLIFFORD R. HOPE,

Managers on the Part of the House.

CLYDE R. HOEY,
By L. M.
GEORGE D. AIKEN,
STYLES BRIDGES,

Managers on the Part of the Senate.

[Six-point slug here. Extracts in statement to be quoted.]

STATEMENT

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 7160) to provide for research into basic laws and principles relating to agriculture and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

On amendment No. 1: This amendment eliminates Alaska from the benefits of title I of the bill. The House recedes with an amendment giving such benefits to Alaska.

On amendments Nos. 3 and 4: These amendments provide for an equal allotment of aid under title I in the amount of \$20,000 to each State and to the Territory of Hawaii each year before the remainder is allotted on the basis of farm population; and the House recedes.

On amendments Nos. 14, 15, 16, and 17: These amendments are for the purposes of making section 22 of the bill apply to the Territory of Hawaii; and the House recedes.

H. P. FULMER (except
amendment No. 19),
CLARENCE CANNON,
CLIFFORD R. HOPE,

Managers on the Part of the House.

[Six-point slug after the statement.]

Pension bills

PENSIONS

The SPEAKER pro tempore. Under the previous order of the House, private pension bills and bills relating

to pension legislation are in order for consideration today.

Mr. BUSH. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House for the consideration of the bill (H. R. 5214) granting pensions and increase of pensions to certain soldiers and sailors of the Regular Army and Navy, and certain soldiers and sailors of wars other than the Civil War, and to widows of such soldiers and sailors; and, pending that, I would like to ask if we can make some arrangement as to the time for general debate.

The motion of Mr. BUSH was agreed to.

Accordingly the House resolved itself into the Committee of the Whole House, with Mr. McCORMACK in the chair.

The Clerk read the title of the bill H. R. 5214.

The bill is as follows:

Be it enacted, etc., That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—

The name of Hattie Hjelmberg, widow of William Hjelmberg, late of the 4th Company United States Coast Artillery Corps, war with Spain, and pay her a pension at the rate of \$12 per month.

Mr. FULTON. Mr. Speaker, I call up the bill (H. R. 6507) granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent children of soldiers and sailors of said war, and I ask unanimous consent that this bill be considered in the House as in Committee of the Whole House.

The SPEAKER pro tempore. The Chair hears no objection, and the Clerk will report the bill.

The Clerk read the bill, as follows:

Be it enacted, etc., That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—

The name of Mary M. Lytel, helpless and dependent daughter of Isaac Lytel, late of Company D, 118th Regiment Ohio Volunteer Infantry, and pay her a pension at the rate of \$20 per month.

Amendments

[As figures are now used in bills to express sums of money, dates, paragraph numbers, etc., amendments involving such expressions

must be set in figures thus: Strike out "\$840" and insert "\$1,000", etc. For other enumerations in bill style, see rule 2.8, p. 5.]

The next business on the Speaker's table was the bill (H. R. 4167) to enable national banking associations to extend their corporate existence, returned from the Senate with sundry amendments.

The SPEAKER. The Clerk will read the amendments.

The Clerk read the amendments, as follows:

First amendment: Page 2, line 20, after the word "law", insert "or unless hereafter modified or repealed."

Add to line 21, as follows:

"Provided, That soldiers and sailors who lost either an arm or a leg during the late war shall be exempt from paying any special tax as peddlers of tobacco, snuff, or cigars."

[Observe that amendments are quoted when preceded by 6½-point introduction.]

Mr. MAGEE. I move the following amendments:

The amendments were read as follows:

In line 3, after the word "condemned", insert "cast-iron cannon."

In line 5, strike out "to be used" and insert "for use and ornamentation."

Page 2, line 14, strike out "southern."

The reading of the bill was resumed.

The next amendment was, in line 25, after the word "book", to strike out "cases" and insert "rests"; in the same line, strike out "\$5,000" and insert "\$2,500", so as to make the clause read:

For purchase of ice, buckets, file holders, bookrests, and clocks, \$8,600; \$2,500 of this sum to be expended for shelving and file holders in the second auditor's office.

The amendment was agreed to.

The Clerk read as follows:

Amend by striking out the words "from the date of her husband's death."

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

EXTENSION OF REMARKS

By unanimous consent, permission to extend remarks in the Appendix of the RECORD, or to revise and extend remarks, was granted to:

Mr. DEANE.

Mr. MACHROWICZ and to include a resolution of the American Legion.

Mr. FARRINGTON (at the request of Mr. ASPINALL) and to include certain letters, notwithstanding the fact that the extension exceeds two pages of the RECORD, etc.

Mr. FLOOD in four instances.

Mr. ZABLOCKI in two instances and to include extraneous matter.

Mr. MCCARTHY (at the request of Mr. MARSHALL) and to include other extraneous material.

Mr. LARCADE in four instances and to include newspaper articles.

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. VINSON (at the request of Mr. BROWN of Georgia), for an indefinite period, on account of official business.

Mr. WIDNALL (at the request of Mr. MARTIN of Massachusetts), for 1 day, on account of official business.

Mr. AUGUST H. ANDRESEN, for an indefinite period, on account of official business.

Adjournment, recess, and evening session

ADJOURNMENT

Mr. PRIEST. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 5 o'clock and 48 minutes p. m.) the House, pursuant to its order heretofore entered, adjourned until tomorrow, Tuesday, March 18, 1952, at 12 o'clock noon.

RECESS

The SPEAKER. The hour for the recess has arrived. The Chair will state that should he be absent this evening the gentleman from Georgia, Mr. CAMP, will act as Speaker pro tempore.

The hour of half past 4 o'clock having arrived, the House, in pursuance of its order, took a recess until half past 7 o'clock this evening.

EVENING SESSION

The recess having expired, the House reassembled at half past 7 o'clock p. m. and was called to order by Mr. CAMP as Speaker pro tempore.

[Follow copy as to expressing time of adjournment, as 6 o'clock and 25 minutes p. m., or 6:25 p. m. If necessary, the headings *Recess* and *Adjournment* must be supplied in House and Senate copy.]

MOTION TO DISCHARGE COMMITTEE

MARCH 17, 1952.

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

Pursuant to clause 4 of rule XXVII, I, PERCY J. PRIEST, move to discharge the Committee on Banking and Currency from the consideration of the bill (H. R. 2837) entitled "A bill transferring certain functions of the Price Administrator, with respect to petroleum and petroleum products, to the Petroleum Administrator for War," which was referred to said committee March 7, 1952, in support of which motion the undersigned Members of the House of Representatives affix their signatures, to wit:

1. Percy J. Priest.
2. Oren Harris.
217. William E. Hess.
218. James G. Polk.

This motion was entered upon the Journal, entered in the CONGRESSIONAL RECORD with signatures thereto, and referred to the Calendar of Motions To Discharge Committees, February 21, 1952.

House briefs

[The briefs follow at end of day's proceedings. Heads and dashes to be used as shown here.]

EXECUTIVE COMMUNICATIONS, ETC.

Under clause 2 of rule XXIV, executive communications were taken from the Speaker's table and referred as follows:

457. A communication from the President of the United States, transmitting a draft of a proposed provision pertaining to existing appropriations for the Department of Justice (H. Doc. No. 273); to the Committee on Appropriations and ordered to be printed.

458. A letter from the Chairman, Wage Stabilization Board, transmitting the eighth report on the operations of the Chairman of the Wage Stabilization Board; to the Committee on Banking and Currency.

[Use the following form if only one communication is submitted—7½-point:]

194. Under clause 2 of rule XXIV, a letter from the Secretary of the Treasury, transmitting a statement of the estimated cost of revised central heating, lighting, and power-plant project, Washington, D. C. (H. Doc. No. 102), was taken from the Speaker's table, referred to the Committee on Public Works, and ordered to be printed.

[Note the insertion of (H. Doc. No. —) in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed or its equivalent appears in copy.]

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mrs. ROGERS: Committee on Education and Labor. S. 4631. An act to repeal an act entitled "An act to legalize the incorporation of national trades unions," approved June 29, 1886; without amendment (Rept. No. 1063). Referred to the House Calendar.

Mr. WOOD of Georgia: Committee on Un-American Activities. Report on proceedings against Sidney Buchman; without amendment (Rept. No. 1293). Ordered to be printed.

Mr. DOUGHTON: Committee on Ways and Means. H. R. 12946. A bill to relieve destitution, to broaden the lending powers of the Reconstruction Finance Corporation, and to create employment by providing for and expediting a public-works program; without amendment (Rept. No. 1765). Referred to the Committee of the Whole House on the State of the Union.

Mr. SABATH: Committee on Rules. House Resolution 285. Resolution for consideration of H. R. 12946, a bill to relieve destitution, to broaden the lending powers of the Reconstruction Finance Corporation, and to create employment by providing for and expediting a public-works program; without amendment (Rept. No. 1766). Referred to the House Calendar.

Mr. HART: Joint Committee on the Economic Report. Report of the joint committee on the President's economic report; without amendment (Rept. No. 169). Referred to the Committee of the Whole House on the State of the Union.

[Use above form also when only one report is submitted.]

REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. MITCHELL: Committee on Armed Services. H. R. 1825. A bill for the relief of William M. Stoddard; with amendment (Rept. No. 155). Referred to the Committee of the Whole House.

Mr. SPRINGER: Committee on Armed Services. S. 2445. An act for the relief of Clarence R. Killion; with amendment (Rept. No. 156). Referred to the Committee of the Whole House.

[Use above form also when only one report is submitted]

ADVERSE REPORTS

Under clause 2 of rule XIII,

Mr. WALTER: Committee on the Judiciary. H. R. 3347. A bill for the relief of Edward Dietrich, a veteran of the World War (Rept. No. 1054). Laid on the table.

Mr. STANLEY: Committee on House Administration. House Resolution 188. Resolution to provide for printing of 1,000 additional copies of the hearings held before the Committee on Banking and Currency of the House on the bill H. R. 10517, entitled "For increasing and stabilizing the price level of commodities, and for other purposes" (Rept. No. 1035). Ordered to be printed.

[Use above form also when only one report is submitted]

PUBLIC BILLS AND RESOLUTIONS

Under clause 3 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. MURDOCK (by request):

H. R. 6439. A bill to authorize the addition of land to the Appomattox Court House National Historical Monument, Va., and for other purposes; to the Committee on Interior and Insular Affairs.

By Mr. PATMAN:

H. R. 6440. A bill to revive and reenact section 6 of the act entitled "An act authorizing the construction of certain public works on rivers and harbors for flood control, and for other purposes," approved December 22, 1944; to the Committee on Public Works.

[Use the following form when only one bill or resolution is submitted:]

93073°—53—21

Under clause 3 of rule XXII,

Mr. EATON introduced a bill (H. R. 7568) to increase the cost of the public building at Woodbury, N. J., which was referred to the Committee on Public Works.

MEMORIALS

Under clause 3 of rule XXII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if *By the Speaker* is not in copy:]

Memorial of the Legislature of the State of Maine, memorializing Congress to impose a tax upon all imported products equal to the difference between par of exchange and current quotations of exchange of those countries which, by going off the gold basis, have depreciated their currencies; to the Committee on Ways and Means.

By Mr. HALLECK: Memorial of the Legislature of the State of Indiana, urging Congress to enact, etc.; to the Committee on House Administration.

PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. GORDON of Illinois:

H. R. 11290. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent children of soldiers and sailors of said war; to the Committee of the Whole House on the State of the Union.

By Mr. D'EWART:

H. R. 6146. A bill authorizing the issuance of a patent in fee to Marcelene Jane Johnson; to the Committee on Interior and Insular Affairs.

By Mr. KEATING (by request):

H. R. 6151. A bill for the relief of Berjoubie Andreassian; to the Committee on the Judiciary.

[Use the following form if only one bill or resolution is submitted:]

Under clause 1 of rule XXII,

Mr. BATTLE introduced a bill (H. R. 6322) authorizing the Secretary of the Army to donate to the Parents' Association of Public School No. 52, Broadway and Academy Street, New York City, two German cannons or fieldpieces, which was referred to the Committee on Armed Services.

PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

[Use the following form when submitted by the Speaker if *By the Speaker* is not in copy:]

2395. Petition of M. G. Sperry and E. L. Seal, relating to the American Legion; to the Committee on the Judiciary.

2396. By the SPEAKER: Petition of Kay Edmonston, Washington, D. C., relative to a grievance against J. Edgar Hoover and others, dated March 8, 1952; to the Committee on the Judiciary.

2397. By Mr. LEA: Petition of citizens of Danville, Ill., protesting against legislation restricting the freedom of worship (H. R. 4388); to the Committee on the District of Columbia.

[Use the following form if only one petition, etc., is submitted:]

Under clause 1 of rule XXII,

14. Mr. BLACKNEY presented a petition of 33 members of the Women's Hos-

pital Auxiliary, of Flint, Mich., favoring passage of the Sheppard-Towner bill, which was referred to the Committee on Education and Labor.

[Showing use of italic lines over petitions, etc.:]

[Omitted from the Record of
March 4, 1952]

2349. By Mr. PATMAN: House Concurrent Resolution 13 of the Texas Legislature, urging immediate official recognition by the United States of the Government of Mexico as administered by President Obregon; to the Committee on Foreign Affairs.

[Submitted March 5, 1952]

2360. By Mr. DELANEY (by request): Cablegram from the Asociación de Hacendados y Colonos, of Cuba, urging larger concessions to Cuban sugar and tobacco in the reciprocity treaty; to the Committee on Ways and Means.

[If *et al.* is used in petitions, change it to *and others.*]

CONGRESSIONAL RECORD INDEX

RULES AND EXAMPLES

Set in 6½-point on 7½-point slug, Record measure (14 picas); biweekly, solid. In bound Record, 2-point lead before each cap line; also use lead in History of Bills and Resolutions before each flush line.

In bound Record index, use red figures only.

Cap lines flush, blue underscore; italic lines flush, red underscore; entries 1 em; overs 2 ems; where a 3-em dash is used as a ditto or an italic sidehead is run into text, the overruns above and below will be 2 ems also.

Spell months if in brackets or parentheses (except in citations) even when followed by the day of the month.

Abbreviate States after all geographic names throughout index, as N. Y., N. Mex., etc.

Comma precedes folio figures.

Names of vessels in italic—U. S. S. *Brooklyn*, steamship *Raleigh*.

All standing committee lines (House and Senate) when set flush and caps will be set as a separate line. Do not run in entries on these lines.

Use roman for words in parentheses as (Omitted in Record), (Appendix), (deceased), (administrator), (newspaper), (magazine), (vessel), (House), (Senate), (city), (State), and (Governor of Maryland), but use italic for (*late Senator from New York*), (*former Representative from Maryland*).

Record, referring to Congressional Record, cap and lowercase.

Index cards that read back to subject must be followed.

Observe the following forms: (Omitted in Record), (Rept. 349), (S. Rept. 25), (S. Rept. —), (H. Rept. 41), (H. Rept. —), (S. Doc. 23), (H. Doc. 47), (H. J. Res. 26), (H. Con. Res. 5), (H. Res. 7), (S. Res. 7), (S. J. Res. 6), (S. Con. Res. 7), (S. 1495; H. Rept. 712), (H. R. 1252; S. Rept. 214).

[Public Law 16.]

(See bill S. 546—George bill.)

If the numbers of several bills are given, use this form: S. 24, 2486; H. R. 217, 2287, etc.; that is, do not repeat S. or H. R. with each number. Separate the Senate and House bills by a semicolon.

Use colon after italic and roman indented sideheads. Example:

Ship-repair facilities: resolution for, etc. (see H. Res. 450).

Munitions dump: remarks in House relative to, etc., A989.

In cap lines use small-cap "v.," in place of against, in legal cases.

Court cases in italic.

Asterisk indicates action on bill.

Style of biweekly index

ANDERSON, CLINTON P. (*a Senator from New Mexico*).

Appointed Presiding Officer, 4451.

Article: American Way, 127.

— Boston Tea Party, 131.

Editorial: Alabama Beats Tech, 141.

— Birmingham Is a Great City, 151.

Amendments offered by, to

Stabilization fund (S. 325): to amend, 911.

Tariff bill: hides, 4635.

— petroleum, 4635.

[NOTE.—A 3-em dash after article, editorial, etc., to be used under a Senator's or Congressman's name.]

Bills and joint resolutions introduced by
Aimes, Clement F. S.: to increase pension (see bill S. 2313), 4634.

Dickinson, Sarah A.: to pension (see bill S. 2315*), 4634.

Motions and resolutions offered by

Adjourn: to, 4583.

Executive session: for, 4484, 4583, 4722, 4795.

Consideration of bill (H. R. 370): farm mortgages (see bill H. R. 470).

Petitions and papers presented by, from
Citizens and individuals, 4138, 4633.

Societies and associations, 4633.

Remarks by, on

Chester, Ill.: relief, 16267, 16268, 16269, 16270.

Success (steamer): registry for, 394.

Reports made by, from

Committee on Appropriations, 101, 802.

National Defense Act amendment (S. 277, Rept. 238), 4778.

Springfield Armory, Mass.: release certain right-of-way at (S. Rept. 237), 4778.

Committee on Lobbying Activities, 15946.

ALIENS. *See also* **DISPLACED PERSONS.**

Article relative to exemption from military service of, 13022.

Bill to facilitate the supervision and deportation of (see bill H. R. 9447).

Remarks in House

Deportation of those refusing to bear arms, 13721.

Service in Armed Forces, 14144.

Remarks in Senate

Asiatic brides of American servicemen, 12617.

Deportation of certain, 484.

COMMITTEE ON FOREIGN RELATIONS (Senate).

Article by Robert Morris on findings of Tydings subcommittee, A7939.

Indefinite postponement of resolution (S. Res. 312) authorizing investigation by, 15924.

COMMITTEE TO INVESTIGATE LOBBYING ACTIVITIES (House).

Remarks in House relative to report on misuse of franking privilege by, 16185.

Report pursuant to House Resolution 298 (H. Rept. 3139), 15946.

CONTESTED ELECTIONS IN HOUSE, Moreland against Schuetz, report of committee on case of (H. Rept. —), 2786, 2787.**COURTS OF THE UNITED STATES.** *See also* **SUPREME COURT OF THE UNITED STATES.**

Bills to amend act to codify, revise, and amend the laws relating to the judiciary (see bills S. 2161, 2182).

New York: bill for appointment of two additional judges for southern district of (see bill S. 1288).

— bill for appointment of one additional judge for eastern district of (see bill H. R. 7397).

DISTRICT OF COLUMBIA, repeal act creating the Public Utilities Commission of (see bill H. R. 7193).

Joint resolution to reerect statue of Abraham Lincoln in Courthouse Square (see H. J. Res. 127).

Bread prices: memorial of the Kalorama Citizens' Association relative to, 2678.

Public schools: bill to amend act to regulate salaries of teachers, school officers, and other employees of (see bills S. 271, 272).

— bill to provide for compulsory school attendance of children (see bill S. 2040).

Wahlers Hill: bill making appropriation for improvement and repair of (see bill H. R. 9694).

EXECUTIVE DEPARTMENTS, consolidation or redistribution of the powers and duties relating to the Territory of Alaska (see bills S. 2203; H. R. 7683).**EXECUTIVE NOMINATIONS AND CONFIRMATIONS.***Air Force*

Officers: nominated, 13019.

Army

Officers: nominated, 12644, 12727; confirmed, 12727.

Civilian

Attorneys, United States: confirmed, 12727.

Collectors of internal revenue: nominated, 13526.

Marine Corps

Officers: confirmed, 14636.

Navy

Officers: nominated, 14170, 14340, 14444; confirmed, 14635, 14636.

NEW YORK TIMES.*Articles*

Baruch Plan for Youth at 80, 12565.

British Labor Asks World Mutual To Succeed ECA, 13089.

Editorials

Copper Tariff, A6128.

Korea as an Election Issue, 12691.

PRESIDENT OF THE UNITED STATES.

Bill to amend and repeal laws relative to election of (see bill S. 492).

Executive orders relative to filling of vacancies in post offices of the first, second, and third classes, 1236, 1290.

Joint resolution for amendment to Constitution giving Congress power to regulate primary elections for (see S. J. Res. 54).

Communications from

American oil prospectors in foreign countries: transmitting report concerning restrictions placed upon (S. Doc. 11), 1442.

Washington Monument: relative to repair of elevator in, 1569.

PUBLIC BUILDINGS, relief of contractors for construction of (see bill H. R. 6321).

Remarks in House relative to prospects for consideration of a public buildings bill, 1217.

Table: cost of living, 3332.

SECRETARY OF THE TREASURY.*Communication from*

American Fleet in foreign waters: estimate of appropriation for purchase of a historical pictorial record of (H. Doc. 76), 1162.

WASHINGTON (city). *See* **DISTRICT OF COLUMBIA.**

WASHINGTON (State), petition of citizens urging action of Congress to prevent the present impending disaster in Armenia, 4451.

WILSON, MARY, AND OTHERS, pension (see bill H. R. 6441).

WOOL, amendment in Senate relative to tariff on, 1114, 1283.

Remarks in Senate relative to tariff on, 1205, 1283.

Statistics relative to production of, 1276.

YEA-AND-NAY VOTES IN HOUSE.

Army appropriation bill (H. R. 5010): on amendment reducing appropriation for pay of the Army, 1234.

— on amendment to grant honorable discharges to enlisted men upon their own application, 1235.

[Contract titles of bills and resolutions if run in, omitting the words *bill for* and *resolution to*, as follows:]

A. A. RAVEN (steamship), relief of owners (see bill H. R. 6408).

ABANDONED PROPERTY. See CAPTURED AND ABANDONED PROPERTY.

ALASKA, increase in percentage of national forest receipts to be paid to (see bill H. R. 5950).

Bill to create a fish commission in (see bill H. R. 5951).

ARCHAMBAULT, GEORGE, increase pension (see bill H. R. 6488).

CHINESE IMMIGRATION, correspondence concerning certain Chinese refugees from Mexico, 5450.

Joint resolution to allow Chinese to register under certain provisions and conditions (see S. J. Res. 33).

CIVILIAN PERSONNEL. See EMPLOYEES OF THE UNITED STATES.

CLAIMS. See also COURT OF CLAIMS.

Amendments in Senate making appropriations for, adjudicated and allowed, 5756.

KOHLER, WALTER J., JR. (Governor of Wisconsin), editorial from Madison (Wis.) Free Press relative to, A915.

LEAVES OF ABSENCE IN HOUSE.

Buchanan, 1372.

Clancy, 1471.

Drane, 1589.

MARYLAND (dredge), relief of owners (see bill H. R. 1942).

MEXICO, article written by President Obregon relative to taxation in, 5988. Remarks in Senate relative to importation of oil from, 5981.

Resolution to investigate importation of oil from (see S. Res. 138).

[Follow copy when index cards read back to cap subject.]

AGRICULTURE, remarks in House, dangers to economy, 426.

ARIZONA, memorial of legislature, State rights, 811.

WASHINGTON EVENING STAR, article, Arizona Gets Water, 761.

[Use above forms when only one item is listed; if more than one item appears, the words "Article," "Memorial of legislature," or "Remarks in House," etc., will be set as italic flush heads, but not under Congressmen's or Senators' names.]

Votes of. See YEA-AND-NAY VOTES.

WEEKS v. UNITED STATES, decision of the Supreme Court of the United States in case of, 5951.

[Indent matter immediately following flush heads if a subhead follows which reads back to the flush line. (See first entry under President of the United States, p. 276.) Observe that public bills, resolutions, amendments, reports, letters, communications, petitions, and bills relating to corporations, societies, vessels, or like subjects are treated the same as private bills.]

History of bills and resolutions in biweekly index

S. 1669—To clarify the law relative to allowances for mileage of graduates of the United States Military Academy and transportation of their dependents on assignment to their first duty station and to the mileage allowance of persons entering the United States Military Academy as cadets.

Mr. Ribicoff: Committee on Armed Services, 712.

Reported with amendments (S. Rept. 93), 2120.

Debated, amended, and passed Senate, 2428.

Referred to House Committee on Armed Services, 2520.

Reported back (H. Rept. 182), 2761.

Debated, 4840.

Amended and passed House; title amended, 1692.

Senate disagrees to House amendments and asks for conference, 1921.

[NOTE.—If semicolon appears in copy, change to "and".]

Examined and signed, 5181, 5186.

Presented to the President, 5207.

See bill H. R. 5296. (Omitted in Record.)

H. R. 6877—To permit a compact or agreement between the States of Arizona, California, Colorado, Nevada, New Mexico, Utah, and Wyoming respecting the disposition and apportionment of the waters of the Colorado River, and for other purposes.

Mr. Jones; agreed to, 2882.

Reported with amendments (H. Rept. 191), 2842.

Debated, 2880.

Reported with amendment, considered, and agreed to, 2881.

House disagrees with Senate amendments and asks for conference, 1988.

Conferees appointed, 1988.

Senate insists on its amendments and agrees to conference, 2216.

Referred to Senate Committee on Post Office and Civil Service, 2927.

Committee on Post Office and Civil Service discharged, 5002.

Reported back (S. Rept. 10) and passed Senate, 5002.

Laid on the table (S. 44 passed in lieu), 5003.

Mr. Taber, from Committee on Appropriations, 2762.

Passed Senate (in lieu of S. 1334), 1769.

Laid on the table (S. J. Res. 116 passed in lieu), 2058.

Examined and signed, 5288, 5307.

Presented to the President, 5400.

Approved [Public Law 12], 1234.

In Senate placed on the calendar, 2763.

[In history of bills, use lowercase in Members' names; in titles of bills, follow document style as to the use of figures and abbreviations; etc., not and so forth. Follow copy as to the omission of the word "the" in or before committee.]

Bound Record

[In permanent Record History of Bills, actions run in with period and em dash. Indentions ☐ and overs ☐. One 2-point lead before each flush cap line; also use lead before each flush line in History of Bills.]

S. 1936—To provide protection of persons and property from bombing attacks in the United States, and for other purposes.

Amended and passed House (in lieu of H. R. 5727), 154.—Senate disagrees to House amendment and requests conference, 168.—Conferees appointed, 168, 351.—House insists upon its amendment and agrees to conference, 351.—Conference report submitted in House (H. Rept. 1590), 367, 369.—Agreed to, 469, 480.—Conference report submitted in Senate and agreed to, 475.—Examined and signed, 519, 521.—Presented to the President, 586.—Approved [Public Law 415], 759.

H. R. 6818—Authorizing the temporary appointment or advancement of commissioned officers of the Coast and Geodetic Survey in time of war or national emergency, and for other purposes.

Mr. Bland; Committee on Merchant Marine and Fisheries, 2838.—Reported back (H. Rept. 1995), 3470.—Passed House, 3551.—Referred to Senate Committee on Commerce, 3645.—Reported without amendment (S. Rept. 1551), 6283.—Amended and passed Senate, 6647.—House concurs in Senate amendments, 6714.—Examined and signed, 6723, 6741.—Presented to the President, 6775.—Vetoed (H. Doc. 829), 6842.

THE HISTORY OF THE UNITED STATES

OF AMERICA

The history of the United States is a story of the growth of a great nation from a small colony of English settlers. The first settlers came to America in 1492, and the first permanent settlement was founded in 1607. The United States was declared independent in 1776, and the Constitution was adopted in 1787. The country has since grown in size and power, and has become one of the leading nations of the world.

The history of the United States is a story of the growth of a great nation from a small colony of English settlers. The first settlers came to America in 1492, and the first permanent settlement was founded in 1607. The United States was declared independent in 1776, and the Constitution was adopted in 1787. The country has since grown in size and power, and has become one of the leading nations of the world.

The history of the United States is a story of the growth of a great nation from a small colony of English settlers. The first settlers came to America in 1492, and the first permanent settlement was founded in 1607. The United States was declared independent in 1776, and the Constitution was adopted in 1787. The country has since grown in size and power, and has become one of the leading nations of the world.

Senate
and House
Journals

Nomina-
tions,
Reports,
etc.

Foreign
Languages

Index

OF GREAT BRITAIN AND IRELAND

Volume 100, Part 1, 1970



23. SENATE AND HOUSE JOURNALS

GENERAL RULES

The Journals are set in 7½-point on 8½-point slug (except votes, which are 6-point on 6½-point slug and appear in columns), Record measure, and as a rule Record style prevails.

Messages from the President are set in 7½-point, and extracts in same are quoted.

Abbreviate States as provided on page 142, except in amendments, which must be set bill style.

In amendments, matter stricken out must be set in roman, quoted; and matter inserted must be set in italic, bill style.

Omit comma between name of Senator or Representative and State in duplicate names, thus: Mr. Johnson of Colorado.

In the Journals names of Members are set in caps and small caps.

Note use of semicolon in Papers Referred (p. 281).

Use 1 lead only on each side of small-cap heads.

Where 7½-point small-cap heads make more than one line, set all but the last line on a 7½-point slug.

Use 6½-point cap line for centerheads showing time of meeting after recess taken in a day's proceedings.

Addresses of visitors to Chamber in either House are set in 7½-point and quoted.

Omit (*H. Doc. No. 17*, etc.) if appearing in Senate copy in connection with any matter which has been ordered printed as an executive document.

Note instructions on page 291 regarding "rundowns" in setting votes in Senate and House Journals.

For abbreviations of bills, resolutions, etc., see page 145.

Capitalize the word "Act" in all bill matter.

Indented matter will be set 2 ems for paragraphs and 1 em for overs; if more indented matter follows, indent accordingly.

SENATE

[Observe punctuation and paragraphing]

FRIDAY, JANUARY 18, 1952

The VICE PRESIDENT called the Senate to order, and the Chaplain offered prayer, or

The Vice President being absent, Mr. PAUL H. DOUGLAS, from the State of Illinois, called the Senate to order at 12 o'clock noon, and the Chaplain offered prayer.

QUESTION OF FORUM

Mr. McFARLAND raised a question as to the presence of a quorum;

Whereupon

The VICE PRESIDENT directed the roll to be called;

When

Fifty-seven Senators answered to their names, as follows:

Aiken	Connally	Lehman
Anderson	Fulbright	McMahon
Byrd	George	Saltonstall
Cain	Kerr	Wiley

A quorum being present,

MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Chaffee, one of its clerks:

Mr. President: The House of Representatives has passed the following bill and joint resolution, in which it requests the concurrence of the Senate:

H. R. 7158. An act to amend the Army Appropriation Act, approved July 11, 1932, so as to release appropriations for the completion of the acquisition of real estate in certain cases and making additional appropriations therefor; and

H. J. Res. 138. Joint resolution to repeal so much of the act of Congress approved February 28, 1932, as provides for the sale of Camp Eustis, Va.

The Speaker of the House of Representatives having signed two enrolled bills, viz, S. 1881 and H. R. 5622, I am directed to bring the same to the Senate for the signature of its President.

Resolved by the House of Representatives (the Senate concurring), That the final report of the Select Committee on Foreign Aid be printed as a House document, and that 5,000 additional copies of volume I be printed, of which 3,000 copies shall be for the use of the House of Representatives, to be distributed by the House folding room and 2,000 copies shall be for the use of the Select Committee on Foreign Aid.

When said concurrent resolution was considered,

The following amendments, recommended by the Committee on House Administration, were agreed to:

[Do not close italic insert with a period unless it is part of the amendment.]

Page 1, line 2, after "That", insert *there be printed six thousand five hundred copies of*

Page 1, line 3, strike out "be printed as a House document and" and insert *(House Report Numbered 1845)*

Page 1, line 4, strike out "that 5,000 additional copies of volume I be printed".

Page 1, line 6, strike out "Representatives to be distributed by the House" and insert *Representatives,*

PETITIONS AND MEMORIALS

The VICE PRESIDENT laid before the Senate the following petitions, etc., which were referred as indicated:

A resolution adopted by the Finnish Women's Clubs of the Minnesota-Wisconsin district, remonstrating against the passage of House bill 9604, to take profiteering out of war and to equalize the burdens of war; to the Committee on Finance.

The VICE PRESIDENT laid before the Senate a concurrent resolution of the Legislature of the State of Arkansas, urging the enactment of legislation to provide for further flood control on the White River; which was ordered to lie on the table.

Mr. CARLSON presented a resolution adopted by Coffeyville Post, No. 20, American Legion, of Coffeyville, Kans., praying the enactment of legislation providing adequate relief for disabled ex-servicemen; which

was referred to the Committee on Finance.

Mr. LODGE presented the following petition and memorial, which were referred to the Committee on Appropriations:

A resolution adopted by Local No. 3, United Office and Professional Workers of America, of Boston, Mass., favoring the appropriation of further relief funds for the unemployed; and

A resolution adopted by the board of directors, Massachusetts Federation of Taxpayers' Associations, Inc., of Boston, Mass., remonstrating against the appropriation of additional relief funds save for the minimum needs of the unemployed, and favoring the reduction of governmental expenditures as a step toward permanent recovery.

REPORTS OF COMMITTEES

Mr. MORSE, from the Committee on Armed Services, to whom were referred the following bills, reported them each without amendment and submitted reports thereon, as follows:

S. 1733. A bill authorizing the Secretary of the Navy, in his discretion, to deliver to the president of the Milwaukee Press Club, of Milwaukee, Wis., the bell of the wrecked cruiser *Milwaukee* (Rept. No. 198); and

S. 1824. A bill to provide for the relief of certain officers of the Naval Reserve Force, and for other purposes (Rept. No. 199).

ENROLLED BILLS AND JOINT RESOLUTION SIGNED

Mr. KEFAUVER, from the Committee on the Judiciary, reported that they had examined and found truly enrolled the following bills and joint resolution:

S. 1881. An act to amend an act entitled "An act to provide a government for the Territory of Hawaii," approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, granting certain powers to the Board of Harbor Commissioners of the Territory of Hawaii, and for other purposes;

H. R. 5622. An act providing for the appraisal and sale of the Vashon Island Military Reservation in the State of Washington, and for other purposes; and

H. J. Res. 594. Joint resolution directing the Federal Trade Commission to investigate the policies

employed by manufacturers in distributing motor vehicles, accessories and parts, and the policies of dealers in selling motor vehicles at retail, as these policies affect the public interest.

The VICE PRESIDENT thereupon signed the same, and they were delivered to the committee to be presented to the President of the United States.

INTRODUCTION OF BILLS

Bills were introduced, read the first and second times by unanimous consent, and referred as follows:

By Mr. LEHMAN:

S. 2203. A bill to provide for the consolidation or redistribution of the powers and duties of the several executive departments of the Government of the United States relating to the Territory of Alaska, and for other purposes; to the Committee on Interior and Insular Affairs.

By Mr. CARLSON:

S. 2204. A bill for the relief of Christian Christensen; to the Committee on Finance.

By Mr. GEORGE:

S. 3785. A bill for the relief of the Fitzgerald Leader; and

S. 3786. A bill for the relief of the Ocilla Star; to the Committee on Finance.

PAPERS REFERRED

Papers in the cases hereinafter mentioned, to accompany bills heretofore introduced, were taken from the files and referred, under the rule, as follows:

William H. Van Name; John B. Hamblin; Hannah Vandenburg; Mary C. F. Warren; David Granger; and James Grogan; to the Committee on Finance.

JOINT SESSION TO RECEIVE COMMUNICATIONS FROM THE PRESIDENT

Mr. McFARLAND submitted the following concurrent resolution (S. Con. Res. 1); which was considered and agreed to:

Resolved by the Senate (the House of Representatives concurring), That the two Houses of Congress assemble in the Hall of the House of Representatives on Wednesday, the 6th day of January 1952, at 2 o'clock in the afternoon, for the purpose of receiving such communications as the President of

the United States shall be pleased to make to them.

Ordered, That the Secretary request the concurrence of the House of Representatives therein.

NOTIFICATION TO THE PRESIDENT

Mr. McFARLAND submitted the following concurrent resolution (S. Res. 4); which was considered and agreed to:

Resolved, That a committee consisting of two Senators be appointed to join such committee as may be appointed by the House of Representatives to wait upon the President of the United States and inform him that a quorum of each House is assembled and that the Congress is ready to receive any communication he may be pleased to make.

PRESIDENTIAL APPROVALS

A message from the President of the United States, by Mr. Miller, his secretary:

Mr. President: The President of the United States approved and signed the following acts and joint resolution:

On January 10, 1952:

S. 1934. An act granting the consent of Congress to the Huntington & Ohio Bridge Co. to construct, maintain, and operate a highway and street railway bridge across the Ohio River, between the city of Huntington, W. Va., and a point opposite in the State of Ohio.

On January 12, 1952:

S. 1794. An act to authorize the Secretary of Defense to release the Kansas City & Memphis Railroad & Bridge Co. from reconstructing its highway and approaches across its bridge at Memphis, Tenn.; and

S. J. Res. 111. Joint resolution to authorize an appropriation for expenses of participation by the United States in the 10th Pan American Sanitary Conference.

Ordered, That the Secretary notify the House of Representatives thereof.

FINAL ADJOURNMENT

On motion by Mr. GEORGE, and by unanimous consent,

[Overs flush.]

The Senate proceeded to consider the concurrent resolution (H. Con. Res. 41) authorizing the sine die adjournment of the present session of Congress on May 29, 1951.

On the question of agreeing to the said concurrent resolution,

It was determined { Yeas----- 40
in the negative----- { Nays----- 40
[Rundown, 7½ ems, [Rundown, 12
7½-point] ems, 7½-point]

On motion by Mr. SALTONSTALL, The yeas and nays being desired by one-fifth of the Senators present, Senators who voted in the affirmative are—

Aiken	Benton	Bridges
Anderson	Brewster	Byrd
Bennett	Bricker	Kefauver

Senators who voted in the negative are—

Eastland	Fulbright	Hayden
Ellender	George	Hunt
Ferguson	Green	McCarran

The Senate being equally divided, the Vice President voted in the negative.

So the concurrent resolution was not agreed to.

Ordered, That the Secretary notify the House of Representatives thereof.

MATERNITY AND INFANT WELFARE

On motion by Mr. HILL,

The Senate resumed the consideration of its unfinished business, viz, the bill (S. 1039) for the public protection of maternity and infancy and providing a method of cooperation between the Government of the United States and the several States.

Mr. HILL raised a question as to the presence of a quorum;

Whereupon

The VICE PRESIDENT directed the roll to be called;

When

Forty Senators answered to their names, as follows:

Aiken	Jenner	Lodge	Martin
Ives	Knowland	Long	Maybank

The number of Senators present not constituting a quorum,

The VICE PRESIDENT directed the names of the absentees to be called; When

Four Senators answered to their names, as follows:

Cordon	Thye	Young
McKellar		

A quorum not being present,

On motion by Mr. McFARLAND,

Ordered, That the Sergeant at Arms be directed to request the attendance of the absent Senators.

Pending the execution of the order, Mr. FERGUSON, Mr. HOLLAND, Mr. LANGER, Mr. NEELY, and Mr. WILEY appeared and answered to their names.

A quorum being present,

HOUSE BILLS AND JOINT RESOLUTION REFERRED

The bills and joint resolutions, except H. R. 9605 and H. R. 10055, this day received from the House of Representatives for concurrence, were severally read the first and second times by unanimous consent.

Ordered, That the bills H. R. 7534 and H. R. 7874 be referred to the Committee on Public Works;

That the bill H. R. 8780 be referred to the Committee on Agriculture;

That the bills H. R. 9257 and H. R. 9286 and the joint resolution H. J. Res. 613 be referred to the Committee on Rules;

That the bill H. R. 9816 be referred to the Committee on Public Works; and

That the joint resolution H. J. Res. 627 be referred to the Committee on Appropriations.

RECESS

On motion by Mr. McFARLAND, at 5 o'clock and 12 minutes p. m.,

The Senate took a recess until 12 o'clock noon tomorrow.

MONDAY, JANUARY 28, 1952

(Legislative day of Friday, January 24, 1952)

The PRESIDENT pro tempore called the Senate to order at 12 o'clock noon, and the Chaplain offered prayer.

EXECUTIVE SESSION

On motion by Mr. McFARLAND, The Senate proceeded to the consideration of executive business; and, after the consideration of executive business,

On motion by Mr. McFARLAND, at 5 o'clock and 36 minutes p. m.,

The Senate, as in legislative session, took a recess until 12 o'clock noon tomorrow.

HOUSE

[Observe the punctuation and paragraphing and that datelines are set in case 130 caps, centered. Follow Record style in the treatment of names and Members of Congress.]

MONDAY, JANUARY 28, 1952

The House was called to order by the Speaker.

The Journal of the proceedings of Thursday, January 24, 1952, was read and approved.

COMMUNICATIONS

Executive and other communications, pursuant to clause 2, rule XXIV, were referred as follows:

19. A letter from the Chairman, National Archives, transmitting the report of the National Archives Trust Fund Board for the fiscal year ending June 30, 1951; to the Committee on Post Office and Civil Service.

20. A letter from the Postmaster General, Chairman, Board of Trustees, transmitting the report of operations of the Postal Savings System for the fiscal year ended June 30, 1951 (H. Doc. No. 11); to the Committee on Post Office and Civil Service and ordered to be printed.

[Use the following form if only one executive communication is transmitted:]

An executive communication, pursuant to clause 2, rule XXIV, was referred as follows:

719. A letter from the Secretary of the Treasury, transmitting a draft of a proposed bill, entitled "A bill to clarify the act of August 17, 1950, providing for the conversion of national banks into, and their merger and consolidation with, State banks," was taken from the Speaker's table and referred to the Committee on Banking and Currency.

MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Hawks, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills of the House of the following titles:

On June 20, 1949:

H. R. 2361. An act to provide for the reorganization of Government agencies, and for other purposes.

On June 21, 1949:

H. R. 1337. An act to authorize the sale of certain public lands in Alaska to the Alaska Council of Boy Scouts

of America for recreation and other public purposes.

MESSAGE FROM THE SENATE

A message from the Senate, by Mr. Carrell, one of its clerks, announced that the Senate had passed, with amendments in which the concurrence of the House is requested, a bill of the House of the following title:

H. R. 5060. An act making appropriations for the legislative branch for the fiscal year ending June 30, 1950, and for other purposes.

The message also announced that the Senate insists upon its amendments to the foregoing bill; requests a conference with the House on the disagreeing votes of the two Houses thereon; and appoints Mr. ELLENDER, Mr. CHAVEZ, Mr. McKELLAR, Mr. BRIDGES, and Mr. SALTONSTALL to be the conferees on the part of the Senate.

The message further announced that the President had informed the Senate that on June 13, 1949, he had approved and signed a bill of the Senate of the following title:

S. 314. An act authorizing the transfer of a certain tract of land in the Robinson Remount Station to the city of Crawford, Nebr., and for other purposes.

ECONOMIC REPORT OF THE PRESIDENT

The SPEAKER laid before the House a message from the President of the United States, which was read, as follows:

THE WHITE HOUSE,

Washington, D. C., January 7, 1949.
The honorable the PRESIDENT OF THE SENATE.

The honorable the SPEAKER OF THE HOUSE OF REPRESENTATIVES.

SIRS: I am presenting herewith my economic report to the Congress, as required under the Employment Act of 1946.

In preparing this report, I have had the advice and assistance of the Council of Economic Advisers, members of the Cabinet, and heads of the independent agencies.

Together with this report I am transmitting a report, the Annual

Economic Review, January 1949, prepared for me by the Council of Economic Advisers in accordance with section 4 (c) (2) of the Employment Act of 1946.

Respectfully,

HARRY S. TRUMAN.

The message, together with the accompanying papers, was referred to the Joint Committee on the Economic Report and ordered to be printed.

RECESS

At 12 o'clock and 7 minutes p. m. the House stood in recess until 12 o'clock and 40 minutes p. m.

AFTER RECESS—12:46 P. M.

The SPEAKER called the House to order.

A FURTHER MESSAGE FROM THE SENATE

A further message from the Senate, by Mr. Carrell, its enrolling clerk, announced that the Senate had passed without amendment concurrent resolutions of the House of the following titles:

H. Con. Res. 1. Concurrent resolution providing for a joint session of Congress on January 5, 1949; and

H. Con. Res. 2. Concurrent resolution providing for a joint session of Congress on January 6, 1949, pursuant to the requirements of the Constitution and laws relating to the election of President and Vice President of the United States.

JOINT SESSION TO RECEIVE THE PRESIDENT'S MESSAGE

The Doorkeeper announced the President pro tempore and Members of the Senate, who entered the Hall of the House and took seats assigned them.

Whereupon, pursuant to House Concurrent Resolution 1, the Speaker called the joint session of the two Houses to order.

The SPEAKER appointed Mr. McCORMACK, Mr. DOUGHTON, and Mr. MARTIN of Massachusetts members on the part of the House of the committee to escort the President into the Hall of the House.

The PRESIDENT pro tempore of the Senate appointed Mr. BARKLEY, Mr. LUCAS, and Mr. WHERRY members on the part of the Senate of the committee to escort the President into the Hall of the House.

The Doorkeeper announced Ambassadors, Ministers, and Chargés d'Affaires of foreign governments, who entered the Hall of the House and took seats assigned them.

The Doorkeeper announced the members of the President's Cabinet, who entered the Hall of the House and took seats assigned them.

The President of the United States, at 1 o'clock and 2 minutes p. m., escorted by the committee on the part of both Houses, entered the Hall of the House and, at the Clerk's desk, delivered the following message:

Mr. President, Mr. Speaker, Members of the Congress, I am happy to report to this 81st Congress that the state of the Union is good. Our Nation is better able than ever before to meet the needs of the American people and to give them their fair chance in the pursuit of happiness. It is foremost among the nations of the world in the search for peace.

At 1 o'clock and 32 minutes p. m. the President retired from the Hall of the House, accompanied by the members of his Cabinet.

The Ambassadors, Ministers, and Chargés d'Affaires of foreign governments retired from the Hall of the House.

The SPEAKER declared the joint session of the two Houses dissolved.

The PRESIDENT pro tempore and Members of the Senate then returned to their Chamber.

The SPEAKER then called the House to order.

ROLLCALL CORRECTION

On motion of Mr. JACKSON of California, by unanimous consent,

Ordered, That rollcall No. 3 be corrected to show him present and voting in the negative.

COMMITTEE ON APPROPRIATIONS

Mr. McCORMACK submitted the following resolution, which was considered and agreed to (H. Res. 43):

Resolved, That during the 81st Congress, the Committee on Appropriations shall be composed of 45 members.

A motion to reconsider the vote whereby said resolution was agreed to was, by unanimous consent, laid on the table.

MEMBERS-ELECT SWORN IN

The following Members-elect, whose credentials had been received by the Clerk of the House, presented themselves at the bar of the House and took the oath of office prescribed by law: Mr. CHESTER C. GORSKI, from the 44th District of the State of New York; Mr. ANTHONY F. TAURIELLO, from the 43d District of the State of New York.

CONTESTED-ELECTION CASE OF ROY
AGAINST JENKS

Mr. KERR, by direction of the Committee on Elections No. 3, reported (Rept. No. 2255) the resolution (H. Res. 482) in the contested-election case of Alphonse Roy against Arthur B. Jenks, from the First Congressional District of the State of New Hampshire.

Said resolution and report were referred to the House Calendar and ordered to be printed.

REFERENCE OF BILL H. R. 3700

On motion of Mr. BONNER, by unanimous consent, the Committee on Government Operations was discharged from further consideration of the bill (H. R. 3700) to provide for the return to the former owners of the real property at Camp Stewart, Ga.

When said bill was referred to the Committee on Armed Services.

SUBCOMMITTEE TO SIT

On motion of Mr. SADOWSKI, by unanimous consent, the subcommittee of the Committee on Interstate and Foreign Commerce, of which Mr. PRIEST is chairman, was granted permission to sit during general debate in the session of the House today.

PERMISSION TO FILE REPORT

On motion of Mr. DOUGHTON, by unanimous consent, the Committee on Ways and Means was granted permission until midnight Saturday, January 15, 1949, to file a report (Rept. No. 1) on the joint resolution (H. J. Res. 85) to exempt from the tax on admissions amounts paid for admission tickets sold by authority of the Committee on Inaugural Ceremonies on the occasion of the inauguration of the President-elect in January 1949.

RECESS

At 12 o'clock and 8 minutes p. m., the House stood in recess until 12 o'clock and 50 minutes p. m.

AFTER RECESS—12:50 P. M.

The SPEAKER called the House to order.

UNITED STATES SURPLUS PROPERTY ACT
OF 1944

The SPEAKER laid before the House the following message from the President of the United States, which was read, as follows:

To the Congress of the United States:

I transmit herewith a report by the Secretary of State on the operations of the Department of State under section 32 (b) (2) of Public Law 584, 79th Congress, as required by that law.

HARRY S. TRUMAN.

THE WHITE HOUSE, March 14, 1952.

The message, together with the accompanying papers, was referred to the Committee on Government Operations and ordered to be printed.

APPOINTMENT TO THE JOINT COMMITTEE
ON FOREIGN ECONOMIC COOPERATION

The SPEAKER laid before the House the following communication from the chairman of the Committee on Foreign Affairs, which was read, as follows:

MARCH 14, 1952.

Hon. SAM RAYBURN,

The Speaker, House of Representatives, Washington, D. C.

DEAR MR. SPEAKER: In conformity with section 124 of Public Law 472, 80th Congress, I have this date appointed the Honorable JAMES P. RICHARDS to represent the Committee on Foreign Affairs on the Joint Committee on Foreign Economic Cooperation for the 81st Congress.

This appointment fills the existing vacancy.

Very sincerely yours,

JOHN KEE.

NATIONAL CAPITAL SESQUICENTENNIAL
COMMISSION

The SPEAKER laid before the House the following communication, which was read, as follows:

Hon. SAM RAYBURN,

Speaker, House of Representatives, United States Congress, Washington, D. C.

DEAR MR. SPEAKER: I herewith submit my resignation as a member of

the National Capital Sesquicentennial Commission.

Respectfully yours,

HOMER THORNBERRY.

The resignation was accepted.

COLUMBIA INSTITUTE FOR THE DEAF

The SPEAKER, pursuant to the provisions of section 4863, Revised Statutes of the United States, announced the appointment of Mr. THORNBERRY as a Director of the Columbia Institute for the Deaf.

ROLLCALLS

The Committee resumed its session; and after some further time spent therein,

The SPEAKER resumed the chair, When Mr. SMITH of Virginia, Chairman, reported that the Committee, having had under consideration said bill, finding itself without a quorum,

CALL IN COMMITTEE

The roll was called,
When the following-named Members failed to answer—

[Roll No. 157]

Andresen,	Chatham	Gorski, N. Y.
August H.	Chesney	Gregory

Thereupon the Speaker announced that 311 Members had answered to their names, a quorum.

The Committee resumed its session; and after some still further time spent therein,

CALL OF THE HOUSE

Mr. KEEFE made the point of order that a quorum was not present.

A quorum not being present,

On motion of Mr. PRIEST, a call of the House was ordered.

The doors were closed.

The roll was called,

When the following-named Members failed to answer—

[Roll No. 162]

Andresen,	Cavalcante	Gore
August H.	Celler	Gossett

Thereupon the Speaker announced that 330 Members had answered to their names, a quorum.

By unanimous consent, further proceedings under the call were dispensed with.

The doors were opened.

AUTOMATIC ROLLCALL

The question being put, viva voce,
Will the House now consider said resolution?

The SPEAKER announced that two-thirds of the Members present had voted in the affirmative.

Mr. WILLIAMS of New York objected to the vote on the ground that a quorum was not present and not voting.

A quorum not being present,
The roll was called under clause 4, rule XV,

When there ap- peared-----	{ Yeas----- 270 Nays----- 1
[Rundown, 7½ ems, 7½-point]	[Rundown, 12 ems, 7½-point]

[Roll No. 199]

Those voting in the affirmative—

Abbitt	Davis, Wis.	Karst
Abernethy	Deane	Karsten

Voting in the negative—

Williams of New York

So the House decided to consider the resolution.

After debate,

On motion of Mr. BUSH, the previous question was ordered on the resolution to its adoption or rejection, and, under the operation thereof, the resolution was agreed to.

YEA-AND-NAY VOTE

The question being put,
Will the House agree to said amendment?

Mr. WILLIAMS of New York demanded that the vote be taken by the yeas and nays, which demand was supported by one-fifth of the Members present, so the yeas and nays were ordered.

It was decided in the affirmative -----	{ Yeas----- 225 Nays----- 181
	{ Answered present. 1
	{ [Rundown, 12 ems, 7½-point]

[Roll No. 172]

Those voting in the affirmative—

Abbitt	Barrett, Wyo.	Brehm
Abernethy	Bates, Mass.	Brown, Ga.

Those voting in the negative—

Addonizio	Combs	Heffernan
Albert	Corbett	Heller

Answered present—

Poulson

So the amendment was agreed to. The bill, as amended, was ordered to be engrossed and read a third time.

Mr. WILLIAMS of New York demanded the reading of the engrossed copy of said bill.

LABOR-FEDERAL SECURITY
APPROPRIATION, 1950

Mr. FOGARTY, from the Committee on Appropriations, pursuant to clause (2) (a), rule XI, reported (Rept. No. 228) the bill (H. R. 3333) making appropriations for the Department of Labor, the Federal Security Agency, and related independent agencies, for the fiscal year ending June 30, 1950, and for other purposes.

Said bill and report were referred to the Committee of the Whole House on the State of the Union and ordered to be printed.

Mr. KEEFE reserved all points of order on said bill.

ORDER OF BUSINESS

On motion of Mr. FOGARTY, by unanimous consent,

Ordered, That, notwithstanding any rule, the bill (H. R. 3333) making appropriations for the Department of Labor, the Federal Security Agency, and related independent agencies, for the fiscal year ending June 30, 1950, and for other purposes, may be in order for consideration on tomorrow, Wednesday, March 9, 1949.

COMMITTEE OF THE WHOLE HOUSE ON
THE STATE OF THE UNION

Mr. FOGARTY, pursuant to a special order agreed to on March 8, 1949, moved that the House resolve itself into the Committee of the Whole House on the State of the Union for consideration of the bill (H. R. 3333) making appropriations for the Department of Labor, for the fiscal year ending June 30, 1950, and for other purposes.

Pending which,

On motion of Mr. FOGARTY, by unanimous consent,

Ordered, That the time for general debate on said bill shall continue not to exceed 2 hours, be equally divided, and be controlled by Mr. FOGARTY and Mr. KEEFE.

The motion that the House resolve itself into the Committee of the Whole was agreed to.

Accordingly,

The House resolved itself into the Committee of the Whole House on the State of the Union for consideration of said bill; and after some time spent therein,

The SPEAKER resumed the chair,

When Mr. TRIMBLE, Chairman, reported that the Committee, having had under consideration said bill, had directed him to report the same back to the House with the recommendation that the bill do pass.

By unanimous consent, the previous question was ordered on the bill to its passage or rejection.

The bill was ordered to be engrossed and read a third time and was read a third time by title.

Mr. TABER moved to recommit the bill (H. R. 3333) to the Committee on Appropriations with instructions to report the same back forthwith, with the following amendment:

On page 24, lines 8 to 17, strike out the first proviso, and insert *Provided, That the Director of the Budget finds it necessary to meet increased costs.*

On motion of Mr. FOGARTY, by unanimous consent, the previous question was ordered on the motion to recommit.

The question being put, viva voce, Will the House recommit said bill?

The motion to recommit was not agreed to.

The question being put, viva voce, Will the House pass said bill?

So the bill was passed.

A motion to reconsider the vote whereby said bill was passed was, by unanimous consent, laid on the table.

AMENDMENTS

When said resolution was considered,

The following amendments, recommended by the Committee on House Administration, were agreed to:

Line 1, strike out "affective" and insert *effective*

Line 4, strike out "\$5,000" and insert \$2,500

The resolution, as amended, was then agreed to.

A motion to reconsider the vote whereby said resolution, as amended, was agreed to was, by unanimous consent, laid on the table.

The House then proceeded to the consideration of the following amendments of the Senate in disagreement (Nos. 7, 7½, 11, 13, 32, 46, 52, 54, 56, 63, 74, 76, 77, and 85):

Senate amendment No. 7: Page 10, line 10, after "responsibility", insert : *Provided further, That not to exceed \$2,700,000 of the amount herein appropriated may be transferred to the Department of the Navy.*

Senate amendment No. 7½: Page 10, line 10, after "responsibility", insert : *Provided further, That no part of this appropriation or contract authorization shall be used—*

(A) *to start any new construction project for which an estimate was not included in the budget for the current fiscal year; or*

(B) *to start any new construction project the currently estimated cost of which exceeds the estimated cost included therefor in such budget;*

unless the Director of the Bureau of the Budget specifically approves the start of such construction project;

On motion of Mr. THOMPSON of Texas, by unanimous consent, Senate amendments Nos. 7, 7½, 32, 52, 56, and 76 were considered en bloc.

On motion of Mr. THOMPSON of Texas the House receded from its disagreement to the amendments of the Senate Nos. 7, 7½, 32, 52, and 76, and concurred therein.

PRIVATE CALENDAR

Pursuant to clause 6, rule XXIV, The SPEAKER directed the Private Calendar to be called.

When,

BILLS PASSED

Bills of the following titles were severally considered, read twice, ordered to be engrossed and read a third time, were severally read a third time by title, and passed:

H. R. 580. A bill for the relief of the Bank of Kodiak, Kodiak, Alaska.

H. R. 583. A bill for the relief of the Alaska Juneau Gold Mining Co., of Juneau, Alaska.

Ordered, That the Clerk request the concurrence of the Senate in said bills severally.

Motions severally made to reconsider the votes whereby each bill on the Private Calendar was disposed of today were, by unanimous consent, laid on the table.

DISASTER RELIEF

Mr. KERR moved to suspend the rules and pass the joint resolution (H. J. Res. 136) making a further ap-

propriation for disaster relief, and for other purposes.

Mr. TABER demanded a second.

By unanimous consent, a second was considered as ordered.

After debate,

The question being put,

Will the House suspend the rules and pass said joint resolution?

On a division, demanded by Mr. TABER, there appeared—yeas 123, nays 0.

So, two-thirds having voted in favor thereof, the rules were suspended and said joint resolution was passed.

A motion to reconsider the vote whereby the rules were suspended and said joint resolution was passed was, by unanimous consent, laid on the table.

Ordered, That the Clerk request the concurrence of the Senate in said joint resolution.

VILLAGE POSTAL SERVICE

Mr. MURRAY of Tennessee called up the following conference report (Rept. No. 1420):

The committee of conference on the disagreeing votes of the two Houses on the amendment of the House to the bill (S. 1479) to discontinue the operation of village delivery service in second-class post offices, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 20, 41, 45, 57, and 86.

That the House recede from its disagreement to the amendments of the Senate numbered 1, 3, 5, 6, 9, 19, 23, 25, 26, 27, 29, 30, 31, 33, 35, 37, 38, 39, 40, 46, 48, 49, 50, 53, 55, 56, 59, 63, 77, 83, 84, and 85, and agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In lieu of the matter inserted by said amendment insert the following: *including not to exceed \$2,365 for necessary per diem and traveling expenses in connection therewith*; and the Senate agree to the same.

The committee of conference have not agreed on amendments numbered 8, 10, 11, 12, 13, 14, 15, 16, 18, 32, 54, 60, 62, 79, 80, and 87.

That the Senate recede from its disagreement to the amendment of the House.

TOM MURRAY (except
as to amendment No.
3),

RAY W. KARST,
EDWARD H. REES,

Managers on the Part of the House.

OLIN D. JOHNSTON,
HUBERT H. HUMPHREY,
ZALES N. ECTON,

Managers on the Part of the Senate.

[Note also the following:]

Page 27, after line 12, insert:

The Secretary of the Navy is authorized to acquire one thousand acres, more or less, at or near Camp Kearny, California, for a site for a lighter-than-air aviation station and to pay for the same an average price of not exceeding \$100 per acre out of any funds appropriated for aviation purposes.

When said conference report was considered and agreed to.

A motion to reconsider the vote whereby said conference report was agreed to was, by unanimous consent, laid on the table.

Ordered, That the Clerk notify the Senate thereof.

SENATE BILL, JOINT RESOLUTION, AND CONCURRENT RESOLUTION REFERRED

Bill, joint resolution, and concurrent resolution of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 44. An act for the relief of Arthur O. Fisher; to the Committee on the Judiciary.

S. J. Res. 105. Joint resolution to provide unrestricted entry privileges for Sister Elizabeth Kenny; to the Committee on the Judiciary.

S. Con. Res. 65. Concurrent resolution favoring the suspension of deportation of certain aliens; to the Committee on the Judiciary.

ENROLLED BILLS SIGNED

Mrs. NORTON, from the Committee on House Administration, reported that that committee had examined and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H. R. 3967. An act to continue a system of nurseries and nursery

schools for the day care of school-age and under-school-age children in the District of Columbia through June 30, 1950.

H. R. 4046. An act making appropriations to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1949, and for other purposes.

SENATE ENROLLED BILLS SIGNED

The SPEAKER announced his signature to enrolled bills of the Senate of the following titles:

S. 55. An act to authorize completion of construction and development of the Eden project, Wyoming.

S. 1433. An act amending Public Law 125, 80th Congress, approved June 28, 1947, as amended.

BILLS PRESENTED TO THE PRESIDENT

Mrs. NORTON, from the Committee on House Administration, reported that that committee did on June 21, 1949, present to the President, for his approval, bills of the House of the following titles:

H. R. 3957. An act to continue a system of nurseries and nursery schools for the day care of school-age and under-school-age children in the District of Columbia through June 30, 1950.

H. R. 4046. An act making appropriations to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1949, and for other purposes.

ADJOURNMENT OVER

On motion of Mr. McCORMACK, by unanimous consent,

Ordered, That when the House adjourns today, it adjourn to meet on Monday, January 10, 1949.

And then,

ADJOURNMENT

On motion of Mr. McCORMACK, at 12 o'clock and 27 minutes p. m., the House adjourned until Monday, January 10, 1949, pursuant to a special order heretofore agreed to.

PERMISSION TO ADDRESS THE HOUSE

By unanimous consent, permission to address the House on the following dates, after all legislative business of the day and special orders heretofore agreed to, was granted—

To Mr. RICH, Thursday, February 17, for 20 minutes; and

To Mr. REED of New York, Thursday, February 17, for 25 minutes.

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted—

To Mr. IRVING, indefinitely; and
To Mr. JONES of Missouri, for 3 days.

And then,

[When only one.]

By unanimous consent, leave of absence was granted to Mr. KENNEDY for 2 days.

ADJOURNMENT

On motion of Mr. PRIEST, at 4 o'clock and 1 minute p. m., the House adjourned.

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

[Use above form also when only one report is submitted.]

REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mrs. NORTON: Committee on House Administration. House Resolution 23. A resolution for the relief of Beatrice Kelly; without amendment (Rept. No. 3). Referred to the House Calendar.

[Use above form also when only one report is submitted.]

CHANGE OF REFERENCE

Under clause 2 of rule XXII, committees were discharged from the consideration of the following bills, which were referred as follows:

A bill (H. R. 6442) granting a pension to Martha A. Curtis; Committee on the Judiciary discharged, and referred to the Committee on House Administration.

A bill (H. R. 11111) granting a pension to Annie Elizabeth Clark; Committee on the Judiciary discharged, and referred to the Committee on House Administration.

[Use the following form if only one change of reference is made:]

Under clause 3 of rule XXIII, the Committee on Banking and Currency was discharged from the considera-

tion of the bill (H. R. 1551) to authorize the making of grants and loans to the States to assist in providing adequate public elementary- and secondary-school facilities, and the same was referred to the Committee on Education and Labor.

ADVERSE REPORT

Under clause 2 of rule XIII,

Mr. KEE: Committee on Foreign Affairs. House Resolution 50. Resolution to obtain information from the Secretary of State on the Palestine situation; without amendment (Rept. No. 10).

Mr. TABER: Committee on Rules. H. R. 11964. A bill for the relief of the P. J. Carlin Construction Co. (Rept. No. 1014). Laid on the table.

[Use the above form also when only one report is submitted.]

PUBLIC BILLS AND RESOLUTIONS

Under clause 3 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. ADDONIZIO:

H. R. 5206. A bill to provide for direct Federal loans to meet the housing needs of moderate-income families, to provide liberalized credit to reduce the cost of housing for such families, and for other purposes; to the Committee on Banking and Currency.

By Mr. FERNOS-ISERN:

H. R. 5207. A bill to amend section 50 of the Organic Act of Puerto Rico; to the Committee on Interior and Insular Affairs.

MEMORIALS

Under clause 3 of rule XXII, memorials were presented and referred as follows:

By the SPEAKER: Memorial of the Legislature of the State of Connecticut, memorializing the President and the Congress of the United States concerning the proposed veterans' hospital in West Haven, Conn.; to the Committee on Veterans' Affairs.

PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. ANDERSON of California:

H. R. 5220. A bill for the relief of George Lutley Sclater-Booth; to the Committee on the Judiciary.

By Mr. ROONEY:

H. R. 5224. A bill for the relief of Mrs. Filomena Siano Sanfilippo; to the Committee on the Judiciary.

H. R. 5225. A bill for the relief of Andrea Rosasco; to the Committee on the Judiciary.

(Use the following form if only one bill is introduced:)

Under clause 1 of rule XXII, Mr. LEA introduced a bill (H. R. 15978) granting an increase of pension to John W. Bennett, which was referred to the Committee on Rules.

PETITIONS, ETC.

Under clause 1 of rule XXII, peti-

tions and papers were laid on the Clerk's desk and referred as follows:

1091. By Mr. ELSTON: Petition of Max F. Faass and 38 other residents of Cincinnati, Ohio, urging repeal of the 20-percent excise tax on toilet goods; to the Committee on Ways and Means.

1092. By Mr. RICH: Petition of E. B. McCuaig, Harter's Drugstore, Muncy, Pa., and other citizens of Muncy and vicinity, asking repeal of 20-percent excise tax on toilet goods; to the Committee on Ways and Means.

[If only one petition, use the following:]

Under clause 1 of rule XXII,

Votes in Senate and House Journals

Operators must observe the following forms. The figures which accompany the "yeas," "nays," etc., must be set on the same slug as those words.

House Journal

It was decided in the affirmative----- [Rundown, 7½ ems, 7½-point]	Yeas-----	110
	Nays-----	10
	Answering present--	2
	[Rundown, 12 ems, 7½-point]	

It was decided in the negative----- [Rundown, 7½ ems, 7½-point]	Yeas-----	40
	Nays-----	100
		[Rundown, 12 ems, 7½-point]

When there appeared-- [Rundown, 7½ ems, 7½-point]	Yeas-----	100
	Nays-----	40
	Answering present--	3
	[Rundown, 12 ems, 7½-point]	

Senate Journal

It was determined in the negative----- [Rundown, 7½ ems, 7½-point]	Yeas-----	20
	Nays-----	40
		[Rundown, 12 ems, 7½-point]

It was determined in the affirmative----- [Rundown, 7½ ems, 7½-point]	Yeas-----	46
	Nays-----	14
		[Rundown, 12 ems, 7½-point]

SENATE JOURNAL INDEX

HISTORY OF BILLS AND INDEX

History of bills—Senate Journal

[Type, 7½-point on 8½-point slug, 21 picas. No. S. or H. R. in front of numbers. Allow for 4 figures on bills, 3 figures on resolutions. Indentions 4 ems; overruns 5 ems. Lower-case initial letter on action lines unless proper noun. Amendments are set in italics and must always follow brackets. Vessels in italics. Senate bills read *A bill*; House bills read *An act*.]

2194. A bill granting a pension to John D. Ball—(See bill H. R. 14063)	
4284. A bill to correct the military record of Alfred Clark—	Page
considered and postponed indefinitely-----	49
3220. A bill authorizing the Secretary of the Interior to make investigations through the Bureau of Mines of lignite coals and peat to determine the practicability of their utilization as a fuel and in producing commercial products—	
reported with an amendment-----	10
read twice and referred-----	20
(See H. Con. Res. 65)	
reported without amendment (Rept. No. 524)-----	272
considered, amended, read the third time, and passed; title amended-----	301
[vetoed]	
11283. An act [to amend and reenact sections 4, 11, 16, 19, and 22 of the act approved December 23, 1913, and known as the Federal Reserve Act, and] to amend the ninth paragraph of section 16 of the Federal Reserve Act, as amended by the acts approved September 7, 1916, and June 21, 1917, and to amend sections 5208 and 5209, Revised Statutes—	
received-----	182
read twice and referred-----	182
reported with amendments (Rept. No. 682)-----	288
House agrees to conference report; recedes from its disagreement to Senate amendments Nos. 3, 53, 61, 62, 63, 72, 75, 108, and 129 and agrees to same; it has receded from its disagreement to Senate amendments Nos. 4, 5, 8, 14, 24, 40, 57, 83, and 124, and agrees to each with an amendment-----	481
considered, amended, read the third time, and passed; title amended-----	288
(See bill S. 1645)	
House disagrees to Senate amendments and asks conference-----	302
Senate insists and agrees to conference-----	302
Senate member of conference excused and vacancy filled-----	312
report of Senate conferees submitted-----	332
Senate agrees to report of conferees-----	344
Senate recedes from amendment to the title-----	344
House agrees to report of conferees-----	347
examined and signed-----	348
approved [Public Law 218]-----	364

NOTE.—If same card occurs twice, set only one. Aline periods on right of bill number, using an en quad after the period.

Senate Journal Index

[Index is set 7½-point on 8½-point slug, 21 picas; indentions 2, 3, and 4 ems; overruns 4 ems, except after 4-em indentions the overruns are 5 ems.]

Campbell, Mrs. Julia—(See bill H. R. 5847.)

Canada—

Extradition treaty between, and United States, removing injunction of secrecy from Executive C (77th Cong., 2d sess.)----- Page 208

Report on----- 211

Taxation between, and United States, removing injunction of secrecy from Executive B (77th Cong., 2d sess.)----- 113

Amending, to extend period of operation—(See bills S. 2539; H. R. 7100.)

To reimburse certain employees—(See bill H. R. 196.)

Canal Zone—

Annual report, Governor of----- 68

Employees—

Overtime pay to certain, extending period for payment of—(See bills S. 2628; H. J. Res. 329, H. J. Res. 346; H. R. 6355, H. R. 7020.)

Capitol Police, members of, to reimburse certain, for unused accrued leave—(See S. Res. 269.)

Capper, Arthur (Senator from Kansas)—

Attended----- 3

Committee to escort King George VI into Senate Chamber, appointed on----- 277

Civil service—

Interior Department, bureaus under, providing for appointment under civil-service laws certain deputy chiefs—(See bill H. R. 3488.)

Retirement Act—

Amending as relates to retirement benefits where dual credit of service is given—(See bill S. 2644.)

Amending—

Annuity under previous acts, to extend benefits of act of January 24, 1942, as amended, to—(See bills S. 2621, S. 2688.)

Classification Act—(See Civil service.)

Clutch, Martina, to pay gratuity to----- 353

Committees, standing—

Agriculture and Forestry—

Authority granted to report----- 500

Reports submitted----- 504

Investigations by—

Agriculture commodity prices and subsidies, administration of laws relating to—(See S. Res. 312.)

Alcohol, industrial, synthetic, and synthetic rubber, production of—(See S. Res. 224.)

Hearings on, authorizing additional copies of—(See S. Res. 276.)

Tires, prices to be paid for used, methods used to determine—(See S. Res. 333.)

HISTORY OF BILLS UNDER NAMES OF SENATORS INTRODUCING THEM

[This history of bills and resolutions is set in 7½-point on 8½-point slug, 21 picas. Italic lines indented 4 ems, action lines 5 ems, lowercase initial letters unless first word is proper noun; overruns 6 ems. Months followed by date are spelled out, except in citations in parentheses or brackets. Vessels in italic.]

By SENATOR JOHNSON of Texas.

For the history of the omnibus bills referred to in this list, see pages 5, 6, and 7 of this volume.

418. A bill granting an increase of pension to Benjamin G. Barber—

First session:

read twice and referred----- Page 13

Second session:

reported (see bill S. 5575).

419. A bill granting an increase of pension to A. M. Barstow—	
<i>First session:</i>	
read twice and referred.....	Page 13
<i>Second session:</i>	
reported (see bill S. 4261).	

SIMPLE RESOLUTIONS

246. A resolution relative to increasing the compensation of the star-route contractors—	
<i>Second session:</i>	
read and referred.....	76
326. A resolution to authorize the printing of Senate Document No. 419, Workmen's Compensation Report—	
<i>Second session:</i>	
read and referred.....	214
considered and agreed to.....	390

Style of Senate omnibus bills

832. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent relatives of such soldiers and sailors—	
<i>First session:</i>	
read twice and referred.....	21
reported with an amendment (Rept. No. 47).....	71
considered, amended, read the third time, and passed.....	113
<i>Second session:</i>	
passed the House with amendments.....	89
Senate disagrees to House amendments and asks conference.....	92
House insists and agrees to conference.....	95
Senate agrees to report of conferees.....	103
House agrees to report of conferees.....	112
examined and signed.....	114
presented.....	115
approved [Private Law 4].....	136
4353. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Regular Army and Navy, and of wars other than the Civil War, and to certain widows and dependent relatives of such soldiers and sailors—	
reported, read twice, and placed on the calendar (Rept. No. 214).....	109
considered, amended, read the third time, and passed.....	203
passed the House with amendments.....	249
House agrees to report of conferees.....	316
Senate agrees to report of conferees.....	319
examined and signed.....	320
presented.....	321
approved [Private Law 36].....	338

HOUSE JOURNAL INDEX

HISTORY OF BILLS AND INDEX

History of bills in House Journal

[History of bills is set in 6½-point on 7½-point slug, 14 picas. Bill number lines flush; action line 1 em, overs 2 ems. Actions run in with em dash. Spell months followed by date, except in citations in parentheses or brackets. Vessels in italic.]

- H. R. 6410—Authorizing the city of Boulder, Colo., to purchase certain public lands.
- Mr. Hardy; Committee on Public Works, 211.—Reported with amendments (Rept. No. 254), 397.—Amended and passed House, 426.—Passed Senate, 453.—Examined and signed, 457.—Presented to the President, 462.—Approved [Public Law 9], 471.
- H. R. 6411—Granting a pension to Katherine G. Manning.
- Mr. Rogers of Texas; Committee on the Judiciary, 211.—Reported with amendment.
- H. R. 6412—Granting an increase of pension to Thomas Shepard.
- Mr. Jenison; Committee on the Judiciary, 211.
- H. Res. 6—Concerning the right of John Doe to be sworn in as a Member of the 82d Congress.
- Mrs. Rogers; agreed to, 7.—Committee appointed, 41.—Proceedings vacated to amendment stage, 164.—Amended and agreed to, 164.—Reported (Rept. No. 414), 532.
- H. Res. 43—Amending the rules of the House of Representatives.
- Mr. Harvey; Committee on Rules, 63.
- S. 696—To carry out the findings of the Court of Claims in the case of Frank S. Bowker.
- Passed Senate, 386.—Referred to Committee on Rules, 386.
- S. 715—For the relief of the Atlas Lumber Co., Babcock & Wilcox, and the C. H. Klein Brick Co., each of which companies furnished to Silas N. Opdahl, a failing Government contractor, certain building materials, in the State of South Dakota.
- Passed Senate, 293.—Referred to Committee on Rules, 293.
- S. J. Res. 100—Making Tuesday, September 16, 1919, a legal holiday in the District of Columbia.
- Passed Senate, 428.—Amended and passed House, 430.—Passed Senate, 433.—Examined and signed, 435.—Approved, 459.
- S. J. Res. 112—Continuing temporarily certain allowances to officers of the Navy and Marine Corps.
- Passed Senate, 512.—Referred to Committee on Armed Services, 558.
- S. Con. Res. 4—Authorizing the printing of extra copies of the hearings and report of the committee entitled "Brewing and Liquor Interests and German Propaganda and Bolshevik Propaganda."
- Passed Senate, 244.—Referred to Committee on House Administration, 244.—Reported with amendment (H. Rept. No. 325), amended, and agreed to, 453.—Senate agrees to House amendments, 454.

House Journal Index

[Index is set in 6½-point on 7½-point slug, 14 picas. Cap lines flush; italic lines flush; overruns 1 em; when subentry follows flush lines, indent overruns 2 ems; indent each subentry 1 em; overruns 1 em more. Use colon only after subentry when two or more items follow. Use em dashes as shown in examples below. All items set in alphabetical order, first word capitalized. Months followed by date are spelled out, except in citations in parentheses or brackets. Vessels in italic. All flush cap lines, with only one entry, run in. All flush cap lines, with more than one entry, make a separate line. Abbreviate H. Res. 63, H. Con. Res. 43; S. Res. 21, S. J. Res. 53, etc. Do not repeat S. or H. R. when a number of bills are given. Example: S. 53, 77; H. R. 22, 43, 84.]

A

- AARON, JACOB L., AND ANOTHER, relief (H. R. 4220).
- ABBITT, WATKINS M. (*a Representative from Virginia*).
- Attended opening session, 4.
- Committee, elected to, 84.
- Conferee, appointed, 843.
- Excused as conferee, 870.
- Leave of absence, granted, 122, 775.
- Votes. See YEA-AND-NAY VOTES.

- Bills and resolutions introduced by*
- Agricultural commodities, multiple crop insurance on (H. R. 3825).
- Petersburg National Military Park, Va., add certain surplus land to (H. R. 4208).
- Motions and propositions made by*
- Called up:
- Conference report (Rept. 847), 570.
- Conference report (Rept. 1360), 972.
- Previous question ordered, conference report (Rept. 847), 570.

ARCHIVIST OF THE UNITED STATES.
Communications from, transmitting
 Franklin D. Roosevelt Library, ninth annual report, 292.
 Freedom Train, for operation of (H. Res. 95).

B

BARDEN, GRAHAM A. (*a Representative from North Carolina*).
 Attended opening session, 3.
 Committee:
 Appointed to, 103.
 Elected, 85.
 Conferee, appointed, 916.
 Votes. *See* YEA-AND-NAY VOTES.
Motions and propositions made by
 Consideration of—
 H. R. 1013, 6008.
 H. J. Res. 226, 350.
 Consider Senate amendments en bloc, 978, 997.
 Demanded division on—
 H. J. Res. 368, 1020.
 H. R. 3734, 960.
 Demanded separate vote, amendments to H. R. 3734, 270.
 Demanded yea-and-nay vote on—
 H. R. 3734, 277, 960.
 H. J. Res. 339, 858.
 Insist on disagreement to Senate amendments on—
 H. R. 4046, 538.
 H. J. Res. 230, 812.
 Recede and concur, amendments to:
 H. R. 4046, 537.
 Conference report 1377, 979.
 Sent to conference:
 H. R. 3734, 494.
 H. J. Res. 327, 768.
 Submitted:
 Conference report 584, 429.
 Conference report 791, 532.
 Suspend rules and pass, H. J. Res. 339, 844.
 Withdraw motion, instruct conferees (H. R. 3734), 925.
Petitions and papers presented by
 Assembly Joint Resolution 9, certified copy, approved by Governor Pittman, 445-446.
 Bonanza Airlines, assist, to obtain certificates of public convenience, 276.
BLACK MALLARD, transfer vessel to Louisiana (H. R. 5365).

C

CANOSA, RUPERTO VARELA, ET AL., relief (H. R. 5014).
CLAIMS.
 Alien enemies, pay, based on loss of or damage to property deposited by (H. R. 2540).
 Payment of:
 Correction, military or naval records (H. R. 3581, 3739).
 Destruction of property, activities of Army (S. 634).

COFFEY, ROBERT L., JR. (*a Representative from Pennsylvania*).
 Attended opening session, 4.
 Permission to address the House, 97.
 Votes. *See* YEA-AND-NAY VOTES.

Bills and resolutions introduced by

Immigration Act of 1924, to amend, re-defining nonquota immigrant (H. R. 3261).
 Miners, allow an income-tax deduction, for work clothes, to certain (H. R. 3418).

Motion made by

Point of no quorum, 382, 592.

COMMISSION ON ORGANIZATION OF EXECUTIVE BRANCH OF THE GOVERNMENT.

Print copies, reports, submitted by (H. Con. Res. 40).

Communications from, transmitting

Agricultural functions and organizations, study, 171, 244.
 Budgeting and accounting in executive branch, report on, 174.

COMMITTEE ON ARMED SERVICES.

Disabled emergency officers, retirement funds, extend time for filing valid application for (H. R. 1580).
 Expenses, investigations by (H. Res. 242).

Reports made by

Air Engineering Development Center, establish (S. 1267, Rept. 1376).
 Air warning, control installations, establish land based (H. R. 2546, Rept. 159).

COMMITTEE ON HOUSE ADMINISTRATION.

Provide funds for (H. Res. 113).

Reports made by

A Decade of American Foreign Policy, Basic Documents, 1941-49, print as a document (S. Con. Res. 60, Rept. 1456).
 Amend the Constitution With Respect to Election of President and Vice President, print additional copies (H. Con. Res. 57, Rept. 836; S. Con. Res. 128, Rept. 1417).
 Atomic Energy, Joint Committee, print 50,000 copies, Senate Report No. 1169 (H. Con. Res. 147, Rept. 1464).
 Louisiana, transfer vessel *Black Mallard* to (H. R. 5365, Rept. 1045).
 Secretary of the Interior:
 Convey certain land:
 Arizona (S. 76, Rept. 1403).
 School District No. 5, Linn County, Oreg. (H. R. 6230, Rept. 1368).
 Exchange Navaho Indian lands for Utah State land (H. R. 5390, Rept. 1197).

D

DISCHARGE PETITIONS.

Motion to discharge House committees from consideration of legislation:

No. 1. Filed April 5, 1949, by Mr. Willis, to discharge Committee on the District of Columbia of H. R. 857; to prohibit experiment upon living dogs in the District of Columbia. Mr. Willis.

No. 2. Filed June 1, 1949, H. Res. 225; Labor-Management Relations Act of 1947, making H. R. 259 a special order for repeal of. Mr. Andrews.

E

EMBLEM DAY, designate June 20, 1949 (H. J. Res. 182; S. J. Res. 62).

EMERGENCY PRICE CONTROL ACT, 1942.

Amend (H. R. 4150).

Manufacturers of wearing apparel, refund, violation under (H. R. 806).

F

FARRAR, KATHRYN, increase pension (H. R. 10297; S. 452).

FEES CHARGED BY RECORDER OF DEEDS, District of Columbia (H. R. 1274).

G

GEORGETOWN BARGE, DOCK, ELEVATOR & RAILWAY CO., report, 70.

GRAY, EDWARD, SR., ET AL., adjudicate the claim of (H. R. 752).

H

HARTMAN, MRS. AURORA M., AND TWO DAUGHTERS, relief (S. 1376).

L

LAW NUMBERS.

Private laws:

33 (H. R. 592).

34 (H. R. 745).

Public laws:

351 (H. R. 5007).

352 (S. 2116).

Private laws:

122 (S. 647).

123 (S. 676).

Public laws:

396 (H. R. 3793).

397 (H. R. 4966).

LAW COURTS OF THE UNITED STATES.

See SUPREME COURT OF THE UNITED STATES.

Moreland against Schuetz: report of committee on contested-election case of (H. Rept. 1300), 2786.

N

NATIONALITY ACT OF 1940.

Amend (H. R. 353, 1951, 3029, 3520), 101.

Birth status, relative to, amend (H. R. 4434).

P

PROPERTY. See INDIANS, ETC.

Q

QUINN v. UNITED STATES, decision of the Supreme Court of the United States in case of, 5951.

R

ROLLCALLS BY NUMBER, SUBJECT, AND PAGE.

1. Call by States. January 3, 1949, 3.

2. Election of Speaker. January 3, 1949. Rayburn 255, Martin 160, 4.

3. H. Res. 5. Resolution adopting the rules of the 80th Congress as the rules of the 81st Congress, with an amendment. On previous question. January 3, 1949. Yeas 275, nays 143, 6.

S

SPEAKER, See also RAYBURN, SAM.

Elected, H. Res. 3, 5.

Announced House decided to consider resolution (H. Res. 223), 455.

Memorials presented by

Alabama:

Farmers Day, designate, 920.

Montgomery, establish flood-control project in vicinity of, 508.

Y

YEA-AND-NAY VOTES.

Minimum wage:

Rule for consideration:

On committee amendment, 807.

On passage, 807.

Minnesota, Indian liquor laws, repeal certain, on suspension of rules and pass, 773.

24. NOMINATIONS, REPORTS, DOCUMENTS, LAWS

GENERAL RULES

The rules governing document work apply to nominations and withdrawals except as here noted.

Matter is set in 10-point, double leaded.

All nominations take current date, and the legislative day added when necessary. (Sample of each form is shown on following pages.)

In withdrawals, follow the date on copy and also the wording of the dateline.

Spell everything except year, day of month, section, page, paragraph numbers, and any serial number where the word *numbered* is used or implied.

Omit the words *I nominate* in all nominations, no matter how or where written in copy.

In single nominations (that is, where only one person is named) where the words *I nominate* begin a paragraph in copy, indent the paragraph 6½ ems. This applies to Air Force, Army, and Navy as well as civilian nominations. (See sample 1, p. 300.)

In Air Force, Army, and Navy nominations where only lists of names are given, set flush in half measure where there are four or more in a group. If less than four, set each name as a paragraph, full measure. No period after names. (See sample 2, p. 300.)

Where civilian nominations have more than one person named, each name is set as a separate nomination (except where otherwise prepared), following the form of postmasters; that is, each separate carries the same nomination number, with the black superior figure, and is set as a plain paragraph. Indent these 1 em only. (See sample 3, p. 301.) Those that are to be grouped (a number of names printed as one nomination) are nominations to or promotions in the Coast Guard, Coast and Geodetic Survey, Public Health Service, military service, naval service, and diplomatic and consular service (except where consul, minister, or ambassador is named to a specific country).

If nomination contains an explanatory note, enclose note in parentheses and place just before the blank dateline at bottom.

Note that the word *confirmed* is set in italic in the recommendation line. (See sample 4, p. 302.)

Reinstatement, Reappointment, or similar statement, if a sentence at the end of a nomination, is placed in parentheses. (See sample 3, p. 301.)

The President's signature indicates the end of a nomination, but is printed only in a withdrawal (see sample 5, p. 303), or in a withdrawal and nomination combined.

Capitalize the word *Arm* when synonymous with *Corps*, as Cavalry Arm, Infantry Arm, etc.

In post-office nominations, if superior figures are used in connection with the bracketed figure at the left, bear off from the outside of the bracket. Use black superior figure, case 33. (See sample 3, p. 301.)

A nomination confirmed without reference to a committee is printed as a message only.

Style of messages and Executive Journal extracts is shown in samples 6 and 7, on pages 303 and 305, respectively.

Note the use of the words *I nominate* in paragraphs in the messages.

Treaties in Executive Calendar will be set 36½ picas wide; type, 8-point on 10-point slug.

Armed Services nominations printed as advance messages use the following forms:

Army or Air Force:

I nominate—

[Indent 6½ ems.] The following, etc.

Navy:

I nominate

The following, etc.

Nomina-
tions,
Reports,
etc.

Foreign
languages

Index

SAMPLE 1

379]

NOMINATION REFERENCE AND REPORT

[20 points]

IN EXECUTIVE SESSION,
SENATE OF THE UNITED STATES,

January 5, 1951.

Ordered, That the following nomination be referred to the Committee on Foreign Relations:

[20 points]

[Indent 6½ ems.] Louis H. Burns, Junior, of Louisiana, to be Foreign Service officer, class 5, vice Henry Mooney, resigned.

[30 points]

, 1951.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

[Do not use the word *confirmed* when nomination is referred to Judiciary Committee.]

SAMPLE 2

422]

NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,
SENATE OF THE UNITED STATES,

January 10, 1951.

Ordered, That the following nominations be referred to the Committee on Armed Services:

The following-named captains to be rear admirals in the Navy from the 3d day of June 1950:

Archibald H. Scales, Junior

Nathan C. Twining

Commander David E. Theleen to be a captain in the Navy from the 1st day of January 1951.

The following-named commanders to be captains in the Navy from the 3d day of June 1950:

Andrew T. Graham,
William C. Asserson,

Arthur St. Clair Smith, and
Clark H. Woodward.

[30 points]

, 1951.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

[Follow copy in the use of word *and* between names. Put comma after each name—paragraph or half measure—if word *and* is used in copy.]

SAMPLE 3

481]¹

NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,
SENATE OF THE UNITED STATES,

January 5, 1951.

Ordered, That the nomination of the following-named person to be postmaster be referred to the Committee on Post Office and Civil Service:

Flora A. Hastings, at Coachella, California. (Reappointment.)

[30 points]

, 1951.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

[Do not use *legislative day* in post-office appointments.]

SAMPLE 4

489]

NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,

SENATE OF THE UNITED STATES,

January 7 (legislative day, January 3), 1951.

Ordered, That the following nominations be referred to the Committee on Armed Services:

[This paragraph to be used only when in copy:]

Under the provisions of an act of Congress approved June 4, 1920, the officers herein named for promotion in the Regular Army of the United States:

[Centerheads to be in italic except when followed by a subhead, in which case the first is set in small caps, followed by subhead in italic, as below:]

MEDICAL CORPS

To be captain

First Lieutenant Leland Elder Dashiell, Medical Corps, from July 3, 1950.

VETERINARY CORPS

To be first lieutenants

Second Lieutenant Harry Lawrence Watson, Veterinary Corps, from July 18, 1950.

Second Lieutenant Samuel Weir Clark, Veterinary Corps, from July 23, 1950.

[30 points]

, 1951.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nominations be *confirmed*.

SAMPLE 5

WITHDRAWAL¹

The following message from the President withdrawing nomination was ordered to lie on the table:

436] THE WHITE HOUSE, *January 15, 1951.*

To the Senate of the United States:

I withdraw the nomination of the following-named officer, which was submitted to the Senate on January 10, 1951:

Ordinance Department

Captain Arthur Grant Mack, Junior, Cavalry, with rank from October 19, 1950.

HARRY S. TRUMAN.

[If copy for this form shows reference to a committee, leave off the reference. If there is more than one withdrawal, make case 14 line and following paragraph read in the plural. The case 14 line and the paragraph go at beginning of first withdrawal only.]

SAMPLE 6

MESSAGES²

[Observe the forms of *I nominate*. The messages are made up from the Nomination Reference and Report forms and carry no display heading. A 3-inch "sink" is put at top of first page.

[In Armed Services advance messages, use the following form when in copy: Par. 1. I nominate Joseph Banks, etc.]

414] THE WHITE HOUSE, *January 8, 1951.*

To the Senate of the United States:

I nominate Robert W. McCuen, of Vergennes, Vermont, to be collector of internal revenue for the district of Vermont in place of James E. Kennedy.

HARRY S. TRUMAN.

To the Committee on Finance.

418] THE WHITE HOUSE, *January 8, 1951.*

To the Senate of the United States:

Under the provisions of an act of Congress approved June 4, 1950, I nominate the officers herein named for promotion in the Regular Army of the United States:

¹ When used in Executive Journal, reset in small caps roman.

² This heading does not appear in the completed print.

MEDICAL CORPS

To be captains

First Lieutenant Lewis Bradley Bibb, Medical Corps, from August 2, 1950.

First Lieutenant Charles William Henderson, Medical Corps, from August 2, 1950.

HARRY S. TRUMAN.

To the Committee on Armed Services.

422] THE WHITE HOUSE, *January 8, 1951.*

To the Senate of the United States:

I nominate—

The following-named captains to be rear admirals in the Navy from the 3d day of June 1950:

×Archibald H. Scales

Nathan C. Twining

The following-named lieutenants to be lieutenant commanders in the Navy from the 1st day of January 1950:

Fred T. Berry,

John H. Everson, and

John C. Jennings,

Robert E. Rogers.

HARRY S. TRUMAN.

To the Committee on Armed Services.

[Follow copy in the use of word *and* between names.]

417] THE WHITE HOUSE, *January 8, 1951.*

To the Senate of the United States:

I nominate the following-named persons to be postmasters:

Harry H. Hiener, at Superior, Arizona, in place of R. T. Jones. Incumbent's commission expired August 16, 1950.

John C. Neblett, at Elsinore, California, in place of Charles Collins, resigned.

HARRY S. TRUMAN.

To the Committee on Post Office and Civil Service.

SAMPLE 7

EXECUTIVE JOURNAL EXTRACTS

[This heading does not appear in the printed copies]

IN THE NAVY

To be chaplain with rank of lieutenant (junior grade):

Francis L. Albert

James M. Hester

Edgar W. Davis

Walter L. Thompson

Joseph B. Earnest, Jr.

Razzie W. Truitt

[NOTE.—Two or more names may be doubled up in the Executive Journal.]

SAMPLE 8

[Calendar is set in 8 on 10, 36½ picas, and with display headings. Note 8-point cast given below table]

EXECUTIVE CALENDAR

Friday, August 10, 1951

TREATIES

Date of report	Calendar No.	Treaty No.	Subject	Action of committee
1951 Aug. 6	7	Ex. F (81st Cong., 2d sess.).	The convention between the United States and Ireland, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on income.	Reported favorably with 2 reservations. (See Ex. Rept. No. 1, 82d Cong., 1st sess.)
6	8	Ex. K (81st Cong., 2d sess.).	The convention between the United States and Greece, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on the estates of deceased persons.	Reported favorably with a reservation. (See Ex. Rept. No. 1, 82d Cong., 1st sess.)
4	3	9.10	20	11½

[For the next executive session after Aug. 10, 1951]

NOMINATIONS

Date of report	Calendar No.	Message No.	Name of nominee	Office	Predecessor
1951 Aug. 7	617	229	FOREIGN SERVICE ¹		
			Philip W. Bonsal, of the District of Columbia.	Foreign Service officer of class 5, a secretary in the diplomatic service, and a consul of the United States of America.	
	618	387-1	DEPARTMENT OF JUSTICE ¹		
			Homer L. Ross, of Honolulu, T. H.	Circuit judge, fourth circuit, Territory of Hawaii.	Clement K. Quinn, term expired.
	619	391-1	Thomas M. Reed, of Nome, Alaska.	United States district judge, first division, District of Alaska.	Robert W. Jennings, term expired.
			PUBLIC HEALTH SERVICE ¹		
	631	398-2	Francis A. Carmelia.....	Passed assistant dental surgeon, effective Aug. 15, 1951.	
			Lionel E. Hooper.....	Temporary surgeon, effective July 1, 1951.	
	633	398-3	Ernest W. Scott.....	do.....	
			POSTMASTERS ¹		
Sept. 8	641	377-14	ILLINOIS		
			Carl M. Crowder.....	Bethany.....	C. M. Davis, resigned.
	642	M-347	Warren S. Bunker.....	Equality.....	H. L. B. Mason, deceased.
			Paul W. Gibson.....	Louisville.....	Office became Presidential.
	643	M-348	IN THE ARMY ¹		
			×Robert Charles Frase.....	Captain, Medical Service Corps.	
	894	9	Norma Jean Fischer.....	Captain, Women's Army Corps.	
			×Jack Williamson Mc-Namara O26990.	First lieutenant.....	
	894	9	IN THE NAVY ¹		
			John A. Marsteller.....	Passed assistant surgeon.	
11	653	413	Thomas L. Carter.....	do.....	
4	3½	4	12.15	11.9	12

¹ Headings to be set in case 130 caps.

REPORTS, DOCUMENTS, AND LAWS

[In either Senate or House reports follow bill style in extracts from bills. Follow copy in report on pension bills in regard to vision, as *vision was impaired 20/200*, etc.]

[30 points]

82D CONGRESS	}	HOUSE OF REPRESENTATIVES	}	REPT. 156
2d Session		[One 2-point lead above parallel rule]		Part 2

[50 points]

PORTER BROS. & BIFFLE ET AL.¹

[18 points]

[8 points]

FEBRUARY 18, 1952.—Committed to the Committee of the Whole House and ordered to be printed ²

[6 points]

[18 points]

Mr. NICHOLS, from the Committee on the Judiciary, submitted the following

[14 points]

REPORT

[10 points]

[To accompany H. R. 6154]

[14 points]

The Committee on the Judiciary, to whom³ was referred the bill (H. R. 6154) for the relief of Porter Bros. & Biffle et al., having considered the same, report favorably thereon with the recommendation that the bill do pass with certain amendments.⁴

The purpose of H. R. 6154 is to permit the parties named therein to enter suit in the United States District Court for the Eastern District of Oklahoma for damages due from the United States by reason of alleged neglect and wrongdoing of officials and inspectors of the United States Bureau of Animal Industry in dipping tick-infested cattle in Texas and Oklahoma.

STATEMENT OF FACTS

In 1919 several citizens of Oklahoma bought on the market at Fort Worth, Tex., cattle that had originated in quarantine areas. These cattle were dipped under the supervision of the United States Bureau of Animal Industry and were certified as being clean of fever and ticks. The cattle were shipped into Oklahoma and it was found that the fever ticks had not been killed.

¹ If title makes more than 3 lines in 10-point caps, set in 8-point caps; should the title be amended, make the heading correspond to the amended form.

² Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Superintendent of Composition.

³ See footnote 3, p. 308.

⁴ If the word "committee" is prepared in the singular form, follow.

Calendar No. 26¹82D CONGRESS }
2d Session }

SENATE

{ REPORT
No. 27

AGNES INGELS, DECEASED

MAY 2 (legislative day, MAY 3), 1952.—Ordered to be printed

Mr. McCARRAN, from the Committee on the Judiciary, submitted
the following

R E P O R T ²

[To accompany S. 1300]

The Committee on the Judiciary, to which³ was referred the bill (S. 1300) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, reports favorably thereon with an amendment and recommends that the bill do pass.⁴

In line 7, strike out the figures "\$10,000" and insert in lieu thereof the figures "\$5,000".⁵

EXPLANATION OF THE BILL

The facts in the case are fully set forth in Senate Report No. 715, 82d Congress, 2d session, which is appended hereto and made a part of this report.

[S. Rept. No. 715, 82d Cong., 2d sess.]

The Committee on the Judiciary, to which³ was referred the bill (S. 4692) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, reports favorably thereon with the recommendation that the bill do pass with an amendment.

On line 7, page 1, strike out "\$25,000" and insert in lieu thereof "\$5,000".

As amended, your committee recommend that the bill do pass.

¹ Use this type and form only on Senate reports. There is only one calendar in the Senate.

² Should this line read "Adverse Report," do not letterspace the words.

³ The Senate Committee on the Judiciary requires the use of "which"; for all other committees, use "whom."

⁴ If the word "committee" is prepared in the singular form, follow.

⁵ Follow copy literally as to use of punctuation marks inside or outside of quoted words or figures.

Calendar No. 295

82D CONGRESS }
1st Session }

SENATE

{ REPORT
No. 315PROVIDING FOR THE ADMISSION OF ALASKA INTO THE
UNION

MAY 8 (legislative day, MAY 2), 1951.—Ordered to be printed

Mr. O'MAHONEY, from the Committee on Interior and Insular Affairs,
submitted the following

REPORT

together with

MINORITY VIEWS

[To accompany S. 50]

The Committee on Interior and Insular Affairs, to whom was referred the bill (S. 50) to provide for the admission of Alaska into the Union, having considered the same, report favorably thereon with amendments and with the recommendation that the bill as amended do pass.

PURPOSE OF THE BILL

The purpose of S. 50 is to enable the strategically situated and richly endowed Territory of Alaska to enter the Union as a State, on a free and equal basis with the present 48 States. The bill provides the legal and political means of achieving this purpose by—

82D CONGRESS
2d Session

} HOUSE OF REPRESENTATIVES {

REPORT
No. 15

PENSIONS AND INCREASE OF PENSIONS FOR CERTAIN SOLDIERS AND SAILORS OF THE REGULAR ARMY AND NAVY, ETC.

APRIL 26, 1952.—Committed to the Committee of the Whole House and ordered
to be printed

Mr. Wood, from the Committee on Veterans' Affairs, submitted the
following

REPORT

[To accompany H. R. 5214]

The Committee on Veterans' Affairs, to whom were referred sundry bills granting pensions and increase of pensions for certain soldiers and sailors of the Regular Army and Navy, etc., submit the following report:

This bill is a substitute for the following House bills referred to said committee:

H. R. 400. Hattie Hjelmberg.
416. Julia M. Porter.
424. Annie M. Sullivan.

H. R. 1031. Fletcher Duling.
1078. William D. Wheaton.
1098. Elmer H. Weddle.

H. R. 416. Julia M. Porter, Auburn, N. H., widow of Clinton A. Porter, who served during the war with Spain in Company F, 1st New Hampshire Infantry, from June 28 to October 31, 1898 (W. Ctf. 868508).

A physician testifies as follows:

I have this day examined Julia M. Porter, aged 38 years, of Auburn, N. H., widow of Clinton A. Porter, private, Company F, 1st Regiment New Hampshire Volunteer Infantry. She had previously been approved for disease of eyes 4/18, etc.

It is believed that an increase of pension to \$20 per month is warranted, and it is so recommended.

82D CONGRESS }
1st Session }

SENATE

{ EXECUTIVE
N }

CONVENTION WITH SWITZERLAND REGARDING THE
AVOIDANCE OF DOUBLE TAXATION ON INCOME

MESSAGE

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

THE CONVENTION BETWEEN THE UNITED STATES OF AMERICA
AND SWITZERLAND, SIGNED AT WASHINGTON ON MAY 24, 1951,
FOR THE AVOIDANCE OF DOUBLE TAXATION WITH RESPECT
TO TAXES ON INCOME

JUNE 14, 1951.—The convention was read the first time and the injunction of
secrecy was removed therefrom and, together with all accompanying papers,
was referred to the Committee on Foreign Relations and ordered to be printed
for the use of the Senate

THE WHITE HOUSE, June 14, 1951.

To the Senate of the United States:

With a view to receiving the advice and consent of the Senate to
ratification, I transmit herewith the convention between the United
States of America and Switzerland, signed at Washington on May 24,
1951, for the avoidance of double taxation with respect to taxes on
income.

80TH CONGRESS }
2d Session }

SENATE

{ EXECUTIVE REPT.
No. 6 }

TREATY OF FRIENDSHIP, COMMERCE, AND NAVIGATION WITH THE ITALIAN REPUBLIC

WEDNESDAY, MAY 26, 1948.¹—Ordered to be printed

Mr. THOMAS of Utah, from the Committee on Foreign Relations,
submitted the following

REPORT

[To accompany Executive E, 80th Congress, 2d session]

The Committee on Foreign Relations, having had under consideration Executive E, 80th Congress, 2d session, a treaty, etc.

¹ Do not use *legislative day* even though there is one at date of printing.

82D CONGRESS	}	HOUSE OF REPRESENTATIVES	}	REPORT
1st Session				No. 1667

LEGISLATIVE APPROPRIATION BILL, 1951

JUNE 18, 1951.—Ordered to be printed

MR. CANNON of Missouri, from the committee of conference,
submitted the following

CONFERENCE REPORT¹

[To accompany H. R. 11267]

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1952, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 49, 51, 62½, 65, 67, 71, 75, 77, 78, 79, 80, 94, 96, 97, 98, 99, 100, 102, and 132.

That the House recede from its disagreement to the amendments of the Senate numbered 48, 50, and 60, and agree to the same.

[2 leads]

Amendment numbered 60:

[1 lead]

That the House recede from its disagreement to the amendment of the Senate numbered 60, and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment insert the following:

SEC. 210. The provisions of all Acts heretofore enacted inconsistent with sections 207, 208, and 209 are, to the extent of such inconsistency, hereby repealed, and such sections shall take effect on July 1, 1935.²

And the Senate agree to the same.

Amendment numbered 150:

That the House recede from its disagreement to the amendment of the Senate numbered 150, and agree to the same with an amendment as follows:

¹ See also p. 269 for style of conference report in Congressional Record, and p. 315 for style of conference report printed as a Senate document.

² "Fol. lit." on amendments.

In lieu of the matter proposed to be stricken out by the Senate amendment insert a comma and the following: *and all officers and employees of the division and commission not indispensable to the service shall be dismissed*;³ and the Senate agree to the same.

The committee of conference have not agreed on amendment numbered 46.

WILLIAM H. BATES,

By L. M.

GEORGE H. BENDER,

LEROY JOHNSON,

*Managers on the Part of the House.*⁴

HARRY F. BYRD,

WALTER F. GEORGE,

EDWARD J. THYE,

Managers on the Part of the Senate.

STATEMENT OF THE MANAGERS ON THE PART OF THE HOUSE⁵

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1951, and for other purposes, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

Amendment No. 46: On this amendment, embracing title I of part 2 of the bill, relating to furloughs, permanent and temporary salary reductions, etc., the committee of conference have reached no agreement.

Amendments Nos. 165, 166, and 167: These amendments make changes in section and title numbers. The House recedes.

Amendment No. 168: This amendment makes the provisions of part 2 of the legislative appropriation act applicable to the appropriations available for the fiscal year 1951, whether contained in the legislative appropriation act or in acts prior or subsequent to the date of the approval of such act. The House recedes.

H. B. SCUDDER (except

as to amendment No. 19),

JOHN F. KENNEDY,

HARRY R. SHEPPARD,

Managers on the Part of the House.

³ Note use of roman semicolon.

⁴ Names of House Members print first in a conference report printed as a House report.

⁵ Statement of managers begins new page.

[Conference reports in Senate are printed as Senate documents. Note the following form:]

78TH CONGRESS } 2d Session }	SENATE	{ DOCUMENT No. 79
---------------------------------	--------	----------------------

AGRICULTURE APPROPRIATION BILL, 1944

Mr. RUSSELL,¹ from the committee of conference, submitted² the following

CONFERENCE REPORT ON THE BILL (H. R. 7912) MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE FOR THE FISCAL YEAR ENDING JUNE 30, 1944

APRIL 4 (legislative day, APRIL 5), 1944.—Ordered to be printed

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 7912) making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1944, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 41 and 45.

That the House recede from its disagreement to the amendments of the Senate numbered 2, 3, 4, and 5, and agree to the same.

Amendment numbered 1:

That the House recede from its disagreement to the amendment of the Senate numbered 1, and agree to the same as follows:

Restore the matter stricken out by said amendment, amended to read as follows:

Public Resolution Numbered 9, Fifty-eighth Congress, first session, approved March 14, 1904 (U. S. C., title 44, sec. 290), is hereby amended by striking out all after the resolving clause and inserting in lieu thereof the following:

And the Senate agree to the same.

R. B. RUSSELL, Jr.,
CARL HAYDEN,
JOHN G. TOWNSEND, Jr.,
Managers on the Part of the Senate.
J. P. BUCHANAN,
JOHN TABER,
Managers on the Part of the House.

¹ Names of Senate Members print first in a conference report printed as a Senate document.

² The above form (using *presented* instead of *submitted*) will be followed in Senate documents other than conference reports when no title page is called for.

81st CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES	{ DOCUMENT No. 276
---------------------------------	--------------------------	-----------------------

MERRIMACK RIVER, MASS.

LETTER

FROM

THE SECRETARY OF THE ARMY

TRANSMITTING

PURSUANT TO LAW, A REPORT FROM THE CHIEF OF ENGINEERS
COVERING NAVIGATION, FLOOD CONTROL, POWER DEVELOP-
MENT, AND IRRIGATION ON THE MERRIMACK RIVER, MASS.

MARCH 17, 1950.—Referred to the Committee on Public Works and ordered to be
printed, with 15 illustrations

DEPARTMENT OF THE ARMY,
Washington, March 15, 1950.

THE SPEAKER OF THE HOUSE OF REPRESENTATIVES.

DEAR MR. SPEAKER: I am transmitting herewith a report dated
March 15, 1950, from the Chief of Engineers, etc.

Sincerely yours,

FRANK PACE, Jr.,
Secretary of the Army.

DEPARTMENT OF THE ARMY,
OFFICE OF THE CHIEF OF ENGINEERS,
Washington, March 15, 1950.

Subject: Report on Merrimack River, Mass.

To: The Secretary of the Army.¹

1. I submit for transmission to Congress my report, with accom-
panying papers and illustrations, on the Merrimack River, Mass.,
made, etc.

EUGENE REYBOLD,
Major General, Chief of Engineers.

¹ If line runs over, indent 2 ems to clear for paragraph; otherwise, 1 em.

82D CONGRESS }
2d Session }

SENATE

{ DOCUMENT
No. 2

WILLIAM W. DANENHOWER, JR.

LETTER FROM THE ASSISTANT CLERK OF THE COURT OF CLAIMS,
TRANSMITTING A COPY OF THE FINDINGS OF THE COURT IN
THE CASE OF ESTATE OF WILLIAM W. DANENHOWER, JR.,
AGAINST THE UNITED STATES

APRIL 13, 1952.—Referred to the Committee on the Judiciary and ordered to be
printed¹

COURT OF CLAIMS, CLERK'S OFFICE,
Washington, April 11, 1952.

The honorable the PRESIDENT OF THE SENATE.

SIR: Pursuant to the order of the court, I transmit herewith a
certified copy of the findings of fact and conclusion filed by, etc.

I am, very respectfully, yours,

JOHN W. TAYLOR,
Assistant Clerk, Court of Claims.

[Court of Claims of the United States. No. 17319, Congressional. *William W. Danenhower, Jr. v.
The United States*]

STATEMENT

This is a claim for damages to business property belonging to claimant arising
out of the changes in the grades of certain avenues in Washington City, D. C.,
and the relocation of its tracks by a railroad company under an act of Congress.

The bill reads:

"That the Secretary of the Treasury is hereby authorized and directed to pay
to, etc., in pursuance to the Act of Congress approved February 12, 1901 (31
Stat. L., p. 774), and Acts supplemental thereto."

FINDINGS OF FACT

I. The actual damages caused by depreciation in value of claimant's property
in the fall of 1903, due to changes in the grades of New Jersey and Virginia
Avenues, etc.

CONCLUSION

The court, as a conclusion, states that the foregoing findings of fact show the
nature and character of the demand. Whether the same shall be paid rests in
the discretion of Congress.

Filed March 28, 1952.

A true copy.

Testified to this April 11, 1952.

[SEAL]

JOHN W. TAYLOR,
Assistant Clerk, Court of Claims.

¹ Must be set as written. If illustrations accompany copy and are not ordered to be printed, do not
add with illustrations. Return copy to Superintendent of Composition.

[Court of Claims. French spoliations. Act of Jan. 20, 1885; 23 Stat. L. 283. Ship *Glasgow*. M. Alcorn, master]

No. of
case

Claimant

1806. Horace E. Hayden, administrator de bonis non of the estate of David H. Conyngham, surviving partner of the firm of Conyngham, etc.

On May 29, 1932, the United States Senate, by resolution, referred to the court under the act of March 3, 1887, a bill in the following words:

"[S. 2951, 72d Cong., 2d sess.]

"A BILL For the relief of the State of Oregon

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the sum," etc.

Thereafter the claim was presented to the 50th and subsequent Congresses, and was transmitted to the court by resolution of the United States Senate, etc.

By THE COURT.

Dated October 12, 1944.

82D CONGRESS
2d Session

HOUSE OF REPRESENTATIVES

DOCUMENT
No. 323

DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE
PAYMENT OF CLAIMS, DEPARTMENT OF THE NAVY

COMMUNICATION

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

TWO DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE
DEPARTMENT OF THE NAVY FOR THE FISCAL YEARS 1952 AND
1953, FOR THE PAYMENT OF CLAIMS SETTLEMENTS REPORTED
BY THE GENERAL ACCOUNTING OFFICE AS CHARGEABLE TO
APPROPRIATIONS WHICH ARE EXHAUSTED, TOGETHER WITH
TWO PROVISIONS AFFECTING EXISTING APPROPRIATIONS FOR
THE FISCAL YEAR 1952

MAY 13, 1952.—Referred to the Committee on Appropriations and ordered to be
printed

THE WHITE HOUSE,
Washington, May 12, 1952.

THE SPEAKER OF THE HOUSE OF REPRESENTATIVES.

SIR: I have the honor to transmit herewith for the consideration
of Congress two deficiency estimates of appropriations for the Depart-
ment of the Navy for the fiscal years 1952 and 1953, amounting in all
to \$1,543.11, for the payment of claims settlements reported by the
General Accounting Office as chargeable to appropriations which
are exhausted, together with two provisions affecting existing
appropriations for the fiscal year 1952.

The details of these estimates, and the provisions affecting existing
appropriations, the necessity therefor, and the reasons for their trans-
mission at this time are set forth in the letter of the Director of the
Bureau of the Budget, transmitted herewith, with whose comments
and observations thereon I concur.

Respectfully,

HARRY S. TRUMAN.

VETO MESSAGE

82D CONGRESS 1st Session	}	HOUSE OF REPRESENTATIVES	}	DOCUMENT No. 217
-----------------------------	---	--------------------------	---	---------------------

GEORGE H. WHIKE CONSTRUCTION CO.

MESSAGE

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

WITHOUT APPROVAL THE BILL (H. R.¹ 3002) FOR THE RELIEF OF
GEORGE H. WHIKE CONSTRUCTION CO.

AUGUST 6, 1951.—Referred to the Committee on the Judiciary and ordered to be
printed

*To the House of Representatives:*²

I return herewith, without my approval, H. R. 3002, for the relief of George H. Whike Construction Co.

The bill proposes an appropriation of \$14,483.45 in payment of a claim asserted by the George H. Whike Construction Co. against the United States for losses in performing a construction contract between the claimant and the Federal Public Housing Authority. The contractor maintains that these losses resulted from the operation of Executive Order 9301. This order, changing the workweek from 40 hours to 48 hours, was issued at or about the time the contract in question was let. The order was made effective in Canton, Ohio, where the contract was being performed, some months after the work was started.

The legislative history of this case reveals a number of disputed issues of fact as well as involved questions of law. It seems to me that these issues and questions can best be resolved by the courts. This is the course which generally has been taken by other contractors who, like the present company, claimed losses in the performance of Government contracts because of the impact of Executive Order

¹ If "S." appears in copy, because corresponding Senate bill is used, follow.

² In House bills in the Senate, the salutation "*To the Senate:*" is used.

9301 and directives of the War Manpower Commission issued thereunder. If this case is tried in the courts, as I believe it should be, not only will there be the assurance that comes with judicial review, but the criticism will be avoided that this claimant has been given more favorable treatment than that accorded other contractors who were adversely affected by the longer workweek.

While I have felt obliged for these reasons to withhold my approval of H. R. 3002, I would be willing to approve a measure authorizing the Court of Claims to adjudicate the suit of this claimant.

HARRY S. TRUMAN.

THE WHITE HOUSE, August 6, 1951.

H. R. 3002³

EIGHTY-SECOND CONGRESS OF THE UNITED STATES OF AMERICA, AT THE FIRST SESSION, BEGUN AND HELD AT THE CITY OF WASHINGTON ON WEDNESDAY, THE THIRD DAY OF JANUARY, ONE THOUSAND NINE HUNDRED AND FIFTY-ONE

AN ACT For the relief of George H. Whike Construction Company.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury be, and he is hereby, authorized and directed to pay, out of any money in the Treasury not otherwise appropriated, the sum of \$14,483.45, to George H. Whike Construction Company, of Canton, Ohio, in full settlement of all claims against the United States for losses sustained on Jackson Park homes project contract numbered OH 33037, Canton, Ohio, as the result of Executive Order 9301 which changed the workweek from forty hours to forty-eight hours on same date (February 11, 1943) that such contract was signed: *Provided*, That no part of the amount appropriated in this Act in excess of 10 per centum thereof shall be paid or delivered to or received by any agent or attorney on account of services rendered in connection with this claim, and the same shall be unlawful, any contract to the contrary notwithstanding. Any person violating the provisions of this Act shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not exceeding \$1,000.

SAM RAYBURN,
Speaker of the House of Representatives.
ALBEN W. BARKLEY,
Vice President of the United States and
President of the Senate.

[Endorsement on back of bill:]

I certify that this Act originated in the House of Representatives.

RALPH R. ROBERTS, *Clerk.*

³ Bill style.

80TH CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES	{ DOCUMENT No. 734
---------------------------------	--------------------------	-----------------------

URGENT NEEDS OF THE AMERICAN PEOPLE

ADDRESS

OF

THE PRESIDENT OF THE UNITED STATES

DELIVERED

BEFORE A JOINT SESSION OF THE SENATE AND THE HOUSE OF REPRESENTATIVES, RECOMMENDING LEGISLATION TO CHECK INFLATION AND THE RISING COST OF LIVING AND TO MEET THE ACUTE HOUSING SHORTAGE

JULY 27, 1948.—Referred to the Committee of the Whole House on the State of the Union and ordered to be printed

MR. PRESIDENT, MR. SPEAKER, MEMBERS OF THE 80TH CONGRESS:

The urgent needs of the American people require our presence here today.

Our people demand legislative action by their Government to do two things: First, to check inflation and the rising cost of living and, second, to help in meeting the acute housing shortage.

SAMPLES OF ESTIMATES IN TABULAR FORM

BUREAU OF NAVIGATION

Transportation and recruiting, Bureau of Navigation, 1944..... \$246. 06

This estimate of appropriation is to provide for payment of claims approved by the General Accounting Office, as per certificates of settlement Nos. 0255663, 0257111, 0264632, 0272207, and T-73602.

Deficiency estimates of appropriations required for the service of the fiscal years ending June 30, 1950 and 1951, by the Department of the Navy

Detailed objects of expenditure	Total amount to be appropriated under each head of appropriation	Amount appropriated for the fiscal year for which the appropriation is requested
BUREAU OF NAVIGATION		
Transportation and recruiting, Bureau of Navigation: For travel allowance, etc., including the same objects specified under this head in the Naval Appropriation Act for the fiscal year 1951 (act July 1, 1922, vol. 42, p. 790) ----	\$246. 06	\$4, 151, 775. 00
BUREAU OF SUPPLIES AND ACCOUNTS		
Maintenance, Bureau of Supplies and Accounts: For fuel; the removal and transportation of ashes and garbage from ships of war; books, blanks, stationery, etc., including the same objects specified under this head in the act making appropriations for the Department of the Navy and the naval service for the fiscal year 1951 (acts May 21, 1926, vol. 44, p. 604; Mar. 25, 1930, vol. 46, p. 111; July 3, 1930, vol. 46, pp. 851, 883; Mar. 4, 1932, vol. 46, p. 1576)-----	1, 297. 05	9, 536, 888. 35
Total, Department of the Navy -----	1, 543. 11	-----

DEPARTMENT OF STATE

AMERICAN SECTIONS, INTERNATIONAL COMMISSIONS

Budget page	Heading	Original estimate	Change to—	Increase
770	American sections, international commissions ----- (Delete first paragraph under this heading and insert in lieu thereof the following: For expenses necessary to enable the President to perform the obligations of the United States pursuant to conventions between the United States and Canada signed May 26, 1930 (50 Stat. 1355), and January 29, 1937 (50 Stat. 1351), [and] treaties between the United States and Great Britain, in respect to Canada, signed January 11, 1909 (36 Stat. 2448), and February 24, 1925 (44 Stat. 2102), <i>the treaty between the United States and Canada signed February 27, 1950, and convention between the United States and Costa Rica signed May 31, 1949, including [personal services in the District of Columbia;] stenographic reporting services by contract; [printing and binding;] hire of passenger motor vehicles.</i>	\$870, 000	\$990, 000	\$120, 000

DRAFT OF A PROPOSED PROVISION PERTAINING TO THE APPROPRIATION "PAY, SUBSISTENCE, AND TRANSPORTATION, NAVY," FISCAL YEAR 1944

The appropriation "Pay, subsistence, and transportation, Navy," fiscal year 1944, is hereby made available for payment to James P. Sloan gratuity in the amount of \$324, on account of the death of his son, Andrew Jarvis Sloan, who was killed in line of duty on board the U. S. S. *Mississippi* on June 12, 1927, as authorized by the act approved June 11, 1930 (46 Stat. pt. 2, p. 253).

SAMPLE OF STYLE FOR LAWS

Private Law 939 - 82d Congress
Chapter 821 - 2d Session
H. R. 3564

AN ACT

For the relief of Reuben Krakovsky.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That, for the purposes of the immigration and naturalization laws, Reuben Krakovsky shall be held and considered to have been lawfully admitted to the United States for permanent residence as of the date of the enactment of this Act, upon payment of the required visa fee and head tax. Upon the granting of permanent residence to such alien as provided in this Act, the Secretary of State shall instruct the proper quota officer to deduct one number from the appropriate quota for the first year that such quota is available.

Approved July 15, 1952.

SAMPLE OF PROCLAMATION DATE

[The following paragraph shows the manner of dating proclamations and other Executive documents. Note capitalization and punctuation.]

Done at the city of Washington this 12th day of September, in the year of our Lord nineteen hundred and fifty-one, and of the independence of the United States of America the one hundred and seventy-sixth.

SAMPLE OF PAGE 1 IN HEARINGS

INVESTIGATION OF UN-AMERICAN PROPAGANDA
ACTIVITIES IN THE UNITED STATES

MONDAY, NOVEMBER 29, 1943

HOUSE OF REPRESENTATIVES,
SUBCOMMITTEE OF THE SPECIAL COMMITTEE
TO INVESTIGATE UN-AMERICAN ACTIVITIES,
Washington, D. C.

The subcommittee met at 10:30 a. m., the Honorable John M. Costello presiding.

Present: Hon. Herman P. Eberharter, Pennsylvania; and Hon. Karl E. Mundt, South Dakota; and Robert E. Stripling, chief investigator.

SECOND SUPPLEMENTAL APPROPRIATION BILL FOR 1951¹

SUBCOMMITTEE ON LABOR-FEDERAL SECURITY APPROPRIATIONS**JOHN E. FOGARTY**, Rhode Island, Chairman**E. H. HEDRICK**, West Virginia**FRANK B. KEEFE**, Wisconsin**CHRISTOPHER C. McGRATH**,**ERRETT P. SCRIVNER**, Kansas

New York

H. CARL ANDERSEN, Minnesota

TUESDAY, DECEMBER 5, 1950.

FEDERAL SECURITY AGENCY**PUBLIC HEALTH SERVICE****WITNESSES****DR. LEONARD SCHEELE**, SURGEON GENERAL**DR. NORMAN TOPPING**, ASSOCIATE DIRECTOR, NATIONAL INSTITUTES OF HEALTH**PROGRAMS OF RESEARCH CONTEMPLATED AND NEEDED UNDER PUBLIC LAW 692**

Mr. FOGARTY. The committee will come to order. The committee has before it this afternoon Dr. Scheele, of the Public Health Service, and some of his assistants.

**TREASURY AND POST OFFICE DEPARTMENTS
APPROPRIATIONS, 1951**

WEDNESDAY, JANUARY 25, 1950

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

The subcommittee met at 2:30 p. m., pursuant to call, in the Senate Appropriations Committee room, the Capitol, Hon. Burnet R. Maybank (chairman of the subcommittee) presiding.

Present: Senators Maybank, Hayden, McClellan, McKellar, Robertson, Cordon, and Saltonstall.

TREASURY DEPARTMENT

**STATEMENT OF HON. JOHN W. SNYDER, SECRETARY OF THE
TREASURY, ACCOMPANIED BY EDWARD F. BARTELT, FISCAL
ASSISTANT SECRETARY OF THE TREASURY**

DISCUSSION OF PROCEDURE IN HEARING

Senator MAYBANK. The committee will come to order, please.

Mr. Secretary, will you proceed? Would you prefer to read your statement?

¹ This style for House appropriation hearings only.

SAMPLE OF TITLE PAGE—HEARING

[Follow this series of type]

[Cheltenham Bold]

HEARING¹

[Case 125]

BEFORE _____

[6-pt. caps]

SUBCOMMITTEE OF THE

[Case 90]

COMMITTEE ON _____

[Case 91]

UNITED STATES SENATE

[Case 91]

82D CONGRESS

[10-pt. caps]

2D SESSION

[8-pt. caps]

ON _____

[6-pt. caps]

S. 0000

[Case 225]

A BILL (give full title)

[8-pt. caps]

Printed for the use of the Committee on _____

[3-pt. caps]

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1952

[Personnel of committee to
appear on back of title]

¹ Same style for House of Representatives, except appropriation bills, sample of which is on p. 327.

SAMPLE OF TITLE PAGE—HEARING

[Follow this series of type]

INTERIOR DEPARTMENT APPROPRIATION BILL FOR 1952

HEARINGS

BEFORE A

SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS UNITED STATES SENATE

82^d CONGRESS

2^d SESSION

ON

**H. R. 9621, H. R. 9622, H. R. 9623, H. R. 9624
H. R. 9625, H. R. 7685**

BILLS MAKING APPROPRIATIONS FOR THE DEPARTMENT
OF THE INTERIOR FOR THE FISCAL YEAR ENDING
JUNE 30, 1952, AND FOR OTHER PURPOSES

Printed for the use of the Committee on Appropriations



Foreign
Languages

Index



25. FOREIGN LANGUAGES

[Revised for this edition by committee consisting of GEORGE L. TRAGER, Director of Linguistic Research, Foreign Service Institute, Department of State, chairman; JOHN G. MUTZIGER, Chief of Linguistics Section, U. S. Board on Geographic Names; and HENRY L. SMITH, Jr., Director of School of Languages and Linguistics, Foreign Service Institute, Department of State]

PURPOSE AND PLAN

The purpose of this section of the *STYLE MANUAL* is to provide a guide to the typography of the more important languages handled in this Office.

It has been designed to answer the needs of two categories of users:

1. Those who have very little or no knowledge at all of a language but seek to become more competent in following copy and syllabifying with at least a passing degree of accuracy; and

2. Those who have an academic knowledge of a language but lack the practical information belonging to the special field of typography, complete guidance to which is procurable only from advanced and foreign works.

To answer the needs of the former, there is presented first a sample of the language as it looks in print, followed by an adequate display of the alphabet and a helpful paragraph on special characters. This will be found fully adequate, for all practical purposes, to enable printers to follow copy competently, even though with but literal accuracy.

There is also included a brief discussion of pronunciation, so far as this can be described without special technical phonetic data, as a basis for the rules for syllabifying words in printing.

The rules for syllabifying follow, and these were formulated so that with the aid of the first four rules, which require no further knowledge of the language, a printer can syllabify with at least an 80-percent accuracy. The application of the remaining rules may require a further knowledge of the language, but these are intended essentially for the second category of users.

To answer the needs of this category fully, the rules for syllabifying are presented with utmost comprehensiveness, so that they cover all possible problems that may be encountered; and subjoined is also a selected list of illustrative word divisions, which may be used either for further study or reference. Other useful data on typography and bibliography are also included.

Dictionaries of languages other than English rarely show syllable division. This is due in part to the fact that many spelling systems are less complex than that of English, and therefore make it easier to divide words in writing according to the spoken syllable divisions. The rules stated in the following sections are intended to be summaries of the procedures actually followed by printers native to the languages.

DANISH

Efterhaanden har de fleste officielle myndigheder faaet overladt tjenestevogne, oftest endda med chauffør og ikke sjældent uden at en vogn rent umiddelbart synes nødvendig for vedkommende myndigheds personer. Hvorfor har Kongens foged ikke faaet udleveret tjenestevogn endnu?—Politiken, København, den 17 august 1951.

Alphabet and pronunciation

A	a	long: <i>a</i> in man; short: <i>a</i> in hat, and before or after <i>r</i> like <i>a</i> in father, but shorter
B	b	<i>b</i>
C	c	<i>s</i> in so before <i>e, i, y, æ</i> ; before <i>a, o, u</i> , or consonant, like <i>k</i> , and now generally written <i>k</i> ; <i>ch</i> like <i>sh</i> , or rarely like <i>k</i> ; now generally written <i>k</i> ; sometimes as though written <i>tj</i> ; combination <i>ci</i> before vowel, like <i>sh</i> ; letter <i>c</i> occurs only in foreign words
D	d	<i>d</i> at beginning of words; between vowel and unstressed <i>e</i> , between vowel and <i>j, l, m, n</i> , or <i>r</i> , and in final position, like <i>th</i> in father; silent before <i>s</i> or <i>t</i> , as well as in combination <i>nd</i> and <i>ld</i> in final position and before unstressed <i>e</i> ; often silent after <i>r</i> and at end of words
E	e	long: like <i>a</i> in care; short, stressed: like <i>e</i> in met; often like <i>e</i> in met, but tending toward <i>i</i> in pit; before <i>r</i> , like <i>a</i> in hat; before <i>g</i> or <i>j</i> , usually like <i>a</i> in hat; in word <i>de</i> , like <i>ee</i> in meet, but shorter; in unstressed syllables, like <i>a</i> in sofa; generally silent before <i>n</i>
F	f	<i>f</i>
G	g	<i>g</i> in go initially and before <i>t</i> ; between vowel (or sometimes consonant) and unstressed <i>e</i> , at end of word, and between vowel and consonant other than <i>t</i> , it has sound which may be made by trying to pronounce <i>g</i> in go without making contact between tongue and roof of mouth
H	h	<i>h</i> ; silent before <i>j</i> or <i>v</i>
I	i	long: <i>ee</i> in meet; short: <i>ee</i> in meet, but shorter; often like <i>e</i> in met, but tending toward <i>i</i> in bit
J	j	<i>y</i> in yes; silent (and now generally no longer written) after <i>g</i> or <i>k</i> followed by front vowel; in French words, like <i>sh</i>
K	k	<i>k</i>
L	l	<i>ll</i> in million
M	m	<i>m</i>
N	n	<i>n</i> ; combination <i>ng</i> , like <i>ng</i> in singer; combination <i>nk</i> , like <i>ng</i> in finger
O	o	long: <i>o</i> in go; short: <i>o</i> in November; often like <i>aw</i> in law, but shorter
P	p	<i>p</i> ; combination <i>ph</i> in foreign words, like <i>f</i> , and now usually written <i>f</i>
Q	q	always followed by <i>v</i> (or <i>u</i>), combination being pronounced, and now usually written, <i>kv</i> ; occurs only in foreign words

R	r	sound made by scraping of air between back of tongue and roof of mouth, as in French; after vowel, its sound assumes quality of vowel
S	s	<i>s</i> in sing; combination <i>ss</i> , and in foreign words <i>sc</i> , like <i>s</i> in sing; combination <i>sj</i> , like <i>sh</i> ; followed by <i>i</i> plus another vowel, like <i>sh</i> ; in foreign words, <i>sch</i> and <i>sh</i> are pronounced like <i>sh</i>
T	t	<i>t</i> , at beginning of word; silent in word <i>det</i> and in ending <i>et</i> when unstressed; followed by <i>i</i> plus another vowel, like <i>sh</i>
U	u	long: <i>oo</i> in food; short: <i>oo</i> in good; often like <i>o</i> in go, but shorter
V	v	<i>v</i> , before vowel or <i>r</i> and after long vowel; after short vowel, like <i>oo</i> in food; often silent after <i>l</i>
W	w	<i>v</i> ; in foreign words only
X	x	<i>ks</i> , or at beginning of words, like <i>s</i> in sing; now only in foreign words
Y	y	long: <i>ee</i> in meet, but with lips rounded as in pronouncing <i>oo</i> in food; resembles (long) German <i>ü</i> , French <i>u</i> ; short: <i>ee</i> in meet, but shorter, and with lips rounded as in pronouncing <i>oo</i> in food; resembles (short) German <i>ü</i> , French <i>u</i>
Z	z	<i>s</i> in sing; occurs only in foreign words
Æ	æ	long: <i>e</i> in met, but longer; short: <i>e</i> in met; before or after <i>r</i> , like <i>a</i> in hat; formerly sometimes written <i>ä</i> ; in handwriting, usually <i>æ</i>
Ø	ø	<i>a</i> in care, but with lips rounded as in pronouncing <i>oo</i> in food; resembles (long) German <i>ö</i> , French <i>eu</i> ; formerly sometimes written <i>ö</i>
Å	å	long: <i>aw</i> in law, but tending toward <i>o</i> in go; short: <i>aw</i> in law, but shorter, and tending toward <i>o</i> in go; formerly written <i>aa</i> , and still so written by many (as in the sample of the language at top of p. 330)

Special characters

Danish uses the Latin alphabet with the addition of the following special characters: *Æ æ*, *Ø ø*, and *Å å*.

The *c*, *q*, *w*, *x*, and *z* are used in words of foreign origin and in proper names.

Until quite recently, *aa* was written for *d*, and in dictionaries, indexes, telephone directories, etc., was found either preceding *a* or following it. Now the tendency is to place it at the end of the alphabet. The letter *w* is often regarded as a mere variant writing for *v*, and in dictionaries, etc., the *w*'s are then found interspersed with the *v*'s; otherwise, *w* follows *v*.

Fraktur type (German text) is scarcely in use today.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *æ*, *ø*, and *å*; the back vowels being *a*, *o*, *u*, and *å*; the front vowels *e*, *i*, *y*, *æ*, and *ø*. The other letters of the alphabet are consonants.

Combinations of vowel sounds (diphthongs)

aj (formerly *ai*) as *ai* in aisle
au (*av*) as *ou* in house
eg as *ey* in grey
ej (formerly *ei*) as *ey* in grey
eu (*ev*) as *e* in met plus *u*
iv as *ee* in meet plus *u*
oi as *oy* in boy

ou as *oo* in food
ov as *o* in go
yv as (Danish) *y* plus *u*
æv as *e* in met plus *u*
øq as *oy* in boy
øj (formerly *øi*) as *oy* in boy
øv as *ø* plus *u*

Combinations of consonantal letters (digraphs)

ch as *tj* or *sj* or *k*, depending on language of origin
cz as *tj* or *ts*, depending on language of origin
hj as *j*
hv as *v*
ng see under *n* in Alphabet and pronunciation
ph as *f*

ps as *s*
qv as *kv*
sc as *s*
sch as *sj*
sh as *sj*
sj see under *s* in Alphabet and pronunciation
th as *t*
wh as *v*

Consonantal units

Includes all the combinations given under Combinations of consonantal letters (digraphs) and the following: *gj*, *kj*, *kl*, *kv*, *lj*, *sk*, *skj*, *sp*, *spr*, *st*, *str*, and *sv*.

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *Ba-lance*, *Hvi-sken*, *Hu-stru*, *Bøj-ning*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *Af-ten*, *dan-ske*, *sek-sten*, *tjenst-lig*, *blom-stre*.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *Fri-er*, *Lej-er*.
5. Certain adverbial prefixes are kept intact. These are: *ad*, *af*, *an*, *bag*, *be*, *bi*, *bort*, *efter*, *er*, *for*, *fra*, *frem*, *ge*, *in*, *ind*, *med*, *mis*, *ned*, *om*, *op*, *over*, *paa*, *til*, *ud*, *ude*, *und*, *under*, and *ved*: *ad-splitte*, *Af-drift*, *An-drag*, *Bag-slag*, etc.
6. Certain suffixes are kept intact. These are: *agtig*, *artig*, *hed*, and *inde*: *barn-agtig*, *egen-artig*, *Mat-hed*, *Mester-inde*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6), the compounding *s*, if used, going with the preceding component: *Aften-avis*, *Aften-blad*, *Aftens-tid*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Pa-riot*, *me-trisk*, *Repu-blik*, *eks-trem*, *Post-skriptum*, *Shake-speare*, *Wash-ington*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *Hemi-sfære*, *Dia-gnose*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

af-bræk-ke	(5, 3)	ned-sla-gen	(5, 2)
ame-ri-kan-ske	(2, 2, 3)	om-ar-bej-de	(5, 3, 2)
An-dra-gen-de	(5, 2, 3)	op-hæn-ge	(5, 3)
Ar-kæ-o-lo-gi	(3, 4, 2, 2)	Over-ens-komst	(5, 7)
Be-skæf-ti-gel-se	(5, 3, 2, 3)	på-dra-ge	(5, 2)
der-ef-ter	(7, 3)	på-gjæl-de	(5, 3)
egen-ar-tig	(6, 3)	pa-ra-graf	(2, 8)
Eks-a-men	(8, 2)	pa-tri-o-ti-ske	(8, 4, 2, 2)
Eks-em-plar	(8, 8)	Re-gje-ring	(2, 2)
en-gel-ske	(3, 3)	Re-pre-sen-ta-tion	(8, 2, 3, 2)
Er-ind-ring	(5, 3)	Re-pu-blik	(2, 8)
eu-ro-pæ-i-ske	(2, 2, 4, 2)	re-pu-bli-ka-ni-ske	(2, 8, 2, 2, 2)
for-en-te	(5, 3)	sam-men-brin-ge	(3, 7, 3)
gjen-gjæl-de	(3, 3)	Selv-an-kla-ge	(7, 5, 2)
Halv-å-rig	(7, 2)	Ska-des-er-stat-ning	(2, 7, 3, 3)
hin-an-den	(7, 3)	Stats-for-fat-ning	(7, 3, 3)
Ind-plan-te	(5, 3)	sy-ste-ma-tisk	(2, 2, 2)
in-ter-es-sant	(3, 8, 3)	Ti-den-de	(2, 3)
ka-mou-fla-ge	(2, 8, 2)	Tids-reg-ning	(7, 3)
Kjends-gjer-ning	(7, 3)	Tids-skrif-te	(7, 3)
mid-ship-mand	(8, 3)	til-græn-sen-de	(5, 3, 3)
Mis-tviv-le	(5, 3)	Ti-pfen-nig	(7, 3)

Illustrative word divisions—Continued

tjenst-skyl-dig	(7, 3)	uor-dent-lig	(3, 3)
tre-å-rig	(7, 2)	uret-mæs-sig	(3, 3)
ty-de-lig	(2, 2)	uvil-kår-lig	(3, 3)
Ud-ar-bej-de	(5, 3, 2)	Vå-ben-ø-vel-se	(2, 7, 2, 3)
Ude-stå-en-de	(5, 4, 3)	Ved-bli-ven	(5, 2)
Und-dra-ge	(5, 2)	vel-ær-ver-dig	(7, 3, 3)
Un-der-of-fi-cer	(3, 5, 3, 2)	Yt-rings-fri-hed	(3, 7, 6)
un-der-skri-ve	(3, 5, 2)	Ærg-rel-se	(3, 3)
Und-skyld-ning	(5, 3)	øn-ske-lig	(3, 2)

Stress and diacritics

Most words are stressed on the first syllable, except when they begin with a prefix such as *be-*, *er-*, *for-*, *ge-*, in which case the following syllable is stressed. Foreign words, especially those of French origin, are usually accented on the last, or next to the last, syllable. In compound words, the first component receives the primary stress; the second receives secondary stress.

In stressed syllables, vowels are generally long before one consonant or none, and short before two or more consonants. There are, however, many exceptions, especially in that a long vowel is often found before two or more consonants. Some monosyllables, which are generally weakly stressed in the sentence, are short, even when they end in a vowel or single consonant.

In unstressed syllables, the vowel is always short. If a word, having, when it stands alone, a long vowel, occurs unstressed in a spoken sentence, the vowel in question is pronounced short.

Characteristic of Danish is an unwritten sound, called the *stød*, or glottal stop; i. e., a closure of the vocal cords, followed by a sudden opening of them. The sound, resembling a slight cough, occurs often in English before stressed vowels, but speakers of English are scarcely aware of it.

The *stød* occurs only in stressed syllables. It is used both after vowels and after voiced consonants following a vowel. It does not occur in a word or syllable which is made up of a short vowel followed by one or more of the consonants *p*, *b*, *t*, *d*, *k*, *g*, *f*, or *s*, nor in any word or syllable ending in a short vowel. It is also usually absent from the first part of compound words, even where the uncompounded form would have a *stød*. Otherwise, the *stød* is found in all monosyllables and in some polysyllables, especially foreign loanwords. It is also found in polysyllabic second members of compounds, even where, uncompounded, the word would have no *stød*.

However, the presence or absence of the *stød* cannot be determined from the written form of the word, but must be known for each word itself, and even for each form of the word. A word which is pronounced with a *stød* when stressed may lose it if it is weakly stressed in a sentence.

With the exception of *ǿ*, *ǣ* (variants for *æ*), and *ø* (variant for *ø*), diacritics are used only in foreign loanwords and in certain proper names.

Capitalization

Capitalization is as in English, except that the pronouns *De*, *Dem*, and *Deres* are capitalized, as is the familiar form of the pronoun *I*. Until recently, all nouns were capitalized, as in German. Proper adjectives are lowercased.

Punctuation

Punctuation is practically the same as in English, except that all dependent clauses are set off by commas.

Abbreviations

Adrs.	Adresse, address, c/o	Hds. M.	Hendes Majestæt, Her Maj- esty
afs.	afsender, sender	Hr.	Herr, sir, Mr.
ang.	angående, concerning	if.	ifølge, according to
Anm.	Anmærkning, remark, ob- servation	jf., jfr.	jevnfør, compare
A/S	Aktieselskab, joint-stock company	kap.	kapitel, chapter
b., bd.	bind, volume, volumes	kgl.	kongelig, royal
bl. a.	blandt andet, blandt an- dre, among other things, or others	kl.	klokken, o'clock; klasse, class
d.	død, dead	Kpt.	Kaptejn, captain
d. Å.	dette År, this year	kr.	krone, crown; kroner, crowns (coin)
d. d.	dags dato, the date of the day, this day	m. a. o.	med andre ord, in other words
d. m.	denne måned, this month	m. fl.	med flere, with others, and others
Dr.	Doktor, doctor	m. h. t.	med hensyn til, with re- gard to
d. v. s.	det vil sige, that is, that is to say	m. m.	med mere, et cetera, and more, and so forth
eks.	eksempel, example (illus- tration), e. g.	N. B.	nota bene, mark (notice) well
e. m.	eftermiddag, afternoon, p. m.	N. N.	nomen nescio, Mr. * * *, Mr. such a one
etc.	et cetera, et cetera	Nr.	nummer, number
f.	født, born	obs.	observer, observe
f. Å.	forrige År, last year	o. s. v.	og saa videre, and so forth, etc.
f. eks.	for eksempel, for instance	p. s.	postskriptum, postscript
ff.	følgende, the following	R.	Ridder, knight
fhv.	forhenværende, former, late	Red.	Redaktør, editor
Fig.	Figur, figure	s.	side, page; sider, pages
f. m.	formiddag, forenoon, a. m.	s. d.	samme dato, same date
forf.	forfatter, author	sml.	sammenlign, compare
Frk.	Frøken, Miss	S. u.	Svar udbedes, an answer is requested
gl.	gammel, old	vedr.	vedrørende, concerning
H. M., } Hs. M. }	Hans Majestæt, His Maj- esty		

Cardinal numbers

en (een, et)	one	tyve	twenty
to	two	en og tyve, etc.	twenty-one, etc.
tre	three	tredive (tredve)	thirty
fire	four	fyrretyve (fyrre, fyre)	forty
fem	five	halvtre(d)sin(d)styve	fifty
seks	six	(halvtreds)	
syv	seven	tre(d)sin(d)styve (tres)	sixty
otte	eight	halvfjerdsindstyve	seventy
ni	nine	(halvfjerds)	
ti	ten	firsindstyve (firs)	eighty
elleve (elve)	eleven	halvfemsindstyve	ninety
tolv	twelve	(halvfems)	
tretten	thirteen	hundrede	hundred
fjorten	fourteen	hundrede og en, etc.	one hundred and one, etc.
femten	fifteen	tohundrede, etc.	two hundred, etc.
seksten	sixteen	tusind(e)	thousand
sytten	seventeen		
atten	eighteen		
nitten	nineteen		

Ordinal numbers

første	first	syttende	seventeenth
anden	second	attende	eighteenth
tredje	third	nittende	nineteenth
fjerde	fourth	tyvende	twentieth
femte	fifth	en og tyvende, etc.	twenty-first, etc.
sjette	sixth		
syvende	seventh	trediyte	thirtieth
ottende	eighth	fyrretyvende	fortieth
niende	ninth	halvtre(d)sindstyvende	fiftieth
tiende	tenth	tre(d)sindstyvende	sixtieth
ellefte (elvte)	eleventh	halvfjerdsindstyvende	seventieth
tolvte	twelfth	firsindstyvende	eightieth
trettende	thirteenth	halvfemsindstyvende	ninetieth
fjortende	fourteenth	hundrede og første, etc.	hundred and first, etc.
femtende	fifteenth		
sekstende	sixteenth		

NOTE.—Hundred(e) (100) and tusind(e) (1,000) have the same form for cardinals and ordinals.

Months

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
marts	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

Days

søndag	Sunday	torsdag	Thursday
mandag	Monday	fredag	Friday
tirsdag	Tuesday	lørdag	Saturday
onsdag	Wednesday		

Seasons

forår	spring	efterår	autumn
sommer	summer	vinter	winter

Time

time	hour	måned	month
dag	day	aar	year
uge	week		

REFERENCES.—Henni Forchhammer, *How To Learn Danish* (1932); A. Arnholtz und C. A. Reinhold, *Einführung in das Dänische Lautsystem* (1936); Ingeborg Stemmann, *Danish* (1938); G. Langenscheidt og H. Henningsen, *Lommeordbog Over det Danske og Tyske Sprog* (1941); Johs. Magnussen, *Otto Madsen og Herman Vinterberg, Dansk-Engelsk Ordbog* (1943); Jeannette Dearden and Karin Stig-Nielsen, *Spoken Danish* (1945).

DUTCH

Nu is het duidelijk, dat het duratieve aspect in de feitelijke handeling moeilijk tot zijn recht kan komen. Men kan wel stilstaan op een plaats, maar niet stilstaan in de tijd. De enige middelen, die hier practisch ten dienste staan, zijn de herhaling en de vertraging. Van beide vindt men in allerlei godsdienstige rituelen voorbeelden.—Held: Magie, Hekserij en Toverij, Groningen (1950), p. 10.

Alphabet and pronunciation

A	a	<i>a</i> in father, watch	O	o	<i>o</i> in often, low
B	b	<i>b</i> ; <i>p</i> at end of words	P	p	<i>p</i>
C	c	<i>k</i> ; <i>s</i> before <i>e</i> , <i>i</i> , <i>y</i>	Q	q	<i>q</i>
D	d	<i>d</i> ; <i>t</i> at end of words	R	r	<i>r</i>
E	e	<i>e</i> in met; <i>a</i> in fate	S	s	<i>s</i> in sister
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>ch</i> in German auch	U	u	<i>u</i> in sure; also almost like <i>ee</i> in eel or like French <i>u</i> or German <i>ü</i>
H	h	<i>h</i>	V	v	<i>v</i> ; <i>f</i> at end of words
I	i	<i>i</i> in fit, police	W	w	<i>w</i>
J	j	<i>y</i> in yet; like English <i>z</i> in azure in some words	X	x	<i>x</i>
K	k	<i>k</i>	Y	y	<i>i</i> in fit
L	l	<i>l</i>	Z	z	<i>z</i> ; <i>s</i> at end of words
M	m	<i>m</i>			
N	n	<i>n</i>			

Special characters

Dutch uses the Latin alphabet; and with the exception of the circumflex and acute accents, which it uses only to a small extent, it has no special characters.

The letters *ij* are treated like a ligature. When they begin a capitalized word, both letters must be uppercased, thus: *IJ*sland, Iceland; *IJ*verig, zealous.

Vowels and consonants

The vowel letters are *a*, *e*, *i*, *o*, *u*, and *y*; the remaining characters are all consonants. The so-called double vowels, *aa*, *ee*, *oo*, and *uu*, are merely lengthened sounds of their respective single forms; thus *aa* is like *aa* in Saar, *ee* like *e* in egg, *oo* like *o* in rose (never like *oo* in good), *uu* like *u* in sure. Double vowels are regarded by most grammarians as single characters rather than diphthongs.

Diphthongs

The diphthongs are pronounced approximately as follows:

<i>ai</i> as <i>ai</i> in aisle	<i>ieu</i> as <i>eu</i> in reunion
<i>au</i> as <i>ou</i> in house	<i>ij</i> as <i>ai</i> in aisle
<i>au</i> as <i>ou</i> in house	<i>oe</i> as <i>oe</i> in shoe
<i>eeu</i> as <i>a</i> in fate followed by French <i>u</i> or German <i>ü</i>	<i>oei</i> as <i>uoy</i> in buoy
<i>ei</i> as <i>ai</i> in aisle	<i>ooi</i> as <i>oy</i> in annoy
<i>eu</i> as <i>er</i> in her	<i>ou</i> as <i>ou</i> in house
<i>ie</i> as <i>ie</i> in pier	<i>ui</i> as <i>urry</i> in furry

Digraphs

The digraphs and their sounds are:

ch like German *ch* ¹
ph as *f*
qu like English *qu*

sch as *s* plus *ch* or *s* ²
sj as *sh* in shall
th as *t*

Rules for syllabification

1. Double vowels, diphthongs, and digraphs may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant or a digraph: *le-ven*, *leu-gen*, *la-chen*, *vrou-wen*, *le-raar*.

3. In a group of two or more consonants, division is made before the last consonant or digraph: *heb-ben*, *amb-ten*, *man-che*; but if one of the consonants is *s* preceded by another consonant, the *s* goes over: *kor-sten*, *ern-stig*, *Pink-ster*.

4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *zaai-en*, *knie-ën*, *spi-on*.

5. Certain adverbial prefixes are kept intact. These are: *aan*, *achter*, *af*, *be*, *bij*, *daar*, *door*, *er*, *ge*, *heen*, *her*, *in*, *mede*, *mein*, *mis*, *na*, *neder*, *neer*, *om*, *on*, *onder*, *ont*, *oor*, *op*, *over*, *samen*, *tegen*, *terug*, *toe*, *uit*, *ver*, *voor*, *voori*, *wan*, *weder*, and *weg*: *aan-arden*, *achter-eind*, *af-breken*, *be-drog*, etc.

6. Certain suffixes are kept intact. These are: *aard*, *aardig*, *achtig*, *heid*, *je*, *pje*, *schap*, *sche*, *ske*, *ste(n)*, *ster*, and *tje*: *dronk-aard*, *eigen-aardig*, *zak-achtig*, *oord-je* (little place), *oor-tje* (little ear), *boom-pje*, *hoog-ste*, *bak-ster*.³

7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *eer-ambt*, *angst-kreet*. The compounding *s*, if used, is kept with the preceding component: *rijks-ambt*, *volks-eenheid*.

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *repu-bliek*, *por-tret*, *Trans-atlantisch*, *Washington*, *Shake-speare*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostisch*, *proto-plasma*; but *interesse* has been naturalized and is divided *inte-resse*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aam-bor-stig	(3, 3)	in-te-res-se	(3, 2, 3)
aan-prij-zen	(5, 2)	kun-ste-naar	(3, 2)
ach-ter-uit-gang	(3, 5, 5)	me-de-stan-der	(2, 5, 3)
Ame-ri-kaan-se	(2, 2, 3)	mees-ter-stuk-jes	(3, 7, 6)
Am-ster-dam	(3, 3)	mein-e-dig-heid	(5, 2, 6)
be-slis-sin-gen	(5, 3, 3)	mi-cro-me-trisch	(8, 2, 8)
bi-bli-o-theek	(8, 4, 2)	mis-brui-ken	(5, 2)
bij-een-bren-gen	(5, 7, 3)	moei-lijk-heid	(2, 6)
con-sti-tu-tie	(3, 2, 2)	na-druk-ken	(5, 3)
con-sti-tu-ti-o-neel	(3, 2, 2, 4, 2)	ne-der-knie-len	(2, 5, 2)
daar-op-vol-gend	(5, 5, 3)	Ne-der-lan-der	(2, 5, 3)
des-a-vou-e-ren	(8, 2, 4, 2)	Ne-der-land-se	(2, 5, 6)
door-draai-en	(5, 4)	neer-slach-tig	(5, 3)
En-gel-se	(3, 3)	om-stan-dig-heid	(5, 3, 6)
er-ach-ten	(5, 3)	on-der-druk-ken	(3, 5, 3)
ge-brui-ker	(5, 2)	on-er-va-ren	(5, 3, 2)
ge-meen-schap-pe-lijk	(2, 3, 3, 2)	ont-e-ren	(5, 2)
heen-snel-len	(5, 3)	oor-spron-ke-lijk	(5, 3, 2)
her-e-ni-gen	(5, 2, 2)	op-hel-de-re-ning	(5, 3, 2, 2)
in-acht-ne-ming	(5, 7, 2)	op-ont-houd	(5, 5)
in-dus-trie	(3, 8)	pro-spec-tus	(8, 3)

¹ This sound of *ch* is for words of native origin only. In words of French origin *ch* is pronounced as in French (like *sh*) and in words of Greek origin like *ch* in *chorus*.

² The digraph *sch* has two sounds. At the beginning of a word and at the beginning of a syllable preceded by a prefix it is pronounced like *s* plus the Dutch *ch*; elsewhere like English *s*.

³ The suffixes listed must be distinguished from the same letter combinations that are not suffixes and not appended to a meaningful word. Thus *ste* in *beste* is not a suffix, as *be* is not a word. Likewise *aard* in *veinzaard* and *grijnzaard* is not a suffix in the above sense, as there are no words *veinz* and *grijnz*. Properly, *veinzaard* and *grijnzaard* are derivatives of *veinzen* and *grijnzen* and are syllabified according to rule 3; i. e., *vein-zaard*, *grijn-zaard*, and *beste* is syllabified *bes-te*.

Illustrative word divisions—Continued

re-ge-ring	(2, 2)	uit-oe-fe-nen	(5, 2, 2)
re-pu-bliek	(2, 8)	ver-e-nig-de	(5, 2, 3)
re-pu-blie-keins	(2, 8, 2)	voor-af-gan-de	(5, 3, 3)
sa-men-stel-ling	(2, 5, 3)	voort-breng-sel	(5, 3)
te-gen-ant-woord	(2, 5, 3)	wan-trou-wen-dig	(5, 2, 3)
te-rug-ei-sen	(2, 5, 2)	we-der-op-bou-wen	(2, 5, 5, 2)
tijd-schri-f-en	(7, 3)	weg-sprin-gen	(5, 3)
toe-tre-den	(5, 2)	zelf-re-ge-ring	(7, 2, 2)

Stress and diacritics

The stress in Dutch words falls on the root syllable in simple words and on the main component (usually the first) in compound words: *beSTELlen* (to order), *SCHOOLboek* (schoolbook). Words of foreign origin keep their own characteristic stress.

Diacritical marks are used to a limited extent in Dutch. The circumflex is used to indicate the contraction of two syllables into one, if the contraction is unusual: *daân* for *daden* (deeds), *liên* for *lieden* (people). The dieresis (trema) is used to indicate that the vowel over which it is placed does not form a diphthong with the preceding vowel but is pronounced separately: *zeeën* (pronounced *zay'-en*), seas; *oliën* (pronounced *olee'-en*), to oil. The acute is used to give added emphasis: *dáár* is *het*, there it is, but *daar* is *hij eindelijk*, there he is finally; *één gulden*, one guilder, but *een gulden*, a guilder.

Capitalization

Capitalization in Dutch is similar to that in English, but with the following differences:

If the first word of a sentence is a single letter only, the word goes lowercase and the next one is capitalized: *'s Avonds is het koud*, in the evening it is cold. *'k Weet niet wat hij zegt*, I do not know what he says.

The first-person pronoun, *ik* (I), is not capitalized, but the second-person pronouns *U* (you), *Uw* (your), and *Gij* (you), are generally capitalized in personal correspondence.

The name particles *de*, *ten*, *van*, if not preceded by the Christian name, are capitalized; otherwise, lowercased.

Punctuation and hyphenation

Punctuation and hyphenation are similar to the usages in German (q. v.). The apostrophe, however, is used not only to indicate abbreviations or contractions but also to form the plural and possessive of foreign loanwords: *'n paard* (for *een paard*), a horse; *'s avonds* (for *des avonds*), in the evening; *'t huis* (for *te huis*), at home; *'k heb* (for *ik heb*), I have; *sofa's*, sofas; *Maria's*, Mary's.

Abbreviations

A. P.	Anno Passato, in the past year; Amsterdams Peil, Amsterdam ordinance datum	jr.	jaar, year
b. v.	bij voorbeeld, for example, e. g.	ll.	laatstleden, last, ult.
dgl.	dergelijke, such	Mej.	Mejuffrouw, Miss
d. i.	dat is, that is, i. e.	Mev.	Mevrouw, Mrs.
dl.	deel, part, volume	Mnr.	Mijnheer, Mr.
e. g.	eerstgenoemde, the former, the before-mentioned	Mpy. or My.	Maatschappij, society, company
enz.	en zoo voort, and so forth, etc.	Ndl.	Nederland, The Netherlands
e. v.	eerstvolgende, the following, next	nl.	namelijk, namely, viz
geb.	geboren, born, né(e)	n. m.	namiddag, post meridiem, p. m.
Gebr.	Gebroeders, Brothers, Bros.	N. V.	Naamloze Vennootschap, limited-liability company
Geref.	Gereformeerde, Reformed, Calvinist	o. a.	onder andere, among others
Hfst.	Hoofdstuk, chapter	ong.	ongeveer, about, ca.
H. M.	Haar Majesteit, Her Majesty	Opm.	Opmerking, remark
i. p. v.	in plaats van, instead of	p. a.	per adres, c/o
jl.	jongstleden, last, ult.	p. st.	pound sterling, pound sterling, £
Jr.	Junior, junior	Sen. or Sr.	Senior, senior
		UED.	Uwe Edelheid, Your Honor
		vgl.	vergelijk, compare, cf.
		v. m.	voormiddag, ante meridiem, a. m.

Cardinal numbers

één	one	achttien	eighteen
twee	two	negentien	nineteen
drie	three	twintig	twenty
vier	four	één en twintig, etc.	twenty-one, etc.
vijf	five	dertig	thirty
zes	six	veertig	forty
zeven	seven	vijftig	fifty
acht	eight	zestig	sixty
negen	nine	zeventig	seventy
tien	ten	tachtig	eighty
elf	eleven	negentig	ninety
twaaft	twelve	honderd	hundred
dertien	thirteen	honderd (en) één	one hundred and one
veertien	fourteen	tweehonderd	two hundred
vijftien	fifteen	duizend	thousand
zestien	sixteen		
zeventien	seventeen		

Ordinal numbers

eerste	first	zestiende	sixteenth
tweede	second	zeventiende	seventeenth
derde	third	achttiende	eighteenth
vierde	fourth	negentiende	nineteenth
vijfde	fifth	twintigste	twentieth
zesde	sixth	één en twintigste	twenty-first
zevende	seventh	dertigste	thirtieth
achtste	eighth	veertigste	fortieth
negende	ninth	vijftigste	fiftieth
tiende	tenth	zestigste	sixtieth
elfde	eleventh	zeventigste	seventieth
twaaftde	twelfth	tachtigste	eightieth
dertiende	thirteenth	negentigste	ninetieth
veertiende	fourteenth	honderdste	hundredth
vijftiende	fifteenth	duizendste	thousandth

Months

Januari (Jan.)	January	Juli	July
Februari (Feb.)	February	Augustus (Aug.)	August
Maart	March	September (Sept.)	September
April (Apr.)	April	October (Oct.)	October
Mei	May	November (Nov.)	November
Juni	June	December (Dec.)	December

Days

Zondag	Sunday	Donderdag	Thursday
Maandag	Monday	Vrijdag	Friday
Dinsdag	Tuesday	Zaterdag	Saturday
Woensdag	Wednesday		

Seasons

lente, voorjaar	spring	herfst, najaar	autumn
zomer	summer	winter	winter

Time

uur, stond	hour	maand	month
dag	day	jaar	year
week	week		

REFERENCES.—E. Vrieze, *De Nieuwe Spelling* 1946 . . . (1946); T. G. G. Valette, *Dutch Conversation Grammar* (1928); F. G. Renier, *Learn Dutch! A Dutch Grammar* (1942); J. van Ham en S. Hofker, *Beknopte Nederlandse Spraakkunst* (1939); Kramer's *Engels-Nederlands en Nederlands-Engels Woordenboek* (1950); L. Bloomfield, *Spoken Dutch* (1944).

FINNISH

Nimitystä tavu käytetään fonetikassa useissa eri merkityksissä, ja siitä annetut määritelmät perustuvat suureksi osaksi subjektiiviseen arviointiin. Onpa sentähden eräällä taholla tahdottu eliminoida koko tavun käsite fonetiikasta.—Äimä, Yleisen Fonetikan Oppikirja (1938), p. 203.

Alphabet and pronunciation

A	a	<i>a</i> in father, sofa	P	p	<i>p</i>
B	b	<i>b</i>	Q	q	<i>q</i>
C	c	<i>c</i> in calm or in cease	R	r	<i>r</i> , trilled
D	d	<i>d</i>	S	s	<i>s</i> in so
E	e	<i>e</i> in met	T	t	<i>t</i>
F	f	<i>f</i>	U	u	<i>u</i> ; as <i>oo</i> in boot, but short
G	g	<i>g</i> in game	V	v	<i>v</i>
H	h	<i>h</i>	X	x	<i>x</i>
I	i	<i>i</i> in pit	Y	y	like German <i>ü</i> or like French <i>u</i>
J	j	<i>y</i> in yet	Z	z	<i>s</i> or <i>ts</i>
K	k	<i>k</i>	Ä	ä	<i>a</i> in hat
L	l	<i>l</i>	Ö	ö	like German <i>ö</i> or like French <i>eu</i>
M	m	<i>m</i>			
N	n	<i>n</i>			
O	o	<i>o</i> in note, but short			

Special characters

Finnish uses the Latin alphabet with the addition of the following special characters: Ä ä and Ö ö.

The letters *b*, *c*, *f*, *g*, *x*, and *z* do not occur in native Finnish words and are not mentioned even in the alphabets of some Finnish grammars. However, the standard dictionaries, containing words of foreign origin, list them in the alphabetic order shown above.

Vowels and consonants

The vowel letters are *a*, *e*, *i*, *o*, *u*, *y*, *ä*, and *ö*, the remaining letters being all consonants. The doubled vowel letters, *aa*, *ee*, *ii*, *oo*, *uu*, *yy*, *ää*, and *öö* represent sounds the same as, but about twice as long as, their corresponding single ones.

Diphthongs

The diphthongs and their sounds are:

ai as *ai* in aisle
au as *ow* in how
ei as *ei* in eight
eu like Finnish *e* plus *u*
ie like Finnish *i* plus *e*
iu like Finnish *i* plus *u*
oi as *oi* in oil
ou as *ow* in low

ui like Finnish *u* plus *i*
uo like Finnish *u* plus *o*
yi like Finnish *y* plus *i*
yö like Finnish *y* plus *ö*
äi like Finnish *ä* plus *i*
äy like Finnish *ä* plus *y*
öi like Finnish *ö* plus *i*
öy like Finnish *ö* plus *y*

The diphthongs *ie*, *uo*, *yö*, *eu*, *iu*, *yi*, *ai*, *äy*, *öi*, and *öy* are sounded as indicated above, i. e., like their constituent separate letters but in quick succession, *ie*, *uo*, *yö* having the main stress on the second vowel, the others on the first. The above combinations, except those ending in *i*, are diphthongs only at the beginning of a word or of a compound constituent; elsewhere they are separate vowels and may be divided: *tapa-us*, *kope-us*, *kieli-en*.

Rules for syllabification

1. Double vowels and diphthongs may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant: *ka-la*, *neu-lat*, *vää-ryys*.
3. In a group of two or more consonants, division is made before the last consonant: *kuk-ka*, *silp-pu*, *myrs-ky*.
4. Division may be made between vowels not constituting a diphthong or between a diphthong and a vowel: *lapsi-en*, *asi-asta*, *eri-ävä*.
5. Compound words are divided according to their component parts (and each part according to rules 1 to 4): *maa-alue*, *ilman-ala*, *esi-isä*.
6. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Shake-speare*, *kon-gressi*, *mono-grammi*, *me-tri*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *apo-pleksia*, *dia-gnostinen*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ah-dis-tan	(3, 3)	oi-ke-us-a-sia	(2, 4, 5, 2)
ai-no-as-taan	(2, 4, 3)	omis-ta-ja	(3, 2)
aja-tus-ai-ka	(2, 5, 2)	ope-tus-ai-ne	(2, 5, 2)
al-keis-o-pe-tus	(3, 5, 2, 2)	osit-tai-nen	(3, 2)
al-ku-o-sa	(3, 5, 2)	pam-flet-ti	(6, 3)
ame-ri-ka-lai-nen	(2, 2, 2, 2)	pa-raas-tan	(2, 3)
bil-joo-na	(3, 2)	piis-pan-is-tuin	(3, 5, 3)
brit-ti-läi-nen	(3, 2, 2)	poik-ke-us	(3, 4)
de-mo-kraat-ti	(2, 6, 3)	pää-l-ik-kyys	(3, 3)
Eng-lan-ti	(3, 3)	ran-gais-ta-va	(3, 3, 2)
epä-o-leel-li-nen	(4, 2, 3, 2)	rau-ta-tie	(2, 2)
etu-oi-ke-us	(5, 2, 4)	ri-kok-sel-li-nen	(2, 3, 3, 2)
huo-li-mat-ta	(2, 2, 3)	sai-ras-a-pu	(2, 5, 2)
hy-dro-sta-tiik-ka	(6, 6, 2, 3)	sa-man-ai-kai-nen	(2, 5, 2, 2)
il-man-a-la	(3, 5, 2)	sat-tu-moi-sin	(3, 2, 2)
kan-sa-lais-oi-ke-us	(3, 2, 5, 2, 4)	sa-tun-nai-nen	(2, 3, 2)
kan-sal-li-nen	(3, 3, 2)	sei-sah-dus	(2, 3)
kau-em-mak-si	(4, 3, 3)	se-lit-te-ly	(2, 3, 2)
ko-mi-sa-ri-us	(2, 2, 2, 4)	sel-väs-ti	(3, 3)
lii-al-li-nen	(4, 3, 2)	sem-min-kin	(3, 3)
lu-et-te-lo	(4, 3, 2)	seu-rus-te-lu	(2, 3, 2)
muu-ka-lai-nen	(2, 2, 2)	sih-tee-ri	(3, 2)
muut-tu-ma-ton	(3, 2, 2)	si-jais-kans-le-ri	(2, 5, 3, 2)
myön-tei-nen	(3, 2)	Suo-ma-lai-nen	(2, 2, 2)
nais-a-sia	(5, 2)	suo-si-ol-li-ses-ti	(2, 4, 3, 2, 3)
neu-vok-ki	(2, 3)	ta-val-li-nen	(2, 3, 2)
neu-vot-te-lu	(2, 3, 2)	teh-taa-lai-nen	(3, 2, 2)
ni-mi-kir-joi-tus	(2, 5, 3, 2)	xe-ro-ftal-mia	(2, 6, 3)
nä-en-näi-ses-ti	(4, 3, 2, 3)	Yh-dys-Val-lat	(3, 5, 3)

Diacritics and stress

With the exception of *ä* and *ö*, Finnish uses no diacritics. Stress is always on the first syllable.

Capitalization

Capitalization is similar to that in English, except that months, days of the week, and proper adjectives are lowercased.

Punctuation

Punctuation is similar to that in English. The apostrophe is used to separate a proper noun from its inflection as well as to show elision.

Abbreviations

a. p.	aamupäivällä, before noon	n. s.	niin sanottu, so called
Arv.	Arvoisa, esteemed	nyk.	nykyinen, current
ed.	edellinen, former, foregoing	p.	penni, penniä, penny, pence; päivä, day, date
ent.	entinen, past, old	p. a.	painoarkki, printed sheet
e. pp.	edellä puolenpäivän, before noon	R:va or Rva	Rouva, madam
esim.	esimerkiksi, for example, e.g.	s. or siv.	sivu, sivulla, page, pages
H:ra or Hra	Herra, Mr., Sir	seur.	seuraava, following, next
i. p.	iltapäivällä, afternoon, p.m.	s. o.	se on, that is, i. e.
j. n. e.	ja niin edespäin, and so on	s. v.	samana vuonna, same year
j. pp.	jälkeen puolenpäivän, afternoon, p. m.	t.	tai, or
k-lo	kello, hour, o'clock	t. k.	tämän kuun, this month
ks.	katso, see, compare, cf.	t. m. s.	tai muuta semmoista, and so on
l.	eli, or	Tri	Tohtori, doctor
m.	minuutti, minute(s)	t. v.	tänä vuonna, this year
mk(k).	markka(a), mark(s)	v.	vuosi, year
Muist.	Muistutus, note	vert. or vrt.	vertaa, compare, cf.
nim.	nimittäin, namely, viz	y. m.	ynnä muuta, etc.
N:o or N°	numero, number		

Cardinal numbers

yksi	one	kolmetoista, etc.	thirteen, etc.
kaksi	two	kaksikymmentä	twenty
kolme	three	kaksikymmentäyksi	twenty-one
neljä	four	kaksikymmentäkaksi, etc.	twenty-two, etc.
viisi	five	kolmekymmentä, etc.	thirty, etc.
kuusi	six	sata	hundred
seitsemän	seven	satayksi, etc.	one hundred and one, etc.
kahdeksan	eight	kaksisataa	two hundred
yhdeksän	nine	tuhat	thousand
kymmenen	ten		
yksitoista	eleven		
kaksitoista	twelve		

Ordinal numbers

ensimäinen	first	kahdeskymmenes	twentieth
toinen	second	kahdeskymmenesensimäinen	twenty-first
kolmas	third	kahdeskymmenestoinen, etc.	twenty-second, etc.
neljäs	fourth	kolmaskymmenes, etc.	thirtieth, etc.
viides	fifth	sadas	hundredth
kuudes	sixth	sadasensimäinen, etc.	one hundred and first, etc.
seitsemäs	seventh	kahdessadas	two hundredth
kahdeksas	eighth	tuhannes	thousandth
yhdeksäs	ninth		
kymmenes	tenth		
yhdestoista	eleventh		
kahdestoista	twelfth		
kolmastoista, etc.	thirteenth, etc.		

Months

tammikuu	January	heinäkuu	July
helmikuu	February	elokuu	August
maaliskuu	March	syyskuu	September
huhtikuu	April	lokakuu	October
toukokuu	May	marraskuu	November
kesäkuu	June	joulukuu	December

Days

sunnuntai	Sunday	torstai	Thursday
maanantai	Monday	perjantai	Friday
tiistai	Tuesday	lauantai	Saturday
keskiviikko	Wednesday		

Seasons

kevät	spring	syksy	autumn
kesä	summer	talvi	winter

Time

tunti	hour	kuukausi	month
päivä	day	vuosi	year
viikko	week		

REFERENCES.—Severi Alanne, Finnish-English Dictionary (1919); Aune Tuomikoski and Anna Slöör, English-Finnish Dictionary (Helsinki, 1939); T. A. Seboek, Spoken Finnish (1947); A. Sauvageot, Esquisse de la Langue finnoise (1946).

FRENCH

Maël, issu d'une famille royale de Cambrie, fut envoyé dès sa neuvième année dans l'abbaye d'Yvern, pour y étudier les lettres sacrées et profanes. À l'âge de quatorze ans, il renonça à son héritage et fit vœu de servir le seigneur.—Anatole France, *L'Île des Pingouins*, chapter 1, opening lines.

Alphabet and pronunciation

A	a	} <i>a</i> sound between <i>a</i> in pat and <i>o</i> in pot
À	à	
Â	â	
B	b	<i>b</i> in hah
C	c	<i>c</i> in city before <i>e</i> , <i>i</i> , <i>y</i> (=s); <i>c</i> in car, elsewhere (=k)
Ç	ç	<i>c</i> in city (=s)
D	d	<i>d</i>
E	e	<i>e</i> in met when followed by two consonants, or by a single final consonant, digraph, or consonantal unit; silent when final and in <i>-ent</i> , third person plural verb ending; <i>e</i> in moment, before a single consonant, digraph, or consonantal unit, followed by a vowel
Ê	è	<i>e</i> in met
Ê	ê	<i>e</i> in met or there
Ë	ë	dieresis indicates that preceding vowel has its usual value and does not form a diphthong with <i>e</i>
É	é	<i>a</i> in late
F	f	<i>f</i>
G	g	<i>s</i> in pleasure (=zh) before <i>e</i> , <i>i</i> , <i>y</i> ; <i>g</i> in game elsewhere
H	h	silent
I	i	<i>ee</i> in meet
Î	î	<i>ee</i> in meet
Ï	ï	<i>y</i> in yet, between vowels; <i>ee</i> in meet elsewhere
J	j	<i>s</i> in pleasure (=zh)
K	k	<i>k</i>
L	l	<i>l</i> ; silent in a few cases— <i>gentil</i> , <i>outil</i> , <i>fil</i> s; frequently letters <i>il</i> in final position, and after vowel, and <i>ill</i> before vowel pronounced like <i>y</i> in yet— <i>travail</i> , <i>fil</i> le
M	m	<i>m</i>
N	n	<i>n</i> ; <i>-ent</i> , third person plural verb ending, is silent
O	o	<i>o</i> in no when final; <i>o</i> in for elsewhere
Ô	ô	<i>o</i> in no
P	p	<i>p</i>
Q	q	<i>q</i> in quick (=k)
R	r	sound made by scraping of air between back of tongue and roof of mouth; silent when final in ending <i>-er</i>
S	s	<i>z</i> between vowels; usually silent when final; <i>s</i> elsewhere
T	t	<i>s</i> in <i>-tien</i> , <i>-tial</i> , <i>-tion</i> , etc.; usually silent when final; <i>-ent</i> , third person plural verb ending, is silent; <i>t</i> elsewhere

U	u	} like German <i>ü</i> (<i>ee</i> with lips rounded as for <i>oo</i>); usually silent
Ô	ô	
V	v	} after <i>g</i> and <i>q</i> before <i>e</i> , <i>i</i> , <i>y</i>
W	w	
X	x	<i>gz</i> between vowels; <i>ks</i> elsewhere; silent when final in some words; sometimes like <i>s</i> , as in <i>dix</i> , <i>six</i>
Y	y	<i>ee</i>
Z	z	<i>z</i> ; usually silent when final

Special characters

French uses the Latin alphabet with the addition of the following special characters: *À à*, *Â â*, *Ç ç*, *Ê ê*, *É é*, *Ë ë*, *Ê ê*, *Ë ë*, *Î î*, *Ï ï*, *Ô ô*, *Û û*, and *Ü ü*.

Vowels and consonants

The vowel letters are *a*, *e*, *i*, *o*, *u*, *y*; the other letters are consonants. Vowel sounds are represented by one of the vowel letters or by a combination of two or three of them. Consonant sounds are represented by one or two consonant letters.

Combinations of two vowel letters (diphthongs)

<i>ai</i> , <i>ay</i> , <i>ei</i> , <i>ey</i> as <i>e</i> in met or there	<i>ou</i> as <i>oo</i> in moon
<i>au</i> , <i>eau</i> as <i>o</i> in no	<i>oui</i> like English <i>we</i>
<i>eu</i> , <i>œ</i> , <i>œu</i> as <i>u</i> in fur ¹	<i>ui</i> somewhat like <i>we</i>
<i>oi</i> , <i>oy</i> as <i>wa</i> in watt	

Combinations of two consonant letters (digraphs)

<i>ch</i> as <i>sh</i> in shoe; occasionally as <i>k</i>	<i>ph</i> as in English
<i>gn</i> as <i>ny</i> in canyon	<i>qu</i> as <i>k</i> ; occasionally as <i>kw</i>
<i>gu</i> as <i>g</i> in give before <i>e</i> , <i>i</i> , <i>y</i> ; occasionally	<i>rh</i> as <i>r</i>
as <i>gw</i>	<i>th</i> as <i>t</i>
<i>ll</i> as <i>y</i> in yet (in <i>-ille</i>)	

Sequences of vowel(s) and n or m (nasals)

In French, there are four nasal sounds. These are produced by allowing air to pass through the nose and the mouth at the same time, but without any actual sound of *m*, *n*, or *ng* after them. These sounds are represented by the syllables:

1. *am*, *an*, *em*, *en*, the vowel sound of each being like *a* in far;
2. *aim*, *ain*, *eim*, *ein*, *im*, *in*, *ym*, *yn*, the vowel sound of each being *a* in fan;
3. *om*, *on*, with the vowel like *aw* in fawn;
4. *eum*, *eun*, *um*, *un*, with the vowel like *u* in fur.

Nasals occur at the end of a word or in the middle of a word before another consonant except *m* or *n*: *faim*, *bien*, *manger*, *membre*; otherwise, the above combinations are not nasalized: *ananas* (pronounced *ánánà*), *nommer* (pronounced *nòmè*). There are a few exceptions.

Consonantal units

In French, certain consonants followed by *l* or *r* or preceded by *s* are pronounced in the same syllable with the following vowel. These consonant groups are:

<i>bl</i> , <i>br</i>	<i>fl</i> , <i>fr</i>	<i>sc</i> , <i>sp</i> , <i>sph</i> , <i>squ</i> , <i>st</i>
<i>chl</i> , <i>chr</i> , <i>cl</i> , <i>cr</i>	<i>gl</i> , <i>gr</i>	<i>thr</i> , <i>tr</i>
<i>dr</i>	<i>phl</i> , <i>phr</i> , <i>pl</i> , <i>pr</i>	<i>vl</i> , <i>vr</i>

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division may be made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *amu-ser*, *che-veux*, *jeu-nesse*, *pay-san*, *cro-chets*, *gra-phies*, *mé-thode*, *ali-gner*, *dé-cret*, *qua-drille*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *al-ler*, *sys-tème*, *fonc-tion*, *com-pris*, *isth-mique*, *ar-cher*, *har-gueux*, *Ag-nus*.

¹ Note that *œ* is printed as a single piece of type when it has this pronunciation, and also in some words of Latin origin, where it is pronounced as French *e*. When *o* and *e* are printed separately, they represent separate sounds in different syllables.

4. Division between vowels should be avoided, but it is tolerated if the second vowel carries the dieresis (trema) or begins a compound or derivative element: *héro-isme*, *archi-épiscopal*, *anti-acide*.

5. Prefixes are kept intact only if this conforms to rules 2 to 4: *ab-duction* (rule 3), *con-tinuer* (rule 3), *in-duction* (rule 3), *mal-heur* (rule 3), *non-chalant* (rule 3), *ob-server* (rule 3), *pré-ceder* (rule 2), *pré-occupation* (rule 4), *re-joindre* (rule 2); but *abs-tention* (rule 3), *cons-titution* (rule 3), *ins-pire* (rule 3), *ma-ladroite* (rule 2), *no-nobstant* (rule 2), *obs-cure* (rule 3), *pres-cription* (rule 3), *res-piration* (rule 3).²

6. Compounds are divided preferably according to their component parts (and each part according to rules 1 to 5): *grand'-mère*, *gentils-hommes*, *Tchéco-slovaquie*.

If a compound is formed with an apostrophe followed by a vowel, division may not be made on the apostrophe; thus the compounds *qu'environ*, *hors-d'œuvres*, *s'entr'aider*, may be divided only as follows: *qu'en-vi-ron*, *hors-d'œu-vres*, *s'en-tr'ai-der*.

If a compound is formed with a euphonic *t* (e. g., *ira-t-il*, *présente-t-on*), the *t* should be made to go over.

7. Division may be made before a final mute syllable; i. e., a syllable ending in *e*, *es* (plural ending), or *ent* (third person plural ending of verbs), provided the syllable begins with a consonant: *quel-que*, *ri-che*, *au-tres*, *par-lent*; but *pa-yent* or *pay-ent* would be inadmissible as per rule 9.

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *alpen-stock*, *reichs-amt*, *cre-scendo*, *sky-scraper*, *Wash-ington*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostique*, *hémisphère*, *hémophtysies*.

9. The letters *x* and *y* may not be separated from an adjacent vowel; thus *exact* and *moyen* should not be divided, but *pay-san*, *ex-pert* may be divided as shown in rules 2 and 3, respectively.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-so-lu-ment	(3, 2, 2)	inex-pug-na-ble	(3, 3, 7)
abs-trac-tion	(3, 3)	ins-pi-ra-tion	(3, 2, 2)
ad-mi-nis-tra-tion	(3, 2, 3, 2)	ins-tan-ta-née	(3, 3, 2)
amé-ri-cai-nes	(2, 2, 2)	ins-truc-tion	(3, 3)
an-ti-scor-bu-ti-que	(3, 8, 3, 2, 7)	in-tro-duc-tion	(3, 2, 3)
at-mos-phé-ri-que	(3, 3, 2, 7)	Ja-ma-i-que	(2, 4, 7)
au-to-gno-sie	(2, 8, 2)	Kam-tehat-ka	(8, 3)
bi-blio-thèque	(2, 2, 7)	ki-lo-mé-tri-que	(2, 2, 2, 7)
bien-heu-reux	(6, 2)	ma-la-droi-te-ment	(2, 2, 2, 2)
caout-chou-ter	(3, 2)	ma-nus-crits	(2, 3)
cir-cons-tan-ces	(3, 3, 7)	mi-cro-sco-pi-que	(2, 8, 2, 7)
com-pri-ma-ble	(3, 2, 7)	non-ac-ti-vi-té	(6, 3, 2, 2)
cons-cien-cieu-se-ment	(3, 3, 2, 2)	no-nobs-tant	(2, 3)
cons-ti-tu-tion-nel	(3, 2, 2, 3)	ob-jec-ti-vi-té	(3, 3, 2, 2)
des-cen-dant	(3, 3)	obli-ga-tion	(2, 2)
des-crip-tion	(3, 3)	obs-cu-ri-té	(3, 2, 2)
dia-gnos-ti-quer	(8, 3, 2)	per-cep-ti-ble	(3, 3, 7)
dis-ci-pli-ner	(3, 2, 2)	pé-rem-p-tion	(2, 3)
en-tr'ac-cor-der	(3, 3, 3)	pré-oc-cu-pa-tion	(4, 3, 2, 2)
exe-cu-ti-ves	(2, 2, 7)	pro-blème	(2, 7)
ex-haus-se-ment	(3, 3, 2)	pro-pre-ment	(2, 2)
exo-cel-lu-lai-res	(2, 3, 2, 7)	pros-crip-tion	(3, 3)
ex-tra-or-di-nai-res	(3, 4, 3, 2, 7)	pros-pé-ri-té	(3, 2, 2)
gym-no-sper-mes	(3, 8, 7)	sub-cons-ciencie	(3, 3)
hé-té-ro-doxie	(2, 2, 2)	su-bor-don-ner	(2, 3, 3)
hy-dro-sco-pie	(2, 8, 2)	su-bro-ger	(2, 2)
ig-ni-tion	(3, 2)	subs-tan-tiel	(3, 3)

Stress and diacritics

In French, words do not have any syllabic stress, each syllable being uttered with almost equal force with a slight stress falling on the last.

The diacritics used in French are the acute, the circumflex, the grave, the dieresis (trema), and the cedilla.

² The practice as to rule 5 varies among French printers, some dividing phonetically or etymologically, according to convenience. The Dictionnaire français Illustré (Librairie R. Simon), however, follows the uniform practice of dividing words only phonetically: *des-cription*, *dé-sordre*, *ins-tance*, *ins-trument*, *ma-lencontre*, *sous-crit*, *su-borner*. The rule given in the text conforms to this practice.

The circumflex occurs on all the vowels. It may indicate that an *s* followed the vowel in Old French, as in *île* from *isle*, island, and *pâté* from *paste*, paste; it may distinguish homonyms like *dû* (due) and *du* (of the); *â, ê, ô* may represent vowels longer than those spelled *a, e, o*, as in *âne, bête, môle*.

The acute accent occurs only on the *e*; *é* represents a close *e* sound, more like the *a* in late than the *e* in met. It will be found on an *e* followed by a single consonant or digraph or consonantal unit, followed by a vowel as in *érable, église, étrenne*. It will not be on an *e* followed by two consonants (i. e., two consonants which do not form a digraph or consonantal unit), as in *esclaves, elbeuf*. The letter *é* is common at the end of words (*été, passé*), and frequently initially, and medially as well, under the conditions already stated.

The grave accent occurs on *a, e*, and *u*. One of its functions is to distinguish homonyms: *a* (has) and *à* (to); *des* (of the) and *dès* (since); *ou* (or) and *où* (where). Far more frequent is the occurrence of *è*, indicating an open *e* sound, more like the *e* in met than the *a* in late. It occurs in one-syllable words in which mute *e* is the last letter, and a single consonant or digraph, or consonantal unit, is the next-to-last letter, as *ère, lèvres, sèche*; in word-final syllables like *-ère, -ière, -ègre, -èble, -èvre, -èdre, -ères, -ières, -ègres*, etc.; occasionally, in a word ending in *es*, to indicate that the *e* is not silent, as in *progress, succès*.

The dieresis occurs on the second of two consecutive vowel letters to indicate that the sequence does not have its usual value.

ai as *e* in met (*plaisir*)

ei as *e* in met (*reine*)

oi as *wa* in watt (*toi*)

œ as *u* in fur (*œil*)

gue as *g* in go plus mute *e* in vague

gui as *g* in go plus *ee* as in meet

(*guide*); sometimes *g* as in go plus

we as in *we* (*aiguille*)

aï as *a* in watt plus *ee* as in meet

(*naïf*)

eï as *e* in met plus *ee* as in meet

oï as *o* in for plus *ee* as in meet

(*colloïde*)

oë as *o* in for plus *a* as in late (*canoë*);

as *o* in for plus *e* as in met (*noël*);

guë as *g* in go plus *u* as in German *ü*

plus mute *e* (*aigue*)

guï as *g* in go plus *u* as in German *ü*

plus *ee* as in meet (*contiguïté*)

The cedilla occurs under the letter *c* before *a, o*, or *u*, to indicate that *c* is pronounced like *s*; *regu, received*.

Capitalization

Capitalization is similar to that in English, except that proper adjectives, names of months, days of the week, titles, and the personal pronoun *je* (I) are not capitalized. In proper names of persons taken from the Italian the article is lowercased: *le Dante*; otherwise capitalized: *La Fayette*. In names of places the article is lowercased: *le Havre*.

Use roman small caps for the centuries: *xix^e siècle*.

Capitalize the following: Years of the Republican calendar (*l'An IV*), acts of plays (*l'Acte V*), volumes of books (*Tome IX*), titles of rulers (*Louis XIV*), and the numbered divisions of Paris (*le XV^e Arrondissement*).

Capitalize the first word and all proper nouns in the title of a book. If the title commences with *Le, La, Les, Un, or Une*, capitalize also the second word. Examples: *Origines du culte chrétien; Les Origines du culte; La Reine Margot*.

In vivid personifications the nouns personified are capitalized, as *Ici habite la Mort* (Death abides here).

Historical events (*la Révolution*) also take the capital.

The term "street" and its synonyms are lowercased, as *rue de la Nation, avenue de l'Opéra, route Saint-Denis, boulevard Saint-Laurent*.

Observe the forms used in the following terms: *l'Académie française; la Légion d'honneur; Louis le Grand; son Éminence; l'Église*, when referring to the church as an institution; and *l'État*, when denoting the nation, as *le Corps d'État, le Conseil d'État*.

It is a rule among French printers that the preposition *à* (to) when capitalized is set without the accent.

Punctuation and hyphenation

Punctuation is practically the same as in English.

The apostrophe indicates elision, usually of mute *e*: *l'ami* for the nonexistent form *le ami*.

The hyphen is used much more widely than in English, and care should be exercised not to mistake the marginal hyphen in copy used orthographically as one of syllabification. The various orthographic uses of the hyphen are as follows:

1. Between verbs and the pronouns in questions: *Parlais-je?* Did I speak?
2. Between verbs and object pronouns: *Parlez-moi*, speak to me.
3. Between verbs and the particles *en*, *y*, *ce*, *on*: *Portez-leur-en*, bring them some.
4. On each side of the euphonic *t*: *A-t-il?* Has he? *Parla-t-elle?* Did she speak?
5. Before *ci* and *là*: *celui-ci*, this one.
6. After *entre* in all reciprocal verbs: *s'entre-quereller*, to quarrel with one another.
7. Between *demi* and its noun: *une demi-heure*, half an hour.
8. In compound nouns and adjectives, especially with prepositional particles: *arc-en-ciel*, rainbow; *nouveau-né*, newborn.
9. In spelled numbers. (See p. 349.)
10. In geographic names: *Saint-Valéry-en-Caux*, *Fontaine-le-Dun*.

Abbreviations

a.	accepté, accepted	p. ex.	par exemple, for instance
a. c.	année courante, current year	p. f. s. a.	pour faire ses adieux, to say goodbye
art.	article, article	R. F.	République française, French Republic
av.	avec, with	R. S. V.	Répondez s'il vous plaît, an answer is requested
b. à p.	billets à payer, bills payable	P.	
b. à r.	billets à recevoir, bills receivable	S. A. R.	Son Altesse Royale, His Royal Highness
B. B.	billet de banque, banknote	sc.	scène, scene
c. (c ^{es})	centime (centimes), centime (centimes)	S. Exc.	Son Excellence, His Excellency
c.-à-d.	c'est-à-dire, that is	S. M.	Sa Majesté, His (Her) Majesty
ch.	chapitre, chapter	Soc. an ^e	Société anonyme, limited company
ch. de f.	chemin de fer, railway	S. S.	Sa Sainteté, His Holiness
cie ³	compagnie, company	s. v. p.	s'il vous plaît, if you please
Cte	Comte, count	t.	tome, book
E. O. O.	erreurs ou omissions exceptées, errors or omissions excepted	tit.	titre, title
E.		voy., v.	voyez, voir, see
f., fr.	franc, franc	vve	veuve, widow
h.	heure, hour	&	et, and
in-f ^o	in folio, folio	1 ^{er}	premier (m.), first
J.-C.	Jésus-Christ, Jesus Christ	1 ^{ère}	première (f.), first
M.	Monsieur, Mr.	II ^e , 2 ^e	deuxième, second
Mgr	monseigneur, my lord		
N.-D.	Notre-Dame, Our Lady		
N.-S.	Notre-Seigneur, Our Lord		

Abbreviations of metric terms

Mm.	mégamètre	mmc.	millimètre cube	g.	gramme
hkm.	hectokilomètre	ha.	hectare	dg.	décigramme
mam.	myriamètre	a.	are	cg.	centigramme
km.	kilomètre	ca.	centiare	mg.	milligramme
hm.	hectomètre	dast.	décastère	kl.	kilolitre
dam.	décamètre	st., m ³	stère	hl.	hectolitre
m.	mètre	dst.	décistère	dal.	décalitre
dm.	décimètre	t.	tonne	l.	litre
cm.	centimètre	q.	quintal	dl.	décilitre
mq.	mètre carré	kg.	kilogramme	cl.	centilitre
mm.	millimètre	hg.	hectogramme	ml.	millilitre
mmq.	millimètre carré	dag.	décagramme		

³ It will be noted that the period is not used where the last letter in the abbreviation is the last letter of the complete word.

Cardinal numbers

un, <i>m.</i> }	one	soixante et onze	seventy-one
une, <i>f.</i> }		soixante-douze	seventy-two
deux	two	soixante-treize	seventy-three
trois	three	soixante-quatorze	seventy-four
quatre	four	soixante-quinze	seventy-five
cinq	five	soixante-seize	seventy-six
six	six	soixante-dix-sept	seventy-seven
sept	seven	soixante-dix-huit	seventy-eight
huit	eight	soixante-dix-neuf	seventy-nine
neuf	nine	quatre-vingt(s)	eighty
dix	ten	quatre-vingt-un	eighty-one
onze	eleven	quatre-vingt-deux	eighty-two
douze	twelve	quatre-vingt-trois	eighty-three
treize	thirteen	quatre-vingt-quatre	eighty-four
quatorze	fourteen	quatre-vingt-cinq	eighty-five
quinze	fifteen	quatre-vingt-six, etc.	eighty-six, etc.
seize	sixteen	quatre-vingt-dix	ninety
dix-sept	seventeen	quatre-vingt-onze, etc.	ninety-one, etc.
dix-huit	eighteen	quatre-vingt-dix-sept	ninety-seven
dix-neuf	nineteen		
vingt	twenty	quatre-vingt-dix-huit	ninety-eight
vingt et un	twenty-one	quatre-vingt-dix-neuf	ninety-nine
vingt-deux, etc.	twenty-two, etc.	cent	hundred
trente	thirty	cent un, etc.	one hundred and one, etc.
trente et un	thirty-one		
trente-deux, etc.	thirty-two, etc.	deux cent(s), etc.	two hundred, etc.
quarante	forty	mille (mil)	thousand
cinquante	fifty		
soixante	sixty		
soixante-dix	seventy		

Ordinal numbers

premier, <i>m.</i> }	first	septième	seventh
première, <i>f.</i> }		huitième	eighth
second, <i>m.</i> ; seconde, <i>f.</i> }	second	neuvième	ninth
deuxième		dixième	tenth
troisième	third	onzième, etc.	eleventh, etc.
quatrième	fourth	vingt et unième	twenty-first
cinquième	fifth	vingt-deuxième, etc.	twenty-second, etc.
sixième	sixth	centième	hundredth

Months

janvier (janv.)	January	juillet (juil.)	July
février (fév.)	February	août	August
mars	March	septembre (sept.)	September
avril (av.)	April	octobre (oct.)	October
mai	May	novembre (nov.)	November
juin	June	décembre (déc.)	December

Days

dimanche	Sunday	jeudi	Thursday
lundi	Monday	vendredi	Friday
mardi	Tuesday	samedi	Saturday
mercredi	Wednesday		

Seasons

printemps	spring	automne	autumn
été	summer	hiver	winter

Time

heure	hour	mois	month
jour	day	saison	season
semaine	week	année	year

REFERENCES.—Jeanne Vidon Varney, *Pronunciation of French* (1940); Dencœu and Hall, *Spoken and Written French* (1946); Claude Augé, *Nouveau Petit Larousse Illustré* (most recent edition).

GERMAN

Wenn aber auch der Charakter verschiedener Weltgegenden von allen äußeren Erscheinungen zugleich abhängt; wenn Umriß der Gebirge, Physiognomie der Pflanzen und Tiere, wenn Himmelsbläue, Wolkengestalt und Durchsichtigkeit des Luftkreises den Totaleindruck bewirken: so ist doch nicht zu leugnen, daß das Hauptbestimmende dieses Eindrucks die Pflanzendecke ist. Dem tierischen Organismus fehlt es an Masse; die Beweglichkeit der Individuen und oft ihre Kleinheit entziehen sie unsern Blicken. Die Pflanzenschöpfung dagegen wirkt durch stetige Größe auf unsere Einbildungskraft.—Alexander von Humboldt, *Ansichten der Natur*, vol. II, p. 20 f. (1849).

Alphabet and pronunciation ¹

Ä	a	short and long: between <i>a</i> in hat and <i>a</i> in calm
Ä	ä	short: <i>e</i> in bet; long: <i>e</i> in there or <i>a</i> in bad
B	b	<i>b</i> ; at end of word or syllable, as <i>p</i> in lip
C	c	before <i>e</i> , <i>i</i> , and usually <i>y</i> , as <i>ts</i> in bits; before other vowels, as <i>c</i> in can (= <i>k</i>)
D	d	<i>d</i> ; at end of word or syllable, as <i>t</i> in hit
E	e	short: <i>e</i> in bet; long: somewhat like <i>a</i> in gate; in unstressed syllables, like <i>e</i> in basket
F	f	<i>f</i>
G	g	<i>g</i> ; at end of word after <i>i</i> , many Germans pronounce <i>g</i> like German <i>ch</i> (see under Consonant sequences)
H	h	<i>h</i> ; at end of word or syllable or before consonant, merely shows that preceding vowel is long
I	i	short: <i>i</i> in bit; long: <i>ee</i> in meet
J	j	<i>y</i> in yes
K	k	<i>k</i>
L	l	<i>l</i> in million
M	m	<i>m</i>
N	n	<i>n</i>
O	o	short: between <i>o</i> in not and <i>u</i> in nut; long: <i>o</i> in tone
Ö	ö	short: <i>u</i> in hut; long (tongue in long <i>e</i> position, lips in long <i>o</i> position): <i>u</i> in hurt or <i>eu</i> in French <i>peu</i>
P	p	<i>p</i> ; after initial <i>s</i> , as <i>p</i> in spin
Q	q	<i>k</i> ; <i>qu</i> pronounced as <i>kv</i>
R	r	<i>r</i> in three, or <i>r</i> in Parisian French; at end of word or syllable, usually as <i>a</i> in via
S	s	before vowel, as <i>z</i> in zoo or <i>s</i> in rose; at end of word, as <i>s</i> in miss; before <i>p</i> or <i>t</i> at beginning of word, as <i>sh</i> in ship
T	t	<i>t</i> ; after initial <i>s</i> , as <i>t</i> in stop
U	u	short: <i>oo</i> in cook; long: <i>u</i> in flu

¹ All German vowels are pronounced short or long. German spelling does not consistently indicate vowel quantity, but two dependable conversion rules may be mentioned. A double vowel and a vowel followed by a single consonant are pronounced long; a single vowel followed by a double consonant is pronounced short. Consonant quantity is fairly stable; a double consonant does not indicate a lengthened sound.

ü	u	short: tongue in short <i>u</i> position, lips in short <i>i</i> position; long (tongue in long <i>u</i> position, lips in long <i>i</i> position): <i>u</i> in French <i>mur</i>
ſ	v	<i>f</i> at beginning and end of words; elsewhere usually <i>v</i>
ſ	w	<i>v</i>
ſ	x	<i>x</i> (= <i>ks</i>)
ſ	y	short and long: as German <i>i</i> or German <i>ü</i> ; occasionally (before vowel) as <i>y</i> in <i>yet</i>
ſ	z	<i>ts</i> in <i>bits</i>

Special characters

German traditionally uses the Fraktur alphabet (German text). Note the following somewhat similar characters: *ſ* *ü*, *ſ* *ſ*, *ſ* *ſ*, *ſ* *ſ*, *ſ* *ſ*, and *ſ* *ſ*. Texts in specialized fields, but increasingly also literature of general appeal, periodicals, and portions of daily papers are printed in the Latin alphabet, with the following special characters, called umlauts: *Ä ä*, *Ö ö*, and *Ü ü*.

The Fraktur alphabet employs also four ligatures: *ch* (*ch*), *ck* (*ck*), *ß* (*ß*, *ss*), and *tz* (*tz*). According to German typography, ligatures may not be replaced by their respective individual characters *ch*, *ck*, *ß*, *tz*. In syllabification, *tz* may be divided, *ch* and *ß* may never be divided, and *ck*, if division is called for, must be changed to *f-f*. This is because the character *c* may never end a word or a syllable and, hence, may not terminate a line.

When German is set in Latin characters, the only ligature employed is *ß*; the other ligatures are represented by their respective individual characters. When *ß* is not available, it may be replaced by *ss*. Some printers use *sz* instead, but this practice is not recommended.

Transliteration of *s*, *ss*, and *tz*

In resetting matter from Latin characters into Fraktur, the rules for treating *s*, *ss*, and *tz* are as follows:

The single *s* is transliterated *ſ*:

(a) At end of a word: *Haus*=*ſ*aus.

(b) At end of a compound element: *Dienstag*=*ſ*ienſtag.

(c) Before a suffixed element: *Bosheit*=*ſ*oſheit.

(d) In some words of foreign origin (the dictionary is the only sure guide to these): *Diskant*=*ſ*iſtant.

In all other cases a single *s* is transliterated *ſ*.

The *ss* is transliterated *ſſ*:

(a) At end of a word: *Fluss*=*ſſ*uſ.

(b) At end of a compound element: *Gusseisen*=*ſſ*uſeiſen.

(c) Before a suffixed element: *hässlich*=*h*äſſliſh.

(d) Before any consonant: *fasste*=*ſ*aſte.

(e) Between two vowels, if the first vowel is long or a long diphthong (the dictionary is the only sure guide to these): *grüssen*=*gr*üſen.

(f) In the prefix *miss*: *missachten*=*mi*ſaſhten.

In all other cases *ss* is transliterated *ſſ*.

The *tz* is transliterated *tz*: *trotz*=*tro*tz; but when *tz* belong to different components of a derivative, they are transliterated *tz*: *entzücken*=*ent*zükden, *achtzehn*=aſhtzēhn.

Transliteration of *ſ*

In resetting matter from Fraktur characters into Latin, *ſ* is transliterated *I* if it stands before a consonant and *J* if it stands before a vowel.

NOTE.—As most work in this Office is of a technical, legal, or scientific nature and is mostly set in Latin characters, the remainder of this section will also be in Latin characters.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and *y* (including the umlauts *ä*, *ö*, and *ü*). The other letters of the alphabet are consonants.

Vowel sequences (diphthongs)

The diphthongs and their sounds are:

aa as German long *a*
ai as *ai* in aisle
au as *ou* in our
äu as *oi* in noise
ee as German long *e*

ei as *ai* in aisle
eu as *oi* in noise
ie as German long *i*
oo as German long *o*

To the *ie* there are a few exceptions, as in a few words *ie* is not a diphthong but the two letters are sounded separately, as *ee-uh*. These exceptions occur usually at the end of words of foreign origin, the *ie* being equivalent to the Latin *ia*: *Linie*, *Materie*, *Julie*, etc.

To the above diphthongs should be added also *ae*, *oe*, and *ue*, which are sometimes used in place of *ä*, *ö*, and *ü*, respectively, and are sounded as *ä*, *ö*, *ü*.

Consonant sequences (digraphs)

The digraphs and their sounds are:

ch as *ch* in Scotch loch
ph as English *ph*=*f*

sch as *sh* in shall
th as *t*

The sound for *ch* may be approximated by making a strong *h* sound. In words of Latin origin, *ch* is pronounced like *k*. The digraph *sch* must be distinguished from the mere coincidental juxtaposition of those letters, pronounced like *s* and *ch* separately: *Biss-chen*, little bit; *Fäss-chen*, little barrel; *Häus-chen*, little house.

Consonantal units

The combinations *qu* (pronounced *kw*), *st*, and *ß* are treated as consonantal units. Some editors treat *pf* as a consonantal unit, especially after another consonant; but this is not favored by Duden, *Rechtschreibung der deutschen Sprache*, which divides *kämp-fen*, *karp-fen*, *stuf-fen* as indicated.

When *ß* is replaced by *ss*, *ss* is divided.

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *le-ben*, *lie-ben*, *wa-chen*, *wa-schen*, *mei-sten*, *gro-ßen re-qui-sit*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *Mut-ter*, *Was-ser*, *stimm-ten*, *kämp-fen*, *wün-schen*, *Fen-ster*, *Pfing-ten*.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *Oze-an*, *Trau-ung*.
5. Certain adverbial prefixes are kept intact. These are: *ab*, *an*, *auf*, *aus*, *be*, *bei*, *durch*, *ein*, *emp*, *ent*, *er*, *fort*, *ge*, *her*, *hin*, *hinter*, *in*, *miß*, *mit*, *nach*, *nieder*, *ob*, *um*, *un*, *unter*, *ver*, *vor*, *weg*, *wider*, *wieder*, *zer*, *zu*, *zurück*, and *zusammen*: *ab-ändern*, *An-erbe*, *auf-arbeiten*, etc.
6. Certain suffixes are kept intact. These are: *artig*, *chen*, *haft*, *heit*, *schaft*, and *tum*: *eigen-artig*, *Sus-chen*, *Knapp-heit*, *Wachs-tum*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *alt-italisch*, *Tür-angel*. The compounding *r* and *s*, if used, are kept with the preceding component: *dar-auf*, *wor-auf*, *Redens-art*, *Orts-angabe*.
8. Foreign words and components of foreign words follow the conventions of the language of origin: *Repu-blik*, *Hy-drant*, *Kre-scendo*, *Wash-ington*, *Shake-speare*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *Dia-gnose*, *Mikro-skop*.
9. When division is made on or before a syllable from which a letter was elided, the letter is restored to render the syllable integral: *glit-scht* is divided *glit-schest*, *Luftschi-fahrt* is divided *Luftschi-fahrt*; and when the double consonant *ck* is divided, the *c* is changed to *k*, thus *Hacke* and *Zucker* are divided *Hak-ke* and *Zuk-ker*. It is important to bear in mind that words divided under this rule, if subsequently reset and run over, must have their original spelling restored.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Ab-trei-bung	(5, 2)	Nach-ord-nung	(5, 3)
Ame-ri-ka-ni-sche	(2, 2, 2, 2)	ne-ben-an	(2, 7)
Amts-an-tritt	(7, 5)	nie-der-bre-chen	(2, 5, 2)
an-ord-nen	(5, 3)	nied-rig-ste	(3, 3)
Auf-pflan-zung	(5, 3)	Oberst-stabs-arzt	(7, 7)
Aus-zah-lung	(5, 3)	Ob-lie-gen-heit	(5, 2, 3)
bei-tra-gen	(5, 2)	ord-nungs-mä-ßig	(3, 7, 2)
Be-ob-ach-tung	(5, 5, 3)	Orts-an-ga-be	(7, 5, 2)
be-quem-lich-keit	(2, 3, 3)	öster-rei-chi-sche	(7, 2, 2)
bläs-chen-for-mi-ge	(3, 7, 3, 2)	ost-in-di-sche	(7, 3, 2)
dar-ein-schla-gen	(7, 5, 2)	pas-sie-ren	(3, 2)
deut-sche	(2)	pflicht-schul-dig	(7, 3)
Deutsch-land	(7)	Plan-wirt-schaft	(7, 6)
Dienst-al-ter	(7, 3)	Platz-an-wei-sung	(7, 5, 2)
durch-ar-bei-ten	(5, 3, 2)	plat-zen-de	(3, 3)
ein-spre-chen	(5, 2)	Rat-haus-saal	(7, 7)
emp-fäng-lich	(5, 3)	rech-ter-seits	(3, 3)
eng-li-sche	(3, 2)	recht-fer-ti-gen	(7, 3, 2)
ent-spre-chen	(5, 2)	Rechts-ge-schich-te	(7, 2, 3)
er-schrek-lich	(5, 3)	re-pu-bli-ka-nisch	(2, 8, 2, 2)
eu-ro-pä-i-sche	(2, 2, 4, 2)	Sach-ver-zeich-nis	(7, 5, 3)
Far-ben-auf-trag	(3, 7, 5)	schwei-ze-ri-sche	(2, 2, 2)
Fin-ster-nis	(3, 3)	Selbst-ach-tung	(7, 3)
fort-ar-bei-ten	(5, 3, 2)	Selb-stän-dig-keit	(7, 3, 3)
fünf-und-zwan-zig	(7, 7, 3)	sy-ste-ma-ti-sche	(2, 2, 2, 2)
ge-brau-chen	(5, 2)	über-ein-kom-men	(5, 5, 3)
her-aus-zie-hen	(5, 5, 2)	um-än-dern	(5, 3)
hin-ar-bei-ten	(5, 3, 2)	un-ab-hän-gig	(5, 5, 3)
hin-ter-brin-gen	(3, 5, 3)	Un-ter-ab-tei-lung	(3, 5, 5, 2)
In-an-spruch-nah-me	(5, 5, 7, 3)	ver-ei-nig-te	(5, 2, 3)
in-ein-an-der	(5, 5, 3)	Vor-an-schlag	(5, 5)
In-ter-es-se	(3, 8, 3)	weg-schlei-chen	(5, 2)
Jah-res-tag	(3, 7)	Werk-ar-beit	(7, 3)
Ka-me-ra-den	(2, 2, 2)	wi-der-spre-chen	(2, 5, 2)
Leb-haf-tig-keit	(3, 3, 3)	Wie-der-ab-druck	(2, 5, 5)
Maß-sy-stem	(7, 2)	Wirt-schaf-ten	(6, 3)
me-di-zi-ni-sche	(2, 2, 2, 2)	zer-split-tern	(5, 3)
Miß-er-folg	(5, 3)	zu-dre-hen	(5, 2)
mit-hel-fen	(5, 3)	zu-rück-er-o-bern	(2, 5, 5, 2)
mitt-le-rer	(3, 2)	zu-sam-men-flie-ßen	(2, 3, 5, 2)

Diacritics and stress

Other than the umlauts, no diacritical marks are used in German. The chief stress falls on the root syllable in simple words (*SINGen*, to sing), and on the leading component, usually the first, in compound words (*FESTland*, mainland). Words of foreign origin have their own characteristic stress.

Capitalization

With the exception of the following, capitalization conventions are the same as in English:

1. All nouns and words used as nouns are capitalized:¹ *das Geben*, the giving; *die Armen*, the poor.
2. Proper adjectives are lowercased: *die deutsche Sprache*, the German language.
3. Adjectives derived from personal names are capitalized: *die Lutherische Übersetzung*, Luther's translation; but when used descriptively, lowercased: *die lutherische Kirche*, the Lutheran Church; *ciceronische Beredsamkeit*, Ciceronic eloquence.
4. The pronouns *Sie*, you, *Ihr*, your, and *Ihnen*, to you, are capitalized, but not *ich*, I.

In solid matter, where the umlaut on capital letters is likely to cause trouble in alinement, it will be omitted and a lowercase *e* added after the capital, as *Ae* (*Aerger*), *Oe* (*Oel*), *Ue* (*Ueber*).

¹ In the interest of simplicity, works in philology and bibliography often allow all common nouns to go lowercase.

Punctuation and hyphenation

Punctuation is practically as in English. The comma, however, is used to set off subordinate clauses of all kinds; e. g., *ich glaube, daß er kommen wird*, I believe that he will come.

In series of words made up of two parts, where one part is common to both words, the hyphen is used as follows: *Feld- und Gartenfrüchte* (field- and garden produce), the word *früchte* being common to both *Feld* and *Garten*; but *Haftpflicht-Versicherungsgesellschaft und -Versicherte* (liability-insurance company and -insured), because *Haftpflicht* is common to both *Versicherungsgesellschaft* and *Versicherte*.

Abbreviations

a.	an, am, an der, on (the), at (the)	F. f.	Fortsetzung folgt, to be continued
a. a. O.	am angeführten Ort, in the place cited (loc. cit.)	Forts.	Fortsetzung, continuation
Abb.	Abbildung, illustration, figure	geb.	geboren, born; geborene, née
Abk.	Abkürzung, abbreviation	Gebr.	Gebrüder, brothers
Abt.	Abteilung, section	gef.,	gefälligst, kindly
a. d.	an der, on the	gefl.	
a. D.	an der Donau, on the Danube; ausser Dienst, retired	gegr.	gegründet, founded
Adr.	Adresse, address	ges.	gesetzlich geschützt, registered trade-mark
A. G.	Aktiengesellschaft, joint-stock company	gest.	gestorben, deceased
allg.	allgemein, general(ly)	G. m.	Gesellschaft mit beschränkter Haftung, corporation with limited liability
a. M.	am Main, on the Main	b. H.	
Anm.	Anmerkung, note	hrsg.	herausgegeben, published
a. O.	an der Oder, on the Oder	i.	in, im, in, in the
a. Rh.	am Rhein, on the Rhine	Ing.	Ingenieur, engineer
Art.	Artikel, article	inkl.	inklusive, inclusive, included
b.	bei, near, with	insb.	insbesondere, especially
bes.	besonders, especially	Kap.	Kapitel, chapter
betr.	betrifft, betreffend, concerning	kgl.	königlich, royal
bez.	bezüglich, respecting	Kl.	Klasse, class
bezw.,	beziehungsweise, respectively	Km.	Kilometer, kilometer
Bez.	Bezirk, district	Komp.	Kompanie, company
Blg.	Beilage, enclosure	Kr.	Kreis, district
b. w.	bitte werden, please turn page	ld.	laufend, current
ca.	circa, zirka, about	M.	Mark, mark (coin)
d. A.	der Ältere, Sr.	Nachf.,	Nachfolger, successor(s)
dgl.,	dergleichen, similar things, the like	Nfg.	
d. h.	das heisst, that is	nachm.,	nachmittags, p. m., afternoon
d. i.	das ist, that is, i. e.	nm.	noon
d. J.	der Jüngere, junior; dieses Jahres, of this year	näml.	nämlich, (and) you see, namely
DM	Deutsche Mark, mark (after World War II)	NB	(nota bene) beachte, note, observe
d. M.	dieses Monats, of the . . . instant	n. Chr.	nach Christus, A. D.
do.	ditto, the same	n. F.	neue Folge, new series
Dr.	Doktor, doctor	No.,	Numero, number
D. R. P.	Deutsches Reichspatent, German patent	Nr.,	
Dtzd.	Dutzend, dozen	Nro.	
einschl.	einschliesslich, including, inclusive	No.,	Netto, net
entspr.	entsprechend, corresponding	Ntto.	
e. V.	eingetragener Verein, incorporated	od.	oder, or
evtl.	eventuell, perhaps, possibly	ö.,	österreichisch, Austrian
ff.	folgende (Seiten), following (pages)	österr.	
		p. A.	per Adresse, care of (c/o)
		Pf.	Pfennig, penny
		Pfd.	Pfund, pound
		pr.,	preussisch, Prussian
		preuss.	
		resp.	respektiv, respectively
		rglm.	regelmässig, regular
		RM	Reichsmark, mark (before World War II)

Abbreviations—Continued

S.	Seite, page
s.	siehe, see (cf.)
sel.	selig, deceased, late
Skt., St.	Sankt, Saint
s. o.	siehe oben, see above
sog.	sogenannt, so called
St.	Stück, individual piece
staatl.	staatlich, State or Federal
Str.	Strasse, street
s. u.	siehe unten, see below
teilw.	teilweise, partly
u.	und, and
u. a.	und andere, and others; unter anderem, among other things; unter andern, among others
u. a. m.	und andere mehr, and many others
U. A.	Um Antwort wird gebeten, w. g. an answer is requested
u. s. w.	und so weiter, and so forth, etc.

v:	(vide) siehe, see (cf.); von, of, from
v. Chr.	vor Christus, B. C.
Verf.	Verfasser, author
Verl.	Verleger, publisher
vgl.	vergleiche, compare
v. H.	vom Hundert, percent
v. J.	vorigen Jahres, of last year
v. M.	vorigen Monats, of last month
vm., vorm.	vormittags, a. m., morning
Vors.	Vorsitzender, chairman
w. o.	wie oben, as above
Wwe.	Witwe, widow
z.	zu, zum, zur, to, to the
z. B.	zum Beispiel, for example
z. H.	zu Händen, attention of
Zs.	Zeitschrift, periodical
z. T.	zum Teil, in part
zus.	zusammen, total, together
z. Z.	zur Zeit, at the time, acting (e. g., secretary)

Cardinal numbers

eins	one
zwei	two
drei	three
vier	four
fünf	five
sechs	six
sieben	seven
acht	eight
neun	nine
zehn	ten
elf	eleven
zwölf	twelve
dreizehn	thirteen
vierzehn	fourteen
fünfzehn	fifteen
sechzehn	sixteen
siebzehn	seventeen
achtzehn	eighteen
neunzehn	nineteen

zwanzig	twenty
einundzwanzig	twenty-one
zweiundzwanzig	twenty-two
dreiundzwanzig, ² etc.	twenty-three, etc.
dreißig	thirty
vierzig	forty
fünfzig	fifty
sechzig	sixty
siebzig	seventy
achtzig	eighty
neunzig	ninety
hundert	hundred
hundertundeins ²	one hundred and one
hundertundzwei, etc.	one hundred and two, etc.
zweihundert, etc.	two hundred, etc.
tausend	thousand

Ordinal numbers

erste	first	dreizehnte, etc.	thirteenth, etc.
zweite	second	zwanzigste	twentieth
dritte	third	einundzwanzigste	twenty-first
vierte	fourth	zweiundzwanzigste, etc.	twenty-second, etc.
fünfte	fifth	dreißigste	thirtieth, etc.
sechste	sixth	vierzigste, etc.	fortieth
siebente, siebte	seventh	hundertste	hundredth
achte	eighth	hundertunderste, etc.	one hundred and first, etc.
neunte	ninth		
zehnte	tenth		
elfte	eleventh	zweihundertste	two hundredth
zwölfte	twelfth	tausendste	thousandth

After ordinal numbers a period is placed where in English the form would be 1st, 2d, etc., as *1. Heft; 2. Band.*

² According to Duden, Rechtschreibung der deutschen Sprache, 1942, the official orthography applicable to Germany, Austria, and Switzerland, requires that not only short but also long numbers should be written in one word: *(ein)tausendneunhundertundzehn Jahre* (one thousand nine hundred and ten years), *sechzigtausendsiebenhundertachtundfünfzig Mark* (sixty thousand seven hundred fifty-eight marks); yet many orthographers prefer breaking up the compound numbers: *drei und zwanzig, hundert und eins*, etc.

Months

Januar (Jan.)	January	Juli (Jul.)	July
Februar (Feb.)	February	August (Aug.)	August
März	March	September (Sept.)	September
April (Apr.)	April	Oktober (Okt.)	October
Mai	May	November (Nov.)	November
Juni (Jun.)	June	Dezember (Dez.)	December

Days

Sonntag	Sunday	Donnerstag	Thursday
Montag	Monday	Freitag	Friday
Dienstag	Tuesday	Sonnabend, Samstag	Saturday
Mittwoch	Wednesday		

Seasons

Frühling	spring	Herbst	autumn
Sommer	summer	Winter	winter

Time

Stunde	hour	Monat	month
Tag	day	Jahr	year
Woche	week		

REFERENCES.—Der Große Duden, Rechtschreibung der deutschen Sprache und der Fremdwörter nach den für das Deutsche Reich und die Schweiz gültigen amtlichen Regeln (1942); G. O. Curme, *A Grammar of the German Language* (1922); Karl Breul, *Heath's New German and English Dictionary* (1939).

GREEK (Modern)







Ἐν πάσῃ περιπτώσει ἡ Κυβέρνησις, πρὸ τῆς νέας τροπῆς τῶν γεγονότων, εἶχε χρέος νὰ στείλῃ πρὸς πάντας εἰδοποιήσεις καὶ νὰ δώσῃ τὰς ἀπαιτούμενας ὁδηγίας.—Eleutherios G. Prebellakē, Hē Ekstrateia tou Ibraēm Pasa eis tēn Argolida.

Alphabet and pronunciation

A	α	<i>Α α</i>	alpha	<i>a</i> in father; see αἱ, αὐ, under Diphthongs
B	β	<i>Β β</i>	beta	<i>v</i>
Γ	γ	<i>Γ γ</i>	gamma	<i>y</i> in yes before αἱ, εἰ, ηἰ, ι, οἱ, υ, υἱ; <i>ng</i> in singer before γ, κ, ξ, χ; somewhat like <i>g</i> in go everywhere else; see γγ, γκ, under Digraphs
Δ	δ	<i>Δ δ</i>	delta	<i>th</i> in this, except in νδρ, pronounced <i>ndr</i>
E	ε	<i>Ε ε</i>	epsilon	<i>e</i> in met; see εἰ, εὐ, under Diphthongs
Z	ζ	<i>Ζ ζ</i>	zeta	<i>z</i>
H	η	<i>Η η</i>	eta	<i>ee</i> in eel; <i>y</i> in yet, when after a consonant and before a vowel; see ην, under Diphthongs
Θ	θ	<i>Θ θ</i>	theta	<i>th</i> in thin
I	ι	<i>Ι ι</i>	iota	<i>ee</i> in eel; <i>y</i> in yet when initial or after a consonant, before a vowel; see αἱ, εἰ, οἱ, υἱ, under Diphthongs
K	κ	<i>Κ κ</i>	kappa	<i>k</i> ; see γκ, under Digraphs
Λ	λ	<i>Λ λ</i>	lambda	<i>l</i>
M	μ	<i>Μ μ</i>	mu	<i>m</i> ; see μπ, under Digraphs
N	ν	<i>Ν ν</i>	nu	<i>n</i> ; see ντ, under Digraphs
Ξ	ξ	<i>Ξ ξ</i>	xi	<i>x</i> (=ks)
O	ο	<i>Ο ο</i>	omicron	<i>o</i> in for; see οἱ, οὐ, under Diphthongs
Π	π	<i>Π π</i>	pi	<i>p</i> ; see μπ, under Digraphs
P	ρ	<i>Ρ ρ</i>	rho	<i>r</i> , somewhat like the Scotch trilled <i>r</i>
Σ	σ ¹	<i>Σ σ</i>	sigma	<i>z</i> before β, γ, δ, λ, μ, ν, ρ; <i>s</i> everywhere else

[Concluded on following page]

¹ The character σ is used in initial and medial positions in a word; the character ς, in the final position.

T	τ		tau	t; see <i>vr</i> , <i>τς</i> , <i>τσ</i> , under Digraphs
Υ	υ		upsilon	{ ee in eel; y in yet, after a consonant and before a vowel; see <i>av</i> , <i>ev</i> , <i>ηv</i> , <i>ov</i> , <i>υι</i> , under Diphthongs f
Φ	φ		phi	
Χ	χ		chi	
Ψ	ψ		psi	ps
Ω	ω		omega	o in or

In connected speech, many phonetic changes occur: word-final *n* often drops or becomes *m*, and the first sound of the next word may change, for example, from *p* to *b*; *ts* at the beginning of a word becomes *dz* after a word ending in *n*; many other such differences in pronunciation, between an isolated word and a word in connected speech, are observable. These phenomena, however, are not reflected in the spelling.

Modern Greek uses the same alphabet as Classical Greek, but many of the letters stand for different sounds now because of the linguistic changes that have taken place since classical times. The names of the letters are given here in the usual English version of their Classical Greek form. These names are usually pronounced in English as follows: alpha (*al* as in Alfred), bayta, gamma, delta, épsilon (*o* as in don), zayta, ayta, thayta, eye-ó-ta, kappa, lamda, mew, new, zie (*ie* as in die or sigh), óm-i-kron (*o*'s as in don), pie, roe, sigma, tou (*ou* as in house), yóu-psi-lon (or úp-silon), fie, kie, sic, o-máy-ga. In Modern Greek, the letter names are pronounced ahfá, veeta, gahma, thelta (*th* as in then), eh-psee-láwn, zeeta, eeta, theeta (*th* as in thin), yoeta, kahpa, lahmvtá (*th* as in then), mee, nee, kee, oh-mee-kráwn, pee, ro, seeg-ma, tahv, ae-psee-láwn, fee, hee, p-see, o-mée-ga.

It is suggested that for transliterating Modern Greek names, etc., the usual transliteration of the letters be used, regardless of pronunciation: a, b, g, d, e, z, ē, th, i, k, l, m, n, x, o, p, r, s, t, u, ph, kh, ps, ō. For β, *v* may be used if desired. (Compare with the remarks on transliteration of Classical Greek, p. 363.)

There are two quite different styles of Modern Greek: one is an extremely formal academic style, known as *katharevousa*; the other, called *Demotic Greek*, is used by everybody in daily speech, and in modern novels, stories, poetry, and some newspapers. There are considerable differences between the two styles in grammatical structure and vocabulary, but their pronunciation and spelling are largely the same.

Special characters

Some of the letters of the alphabet have variant forms: for alpha, α and α; for beta, β and β; for theta, θ and θ; for kappa, κ and κ; for pi, π and π; for phi, φ and φ; for psi, ψ and ψ. These are used interchangeably.

Some Greek letters are exactly or nearly like the corresponding Latin letters: Α α, Β β, Δ δ, Ε ε, Ζ ζ, Ι ι, Κ κ, Μ μ, Ν ν, Ο ο, ς ς, Τ τ, υ υ. The other letters are characteristically Greek: Γ γ, Α α, ζ ζ, Η η, Θ θ, Λ λ, μ μ, ν ν, Ξ ξ, Π π, Ρ ρ, Σ σ, Τ τ, Φ φ, Χ χ, Ω ω.

Vowels

The vowels are α, ε, η, ι, ο, υ, and ω, including the three vowels with a subscript (α, η, and φ), which are pronounced the same as their respective vowels without the subscript. The remaining letters are consonants.

Combinations of two vowel letters (diphthongs)

αι	as <i>e</i> in <i>met</i>				in <i>met</i> , plus <i>v</i> before vowels and voiced consonants
αυ	as <i>a</i> in <i>watt</i> , plus <i>f</i> before voiceless consonants (<i>θ, κ, ζ, π, σ, τ, φ, χ, ψ</i>); as <i>a</i> in <i>watt</i> , plus <i>v</i> before vowels and voiced consonants (<i>β, γ, δ, ζ, λ, μ, ν, ρ</i>)	ηυ	as <i>ee</i> in <i>eel</i> , plus <i>f</i> , before voiceless consonants; as <i>ee</i> in <i>eel</i> , plus <i>v</i> , before vowels and voiced consonants		
ει	as <i>ee</i> in <i>eel</i> ; <i>y</i> in <i>yet</i> , when after a consonant and before a vowel	οι	as <i>ee</i> in <i>eel</i> ; <i>y</i> in <i>yet</i> , when after a consonant and before a vowel		
ευ	as <i>e</i> in <i>met</i> , plus <i>f</i> , before voiceless consonants; as <i>e</i>	ου	as <i>ou</i> in <i>group</i> , same as <i>oo</i> in <i>food</i>	υι	as <i>ee</i> in <i>eel</i>

Note that *ει, οι, and υι* are pronounced the same as the simple vowels *η, ι, υ*, all like *ee* in *eel*.

Combinations of two consonant letters (digraphs)

γκ as *g* in *go* initially; *ng* in *finger*, rarely *nk* in *sink*, elsewhere
γγ as *g* in *go* initially; *ng* in *finger*, rarely *nk* in *sink*, elsewhere
μπ as *b* in *bet* initially; *mb* in *ember*, rarely *mp* in *empty*, elsewhere
ντ as *d* in *did* initially; *nd* in *end*, rarely *nt* in *enter*, elsewhere
τζ as *dz* in *adz*; *j* in *judge* in some foreign words
τσ as *ts* in *hats*; *ch* in *chug* in some foreign words

Consonantal units

For purposes of syllabification, any combination of consonants that may begin a Greek word is a unit. Hence, the following are consonantal units:

βδ, βλ, βρ	πλ, πν, πρ, πτ
γλ, γν, γρ	σβ, σθ, σκ, σμ, σπ, στ, στρ, σφ, σχ
δμ, δν, δρ	τλ, τμ, τρ
θλ, θν, θρ	φθ, φλ, φν, φρ
κλ, κμ, κν, κρ, κτ	χθ, χλ, χν, χρ
μν	

Also, any group of three consonants, the first two and the last two of which are units, as listed above, are likewise regarded as consonantal units. Thus, *χθρ* is a unit, because *χθ* and *θρ* are units.

Rules for syllabification

1. Diphthongs, digraphs when they represent a single sound, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, digraph, or consonantal unit: *πα-τέ-ρας, παι-διά, βί-βλος*.
3. In a group of two or more consonants, the division is made before the last consonant, digraph, or consonantal unit: *γλώσ-σα, πορθ-μός, 'Αγ-γλία, ἄν-θραξ*.
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *εύ-ειδής, θέ-ατρον, λα-ϊκός, οὐ-ϊά*.
5. Certain adverbial prefixes are kept intact. These are: *άν, δια, δις, δυσ, εις, έκ, έν, έξ, μισ, προς, συν, ύηερ, and ώσ*: *άν-αρχία, έξ-άδελφος, ώσ-τε*.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *φιλ-άνθρωπος, τρις-άθλιος*.
7. Foreign words in Greek orthography are regarded as naturalized words and divided according to rules 1 to 5: *'Αγ-γλία, Βα-σιγ-κτών, 'Εδου-άρ-δος*; but foreign compound words are divided according to their component parts: *Τσεχ-ο-σλοβακία*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ἀγνω-στι-κός	(2, 2)	με-λαγ-χο-λία	(2, 3, 2)
αἰ-μορ-ρο-ῖ-δες	(2, 3, 4, 2)	με-τα-βάλ-λον-ται	(2, 2, 3, 3)
αἰ-σθαν-τι-κός	(2, 3, 2)	μισ-αν-θρω-πία	(5, 3, 2)
Ἀμε-ρι-κα-νός	(2, 2, 2)	μπαρ-μπέ-ρης	(3, 2)
ἀν-ω-δύ-νως	(5, 2, 2)	ναυ-αρ-χεί-ον	(6, 3, 4)
ἀπο-στρα-τεύ-ο-μαι	(2, 2, 4, 2)	νε-ο-ελ-λη-νι-κός	(4, 6, 3, 2, 2)
βα-σιλ-λει-ον	(2, 2, 4)	Οὐά-σιγ-κτων	(2, 3)
γλαύ-κω-μα	(2, 2)	πο-λι-τεῖ-αι	(2, 2, 4)
δι-ά-γνω-σις	(4, 5, 2)	πλη-ρε-ξού-σι-οι	(2, 2, 2, 4)
δισ-ε-κα-τομ-μύ-ρι-ον	(5, 2, 2, 3, 2, 4)	προσ-έγ-γι-σις	(5, 3, 2)
δύσ-καμ-πτος	(5, 3)	συμ-βαλ-λό-με-νοι	(3, 3, 2, 2)
εἰσ-έρ-χο-μαι	(5, 3, 2)	συν-οι-κέ-σι-ον	(5, 2, 2, 4)
ἐκ-λαμ-πρό-της	(5, 3, 2)	συν-ο-μο-λο-γῶ	(5, 2, 2, 2)
Ἑλ-λά-δος	(3, 2)	συ-στη-μα-τι-κός	(2, 2, 2, 2)
Ἑξ-ο-χό-τη-τα	(5, 2, 2, 2)	σχολ-αρ-χεί-ον	(2, 3, 4)
Ἑξ-ω-τε-ρι-κός	(5, 2, 2, 2)	σω-μα-τεμ-πο-ρία	(2, 2, 3, 2)
εὐ-ερ-γέ-της	(6, 3, 2)	σω-φρο-νι-στή-ρι-ον	(2, 2, 2, 2, 4)
Εὐ-ρω-πα-ῖ-κός	(2, 2, 4, 2)	τε-λει-ο-πολ-η-σις	(2, 4, 2, 4, 2)
Ζω-άρ-κεια	(4, 3)	τη-λέ-γραμ-μα	(2, 2, 3)
Ἡλε-κτρο-σκό-πι-ον	(2, 2, 2, 4)	τμη-μα-τάρ-χης	(2, 2, 3)
Ἡνω-μέ-ναι	(2, 2)	τρισ-ά-γι-ος	(6, 2, 4)
θε-ο-κρα-τι-κός	(4, 6, 2, 2)	τρισ-χιλ-ιοι	(6, 2, 4)
ἰδι-ο-συγ-κρα-σία	(4, 6, 3, 2)	ὑπερ-ά-γα-θος	(5, 2, 2)
κα-τά-θλι-ψις	(2, 2, 2)	ὑπερ-άν-θρω-πος	(5, 3, 2)
κα-ταρ-τι-σμός	(2, 3, 2)	ὑπερ-λαμ-προς	(5, 3)
Κων-σταν-τί-νος	(3, 3, 2)	φιλ-ά-δελ-φος	(6, 2, 3)
λε-ξι-κο-γρά-φος	(2, 2, 6, 2)	χα-λύ-βδι-νος	(2, 2, 2)
μα-γνη-τι-σμός	(2, 2, 2)	ψευ-δο-μάρ-τυς	(2, 2, 3)
μαι-ευ-τι-κή	(4, 2, 2)	ὠρύ-ο-μαι	(4, 2)
με-γα-λει-ό-της	(2, 2, 4, 2)	ὠφε-λι-μό-της	(2, 2, 2)

Stress and diacritics

The three accent marks used in Greek now all represent the same thing—loud stress, although in Classical Greek they are supposed to have represented different pitch accents:

1. The acute (´), which may occur on the vowel, or on the second vowel of a diphthong, in any one of the last three syllables of a word.

2. The circumflex (˘), which may occur on the vowel, or on the second vowel of a diphthong, in either of the last two syllables of a word. The circumflex never appears over ε or ο.

3. The grave (`), which may occur only on the vowel, or on the second vowel of a diphthong, in the last syllable of a word; such a word must be followed directly by another word, not a period or comma.

Greek orthography also employs two "breathing" marks:

1. The rough breathing, or spiritus asper (´), which occurs on an initial vowel, or on the second vowel of an initial diphthong. It has no phonetic value, although in Classical Greek it represented an *h* sound before the vowel or diphthong; in transliteration, it may be represented by *h*.

2. The smooth breathing, or spiritus lenis (˘), which occurs on an initial vowel, or second vowel of an initial diphthong. It has no phonetic value, and in Classical Greek represented a lack of *h* sound before the vowel.

In text, these breathings and the grave and acute accent marks are placed above and to the left of capital vowel letters, rather than directly above.

Some words, called enclitics, may appear with no written accent at all; the word preceding an enclitic, however (unless it too is an enclitic), will always have at least one accent mark and may have two; e. g., *τοιαῦτά ἐστι*.

Another diacritical mark is the dieresis (trema) (¨), which occurs on the second of two vowels to indicate that they do not form a diphthong, which otherwise they would form: *καὺμένος* (pronounced *kaeménos* instead of *kauménos*).

These diacritical marks may form combinations, as follows:

˘ lenis acute	˘ asper grave	˘˘ dieresis acute
˘ lenis grave	˘˘ circumflex lenis	˘˘ dieresis grave
˘ asper acute	˘˘ circumflex asper	

An **iota** is often placed beneath the vowel α, η, or ω, mainly to indicate a declensional or conjugational inflection: ῖ, the nominative plural of ἦ; τιμῖ, third person singular of τιμῶ. This iota is called **iota subscript**.

Capitalization

Capitalization is practically the same as in English. The pronoun of address is usually capitalized. Capital letters do not take diacritical marks. If a lowercase accented vowel is capitalized, the accent mark is dropped. An initial capital vowel, however, carries the accent mark before it. The **iota subscript** may be placed either beneath the vowel or changed into a regular **iota** and placed right after the vowel. Thus the words ἅγιος, ἅδης, and ἀπό, if capitalized, are set ἌΓΙΟΣ, ἈΔΗΣ, and ἈΠΟ. Ἀδης may also be set Ἀϊδης.

Punctuation

The comma, the period, and the exclamation point are the same as in English and are used similarly. The semicolon and the colon are represented by a point above the line. The question mark resembles the English semicolon. The scheme for quotation marks is the same as in the western languages.

Abbreviations

A. E.	Αὐτοῦ Ἐξοχότης, His Excellency
A. M.	Αὐτοῦ Μεγαλειότης, His Majesty
B. Δ.	Βασιλικὸν Διάταγμα, Royal Decree
βλ.	βλέπε, see
δηλ.	δηλαδή, that is, namely, to wit
δρ.	δραχμή, drachma
δράμ.	δράμιον, dram
Δ. Φ.	Διδάκτωρ Φιλοσοφίας, Ph. D.
Δ. N.	Διδάκτωρ Νομικῆς, LL. D.
ἐ. ἀ.	ἐνθα ἀνωτέρω, loc. cit.
ιδ.	ιδέ, see
I. X.	Ἰησοῦς Χριστός, Jesus Christ
Καθ.	Καθηγητής, Prof.
Κος	Κύριος, Mr.
Κα	Κυρία, Mrs.
κτλ.	καὶ τὰ λοιπά, etc.
κ. τ. ὅ.	καὶ τὰ ὅμοια, and the like
κφλ.	κεφάλαιον, chapter
λπτ.	λεπτά, lepta
μέρ.	μέρος, part
μ. μ.	μετὰ μεσημβριαν, p. m.
μ. X.	μετὰ Χριστόν, A. D.

N. Δ.	Νέα Διαθήκη, New Testament; Νομοθετικὸν Διάταγμα, Legislative Ordinance
ν. ἡμ.	νέον ἡμερολόγιον, New Style
Ο'	Ἑβδομήκοντα, Septuagint
Π. Δ.	παλαιὰ Διαθήκη, Old Testament; Προεδρικὸν Διάταγμα, Presidential Order
πλ.	πληθυντικός, plural
π. μ.	πρὸ μεσημβρίας, a. m.
πρβλ.	παραβάλε, compare, cf.
π. X.	πρὸ Χριστοῦ, B. C.
π. χ.	παραδείγματος χάριν, for example, e. g.
σεβ.	σεβαστός, Hon.
σελ.	σελίς, page
στήλ.	στήλη, column
σύγκρ.	σύγκρινε, compare, cf.
τ. ἐ.	τοῦτ' ἐστίν, that is, i. e.
τόμ.	τόμος, volume
T. Σ.	τόπος σφραγίδος, L. S., loco sigilli
τρ. ἔτ.	τρέχοντος ἔτους, current year
φ.	φύλλον, folio
χιλ.	χιλιόμετρον, kilometer

Cardinal numbers

εἷς (ἕνας), μία, ἓν(a)	one	εἴκοσι ἕνα (m. and n.), εἴκοσι μία (f.)	twenty-one
δύο	two	εἴκοσι δύο, etc.	twenty-two, etc.
τρεις, τρία	three	τριακόσια	thirty
τέσσαρες, -α	four	σαράντα	forty
πέντε	five	πενήντα	fifty
ἕξι(ι)	six	ἑξήντα	sixty
ἑπτὰ (ἑφτά)	seven	ἑβδομήντα	seventy
ὀκτώ	eight	ὀγδώντα	eighty
ἐννέα	nine	ἐνενήντα	ninety
δέκα	ten	ἐκατόν	one hundred
ἑνδεκα	eleven	ἐκατόν ἕνας, etc.	one hundred and one, etc.
δώδεκα	twelve	διακόσια	two hundred
δεκατρεῖς (m. and f.), δεκατρία (n.)	thirteen	τριακόσια	three hundred
δεκατέσσαρες (m. and f.), δεκατέσσαρα (n.)	fourteen	τετρακόσια, etc.	four hundred, etc.
δέκα πέντε, etc.	fifteen, etc.	χίλια	thousand
εἴκοσι	twenty	δύο χιλιάδες, etc.	two thousand, etc.
		ἓν ἑκατομμύριον	million

NOTE.—Modern Greek uses the Arabic figures for ordinary number work. Where western languages use Roman numerals, the Modern Greek uses the same scheme of letters as used in Classical Greek. (See p. 364.)

Ordinal numbers

πρῶτος	first	εἰκοστός	twentieth
δεύτερος	second	εἰκοστός πρῶτος,	twenty-first, etc.
τρίτος	third	etc.	
τέταρτος	fourth	τριακοστός	thirtieth
πέμπτος	fifth	τεσσαρακοστός	fortieth
ἕκτος	sixth	πεντηκοστός	fiftieth
ἑβδομος	seventh	ἑξηκοστός	sixtieth
ὄγδοος	eighth	ἑβδομηκοστός	seventieth
ἐννατος	ninth	ὀγδοηκοστός	eightieth
δέκατος	tenth	ἐνενηκοστός, etc.	ninetieth, etc.
ἐνδέκατος	eleventh	ἐκατοστός	hundredth
δωδέκατος	twelfth	χιλιοστός	thousandth
δέκατος τρίτος, etc.	thirteenth, etc.	ἐκατομμυριοστός	millionth

Months

Ἰανουάριος	January	Ἰούλιος	July
Φεβρουάριος	February	Αὐγουστος	August
Μάρτιος	March	Σεπτέμβριος	September
Ἀπρίλιος	April	Ὀκτώβριος	October
Μάϊος	May	Νοέμβριος	November
Ἰούνιος	June	Δεκέμβριος	December

Days

Κυριακή	Sunday	Πέμπτη	Thursday
Δευτέρα	Monday	Παρασκευή	Friday
Τρίτη	Tuesday	Σάββατο(ν)	Saturday
Τετάρτη	Wednesday		

Seasons

ἄνοιξις	spring	φθινὸ πῶρον	autumn
καλοκαῖρι	summer	χειμῶν (χειμῶνας)	winter

Time

ὥρα	hour	μήνας	month
ἡμέρα	day	ἔτος	year
ἑβδομάς	week		

REFERENCES.—K. Petraris and W. H. D. Rouse, *A Handbook of the Modern Greek* (1921); A. Thumb and J. Kalitsunakis, *Grammatik der Neugriechischen Volkssprache* (1928); Hubert Pernot, *Grammaire de grec moderne* (1930); I. Kykkotis, *English-Greek and Greek-English Dictionary* (1942); H. and R. Kahane, Ralph L. Ward, *Spoken Greek* (1945).

GREEK (Classical)

“Οὐκοῦν,” ἔφη ὁ Σωκράτης, “εἴ γε ταῦτα τοιαῦτά ἐστι, καλῶς ἂν ἔχοι ἐξετάζειν τινὰ ἑαυτὸν, πόσον ἄρα τυγχάνει τοῖς Φίλοις ἄξιος ὢν, καὶ πειρᾶσθαι ὥς πλείστου ἄξιος εἶναι, ἵνα ἤττον αὐτὸν οἱ φίλοι προδιδῶσιν. ἐγὼ γάρ τοι,”
 . . —ΑΙ ΦΙΛΩΝ ΑΞΙΑΙ, Β’.

Alphabet and pronunciation

Α	α	alpha	long: <i>ah</i> in <i>bah</i> ; short: <i>a</i> in <i>watt</i>
Β	β	beta	<i>b</i>
Γ	γ	gamma	<i>g</i> in <i>go</i> ; <i>ng</i> in <i>sing</i> , before γ, κ, χ, and ξ
Δ	δ	delta	<i>d</i>
Ε	ε	epsilon	<i>e</i> in French <i>été</i> ; anglicized, <i>e</i> in <i>pet</i>
Ζ	ζ	zeta	<i>z</i> , <i>dz</i> , or <i>zd</i> ; anglicized, <i>z</i>
Η	η	eta	<i>a</i> in <i>fare</i>
Θ	θ	theta	<i>th</i> in <i>hothouse</i> ; anglicized, <i>th</i> in <i>thin</i>
Ι	ι	iota	long: <i>i</i> in <i>machine</i> ; short: <i>i</i> in <i>pit</i>
Κ	κ	kappa	<i>k</i>
Λ	λ	lambda	<i>l</i>
Μ	μ	mu	<i>m</i>
Ν	ν	nu	<i>n</i>
Ξ	ξ	xi	<i>x=ks</i>
Ο	ο	omicron	<i>o</i> in <i>ghost</i> ; sometimes anglicized to <i>o</i> in <i>on</i>
Π	π	pi	<i>p</i>
Ρ	ρ	rho	<i>r</i>
Σ	σ s	sigma	<i>s</i> in <i>see</i>
Τ	τ	tau	<i>t</i>
Υ	υ	upsilon	like German <i>ü</i> (<i>ee</i> with lips rounded as for <i>oo</i>); long: as in <i>Hüte</i> ; short: as in <i>Hütte</i> ; sometimes anglicized to <i>u</i> in <i>union</i>
Φ	φ	phi	<i>ph</i> in <i>loophole</i> ; anglicized, <i>ph</i> in <i>phone</i> , = <i>f</i>
Χ	χ	chi	<i>ckh</i> in <i>blockhouse</i> ; sometimes anglicized to <i>k</i> in <i>king</i>
Ψ	ψ	psi	<i>ps</i> in <i>caps</i>
Ω	ω	omega	<i>o</i> in <i>or</i> ; anglicized, <i>o</i> in <i>go</i>

In transliteration from Classical Greek, the letters may be represented thus: a, b, g, d, e, z, ē, th, i, k, l, m, n, x, o, p, r, s, t, u, ph, kh, ps, ō; initial ϐ is transliterated by *rh*, internal ϐϐ by *rrh*; υ not following α, ε, η, ι often represented by *y* instead of *u*. It was formerly customary to latinize Classical Greek names, and this custom is still followed for most ordinary names used in English literature; in doing this, the letters are transliterated as above, except: γ is represented by *n* before γ, κ, ξ, χ; η, by *e*, but the macron is usually omitted, giving simply *e*; κ, by *c*; υ, by *y*, except after α, ε, η, ι, where it is *u*; χ, by *ch*; ω, by *o*, but the macron is usually omitted. The diphthong ει may be represented by *i* instead of *ei*; the diphthong ου may be represented by *u* instead of *ou*. The “rough breathing” is represented by *h*. The accents and other diacritical marks may be omitted, though they may be shown as ‘, ^, ` , “.

Diphthongs

αι	ai in aisle	αν	ou in out
ει	ei in veil	ευ	e in pet, u in rule; often anglicized to u in use
οι	oi in oil	ου	ou in soup
υι	German <i>ü</i> , plus <i>i</i> in machine; often anglicized to <i>we</i> as in <i>we</i>		

Typography

The typography of Classical Greek now follows in the main the conventions of Modern Greek; and the rules for syllabification of Modern Greek apply to Classical Greek as well.

Cardinal numbers

α'	εἷς, μία, ἓν	one	ν'	πεντήκοντα	fifty
β'	δύο	two	ξ'	ἑξήκοντα	sixty
γ'	τρεις, τρία	three	ο'	ἑβδομήκοντα	seventy
δ'	τέτταρες, -ρα	four	π'	ὀγδοήκοντα	eighty
ε'	πέντε	five	ζ'	ἐνενήκοντα	ninety
ς'	ἕξ	six	ρ'	ἐκατόν	hundred
ζ'	ἐπτά	seven	ρα'	ἐκατόν καὶ εἷς, etc.	one hundred and one, etc.
η'	ὀκτώ	eight	ς'	διακόσιοι, -αι, -α	two hundred
θ'	ἐννέα	nine	τ'	τριακόσιοι, -αι, -α	three hundred
ι'	δέκα	ten	υ'	τετρακόσιοι, -αι, -α	four hundred
ια'	ἐνδεκα	eleven	φ'	πεντακόσιοι, -αι, -α	five hundred
ιβ'	δώδεκα	twelve	χ'	ἑξακόσιοι, -αι, -α	six hundred
ιγ'	τρεισκαίδεκα, etc.	thirteen, etc.	ψ'	ἑπτακόσιοι, -αι, -α	seven hundred
κ'	είκοσι(ν)	twenty	ω'	ὀκτακόσιοι, -αι, -α	eight hundred
κα'	είκοσιν εἷς, etc.	twenty-one, etc.	θ'	ἐννακόσιοι, -αι, -α	nine hundred
λ'	триάκοντα	thirty	,α	χίλιοι, -αι, -α	thousand
μ'	τετταράκοντα	forty	,ι	μύριοι, -αι, -α	ten thousand

Ordinal numbers

πρῶτος, -η, -ον	first	δέκατος	tenth
δεύτερος, -α, -ον	second	ἐνδέκατος	eleventh
τρίτος, -η, -ον	third	δωδέκατος	twelfth
τέταρτος	fourth	τρίτος καὶ δέκατος, etc.	thirteenth, etc.
πέμπτος	fifth	είκοστός	twentieth
ἕκτος	sixth	είκοστός πρῶτος, etc.	twenty-first, etc.
ἑβδομος	seventh		
ὀγδοος	eighth	τριακοστός, etc.	thirtieth, etc.
ἐνατος	ninth	χιλιοστός	thousandth

These numerals, except the cardinals from 5 to 100, are regularly declinable according to the rules of the language.

The numeral characters take an acute accent after them, from 1 to 999. To place an accent below and to the left of a character multiplies it by 1000; e. g., α' = 1, ,α = 1000, ,α ἄμδ' = 1944.

Chronology

The ancient Greeks divided time into periods of 4 years, called Olympiads, the first year of the first Olympiad beginning in the middle of the summer of 776 B. C. Each year was divided into 12 months, but there was no division into weeks.

The seasons were called *ἔαρ* (ἦρ), spring; *θέρους*, summer; *ὀπώρα*, autumn, and *χειμα* (χειμών), winter.

After the rise of Roman supremacy, the Julian calendar was adopted, with the Latin month names transliterated. After the advent of Christianity, the weekly system was adopted, with names of the days as in Modern Greek.

Months

Ἑκατομβαιῶν	Hecatombaion	About July
Μεταγειτνίων	Metageitnion	August
Βοηδρομιών	Boëdromion	September
Πυανεσιών	Pyanepsion	October
Μαιμακτηριών	Maimacterion	November
Ποσειδεών	Poseideon	December
Ποσειδεών δεύτερος	Second Poseideon	In leap years only
Γαμηλιών	Gamelion	January
Ἀνθεστηριών	Anthesterion	February
Ἐλαφβολιών	Elaphebolion	March
Μουνυχιών	Mounichion	April
Θαργηλιών	Thargelion	May
Σκιροφοριών	Skirophorion	June

The modern equivalents are, of course, only approximate, as the Greeks had not calculated the year as accurately as more modern mathematicians have. The first day of Hecatombaion was intended to fall upon the summer solstice, but it actually varied from the middle of June to the first week in August.

Time

ώρα	hour	μήν	month
ἡμέρα	day	ἔτος	year
ἐβδομάς	week		

INCUNABULA

The following old forms of letters, letter combinations, and abbreviations will be helpful to those interested in reading early Greek records or manuscripts. Those under I are individual letters; those under II to VI represent various letter combinations or entire words.

I

α γ δ ε ε κ ν ν ν σ

II

ον γὰρ γὰρ εἰ εἷ εἰλ ην ου τῶ υ̅ δέ και τι

III

IV

V

VI

αυ̅ι αυ̅ι

εἶν̅ εἶναι

μετ̅α μετα

ταυ̅τα ταυ̅τα

αλ̅ αλ̅

εν̅ εν̅

μω̅ μω̅

τη̅ν τη̅ν

αλλ̅ αλλ̅

επειδ̅η̅ επειδ̅η̅

μω̅ν̅ μω̅ν̅

τη̅ς τη̅ς

αν̅ αν̅

ε̅πευ̅ ε̅πευ̅

ο̅ι̅ον̅ ο̅ι̅ον̅

τη̅ς τη̅ς

α̅ρ̅ α̅ρ̅

ε̅πι̅ ε̅πι̅

ου̅κ ου̅κ

το̅ το̅

αυ̅τ̅ αυ̅τ̅

ε̅πι̅ ε̅πι̅

ου̅τος ου̅τος

το̅ν το̅ν

γ̅γ̅ γ̅γ̅

ε̅πι̅ ε̅πι̅

πα̅ρα̅ πα̅ρα̅

το̅υ το̅υ

γ̅α̅ρ̅ γ̅α̅ρ̅

ε̅πι̅ ε̅πι̅

πε̅ρ̅ πε̅ρ̅

το̅υ το̅υ

γ̅α̅ρ̅ γ̅α̅ρ̅

ε̅ρ̅ ε̅ρ̅

πε̅ρι̅ πε̅ρι̅

το̅υ̅ς το̅υ̅ς

γ̅ε̅λ̅ γ̅ε̅λ̅

ε̅υ̅ ε̅υ̅

πο̅ πο̅

τρ̅ τρ̅

γ̅εν̅ γ̅εν̅

κα̅τα̅ κα̅τα̅

ρο̅ ρο̅

τρο̅ τρο̅

γ̅ε̅ρ̅ γ̅ε̅ρ̅

κε̅φα̅λ̅αι̅ον̅ κε̅φα̅λ̅αι̅ον̅

σα̅ σα̅

τω̅ τω̅

γ̅ι̅ν̅ε̅ται̅ γ̅ι̅ν̅ε̅ται̅

μα̅τω̅ν̅ μα̅τω̅ν̅

σε̅ σε̅

τω̅ν̅ τω̅ν̅

γ̅ο̅ γ̅ο̅

με̅θ̅ με̅θ̅

ο̅θ̅αι̅ ο̅θ̅αι̅

τω̅ν̅ τω̅ν̅

γ̅ρι̅ γ̅ρι̅

με̅ν̅ με̅ν̅

σο̅ σο̅

υ̅ υ̅

γ̅ρο̅ γ̅ρο̅

με̅ν̅ με̅ν̅

σπ̅ σπ̅

υ̅ν̅ υ̅ν̅

δε̅ξ̅ δε̅ξ̅

με̅ν̅ με̅ν̅

σσ̅ σσ̅

υ̅π̅ υ̅π̅

δε̅υ̅ δε̅υ̅

με̅ν̅ με̅ν̅

σ̅ω̅ σ̅ω̅

χ̅θ̅ χ̅θ̅

δια̅ δια̅

με̅ν̅ος̅ με̅ν̅ος̅

ται̅ται̅

χ̅ο̅ χ̅ο̅

δια̅ δια̅

με̅τα̅ με̅τα̅

ται̅ς̅ται̅ς̅

ω̅ω̅ω̅ω̅

INCUNABULA LIGATURES

Many of the old character forms, digraphs, prefixes, and suffixes were conventionalized into ligatures, of which there are a very large number in the old editions. Those most frequently used are shown in the following table:

[illegible]

HEBREW

בְּרֵאשִׁית בָּרָא אֱלֹהִים אֶת הַשָּׁמַיִם וְאֶת הָאָרֶץ: וְהָאָרֶץ הִיְתָה תֹהוֹ וְבָהוּ וְהַשָּׁד עַל־פְּנֵי תְהוֹם וְרוּחַ אֱלֹהִים מְרַחֶפֶת עַל־פְּנֵי הַמָּיִם: וַיֹּאמֶר אֱלֹהִים יְהִי אוֹר וַיְהִי־אוֹר: וַיֵּרָא אֱלֹהִים אֶת־הָאֹר פִּיטוֹב וַיְבָרֶךְ אֱלֹהִים בֵּין הָאֹר וּבֵין הַחֹשֶׁךְ: וַיִּקְרָא אֱלֹהִים לְאֹר יוֹם וּלְחֹשֶׁךְ קִרָּא לַיְלָה וַיְהִי־עֶרֶב וַיְהִי־בֹקֶר יוֹם אֶחָד: Genesis 1: 1-5—

Alphabet, transliteration, and pronunciation

	Name	Transliteration	Phonetic value	Numeral value
א	'Alef	' or omit	originally a glottal stop; now silent	1
ב	Bēth	<i>b, v</i>	<i>b, v</i>	2
ג	Gīmel	<i>g</i>	<i>g</i> in <i>go</i>	3
ד	Daleth	<i>d</i>	<i>d</i>	4
ה	Hē	<i>h</i>	<i>h</i> ; silent at end of word	5
ו	Wāw	<i>w</i>	originally <i>w</i> ; now <i>v</i>	6
ז	Zayin	<i>z</i>	<i>z</i>	7
ח	Ḥēth	<i>ḥ</i>	a strong <i>h</i>	8
ט	Ṭēth	<i>ṭ</i>	originally emphatic <i>t</i> ; now <i>t</i>	9
י	Yōd	<i>y</i>	<i>y</i> in <i>yes</i>	10
כ	Kaf	<i>k, kh</i>	<i>k, kh</i> as German <i>ch</i>	20
ל	Lamed	<i>l</i>	<i>l</i>	30
מ	Mēm	<i>m</i>	<i>m</i>	40
נ	Nūn	<i>n</i>	<i>n</i>	50
ס	Samekh	<i>s</i>	<i>s</i> in <i>so</i>	60
ע	'Ayin	'	originally a laryngeal voiced spirant; now silent	70
פ	Pē	<i>p, f</i>	<i>p, f</i>	80
צ	Ṣadē	<i>ṣ</i>	originally emphatic <i>s</i> ; now <i>ts</i> in <i>pets</i>	90

[Concluded on following page]

	Name	Transliteration	Phonetic value	Numeral value
ק	Qōf	<i>q</i>	originally velar <i>k</i> ; now <i>k</i>	100
ר	Rēsh	<i>r</i>	<i>r</i> , as in French uvular or Italian trilled	200
ש	Śin, Shīn	<i>ś, sh</i>	<i>ś</i> ; originally palatal; now <i>s</i> in so; <i>sh</i> as in shoe	300
ת	Tāw	<i>t</i>	<i>t</i> ; originally also like <i>th</i> in thin	400

In transliteration, especially of names, the macrons over vowels and the dots under consonants, as well as ' and ' , are often omitted; ' is also printed as ' . For *f*, *ph* is often used. For *ś*, an ordinary *s* is often found, and then samekh is sometimes represented by *ś*. For *sh*, *ś* is sometimes used, especially in scholarly works. There are other special transliteration practices to be found in scholarly works.

Hebrew is read from right to left. Its alphabet consists of 22 letters, all consonants; the vowels are represented by vowel signs or points, as explained under Vowels below.

Special characters

Five of the letters (*kaf*, *mēm*, *nūn*, *pē*, and *šadē*) have a so-called final form, shown immediately to the right of its respective regular form. This final form is used as the final letter of a word.

Eight of the letters represent two sounds each, distinguished by means of a dot, as follows:

ב as <i>b</i> or <i>v</i>	ב as <i>b</i> or <i>bb</i>
ג as <i>g</i> ; also like Dutch <i>g</i>	ג as <i>g</i> in big, <i>gg</i>
ד as <i>d</i> ; and like <i>th</i> in then	ד as <i>d</i> , <i>dd</i>
ה as <i>h</i> or silent	ה as <i>hh</i> (stronger aspiration)
כ as <i>k</i> or German <i>ch</i>	כ as <i>k</i> , <i>kk</i>
פ as <i>p</i> or <i>f</i>	פ as <i>p</i> , <i>pp</i>
צ as <i>sh</i>	צ as <i>s</i> in sin
ח as <i>t</i> or <i>th</i>	ח as <i>t</i> , <i>tt</i>

Some of the letters seem to be more or less similar. These are grouped, for the convenience of identification, within brackets below:

[Bēth Kaf]	[Daleth Kaf (final) Resh]	[Mēm (final) Šamekh]
[ב כ]	[ד ך ר]	[ם ס]
[Gimel Nūn]	[Teth Mēm]	[‘Ayin Šadē]
[ג נ]	[ט ם]	[׀ ׀ ת]
	[Wāw Zayin Yōd Nūn (final)]	
	[ו ז י ך]	

Vowels

The vowels are represented by marks called vowel points. These are placed above or below the consonant and, with the exception of the furtive pataḥ, have the effect of a vowel following the consonant; e. g., ם (ba), ם (bē). The forms, names, and sounds of the vowels are as follows:

Long Vowels		Short Vowels	
◌ֵ Qameṣ ā	<i>a</i> as in palm	◌ֹ Pataḥ <i>a</i>	<i>a</i> as in part (short)
◌ֶ Šere ē	<i>ei</i> as in vein	◌ִ Segol <i>e</i>	<i>e</i> as in bed
◌ִ Hirik gadol ī	<i>i</i> as in machine	◌ִ Hirik katon <i>i</i>	<i>i</i> as in big
◌ֹ Ḥolam ō	<i>o</i> as in no	◌ֹ Qameṣ katon <i>o</i>	<i>o</i> as in soft
◌ֹ Šhruk ū	<i>oo</i> as in moon	◌ֹ Kubbuts <i>u</i>	<i>u</i> as in full

The furtive pataḥ

All vowels are pronounced as if they follow the consonant to which they are ascribed, with the exception of final ך, which is pronounced not *ḥa*, but *ah*. This pataḥ is termed "furtive pataḥ."

The shwa

Sometimes shwa represents the sound of the first *e* in believe; e. g., שֵׁמָע (shema); it may be transliterated *e*. At other times it is not pronounced, as in אַבְרָם (avrom), so that a consonant cluster results. Also, shwa is written, according to certain rules for writing Hebrew, before the points for *a*, *e*, and *o* to represent a very short vowel; e. g., אֵי, אֶמֶת, אֱלֹהִי. These vowel point combinations, אֵי, אֶ, and אֱ are transliterated *ǎ*, *ǝ*, and *ǿ*, respectively.

Punctuation and accentuation

Although the principles and marks of punctuation in modern Hebrew are, in the main, as in English, Scriptural Hebrew employs, in addition to the vowel points, 21 accent marks, which are placed either singly or in various combinations above or below the consonantal characters they modify. These have a threefold object: (a) to indicate stress; (b) to direct cantillation—the chanting in which the Scriptures are intoned; and (c) to indicate distinctions in the meanings of words, e. g., בְּנוּ they build, but בְּנוּ in us.

As marks of cantillation, accent marks are divided into two classes: disjunctives and conjunctives, the former corresponding to marks of separation in English—the period, semicolon, comma, etc., the latter indicating that the word bearing them is connected in sense with that which follows. The table presents the forms, names, and classifications of these accents:

Disjunctives					
Form	EMPERORS (מְשֻׁלָּטִים)	Name	Form	PRINCES (מְשֻׁלְטִים)	Name
בְּ	Silluq	סִלּוּק	זֶ	Zarqā'	זֶרְקָא
בְּ	'Ethnāh	אֶתְנַח	בְּ	Paštā'	פַּשְׁטָא
			בְּ	Yethīw	יְתִיב
			בְּ	Tevīr	תְּבִיר
			בְּ	'Azlā'	אֶזְלָא
	KINGS (מְלָכִים)		בְּ	Gērēš	גֵּרֶשׁ
בְּ	Segōltā'	סִגּוּלְתָא	בְּ	Gēršayīm	גֵּרֶשַׁיִם
בְּ	Zāqēf Qāṭōn	זָקֵף קָטָן		COUNTS (מְשֻׁלְטִים)	
בְּ	Zāqēf Gādōl	זָקֵף גָּדוֹל	בְּ	Pāzēr	פָּזֵר
בְּ	Tippēhā'	טִפְפָּה	בְּ	Qarnēy Fārāh	קֶרְנֵי פָרָה
בְּ	Revīa'	רְבִיעַ	בְּ	Telīšāh Gēdōlāh	תְּלִישָׁה גְּדוֹלָה
בְּ	Šalšelet	שְׁלִשְׁלֵת	בְּ	Telīšāh Qeṭannāh	תְּלִישָׁה קְטַנָּה
			בְּ	Pesīq	פְּסִיק
Conjunctives					
בְּ	Mūnah	מוֹנַח	בְּ	Dargā'	דֶּרְגָא
בְּ	Mahpakh	מַחְפָּף	בְּ	Merkā'	מֶרְכָא
בְּ	Qadmā'	קֶדְמָא	בְּ	Merkā' Kefūlāh	מֶרְכָא כְּפוּלָה

There are also three supplementary marks of interpunction: The *soph-pasuk* (:), terminal mark of a verse; the *pesik* (|), for a pause within the verse; and *makkēph* (-), the elevated hyphen between words.

Syllabification

It is the rule in Hebrew not to divide words.

The calendar

The Hebrew calendar was given its present fixed form by Hillel II about A. D. 360. It is based on a year of 12 months, alternating 30 and 29 days, with an intercalary month of 29 days in leap year. These months, with their corresponding periods in the Gregorian calendar, are as follows:

Tishri	תשרי	September-October
Heshvan	חשוון	October-November
Kislev	כסלו	November-December
Tebet	טבת	December-January
Shebat	שבט	January-February
Adar	אדר	February-March
Veadar	ואדר	Intercalary month
Nisan	ניסן	March-April
Iyar	אייר	April-May
Sivan	סיון	May-June
Tammuz	תמוז	June-July
Ab	אב	July-August
Elul	אלול	August-September

The year begins on the first day of the month of Tishri, which is the day of the Molad, or appearance of the new moon, nearest the autumnal equinox. The actual date is, however, sometimes shifted 1 or 2 days, according to specific regulations; thus, New Year may not fall on either a Friday or a Sunday, since that would conflict with the observance of the Sabbath; nor, for a like reason, may it come on a Wednesday, since that would cause Atonement Day to come on a Friday.

To convert a given year (anno Domini) into its corresponding Hebrew year (anno mundi), add 3,760 to the former, bearing in mind, however, that the year begins in September. As the Hebrew calendar omits the thousands, the year 5705, corresponding to the Christian year 1945, is represented in Hebrew characters by תש"ה, 705, these characters, as already explained, denoting 400, 300, and 5, respectively.

The days of the week are referred to as first day, second day, etc., the seventh being called Sabbath (שבת). The holidays, festivals, and fasts, with their dates, are as follows:

Rosh Hashana (New Year, Tishri 1)	ראש השנה
Tsom Gedaliah (Fast of Gedaliah, Tishri 3)	צום גדליה
Yom Kippur (Day of Atonement, Tishri 10)	יום כפור
Sukkoth (Feast of Tabernacles, Tishri 15-22)	סוכות
Simhath Torah (Rejoicing Over the Law, Tishri 23)	שמחת תורה
Hanukkah (Feast of Dedication, Kislev 25)	חנוכה
Asereth b'Tebet (Fast of Tebet, Tebet 10)	עשרת בטבת
Purim (Feast of Lots, Adar 14)	פורים
Pesach (Passover, Nisan 15-21)	פסח
Shabuoth (Feast of Weeks, Sivan 6)	שבועות
Tishah b'Ab (Fast of Ab, Ab 9)	תשעה באב

Abbreviations

In Hebrew, abbreviations are set as follows: If of one letter, one prime mark (') is used after the letter; if of more than one letter, a double prime (") is used

just before the last letter. Vowel points are always omitted. The abbreviations most frequently used are as follows:

Sir, Master, Mr.; thousand-----
Aleph Beth (the alphabet)-----
Said our learned ones of blessed memory-----

The Land of Israel (Palestine)-----
God willing-----
Synagogue-----
Sons of Israel, the Jews-----
In these words, viz-----
The author-----
Gaon (title of Jewish princes in the Babylonian
exile), His Highness, His Majesty.

The laws of Israel-----
The Holy One, Blessed be He (the Lord)-----
Destruction of the First Temple-----
Destruction of the Second Temple-----
Exodus from Egypt-----
As it was said; as it was written-----
A. M. (anno mundi)-----
The Holy Language (Hebrew)-----
Good luck; I congratulate you-----
The Sacred Books-----
The Holy Scroll-----
May he rest in peace-----
In the Hereafter-----
New Year's Eve-----
Sabbath Eve-----
Verse; chapter-----
The judgment of the court-----
Saint (St.); Zion-----
Recognition of God's justice-----
The reading of the Holy Scroll-----
First of all-----
Our Rabbis of Blessed Memory-----
Rabbi Moses, son of Maimon (Maimonides)-----
Catalog-----
Year; line; hour-----
Sabbath days and holidays-----
As stated-----
Babylonian Talmud-----
The Books of the Law, the Prophets, and Hagio-
grapha (Old Testament).

א', אדון; אלף
א"ב, אלף בית
אח"ל, אמרו חכמינו וזכרונם
לברכה
א"י, ארץ ישראל
א"י, אם ירצה השם
בהכ"ל, בית הכנסת
ב"י, בני ישראל
בוה"ל, בזה הלשון
בע"מ, בעל מחבר
נ', גאון

ד"י, דיני ישראל
הקב"ה, הקדוש ברוך הוא
חב"ד, חרבן בית ראשון
חב"ש, חרבן בית שני
יצ"מ, יציאת מצרים
כמ"ש, כמו שנאמר; כמו שכתב
לב"ע, לבריאת עולם
לה"ק, לשון הקדש
מז"ט, מול טוב
ס"ה, ספרים הקדושים
ס"ת, ספר תורה
ע"ה, עליו השלום
עוה"ב, עולם הבא
ער"ה, ערב ראש השנה
ע"ש, ערב שבת
פ', פסוק; פרק
פב"ד, פסק בית דין
צ', צדיק; ציון
צה"ד, צדוק הדין
קה"ת, קריאת התורה
קכ"ד, קדם כל דבר
רז"ל, רבותינו וזכרונם לברכה
רמב"ם, ר' משה בן מימון
רש"ס, רשימת ספרים
ש, שנה; שורה; שעה
שו"ט, שבתות וימים טובים
שנ', שנאמר
ת"ב, תלמוד בבלי
תנ"ך, תורה, נביאים, כתובים

Cardinal numbers

one	אחד, אחד	twenty	עשרים
two	שנים, שתיים	thirty	שלשים
three	שלוש, שלוש	forty	ארבעים
four	ארבעה, ארבע	fifty	חמשים
five	חמשה, חמש	sixty	ששים
six	שה, שש	seventy	שבעים
seven	שבעה, שבע	eighty	שמנים
eight	שמונה, שמונה	ninety	תשעים
nine	תשעה, תשע	hundred	מאה
ten	עשרה, עשר	thousand	אלף

In forming the numbers from 11 to 19, the terms עשרה in the feminine and עשר in the masculine are used, preceded by the proper unit number; for 21 and upward, the term corresponding to the proper tenth digit is followed by the proper unit term preceded by the conjunction ו, and; e. g., twelve עשר שנים, twenty-four עשרים וארבע, etc.

Ordinal numbers

first	ראשון	sixth	ששי
second	שני	seventh	שביעי
third	שלישי	eighth	שמיני
fourth	רביעי	ninth	תשיעי
fifth	חמישי	tenth	עשירי

After 10 the ordinals are similar in form to the cardinals with the addition of the definite article ה; e. g., העשרים, the twentieth.

Seasons

spring	אביב	autumn	סתיו
summer	קיץ	winter	חורף

Time

hour	שעה	month	חדש
day	יום	season	מועד
week	שבוע	year	שנה

REFERENCES.—J. Philips and A. Hyman, *Complete Instructor in Hebrew* (1919); J. Weingreen, *A Practical Grammar for Classical Hebrew* (1939); A. S. Waldstein, *English Hebrew and Hebrew English Dictionary* (1936); P. Arnold-Kellner and M. D. Gross, *Complete Hebrew-English Dictionary* (1923).

HUNGARIAN

Az ótátrafüredi vendéglőben már nem muzsikált a cigány és a vendégek nagy része is elutazott már haza. Akik még ott maradtak, az a pár ember, elért a vacsoránál három-négy asztal körül. Pedig most járt a leggyönyörűbb idő, az esős nyarat tiszta, napsütéses őszt váltotta föl.—K. Csathó, 'A varjú a toronyórán'.

Alphabet and pronunciation

A	a	<i>aw</i> in law, but shorter
Á	á	<i>a</i> in father; in family names sometimes written <i>aa</i> , <i>aá</i>
B	b	<i>b</i>
C	c	<i>ts</i> ; formerly written <i>cz</i>
Cs	cs	<i>ch</i> in church
D	d	<i>d</i>
E	e	<i>e</i> in met
É	é	somewhat like <i>ei</i> in eight
F	f	<i>f</i>
G	g	<i>g</i> in go
Gy	gy	somewhat like <i>dy</i> in did you, said rapidly
H	h	<i>h</i>
I	i	<i>i</i> in hit; in family names sometimes written <i>y</i>
Í	í	<i>ee</i> in meet
J	j	<i>y</i> in yes
K	k	<i>k</i>
L	l	<i>l</i>
Ly	ly	<i>y</i> in yes
M	m	<i>m</i>
N	n	<i>n</i> ; before <i>g</i> , as <i>ng</i> in finger; before <i>k</i> , as in sink
Ny	ny	somewhat like <i>ny</i> in canyon
O	o	<i>o</i> in November (short)
Ó	ó	<i>o</i> in no; in family names sometimes written <i>oo</i> , <i>oó</i>
Ö	ö	tongue position as for <i>e</i> in met, with lips rounded as for <i>oo</i> in food; like short German <i>ö</i> or French <i>eu</i> ; in family names sometimes written <i>eö</i> , <i>ew</i>
Ő	ő	tongue position as for <i>a</i> in care, with lips rounded as for <i>oo</i> in food; like long German <i>ö</i> or French <i>eu</i> ; in family names sometimes written <i>eő</i>
P	p	<i>p</i>
R	r	trilled <i>r</i>
S	s	<i>sh</i> in shoe
Sz	sz	<i>s</i> in so
T	t	<i>t</i>
Ty	ty	somewhat like <i>ty</i> in hit you, said rapidly
U	u	somewhat like <i>oo</i> in good
Ú	ú	<i>oo</i> in food

[Concluded on following page]

Ű	ű	tongue position as for <i>i</i> in hit, with lips rounded as for <i>oo</i> in food; like short German <i>ü</i> or French <i>u</i>
Ű	ű	tongue position as for <i>ee</i> in meet, with lips rounded as for <i>oo</i> in food; like long German <i>ü</i> or French <i>u</i>
V	v	<i>v</i> ; in family names sometimes written <i>w</i>
Z	z	<i>z</i> in zone
Zs	zs	<i>s</i> in pleasure

The vowels *á, é, í, ó, ő, ú,* and *ű* are long; the other vowels are short. Double consonants are pronounced long, somewhat in the manner of *n(k)n* in penknife. When doubled, *cs, gy, ly, ny, sz, ty,* and *zs* are written *ccs, ggy, lly, nny, ssz, tty,* and *zsz*.

The letters *g, w, x,* and *y* are not considered a part of the Hungarian alphabet. In alphabetical listings which include foreign words or names, or words in very antiquated Hungarian orthography, e. g., proper names, *q* follows *p*, and *w, x,* and *y* come between *v* and *z*. The combination *qu* is pronounced *kv*; *w* is usually pronounced *v*; *x* is pronounced as though written *ksz*. The letter *y* in many family names is pronounced as though written *i*.

Special characters

Hungarian uses the Latin alphabet with the addition of the following special characters: *Á á, Ê é, Î í, Ó ó, Ő ő, Œ œ, Ű ú, Ū ü, and Ŭ ŭ.*

Vowels and consonants

The vowels are *a, á, e, é, i, í, o, ó, ő, ő, u, ú, ü, and ű;* the remaining letters of the alphabet are consonants.

Diphthongs

Hungarian has no diphthongs. Each vowel is fully articulated, and each word has as many syllables as it has vowels.

Digraphs

The digraphs and their sounds are:

ch as *ch* in church (old spelling)
cs (see Alphabet and pronunciation)
cz now written *c*, like *ts*; formerly regarded part of the alphabet, following *cs*
ds as *j* in judge
dz as *d* followed by *z*
dzs as *j* in judge
gh as *g* in go (old spelling)
gy (see Alphabet and pronunciation)

ly (see Alphabet and pronunciation)
ny (see Alphabet and pronunciation)
ph as *f* (in foreign words)
rh as though written *r* (old spelling and foreign words)
sz (see Alphabet and pronunciation)
th as *t* (old spelling and foreign words)
ty (see Alphabet and pronunciation)
zs (see Alphabet and pronunciation)

Rules for syllabification

1. Digraphs may not be divided.
2. Division is made on a vowel before a single consonant or digraph: *vá-ros, ró-zsa.*
3. In a group of two or more consonants, division is made before the last consonant or digraph: *ab-rak, al-szik, asz-tal, elméncz-ség, rend-szer, tán-czol.*
4. Vowels may be divided: *mi-enk, ti-e-id.*
5. Certain adverbial prefixes are kept intact. These are: *al, át, el, fel, fenn, hát, ki, leg, meg, szét, túl,* and *viszon:* *al-elnök, át-adni, el-adás,* etc.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *bér-autó* (taxicab), *állam-adósság* (national debt). This rule does not apply, however, to merely inflected words or suffixed words: *ké-sem* (my knife) (rather than *kés-em*), *asztal-on* (on the table) (rather than *asztal-on*).
7. Contracted double consonants (*ccs; ccz, ggy, lly, nny, ssz, tty,* from *cscs, cccz, gygy, lyly, nyny, szsz, tyty*) may be divided, but in that case the elided consonant must be restored. Thus *hosszú, faggyú, hattyú* are divided *hosz-szú, fagy-gyú, haty-tyú,* etc.

8. Foreign words and components of foreign words are divided according to their respective conventions: *Reichs-amt*, *Washington*, *anti-kvárius*, *dia-fragma*, *dia-гнозис*, *demo-kratikus*, *dex-trin*, *bif-sztek*, *champi-gnon*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aka-dá-lyoz	(2, 2)	is-me-re-tes	(3, 2, 2)
akasz-ta-ni	(3, 2)	jog-el-le-nes	(6, 3, 2)
Ál-la-mok	(3, 2)	ki-kvar-té-lyoz	(5, 3, 2)
al-or-vos	(5, 3)	ki-pró-bál-ni	(5, 2, 3)
alu-szé-ko-ny	(2, 2, 2)	kis-is-ko-la	(6, 3, 2)
ame-ri-kai	(2, 2)	kom-pro-mit-tál-ni	(8, 2, 3, 3)
an-tro-po-ló-gia	(8, 2, 2, 2)	kon-gresz-szus	(8, 7)
át-ál-lít	(5, 3)	leg-drá-gább	(5, 2)
azo-no-sí-tás	(2, 2, 2)	leg-e-rő-sebb	(5, 2, 2)
ba-rá-ti-as	(2, 2, 4)	le-gön-gyöl	(2, 3)
bo-lyon-ga-ni	(2, 3, 2)	ma-gya-ros-ság	(2, 2, 3)
ci-ga-ret-ta	(2, 2, 3)	meg-a-la-kit	(5, 2, 2)
cí-mez-ni	(2, 3)	mi-kro-szkóp	(8, 8)
Cseh-szlo-vá-kia	(6, 2, 2)	Né-met-or-szág	(2, 6, 3)
cse-le-ked-ni	(2, 2, 3)	né-me-tül	(2, 2)
csil-lag-év	(3, 6)	nép-ok-ta-tás	(6, 3, 2)
cu-kor-nád	(2, 3)	név-a-lá-f-rás	(6, 2, 4, 2)
de-ka-gramm	(2, 8)	or-vo-si	(3, 2)
el-ad-ni	(5, 3)	or-vos-sá-gos	(3, 3, 2)
elő-a-dás	(4, 2)	oszt-ha-tat-lan	(3, 2, 3)
elő-ze-tes	(2, 2)	ön-ál-lót-lan	(6, 3, 3)
em-be-rek	(3, 2)	őr-ál-lás	(6, 3)
em-ber-is-me-ret	(3, 6, 3, 2)	ős-e-lem	(6, 2)
fel-ál-lí-tás	(5, 3, 2)	szét-osz-tás	(5, 3)
fél-esz-ten-dő	(6, 3, 3)	szo-vjet-o-rosz-or-szág	(8, 6, 2, 6, 3)
fenn-em-lí-tett	(5, 3, 2)	túl-é-rő	(5, 2)
fe-nye-ge-tés	(2, 2, 2)	út-le-vél	(6, 2)
gőz-ha-jó	(3, 2)	vi-szon-ha-tás	(2, 5, 2)
gyó-gyá-szat	(2, 2)	vi-szo-nos-ság	(2, 2, 3)
gyó-gyít-ha-tó	(2, 3, 2)	za-var-gás	(2, 3)
hi-á-nyos	(4, 2)	zűr-za-var	(3, 2)
iga-zít-ha-tó	(2, 3, 2)	zsar-nok-ság	(3, 3)
írás-hi-ba	(3, 2)		

Stress and diacritics

Without exception, stress is on the first syllable. Diacritical marks (see Special characters) are used to denote vowel modifications.

Capitalization

Forms of address in letters, etc., and titles are capitalized: *Felséges Uram* (Your Majesty); *Méltóságod* (Your Lordship).

Proper names and those referring to God are capitalized.

Adjectives formed from proper names and names of months are lowercased: *budapesti* (of Budapest); *magyar* (Hungarian).

Punctuation

Punctuation is practically the same as in English.

Abbreviations

f. fillér, halfpenny
f. é. folyó évi, current year
k. korona, crown
kir. királyi, royal
p. pengő, 100 fillér

pl. például, for instance
stb. és a többi, et cetera
sz. szám, number
sz(t). szent, Saint
t. i. tudni illik, that is

Cardinal numbers

egy	one	harminc	thirty
két (kettő) ¹	two	harmincegy, etc.	thirty-one, etc.
három	three		
négy	four	negyven	forty
öt	five	ötven	fifty
hat	six	hatvan	sixty
hét	seven	hetven	seventy
nyolc(z)	eight	nyolcvan	eighty
kilenc(z)	nine	kilencven	ninety
tíz	ten	száz	hundred
tizenegy	eleven	száz egy, etc.	one hundred
tizenkét (tizenkettő)	twelve		and one, etc.
tizenhárom, etc.	thirteen, etc.	két száz, etc.	two hun- dred, etc.
húsz	twenty	ezer	thousand
huszonegy	twenty-one		
huszonkét (huszon- kettő), ¹ etc.	twenty-two, etc.		

Ordinal numbers

első	first	tizenkettedik	twelfth
második	second	tizenharmadik, etc.	thirteenth, etc.
harmadik	third		
negyedik	fourth	huszadik	twentieth
ötödik	fifth	huszonegyedik	twenty-first
hatodik	sixth	huszonkettedik, etc.	twenty-sec- ond, etc.
hetedik	seventh	harminc(z)adik, etc.	thirtieth, etc.
nyolc(z)adik	eighth	századik	hundredth
kilenc(z)edik	ninth	ezredik	thousandth
tizedik	tenth		
tizenegyedik	eleventh		

Months

január (jan.)	January	julius (jul.)	July
február (feb.)	February	augusztus (aug.)	August
márc(z)ius (márc(z).)	March	szeptember (szept.)	September
április (ápr.)	April	október (okt.)	October
május (máj.)	May	november (nov.)	November
junius (jun.)	June	dec(z)ember (dec(z).)	December

Days

vasárnap	Sunday	csütörtök	Thursday
hétfő	Monday	péntek	Friday
kedd	Tuesday	szombat	Saturday
szerda	Wednesday		

Seasons

tavas	spring	ősz	autumn
nyár	summer	tél	winter

Time

óra	hour	hó, hónap	month
nap	day	év, esztendő	year
hét	week		

REFERENCES.—A. and I. Ginever, *Hungarian Grammar* (1909); J. Szinnyei, *Ungarische Sprachlehre* (1912); Arthur B. Yolland, *A Dictionary of the Hungarian and English Languages* (1924); Green Béla, *Universal English-Hungarian and Hungarian-English Pocket Dictionary* (1925); Robert A. Hall, Jr., *An Analytical Grammar of the Hungarian Language*, 1938; Thomas A. Sebeok, *Spoken Hungarian* (1944).

¹ The ordinal *két* is used when followed by a noun; otherwise *kettő*.

ITALIAN

Un tratto importante, che caratterizza il grande movimento della civiltà italiana risorgente e che risulta, non pure dalla poesia e filosofia di quel tempo, ma anche dall'opera dei politici e degli stessi guerrieri, è quell'impronta diffusa di umanità, in cui si avvolge come in una rosea nube il loro pensiero e la loro vita, pur diretti come sono ad un unico ideale: il risorgimento della Patria.—Giovanni Vidari, *Le civiltà d'Italia* (1934), as quoted by Young and Cantarella, *Corso d'Italiano* (1942), p. 320.

Alphabet and pronunciation

A	a	<i>a</i> in far
B	b	<i>b</i> ; all consonant letters may be doubled, and then pronounced long, as <i>n(k)n</i> in penknife, etc.
C	c	<i>c</i> in scan (= <i>k</i>) before <i>a</i> , <i>o</i> , <i>u</i> , and consonants; before <i>e</i> or <i>i</i> , similar to <i>ch</i> in chant; <i>cia</i> , <i>cie</i> , <i>cio</i> , and <i>ciu</i> pronounced as <i>cha</i> in chart, <i>che</i> in check or <i>cha</i> in chafe, <i>cho</i> in chortle, and <i>chu</i> in Manchu, respectively; <i>ccia</i> , etc., sound like <i>t</i> followed by <i>cha</i> , etc.; <i>scia</i> , <i>scie</i> , <i>scio</i> , and <i>sciu</i> pronounced as <i>sha</i> in sharp, <i>she</i> in shepherd, <i>sho</i> in show, and <i>sho</i> in shoe, respectively
D	d	<i>d</i>
E	e	<i>a</i> in grate; <i>e</i> in bell
F	f	<i>f</i>
G	g	<i>g</i> in gay before <i>a</i> , <i>o</i> , <i>u</i> , and consonants; before <i>e</i> or <i>i</i> like <i>j</i> ; <i>gia</i> , <i>gie</i> , <i>gio</i> , and <i>giu</i> pronounced as <i>ja</i> in jar, <i>je</i> in jet, between <i>ja</i> in jaw and <i>jo</i> in joke, and <i>ju</i> in jury, respectively; <i>ggia</i> , etc., sound like <i>d</i> plus <i>ja</i> , etc.
H	h	silent, but makes a preceding <i>c</i> or <i>g</i> hard
I	i	<i>e</i> in me; <i>i</i> preceded by <i>c</i> , <i>sc</i> , or <i>g</i> and followed by <i>a</i> , <i>o</i> , or <i>u</i> is silent unless stressed; before or after more highly stressed vowel, <i>i</i> is similar to <i>y</i> in yes and in boy, respectively
J	j	<i>y</i> in yes; now obsolete and replaced by <i>i</i>
K	k	<i>k</i> ; only in foreign words
L	l	<i>l</i> in million
M	m	<i>m</i>
N	n	<i>n</i>
O	o	<i>o</i> in note; <i>aw</i> in saw
P	p	<i>p</i> in spin
Q	q	always with following <i>u</i> ; <i>qu</i> pronounced as in quick
R	r	<i>r</i> in three
S	s	<i>s</i> ; usually <i>z</i> between two vowels; <i>scia</i> , <i>scie</i> , <i>scio</i> , and <i>sciu</i> are pronounced <i>sha</i> , <i>she</i> , <i>sho</i> , and <i>shu</i> , respectively
T	t	<i>t</i> in step

[Concluded on following page]

U	u	oo in coo; before or after more highly stressed vowel, <i>u</i> is similar to <i>w</i> in wet and how, respectively
V	v	<i>v</i>
W	w	} only in foreign words
X	x	
Y	y	<i>i</i> ; only in foreign words
Z	z	<i>ts</i> in quarts or <i>ds</i> in adz

Special characters

Italian uses the Latin alphabet. It has no special characters; accents are employed only to a limited extent.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and *y*; the other letters of the alphabet are consonants.

Diphthongs

The combination of an *i* or *u* with another, more highly stressed, vowel may be regarded as diphthongal.

Digraphs

The digraphs and their sounds are:

<i>ch</i> as <i>c</i> in cat only before <i>e</i> , <i>i</i>	<i>gn</i> as in cognac (= <i>ny</i> in canyon)
<i>gh</i> as <i>g</i> in go only before <i>e</i> , <i>i</i>	<i>gu</i> as in squalor
<i>gl</i> as <i>ll</i> in million ¹	<i>sc</i> as <i>sh</i> in shall (before <i>e</i> or <i>i</i>)

Consonantal units

For the purpose of syllabification, a mute consonant followed by a liquid consonant is a consonantal unit. Hence, the following are consonantal units:

<i>bl</i> , <i>br</i>	<i>dr</i> ,	<i>gl</i> , <i>gr</i>	<i>tl</i> , <i>tr</i>
<i>chr</i> , <i>cl</i> , <i>cr</i>	<i>fl</i> , <i>fr</i>	<i>pl</i> , <i>pr</i>	<i>vl</i> , <i>vr</i>

Also the combination of the letter *s* with any other following consonant, digraph, or consonantal unit is a unit for purposes of syllabification.

Rules for syllabification

1. Digraphs and consonantal units may not be divided.
2. Division is made on a vowel before a single consonant, digraph, or consonantal unit: *ami-co*, *ba-gno*, *ca-pra*, *giu-sto*, *ma-schera*, *ro-stro*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *sab-bia*, *ac-qua*, *ist-mo*, *an-che*, *com-pro*.
4. Division may be made between vowels only if they are strong, that is, *a*, *e*, *o*. Hence, only the following vowel groups may be divided: *aa*, *ae*, *ao*; *ea*, *ee*, *eo*; *oa*, *oe*, *oo*: *be-ato*, *co-atto*, *po-eta*, etc.
5. Prefixes are kept intact only if this conforms to rules 2 to 4: *con-stare* (rule 3), *pro-emio* (rule 4), *pro-getto* (rule 2), *sub-marino* (rule 3); but *co-nestabile* (rule 2), *proi-bire* (rule 2), *su-bordinare* (rule 2).²
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *gentil-uomo*, *cento-uno*.
If a compound is formed with an apostrophe, division may not be made on the apostrophe; thus *dell'albero*, *un'arte*, *dovrebbe'essere* may be divided only *dell'al-be-ro*, *un'ar-te*, *do-vreb-b'es-se-re*, respectively.
7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington*, *Haps-burg*, *Hamp-shire*, *reichs-bank*, *Wag-ner*.

¹ In a few words *gl* is not a digraph and is pronounced as *gl* in angle; for example: *Ganglio*, *glicerina*, *geroglifico*, *glifo*, *gloria*, *negligere*, etc.

² Usage varies as to this rule; some orthographers still prefer dividing on the prefix. The rule given in the text above follows the recommendation of Leone Donati, *Corso Pratico di Lingua Italiana*, 207, 1934, Orell Füssli Editori, Zurigo e Lipsia. It is followed by most dictionaries as well as general works extant.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-bo-na-men-to	(3, 2, 2, 3)	fo-to-e-li-o-gra-fia	(2, 6, 2, 2, 2)
ac-que-sce-re	(3, 2, 2)	Fre-de-ris-bur-go	(2, 2, 7, 3)
ae-re-o-li-to	(2, 4, 2, 2)	gen-til-uo-mo	(3, 6, 2)
af-fi-to	(3, 2)	ge-o-gno-sti-co	(4, 2, 2, 2)
ame-ri-ca-no	(2, 2, 2)	in-du-stria-le	(3, 2, 2)
bi-gliet-taio	(2, 3)	ine-scu-sa-bi-le	(2, 2, 2, 2)
bis-a-vo-lo	(6, 2, 2)	ine-spli-ca-bi-le	(2, 2, 2, 2)
bi-so-gni-no	(2, 2, 2)	in-fi-schio	(3, 2)
Bre-ta-gna	(2, 2)	inin-tel-li-gen-te	(3, 3, 2, 3)
Buck-ing-ham	(7, 7)	inor-ga-ni-co	(3, 2, 2)
co-o-pe-ra-zio-ne	(4, 2, 2, 2, 2)	in-scrit-to-re	(3, 3, 2)
co-stret-to	(2, 3)	in-te-res-se	(3, 2, 3)
cre-sce-re	(2, 2)	iscri-zio-ne	(2, 2)
de-mo-cra-ti-co	(2, 2, 2, 2)	ist-mi-co	(3, 2)
dia-gno-sti-co	(2, 2, 2)	isto-lo-gi-co	(2, 2, 2)
di-scor-so	(2, 3)	istru-men-to	(2, 3)
di-sgra-zia	(2, 2)	ita-lia-no	(2, 2)
di-sor-di-na-re	(2, 3, 2, 2)	Kam-tsciat-ka	(7, 3)
di-spo-si-zio-ne	(2, 2, 2, 2)	l'al-tr'ie-ri	(3, 2)
di-stin-ti-vo	(2, 3, 2)	ma-gne-ti-co	(2, 2, 2)
emi-sfe-ro	(2, 2)	ma-gni-fi-cen-te	(2, 2, 2, 3)
Epi-sco-pa-to	(2, 2, 2)	me-sme-ri-smo	(2, 2, 2)
esa-e-dro	(4, 2)	me-te-o-ri-te	(2, 4, 2, 2)
espa-tria-zio-ne	(2, 2, 2)	mil-li-gram-mo	(3, 2, 3)
espe-rien-za	(2, 3)	mi-san-tro-po	(2, 3, 2)
estra-di-zio-ne	(2, 2, 2)	mi-scre-den-te	(2, 2, 3)
exe-qua-tur	(2, 2)	neu-tra-liz-za-re	(2, 2, 3, 2)
fan-ta-sma-go-ria	(3, 2, 2, 2)	tra-sfor-ma-zio-ne	(2, 3, 2, 2)
fa-sci-smo	(2, 2)	tra-spor-ta-re	(2, 3, 2)
fi-lan-tro-pi-smo	(2, 3, 2, 2)	ve-sci-chet-ta	(2, 2, 3)
fo-sfo-re-scen-za	(2, 2, 2, 3)	zo-o-sper-ma	(4, 2, 3)

Stress and diacritics

No simple rules can be formulated for word stress in Italian. The majority of words receive their stress on the penultimate (next to the last syllable): *aMico*, *comPLEto*; fewer words are stressed on the antepenultimate (third from the last syllable): *FABbrico*, *gramMatica*; only a limited number are stressed on the ultimate (last syllable), but in this case the vowel carries the grave accent: *citTÀ*, *fabbriCÒ*.

Accent marks are used only to a limited degree—chiefly to indicate a final stressed syllable; and, as stated above, this mark is the grave (`). The word types on which it is used are:

(a) Nouns ending in *ta* or *tu* having the singular and plural alike: *libertà*, *virtù* (from the Latin *libertate*, *virtute*, etc.).

(b) Verbs in the third person singular past absolute and first and third persons singular future: *comprò* (he bought), *comprerò* (I shall buy), *comprerà* (he will buy); similarly in the second and third conjugations: *vendè*, *venderò*, *venderà*; *finì*, *finirò*, *finirà*.

(c) Homonyms, the grave being used to distinguish them. The most common of these homonyms are:

chè, because	che, that	nè, neither, nor	ne, of it, of them
colà, there	cola, strainer	piè, foot	pie, pious
costà, there	costa, shore	però, therefore	pero, pear tree
dà, gives	da, by, from, to	sè, himself	se, if
dì, day	di, of	sì, yes	si, himself, one
è, is	e, and	tè, tea	te, thee
là, there	la, the, her	testè, just now	teste, heads
li, there	li, the, them		

(d) Monosyllables terminating in two vowels, to indicate that the preceding vowel is shortened: *ciò*, *già*, *giù*, *più*, *può*, *quà*.

(e) Terminations *ia* and *io* in which the *i* is to be stressed: *magia*, *desio*.

The acute is used by some editors to distinguish words differently stressed,

where otherwise a misunderstanding might arise: *malvágia* (wicked), *malvagia* (malmsey, a wine). This use is rare.

The circumflex is used to indicate contraction: *cacciâr* (for *cacciarono*), *ginnasî* (for *ginnasii*). This use is rare.

The dieresis (trema) is used in poetry over the *i* to indicate that it is to be sounded separately from a following vowel: *armonioso* (pronounced *armoni-oso*, instead of *armonio-so*). This use is rare.

Capitalization

Capitalization in Italian is similar to that in English, with a few exceptions:

(a) Proper adjectives are lowercased: *la lingua italiana*, the Italian language, but *l'Italiani*, the Italians (proper noun).

(b) The names of days and months are lowercased.

(c) Titles followed by name are lowercased: *il signor Donati*, Mr. Donati; *il principe Umberto*, Prince Umberto.

(d) The pronoun *io*, *I*, is lowercased, but the pronouns of formal address, *Ella*, *Lei*, *Loro*, all meaning *you*, are capitalized.

(e) In poetry, the first word of each line is usually lowercased.

Punctuation

Punctuation is similar to that of English. The comma is used to point off all clauses, restrictive as well as descriptive. The apostrophe is used to indicate vowel elision only: *un'opera d'arte* (for *una opera di arte*), *sopra 'l letto* (for *sopra il letto*). The space after the apostrophe is no longer required.

Abbreviations

a/c.	a conto, account	es.	esempio, example
a. c.	anno corrente, current year	fasc.	fascicolo, number, part
a. D.	anno Domini, in the year of our Lord	f(err).	ferrovia, railroad
a. m., ant.	antimeridiano, a. m.	f.co	franco, post free
a. p.	anno passato, last year	F.lli	Fratelli, brothers
c. m.	corrente mese, instant	Giun.	Giuniore, junior
C. ^a	Compagnia, company	I. Cl.	prima classe, first class
d. C.	dopo Cristo, after Christ	Ill.mo	Illustrissimo, most illustrious
Dep. prov.	Deputato provinciale, member of the provincial parliament	l. it.	lire italiane, Italian lires
disp.	dispensa, number, part	LL. MM.	Loro Maesta, Their Majesties
ecc.	eccetera, etc.	N. ⁱ	Numeri, numbers
Ed.	Edizione, edition; Editore, editor	N. ^o	Numero, number
		On.	Onorevole, Honorable
		p. m., pom.	pomeridiane, p. m.

Cardinal numbers

uno	one	ventidue	twenty-two
due	two	ventitrè, etc.	twenty-three, etc.
tre	three	ventotto, etc.	twenty-eight, etc.
quattro	four	trenta	thirty
cinque	five	quaranta	forty
sei	six	cinquanta	fifty
sette	seven	sessanta	sixty
otto	eight	settanta	seventy
nove	nine	ottanta	eighty
dieci	ten	novanta	ninety
undici	eleven	novantuno, etc.	ninety-one, etc.
dodici	twelve	cento	hundred
treddici	thirteen	cent(o)uno, etc.	one hundred and one, etc.
quattordici	fourteen	duecento, etc.	two hundred, etc.
quindici	fifteen	mille, mila	thousand
sedici	sixteen	duemila, etc.	two thousand, etc.
diciassette } -	seventeen		
diciasette }	eighteen		
diciotto	nineteen		
diciannove }	twenty		
diciannove }	twenty-one		
venti			
ventuno			

Ordinal numbers

primo, -a	first	ventesimo	twentieth
secondo	second	ventunesimo	} twenty-first, etc.
terzo	third	ventesimo primo, etc.	
quarto	fourth	trentesimo	thirtieth
quinto	fifth	quarantesimo	fortieth
sesto	sixth	cinquantesimo	fiftieth
settimo	seventh	sessantesimo, etc.	sixtieth, etc.
ottavo	eighth	centesimo	hundredth
nono	ninth	centesimo primo, etc.	one hundred and first, etc.
decimo }	tenth		
decima }		dugentesimo	two hun- dredth
decimo primo }	eleventh		
undicesimo }	twelfth	trecentesimo, etc.	three hun- dredth, etc.
dodicesimo	thirteenth		
tredicesimo		millesimo	thousandth
quattordicesimo }			
decimo quarto, }	fourteenth, etc.		
etc.			

Months

gennaio (genn.)	January	luglio	July
febbraio (febb.)	February	agosto	August
marzo	March	settembre (sett.)	September
aprile	April	ottobre (ott.)	October
maggio (magg.)	May	novembre (nov.)	November
giugno	June	dicembre (dic.)	December

Days

domenica	Sunday	giovedì	Thursday
lunedì	Monday	venerdì	Friday
martedì	Tuesday	sabato	Saturday
mercoledì	Wednesday		

Seasons

primavera	spring	autunno	autumn
estate	summer	inverno	winter

Time

ora	hour	mese	month
giorno	day	anno	year
settimana	week		

REFERENCES.—Alfred Hoare, *A Short Italian Dictionary* (1939); Robert A. Hall, Jr., *Descriptive Italian Grammar* (1948).

LATIN

Gallia est omnis divisa in partes tres, quarum unam incolunt Belgae, aliam Aquitani, tertiam qui ipsorum lingua Celtae nostra Galli appellantur. Hi omnes lingua institutis legibus inter se differunt.—Caesar, *Bellum Gallicum* I. 1.

Alphabet and pronunciation

A	a	long: <i>ah</i> ; short: <i>o</i> in hot	O	o	long: <i>o</i> in note; short: <i>o</i> in fort
B	b	<i>b</i>	P	p	<i>p</i>
C	c	<i>k</i>	Q	q	<i>k</i>
D	d	<i>d</i>	R	r	<i>r</i>
E	e	long: <i>e</i> in there; short: <i>e</i> in met	S	s	<i>s</i>
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>g</i> in go	U	u	long: <i>oo</i> in food; short: <i>oo</i> in good; like <i>w</i> after <i>q</i> , and usually after other consonants before another vowel
H	h	<i>h</i>	V	v	<i>w</i>
I	i	long: <i>ee</i> ; short: <i>i</i> in sit	X	x	<i>ks</i>
J	j	<i>y</i> in yet	Y	y	<i>ee</i> ; <i>i</i> as for <i>i</i>
K	k	<i>k</i>	Z	z	<i>z</i>
L	l	<i>l</i>			
M	m	<i>m</i>			
N	n	<i>n</i>			

Consonants

Formerly *u* and *v* were written with *v*, and *i* and *j* with *i*. Modern texts customarily distinguish both pairs. Thus: *uva*, *visu*, *janua*, *Jove*.

K, *z*, and *y* are rather rare, occurring mostly in loanwords. *Q* is used only in the combination *qu*, pronounced *kw*.

The digraphs *ch*, *ph*, and *th* are pronounced as *k*, *f*, and *t*, respectively.

Vowels

Each of the five vowels is either long or short in each occurrence, and an accurate pronunciation will reflect this difference. Elementary texts usually mark the long vowels with a macron; thus: *ā*, *ē*, *ī*, *ō*, *ū*.

Diphthongs

Two short vowels may occur together in the same syllable, in which case the second of the two is a semivowel; i. e., *u* as the second element of a diphthong is pronounced like *w*, and *i* or *e* in this position is pronounced like *y*. The commonest diphthongs are *ae* and *au*, pronounced to rhyme with high and how. Less common are *ei* (as in vein), *eu*, *oe* (as *oi* in oil), and *ui*.

Consonantal units ¹

The following combinations are referred to as consonant clusters in the rules given below for syllabification: *bl*, *br*, *cl*, *cr*, *dr*, *fl*, *fr*, *gl*, *gr*, *pl*, *pr*, *tl*, *tr*, *scr*, *str*, *spl*, *spr*.

The digraphs *ch*, *ph*, and *th* are treated just like *c*, *f*, and *t* in consonant clusters.

¹ Some Latin lexicographers still use the classic method of determining consonantal units; namely, any group of consonants which can begin a word constitutes a consonantal unit and may begin a syllable. This method is still in use in Greek syllabification; but in present-day Latin orthography it has been largely replaced by the Romance-language method, given in the text and recommended by Allen and Greenough. (See References.)

Rules for syllabification

1. Diphthongs, digraphs, and consonant clusters may not be divided.
 2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonant cluster: *ca-sus, si-pho, pa-tres, cae-lum*.
 3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonant cluster: *vit-ta, mag-nus, punc-tus, bac-chor, am-plus*.
 4. Division may be made between vowels not constituting a diphthong: *pu-er, di-es, fili-us, Tro-ius*.
 5. Certain adverbial prefixes are kept intact. These are: *ab, ante, circum, cis, con, de, ex, extra, in, inter, intro, ob, per, prae, praeter, per, post, pro(d), propter, re(d), sub, super, supra*, and *trans*: *ab-eo, con-scriptum, inter-esse*.
 6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *quot-annis, et-enim, sic-ut*.
 7. The letter *x* is retained with the preceding syllable: *dix-it*.
- NOTE.—The above rules do not apply to anglicized Latin scientific names used in English works. Their syllabification follows the English practice.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-a-li-e-no	(5, 2, 4, 2)	prod-es-se	(5, 3)
ab-scin-do	(5, 3)	proe-li-um	(2, 4)
ac-cli-na-tus	(3, 2, 2)	pro-stra-tum	(5, 2)
ad-ae-qua-tus	(5, 2, 2)	pro-sub-ac-tum	(5, 5, 3)
ad-emp-tus	(5, 3)	pu-bli-ca-tus	(2, 2, 2)
am-plex-us	(3, 7)	quam-ob-rem	(6, 6)
cir-cum-ac-tus	(3, 5, 3)	quem-ad-mo-dum	(6, 6, 2)
Cis-al-pi-nus	(5, 3, 2)	re-cru-des-co	(5, 2, 3)
con-sue-tus	(5, 2)	red-ac-tus	(5, 3)
de-spon-sum	(5, 3)	re-duc-tus	(5, 3)
et-e-nim	(6, 2)	re-frac-tum	(5, 3)
ex-em-plum	(7, 3)	re-spec-tus	(5, 3)
in-a-nis	(5, 2)	res-pu-bli-ca	(6, 2, 2)
in-ep-ti	(5, 3)	ses-cen-ti	(6, 3)
in-ter-ea	(3, 5)	sua-de-re	(2, 2)
ne-sci-tus	(6, 2)	sub-ac-tio	(5, 3)
ob-la-tus	(5, 2)	su-pra-scan-do	(2, 5, 3)
per-ac-tus	(5, 3)	trans-ab-i-tum	(5, 5, 2)
per-e-git	(5, 2)	trans-ad-ac-tum	(5, 5, 3)
pe-ri-cli-ta-tio	(2, 2, 2, 2)	tran-su-tum	(3, 2)
post-ea-quam	(5, 6)	tri-um-pho	(4, 3)
post-hu-mus	(5, 2)	tu-mul-tu-o-sus	(2, 3, 4, 2)
post-sce-ni-um	(5, 2, 4)	una-ni-mus	(2, 2)
pos-tu-la-tus	(3, 2, 2)	usus-fruc-tus	(6, 3)
prae-scrip-tus	(5, 3)	va-li-dus	(2, 2)
prae-ter-i-tum	(2, 5, 2)	Xe-no-phon	(2, 2)

Stress and diacritics

Words of two syllables are always stressed on the first syllable: *ROma, LIber*. In words of more than two syllables, the stress is on the next to the last syllable if that syllable ends in a consonant, a long vowel, or a diphthong. Otherwise the stress is on the third from the last syllable. Thus: *ho-NO-ris, CON-su-lis*. There are only two diacritical marks, the long mark (ˉ, macron) and the short mark (˘, breve). They are used only in elementary works.

Capitalization and punctuation

American editors usually follow the English conventions in capitalization and punctuation.

Abbreviations

a., annus, year; ante, before	A. B., artium baccalaureus, bachelor of arts
A. A. C., anno ante Christum, in the year before Christ	ab init., ab initio, from the beginning
A. A. S., Academiae Americanae Socius, Fellow of the American Academy	abs. re., absente reo, the defendant being absent
[Academy of Arts and Sciences]	A. C., ante Christum, before Christ

Abbreviations—Continued

- A. D., anno Domini, in the year of our Lord
 a. d., ante diem, before the day
 ad fin., ad finem, at the end, to one end
 ad h. l., ad hunc locum, to this place, on this passage
 ad inf., ad infinitum, to infinity
 ad init., ad initium, at the beginning
 ad int., ad interim, in the meantime
 ad lib., ad libitum, at pleasure
 ad loc., ad locum, at the place
 ad val., ad valorem, according to value
 A. I., anno inventionis, in the year of the discovery
 al., alia, alii, other things, other persons
 A. M., anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a. m., ante meridiem, before noon
 an., anno, in the year; ante, before
 ann., annales, annals; anni, years
 A. R. S. S., Antiquariorum Regiae Societatis Socius, Fellow of the Royal Society of Antiquaries
 A. U. C., anno urbis conditae, in [the year from] the building of the City [Rome], 753 B. C.
 B. A., baccalaureus artium, bachelor of arts
 B. Sc., baccalaureus scientiae, bachelor of science
 C., centum, a hundred; condemnno, I condemn
 c., circa, about
 cent., centum, a hundred
 cf., confer, compare
 C. M., chirurgiae magister, master of surgery
 coch., cochlear, a spoon, spoonful
 coch. amp., cochlear amplum, a table-spoonful
 coch. mag., cochlear magnum, a large spoonful
 coch. med., cochlear medium, a dessert spoonful
 coch. parv., cochlear parvum, a tea-spoonful
 con., contra, against; conjunx, wife
 C. P. S., custos privati sigilli, keeper of the privy seal
 C. S., custos sigilli, keeper of the seal
 cwt., c. for centum, wt. for weight, hundredweight
 D., Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give
 D. D., divinitatis doctor, doctor of divinity
 D. G., Dei gratia, by the grace of God; Deo gratias, thanks to God
 D. N., Dominus noster, our Lord
 D. Sc., doctor scientiae, doctor of science
 d. s. p., decessit sine prole, died without issue
 D. V., Deo volente, God willing
 dwt., d. for denarius, wt. for weight, pennyweight
 e. g., exempli gratia, for example
 et al., et alibi, and elsewhere; et alii, or aliae, and others
 etc., et ceteri, ceterae, or cetera, and others, and so forth
 et seq., et sequentes, and those that follow
 et ux., et uxor, and wife
 F., filius, son
 f., fiat, let it be made; forte, strong
 fac., factum similis, facsimile, an exact copy
 fasc., fasciculus, a bundle
 fl., flores, flowers; floruit, flourished; fluidus, fluid
 f. r., folio recto, right-hand page
 F. R. S., Fraternalitatis Regiae Socius, Fellow of the Royal Society
 f. v., folio verso, on the back of the leaf
 guttat., guttatim, by drops
 H., hora, hour
 h. a., hoc anno, in this year; hujus anni, this year's
 hab. corp., habeas corpus, have the body—a writ
 h. e., hic est, this is; hoc est, that is
 h. m., hoc mense, in this month; huius mensis, this month's
 h. q., hoc quaere, look for this
 H. R. I. P., hic requiescat in pace, here rests in peace
 H. S., hic sepultus, here is buried; hic situs, here lies; h. s., hoc sensu, in this sense
 H. S. S., Historiae Societatis Socius, Fellow of the Historical Society
 h. t., hoc tempore, at this time; hoc titulo, in or under this title
 I, Idus, the Ides; i., id, that; immortalis, immortal
 ib. or ibid., ibidem, in the same place
 id., idem, the same
 i. e., id est, that is
 imp., imprimatur, sanction: let it be printed
 I. N. D., in nomine Dei, in the name of God
 in f., in fine, at the end
 inf., infra, below
 init., initio, in the beginning
 in lim., in limine, on the threshold, at the outset
 in loc., in loco, in its place
 in loc. cit., in loco citato, in the place cited
 in pr., in principio, in the beginning
 in trans., in transitu, on the way
 i. q., idem quod, the same as
 i. q. e. d., id quod erat demonstrandum, what was to be proved
 J., iudex, judge
 J. C. D., juris civilis doctor, doctor of civil law
 J. D., iurum doctor, doctor of laws

Abbreviations—Continued

- J. U. D., *juris utriusque doctor*, doctor of both civil and canon law
 L., *liber*, a book; *locus*, a place
 £, *libra*, pound; placed before figures, thus £10; if l., to be placed after, as 40l.
 L. A. M., *liberalium artium magister*, master of the liberal arts
 L. B., *baccalaureus literarum*, bachelor of letters
 lb., *libra*, pound (singular and plural)
 L. H. D., *literarum humaniorum doctor*, doctor of the more humane letters
 Litt. D., *literarum doctor*, doctor of letters
 LL. B., *legum baccalaureus*, bachelor of laws
 LL. D., *legum doctor*, doctor of laws
 LL. M., *legum magister*, master of laws
 loc. cit., *loco citato*, in the place cited
 loq., *loquitur*, he, or she, speaks
 L. S., *locus sigilli*, the place of the seal
 l. s. c., *loco supra citato*, in the place above cited
 £ s. d., *librae, solidi, denarii*, pounds, shillings, pence
 M., *magister*, master; *manipulus*, handful; *medicinae*, of medicine; m., *meridies*, noon
 M. A., *magister artium*, master of arts
 M. B., *medicinae baccalaureus*, bachelor of medicine
 M. Ch., *magister chirurgiae*, master of surgery
 M. D., *medicinae doctor*, doctor of medicine
 m. m., *mutatis mutandis*, with the necessary changes
 m. n., *mutato nomine*, the name being changed
 MS., *manuscriptum*, manuscript; MSS., *manuscripta*, manuscripts
 Mus. B., *musicae baccalaureus*, bachelor of music
 Mus. D., *musicae doctor*, doctor of music
 Mus. M., *musicae magister*, master of music
 N., *Nepos*, grandson; *nomen*, name; *nomina*, names; *noster*, our; n., *natus*, born; *nocte*, at night
 N. B., *nota bene*, mark well
 ni. pri., *nisi prius*, unless before
 nob., *nobis*, for (or on) our part
 nol. pros., *nolle prosequi*, will not prosecute
 non cul., *non culpabilis*, not guilty
 n. l., *non licet*, it is not permitted; *non liquet*, it is not clear; *non longe*, not far
 non obs., *non obstante*, notwithstanding
 non pros., *non prosequitur*, he does not prosecute
 non seq., *non sequitur*, it does not follow logically
 O., *octarius*, a pint
 ob., *obiit*, he, or she, died; *obiter*, incidentally
 ob. s. p., *obiit sine prole*, died without issue
 o. c., *opere citato*, in the work cited
 op., *opus*, work; *opera*, works
 op. cit., *opere citato*, in the work cited
 P., *papa*, pope; *pater*, father; *pontifex*, bishop; *populus*, people; p., *partim*, in part; per, by, for; *pius*, holy; *pondere*, by weight; *post*, after; *primus*, first; *pro*, for
 p. a., or *per ann.*, *per annum*, yearly; *pro anno*, for the year
 p. ae., *partes aequales*, equal parts
 pass., *passim*, everywhere
 per cent., *per centum*, by the hundred
 pil., *pilula*, pill
 Ph. B., *philosophiae baccalaureus*, bachelor of philosophy
 P. M., *post mortem*, after death
 p. m., *post meridiem*, afternoon
 pro tem., *pro tempore*, for the time being
 prox., *proximo*, in or of the next [month]
 P. S., *postscriptum*, postscript; P. SS., *postscripta*, postscripts
 q. d., *quasi dicat*, as if one should say; *quasi dictum*, as if said; *quasi dixisset*, as if he had said
 q. e., *quod est*, which is
 Q. E. D., *quod erat demonstrandum*, which was to be demonstrated
 Q. E. F., *quod erat faciendum*, which was to be done
 Q. E. I., *quod erat inveniendum*, which was to be found out
 q. l., *quantum libet*, as much as you please
 q. pl., *quantum placet*, as much as seems good
 q. s., *quantum sufficit*, sufficient quantity
 q. v., *quantum vis*, as much as you will; *quod vide*, which see; qq. v., *quos, quae, or qua vide*, which see (plural)
 R., *regina*, queen; *recto*, right-hand page; *res publica*, commonwealth
 R., *recipe*, take
 R. I. P., *requiescat, or requiescant*, in pace, may he, she, or they, rest in peace
 R. P. D., *rerum politicarum doctor*, doctor of political science
 rr., *rarissime*, very rarely
 R. S. S., *Regiae Societatis Sodalis*, Fellow of the Royal Society
 S., *sepultus*, buried; *situs*, lies; *societas*, society; *socius* or *sodalis*, fellow; s., *semi*, half; *solidus*, shilling
 s. a., *sine anno*, without date; *secundum artem*, according to art
 S. A. S., *Societatis Antiquariorum Socius*, Fellow of the Society of Antiquaries
 sc., *scilicet*, namely; *sculpsit*, he, or she, carved or engraved it

Abbreviations—Continued

Sc. B., scientiae baccalaureus, bachelor of science
 Sc. D., scientiae doctor, doctor of science
 S. D., salutem dicit, sends greetings
 s. d., sine die, indefinitely
 sec., secundum, according to
 sec. leg., secundum legem, according to law
 sec. nat., secundum naturam, according to nature, or naturally
 sec. reg., secundum regulam, according to rule
 seq., sequens, sequentes, sequentia, the following
 S. H. S., Societatis Historiae Socius, Fellow of the Historical Society
 s. h. v., sub hac voce or sub hoc verbo, under this word
 s. l. a. n., sine loco, anno, vel nomine, without place, date, or name
 s. l. p., sine legitima prole, without lawful issue
 s. m. p., sine mascula prole, without male issue
 s. n., sine nomine, without name
 s. p., sine prole, without issue
 S. P. A. S., Societatis Philosophiae Americanae Socius, Fellow of the American Philosophical Society
 s. p. s., sine prole superstite, without surviving issue
 S. R. S., Societatis Regiae Socius or Sodalis, Fellow of the Royal Society
 ss, scilicet, namely (in law)

Cardinal numbers

unus, una, unum	one
duo, duae, duo	two
tres, tria	three
quattuor	four
quinque	five
sex	six
septem	seven
octo	eight
novem	nine
decem	ten
undecim	eleven
duodecim	twelve
tredecim	thirteen
quattuordecim	fourteen
quindecim	fifteen
sedecim	sixteen
septendecim	seventeen
duodeviginti	eighteen
undeviginti	nineteen
viginti	twenty
viginti unus, etc.	twenty-one, etc.

S. S. C., Societas Sanctae Crucis, Society of the Holy Cross
 stat., statim, immediately
 S. T. B., sacrae theologiae baccalaureus, bachelor of sacred theology
 S. T. D., sacrae theologiae doctor, doctor of sacred theology
 S. T. P., sacrae theologiae professor, professor of sacred theology
 sub., subaudi, understand, supply
 sup., supra, above
 t. or temp., tempore, in the time of
 tal. qual., talis qualis, just as they come; average quality
 U. J. D., utriusque juris doctor, doctor of both civil and canon law
 ult., ultimo, last month (may be abbreviated in writing but should be spelled out in printing)
 ung., unguentum, ointment
 u. s., ubi supra, in the place above mentioned
 ut dict., ut dictum, as directed
 ut sup., ut supra, as above
 ux., uxor, wife
 v., versus, against; vide, see; voce, voice
 v. — a., vixit — annos, lived [so many] years
 verb. sap., verbum [satis] sapienti, a word to the wise suffices
 v. g., verbi gratia, for example
 viz, videlicet, namely
 v. s., vide supra, see above

duodetriginta	twenty-eight
undetriginta	twenty-nine
triginta	thirty
quadraginta	forty
quingenta	fifty
sexaginta	sixty
septuaginta	seventy
octoginta	eighty
nonaginta	ninety
centum	hundred
centum unus, etc.	hundred and one, etc.
ducenti, -ae, -a	two hundred
trecenti	three hundred
quadringenti	four hundred
quingenti	five hundred
sescenti	six hundred
septingenti	seven hundred
octingenti	eight hundred
nongenti	nine hundred
mille	thousand

Ordinal numbers

primus	first	duodecim	twelfth
secundus	second	tertius decimus,	thirteenth,
tertius	third	etc.	etc.
quartus	fourth	duodevicesimus	eighteenth
quintus	fifth	undevicesimus	nineteenth
sextus	sixth	vicesimus, vicesi-	twentieth
septimus	seventh	mus	
octavus	eighth	vicesimus primus,	twenty-first,
nonus	ninth	etc.	etc.
decimus	tenth	centesimus	hundredth
undecimus	eleventh	millesimus	thousandth

Months

Januarius	January	Julius	July
Februarius	February	Augustus	August
Martius	March	September	September
Aprilis	April	October	October
Maius	May	November	November
Junius	June	December	December

Days

dies solis }	Sunday	dies Mercurii	Wednesday
dies dominica }		dies Iovis	Thursday
dies lunae	Monday	dies Veneris	Friday
dies Martis	Tuesday	dies Saturni	Saturday

Seasons

ver	spring	autumnus	autumn
aestas	summer	hiems	winter

Time

hora	hour	mensis	month
dies	day	annus	year
hebdomas	week	centuria	century

REFERENCES.—Allen and Greenough, *A New Latin Grammar* (1920); J. R. V. Marchant and Joseph F. Charles, *Cassell's Latin-English and English-Latin Dictionary* (1909); Edgar H. Sturtevant, *The Pronunciation of Greek and Latin* (1940).

NORWEGIAN

Fra De forente Stater kom bare 6,9 pst. av importen, først og fremst hvete. Norge innførte også hvete fra Argentina, Kanada og Sovjet-Russland, og bare en femtedel av de norske bilene kom direkte fra Amerika. Norges største eksportvare var papir og cellulose (19,2 pst.), så kom som nummer to fiskeprodukter og hermetikk (15,3), som nummer tre metaller (13 pst.).—Einar Haugen, *Spoken Norwegian*, p. 505.

Alphabet and pronunciation

- | | | |
|---|---|--|
| A | a | in stressed syllables followed by one consonant or none, like <i>a</i> in father, but tending toward <i>aw</i> in law; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>a</i> in father, but very short, resembling more <i>u</i> in but |
| B | b | <i>b</i> ; formerly often written for sound <i>p</i> |
| C | c | <i>s</i> in <i>so</i> before <i>e</i> , <i>i</i> , <i>y</i> ; like <i>k</i> before <i>a</i> , <i>o</i> , <i>u</i> , or consonant; occurs only in foreign words; now practically obsolete, being written <i>k</i> or <i>s</i> ; combination <i>ch</i> , like <i>ch</i> in chorus; in French words, like <i>sh</i> |
| D | d | <i>d</i> ; often silent after <i>l</i> , <i>n</i> , <i>r</i> , and at end of words |
| E | e | in stressed syllables followed by one consonant or none, like <i>i</i> in pit, but longer; before <i>r</i> , like <i>a</i> in man; in stressed syllables followed by a consonant other than <i>r</i> plus another consonant, like <i>e</i> in let, but tending toward <i>i</i> in pit; in stressed syllables followed by <i>r</i> plus another consonant, like <i>a</i> in hat; in the words <i>De</i> and <i>de</i> , like <i>ee</i> in meet, but shorter; in unstressed syllables, like <i>a</i> in sofa |
| F | f | <i>f</i> |
| G | g | <i>g</i> in <i>go</i> ; before <i>i</i> , <i>y</i> , <i>ei</i> , or <i>øy</i> , almost always like <i>y</i> in yes; after <i>e</i> at end of a few words (<i>jeg</i> , <i>meg</i> , <i>deg</i> , <i>seg</i>), like <i>y</i> in say; silent before <i>j</i> , in the word <i>og</i> , in suffix <i>-ig</i> , and in a few other words; in French words, often like <i>sh</i> |
| H | h | <i>h</i> ; silent before <i>j</i> or <i>v</i> |
| I | i | in stressed syllables followed by one consonant or none, like <i>ee</i> in meet; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>ee</i> in meet, but shorter |
| J | j | <i>y</i> in yes; in French words, like <i>sh</i> |
| K | k | <i>k</i> ; before <i>i</i> , <i>y</i> , <i>j</i> , <i>ei</i> , or <i>øy</i> , like strong <i>h</i> in hue—i. e., like German <i>ch</i> in <i>ich</i> |
| L | l | <i>ll</i> in million; sometimes silent before <i>j</i> |
| M | m | <i>m</i> |
| N | n | <i>n</i> ; combination <i>ng</i> , like <i>ng</i> in singer; combination <i>nk</i> , like <i>nk</i> in sink; in French words, <i>en</i> and <i>an</i> often pronounced as though written <i>ang</i> |
| O | o | in stressed syllables followed by one consonant or none, like <i>o</i> in go, but with lips pursed, resembling more <i>oo</i> in food; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>u</i> in put |

P	p	<i>p</i>
Q	q	always followed by <i>v</i> (or <i>u</i>), combination being pronounced and now written <i>kv</i> ; occurs only in foreign words
R	r	before vowel, like <i>r</i> , but slightly trilled, with tip of tongue against gums just above upper teeth; resembles Scotch burr or Italian <i>r</i> ; before <i>d</i> , <i>l</i> , <i>n</i> , <i>t</i> , the <i>r</i> loses its trill and sounds somewhat like American <i>r</i> ; always combines with following <i>s</i> to produce sound <i>sh</i> ; in French words, often silent when final after <i>e</i>
S	s	<i>s</i> in sing; before <i>j</i> like <i>sh</i> ; combination <i>sk</i> before <i>i</i> , <i>y</i> , <i>j</i> , <i>ei</i> , or <i>øy</i> almost always like <i>sh</i> ; always combines with preceding <i>r</i> to produce sound <i>sh</i> ; in foreign words, combination <i>sc</i> like <i>s</i> , or in a few words like <i>sk</i> ; <i>sch</i> like <i>sh</i> , or in a few words like <i>sk</i> ; <i>si</i> followed by vowel (now written <i>sj</i>) like <i>sh</i>
T	t	<i>t</i> ; combination <i>tj</i> sometimes pronounced as though written <i>kj</i> ; silent in word <i>det</i> and in <i>-et</i> , definite article suffixed to all neuter nouns; in Latin words when followed by <i>i</i> and another vowel, like <i>ts</i> ; ending <i>tion</i> (now written <i>sjon</i>) pronounced as though written <i>sjon</i>
U	u	in stressed syllables followed by one consonant or none, like <i>oo</i> in food; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>oo</i> in food, but shorter
V	v	<i>v</i> ; silent in word <i>av</i> and after <i>l</i>
W	w	<i>v</i> ; occurs in foreign words
X	x	<i>ks</i> ; at beginning of words, like <i>s</i>
Y	y	in stressed syllables followed by one consonant or none, like <i>ee</i> in meet, with lips rounded as in pronouncing <i>oo</i> in food, being similar to long German <i>ü</i> or French <i>u</i> ; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>ee</i> in meet, but shorter, with lips rounded as in pronouncing <i>u</i> in put, being similar to short German <i>ü</i> or French <i>u</i>
Z	z	<i>s</i> in sing; occurs only in foreign words
Æ	æ	formerly sometimes written <i>Ä</i> , <i>ä</i> ; many words formerly written with <i>æ</i> now written with <i>e</i> ; in stressed syllables followed by one consonant or none, like <i>a</i> in care; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>a</i> in hat, this sound occurring only before <i>r</i>
Ø	ø	formerly often written <i>Ö</i> , <i>ö</i> ; in stressed syllables followed by one consonant or none, like <i>i</i> in pit, but longer, with lips rounded as in pronouncing <i>oo</i> in food, being similar to long German <i>ö</i> or French <i>eu</i> ; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>e</i> in pet, with lips rounded as in pronouncing <i>u</i> in pull, being similar to short German <i>ö</i> or French <i>eu</i>
Å	å	formerly written <i>Aa</i> , <i>aa</i> ; in stressed syllables followed by one consonant or none, like <i>aw</i> in law; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>aw</i> in law, but shorter

Norway has two official languages, riksmål and landsmål. Both are used in the Government service. Riksmål was in the past generally known as Dano-Norwegian, a written language acquired from Denmark during the centuries the two nations were united (1397 to 1814). It differed in many ways from the speech of the Norwegian people, and in its written form was almost identical with Danish.

In order to make the written conform more to the spoken form of the language, the Storting (the Norwegian Parliament) has thrice passed changes in riksmål orthography—in 1907, 1917, and 1938, as well as numerous minor changes inbetween. These changes were binding only for Government officials and schoolbooks. It is this language that is described above. Private individuals and publishers have been free to use the new systems or not, as they have seen fit. Thus various systems of writing are in use today, side by side.

The other official language, the landsmål, now known as New Norwegian, or nynorsk, is a synthetic language constructed about a century ago from the local dialects. It is not at all, or very little, influenced by Danish. Although officially having the same recognition as the riksmål, its use is more restricted, and it unquestionably occupies a secondary position.

The two languages, and their dialects, are in any event very similar, and in their struggle for supremacy are constantly influencing each other. The result may in the end be a single "compromise" language.

However that may be, the linguistic situation in Norway, both in its written and spoken aspects, is very much in a state of flux, and it is particularly difficult to make clearcut statements about it.

Special characters

Norwegian uses the Latin alphabet with the addition of three special characters—the last three shown in the alphabet.

The letters *c*, *q*, *w*, *x*, and *z* are now used only in foreign words and proper names. Even in popular words of foreign origin they are preferably avoided by substituting *k* or *s* for *c*, *kv* for *qu*, *v* for *w*, *ks* for *x*, and *s* for *z*.

Fraktur type (German text) was abolished officially in 1907, and is now scarcely in use anywhere.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *æ*, *ø*, and *å*; the so-called back vowels being *a*, *o*, *u*, and *å*; the front vowels *e*, *i*, *y*, *æ*, and *ø*. The other letters of the alphabet are all consonants.

Combinations of vowel letters (diphthongs)

The diphthongs and their sounds are as follows:

ai as *ai* in aisle
au as *ou* in our
ei as *ei* in weigh
oi (in foreign words), as *oi* in boil
øy (formerly written *øi*), like Norwegian *ø* followed by slight sound of Norwegian *y*, the two being sounded as one syllable

eu (in foreign words), like Norwegian *æ* followed by slight sound of Norwegian *u*, the two being sounded as one syllable
ou (in foreign words), like Norwegian *u*

Combinations of consonantal letters (digraphs)

The digraphs and their sounds are:

ch (in foreign words), as *sh* in shall
 or *ch* in chorus
qj as *y* in yes
hj
hv
kj
lj
nq
ph (in foreign words; obsolete)
ps (in foreign words)
qv (also written *qu*; in foreign words, obsolete)

sc (in foreign words)
sch (in foreign words)
sh (in foreign words)
sj (also formerly written *si*, *ti* in foreign words), as *sh* in shall
sk as *sh* in shall (before front vowels)
th (usually in foreign words), as *t*
tj
wh (in foreign words)

Consonantal units

For purposes of syllabification, consonant combinations are treated as units. In addition to the digraphs, the following are also consonantal units: *kv, skj, sp, spr, st, str*.

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ale-ne, hvi-ske, hu-stru, bei-ning*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *af-ten, dan-ske, sek-sten, tjenst-lig, blom-ster*.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and another vowel: *fri-er, lei-er*.
5. Certain adverbial prefixes are kept intact. These are: *ad, an, av, bak, be, bi, bort, efter, er, for, fra, frem, ge, in, inn* (formerly *ind*), *med, mis, ned, om, opp* (formerly *op*), *over, på* (formerly *paa*), *til, under, unn* (formerly *und*), *ut, ute*, and *ved*: *ad-splitte, an-bringe, av-klipp, bak-slag*, etc.
6. Certain suffixes are kept intact. These are: *aktig (agtig), artet, asje, het (hed), inne (inde)*: *barn-agtig, god-artet, lekk-asje, matt-het, vert-inne*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6), the compounding *s*, if used, going with the preceding component: *aften-avis, aften-blad, aftens-tid*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *pa-triot, anti-kvar, inter-esse, mid-shipman*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *me-trisk, hemi-tropi, dia-gnose*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ri-kan-ske	(2, 2, 3)	re-gje-ring	(2, 2)
ar-ke-o-lo-gi	(3, 4, 2, 2)	re-pre-sen-ta-sjon	(8, 2, 3, 2)
av-brek-ke	(5, 3)	re-pu-blikk	(2, 8)
be-skjef-ti-gel-se	(5, 3, 2, 3)	re-pu-bli-kan-ske	(2, 8, 2, 3)
der-et-ter	(7, 3)	sam-men-brin-ge	(3, 7, 3)
egen-ar-tet	(6, 3)	selv-an-kla-ge	(7, 5, 2)
eks-al-te-re	(8, 3, 2)	ska-des-er-stat-ning	(2, 7, 5, 3)
en-gel-ske	(3, 3)	stats-for-fat-ning	(7, 5, 3)
eng-len-der	(3, 3)	sy-ste-ma-tisk	(2, 2, 2)
er-ind-ring	(5, 3)	tids-reg-ning	(7, 3)
eu-ro-pei-ske	(2, 2, 2)	til-gren-sen-de	(5, 3, 3)
for-en-te	(5, 3)	tre-å-rig	(7, 2)
gjen-gjel-de	(3, 3)	ty-de-lig	(2, 2)
halv-å-rig	(7, 2)	un-der-of-fi-ser	(3, 5, 3, 2)
inn-plan-te	(5, 3)	un-der-skri-ve	(3, 5, 2)
in-ter-es-sant	(3, 8, 3)	unn-dra	(5, 2)
kjens-gjer-ning	(3, 3)	unn-skyld-ning	(5, 3)
ned-sla-ge-ne	(5, 2, 2)	uor-dent-lig	(3, 3)
om-ar-bei-de	(5, 3, 2)	urett-mes-sig	(7, 3)
over-ens-komst	(5, 3)	ut-ar-bei-de	(5, 3, 2)
pa-ra-graf	(2, 8)	ute-stå-en-de	(5, 4, 3)
pa-tri-ot	(8, 4)	uvil-kår-lig	(3, 3)
pa-tri-o-ti-ske	(8, 4, 2, 2)	vå-pen-ø-vel-se	(2, 7, 2, 3)
post-skrip-tum	(8, 3)	yt-rings-fri-het	(3, 7, 6)
på-dra	(5, 2)	æt-ling-arv	(3, 7)
på-gjel-den-de	(5, 3, 3)	øn-ske-lig	(3, 2)

Stress and diacritics

Most words are stressed on the first syllable, except when they begin with a prefix such as *be-, er-, for-, ge-*, in which case the syllable following the prefix is stressed. Words borrowed from French are usually stressed on the last or next to last syllable. In compound words, the first component receives the primary stress, the second receives secondary stress.

In stressed syllables, vowels are long before one consonant or none, but short before two consonants or more. However, the letter *m* is never doubled at the end of a word, even though it nearly always follows a short vowel. Some words which usually occur unstressed in the sentence are written with only one consonant following the short vowel. The addition of an ending beginning with a consonant usually, but not always, makes the vowel short. Under such conditions, a long vowel may stand before two or more consonants.

Norwegian words of one syllable when pronounced in isolation or in accented positions in a sentence, and is one of the syllables of longer words, are spoken with a stress or loudness accompanied by pitch. The pitch is raised in monosyllables and in many longer words. Other words of more than one syllable have a pitch on the accented syllable that falls and then rises again on the next syllable. It is not possible to tell from the spelling which pitch-stress combination is to be used.

Consonants when written double are always pronounced long; compare with the long *d* in English *midday*.

With the exception of *d* (sometimes replaced by *aa*), *ä* (variant for *æ*), *ø* (variant for *ϕ*), diacritics are used only in foreign loanwords and in certain proper names.

Capitalization

Capitalization is now as in English, except that the polite personal pronouns *De*, *Dem*, *Deres*, and the familiar *I* are capitalized, but proper adjectives and the names of the months and the days of the week are lowercased. A capital is not required to begin a new line of poetry.

Previously, Norwegian followed the German custom of capitalizing all words that functioned as nouns.

Punctuation

Punctuation is very much like that of English. Norwegian used to punctuate like German, with commas before every clause, but the tendency is away from that now. A comma is not used before the word *og* in an enumeration (A, B, C og D), but is often used where English would have a semicolon or a period. Sometimes commas are used instead of periods for decimals: 10,6. Commas are not used between thousands: 1 000 000.

Abbreviations

adr.	adresse, address	H. K. H.	Hans Kongelige Højhed, His Royal Highness
ang.	angående, concerning, re	H. M.	Hans Majestet, His Majesty
A/S	Aksjeselskap, joint-stock company	Hr.	Herr, Mr., Sir
avd.	avdøde, deceased	ifl.	ifølge, according to
bl. a.	blant annet, among others	kap.	kapitel, chapter
d. å.	dette år, this year	m. a. o.	med andre ord, in other words
d. e.	det er, this is, i. e.	m. fl.	med flere, et al.
d. v. s.	det vil si, that is	m. h. t.	med hensyn til, as regards to
e. K.	etter Kristi, after Christ, A. D.	m. m.	med mere, etc.
el.	eller, or	nl.	nemlig, namely
e. m.	ettermiddag, p. m.	o. a.	og annet, and others
f.	født, born, née; for, for; før, before	o. fl.	og flere, etc.
f. eks.	for eksempel, for example, e. g.	o. s. v. (osv)	og så videre, and so forth
f. K.	før Kristus, before Christ	p. ct. (pet)	prosent, percent
f. m.	formiddag, before noon, a. m.	s.	side, page; søndre, south
f. o. m.	fra og med, from and with (on)	u.	under, under
Frk.	Frøken, Miss	yr.	den yngre, junior
Hds. Maj.	Hennes Majestet, Her Majesty	ø.	øre, half farthing

Cardinal numbers

en, et(t)	one	atten	eighteen
to	two	nitten	nineteen
tre, tri	three	tyve	twenty
fire	four	en og tyve, etc	twenty-one, etc.
fem	five	tretti (tredve)	thirty
seks	six	firti	forty
syv	seven	femti	fifty
otte	eight	seksti	sixty
ni	nine	sytti	seventy
ti	ten	otti	eighty
elleve	eleven	nitti	ninety
tolv	twelve	hundrede	hundred
tretten	thirteen	hundrede og en, etc.	one hundred and
fjorten	fourteen		one, etc.
femten	fifteen	to hundrede, etc.	two hundred, etc.
seksten	sixteen	tusen	thousand
sytten	seventeen		

Ordinal numbers

første	first	ellevte	eleventh
annen (annet)	second	tolvte	twelfth
tredje	third	trettende, etc.	thirteenth, etc.
fjerde	fourth	tyvende	twentieth
femte	fifth	enogtyvende	twenty-first, etc.
sjette	sixth	trettiende (tredevte)	thirtieth
syvende	seventh	firtiende, etc.	fortieth, etc.
ottende	eighth	hundrede	hundredth
niende	ninth	hundrede og første	one hundred and
tiende	tenth		first

Months

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
mai	May	november (nov.)	November
juni	June	desember (des.)	December

Days

søndag	Sunday	torsdag	Thursday
mandag	Monday	fredag	Friday
tirsdag	Tuesday	lørdag	Saturday
onsdag	Wednesday		

Seasons

vår	spring	høst	autumn
sommer	summer	vinter	winter

Time

time	hour	måned	month
dag	day	år	year
uke	week		

REFERENCES.—P. Groth, *A Norwegian Grammar* (1924); Jakob Sverdrup og Marius Sandvei, *Norsk Rettskrivningsordbook* (1940); J. Brynildsen, *Norsk-Engelsk Ordbook* (1927); Einar Haugen, *Beginning Norwegian* (1937); H. Scavenius, *Norsk-English Ordbok* (1943); Einar Haugen, *Spoken Norwegian* (1944).

POLISH

Życie i dzieje tych odłamów narodu polskiego, które już od paru pokoleń przeniosły się na daleki kontynent zachodni i tam, w ramach państwowych Stanów Zjednoczonych Ameryki Północnej, kształtują swój los, są nam bardzo mało znane.—W. Doroszewski, Język polski w Stanach Zjednoczonych A. P., Warsaw, 1938, p. 1.

Alphabet and pronunciation

A	a	<i>a</i> in father	L	l	<i>l</i> in hilly, as pronounced in some parts of the South
Ą	ą	somewhat like <i>awn</i> in dawn, or like French <i>on</i>	Ł	ł	<i>l</i> in bell; by some almost like <i>w</i> in <i>we</i>
B	b	<i>b</i>	M	m	<i>m</i>
C	c	<i>ts</i> in hats	N	n	<i>n</i>
Ch	ch	like German <i>ch</i> , or a strong <i>h</i>	Ń	ń	<i>ny</i> in canyon
Cz	cz	<i>ch</i> in chin	O	o	<i>o</i> in port
Ć	ć	between <i>ts</i> and <i>ch</i> in chin	Ó	ó	like Polish <i>u</i>
D	d	<i>d</i>	P	p	<i>p</i>
Dz	dz	<i>dz</i> in <i>adz</i>	R	r	<i>r</i>
Dź	dź	between <i>dz</i> and <i>j</i> in judge	Rz	rz	<i>z</i> in <i>azure</i>
Dż	dż	<i>j</i> in judge	S	s	<i>s</i> in <i>so</i>
E	e	<i>e</i> in set	Sz	sz	<i>sh</i> in shoe
Ę	ę	somewhat like <i>an</i> in man, or like French <i>in</i>	Szcz	szcz	<i>sh</i> plus <i>ch</i> , somewhat like <i>sti</i> in question
F	f	<i>f</i>	Ś	ś	between <i>s</i> and <i>sh</i>
G	g	<i>g</i> in <i>go</i>	Ść	ść	<i>ś</i> plus <i>ć</i>
H	h	like Polish <i>ch</i>	T	t	<i>t</i>
I	i	<i>e</i> in <i>be</i>	U	u	<i>u</i> in <i>rule</i>
J	j	<i>y</i> in <i>yard</i> , <i>boy</i>	W	w	<i>v</i>
K	k	<i>k</i>	Y	y	<i>y</i> in <i>rhythm</i>
			Z	z	<i>z</i> in <i>zone</i>
			Ż	ż	between <i>z</i> in <i>zone</i> and <i>z</i> in <i>azure</i>
			Ż	ż	<i>z</i> in <i>azure</i>

Special characters

Polish uses the Latin alphabet with the addition of the following special characters: *Ą* *ą*, *Ć* *ć*, *Ę* *ę*, *Ł* *ł*, *Ń* *ń*, *Ó* *ó*, *Ś* *ś*, *Ż* *ż*, and *Ź* *ź*. Note also the following somewhat similar characters frequently confused: *Ź* *ż*, *ź* *ż*, and *ł* *t*.

Vowels and consonants

The vowel letters are *a*, *ą*, *e*, *ę*, *i*, *o*, *ó*, *u*, and *y*. The remaining letters of the alphabet are consonant letters.

Diphthongs

The sequences of *i* or *j* followed by one of the vowel letters may be called diphthongs, as are the sequences of a vowel followed by *j*: *ia*, *ja*, *ia*, *ja*, *ie*, *je*, *ie*, *je*, *ji*, *io*, *jo*, *ió*, *jó*, *iu*, *ju*, *aj*, *ej*, *ij*, *oj*, *ój*, *uj*. The sequences beginning with *i* are not found initially or after a vowel.

Digraphs

The digraphs are: *ch, cz, dz, dź, dż, rz, sz, szcz* and *ść*. Their sounds are shown in the alphabet table.

Consonantal units

The following groups of consonants are for purposes of syllabification treated as units:

bl, bł, br, brz
chl, chł, chr, chrz, chw
dl, dł, dr, drz, dw
fl, fr
gl, gł, gr, grz, gw
kl, kł, kr, krz, kw

pl, pł, pr, prz
śc, sk, skr, skrz, śm, sp, spr, sprz, st,
str, strz, stw
tl, tł, tr, trz, tw
wł, wł, wr, wrz

Rules for syllabification¹

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *uli-ca, mię-so, ko-chać, je-szcze, do-bry, do-brze, bli-sko, kome-dja, wę-grzyn*.
3. In a group of two or more consonants the division is made before the last consonant, digraph, or consonantal unit: *leś-ny, lek-ko, lep-szy, pań-stwo, maj-ster, pierw-szy*.
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *po-ić, po-ema, oce-an, ma-jor*.
5. Certain adverbial prefixes are kept intact. These are: *bez, do, na, nad(e), naj, ni, nie, o, ob(e), od(e), po, pod(e), poza, prze, przed(e), przy, roz(e), społ, u, wy, za, and ze: bez-interesowny, do-słać, na-słać, nad-inspektor, nade-słać, ni-gdzie, nie-krwawy, etc.*
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *kraj-obraz, krótko-trwały*.
7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *golf-sztrom, foks-trot, kop-szytk, super-arbiter*. This rule applies also to technical and scientific terms, which editors prefer to divide etymologically: *san-gwinik, dja-gnostyka, strato-sfera, hiper-mnezja*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ry-kań-ski	(2, 2, 3)	in-stru-ment	(3, 2)
an-ty-kwa-rjusz	(3, 7, 2)	jak-gdy-by	(6, 2)
atlan-tyc-ki	(3, 3)	kom-pa-njon	(3, 2)
au-tor-stwo	(2, 3)	lu-do-znaw-stwo	(2, 6, 3)
bez-in-te-re-sow-ny	(5, 3, 2, 2, 3)	ła-go-dzić	(2, 2)
bez-względ-ny	(5, 3)	mek-sy-kan-ski	(3, 2, 3)
bi-blij-ny	(2, 3)	mi-mo-środ-ko-wy	(2, 6, 3, 2)
czł-e-ko-kształt-ny	(2, 6, 3)	na-de-rwać	(2, 5)
di-e-lek-trycz-ny	(7, 2, 3, 3)	nad-gni-ły	(5, 2)
dja-gno-sty-ka	(7, 2, 2)	na-gmin-ny	(5, 3)
do-słow-ny	(5, 3)	naj-mniej-szy	(5, 3)
do-zna-wać	(5, 2)	nie-słusz-ny	(5, 3)
dwu-znacz-ność	(6, 3)	obe-gna-li-śmy	(5, 2, 2)
elo-kwen-cja	(7, 3)	ob-ra-do-wać	(5, 2, 2)
en-cy-klo-pe-dja	(3, 2, 2, 2)	ob-słu-ga	(5, 2)
eu-ro-pej-ski	(2, 2, 3)	ode-rwa-nie	(5, 2)
fe-o-da-lizm	(4, 2, 2)	od-wzo-ro-wa-nie	(5, 2, 2)
fo-to-gra-wiu-ra	(2, 2, 2, 2)	od-zna-cze-nie	(5, 2, 2)
fre-kwen-cja	(7, 3)	po-de-słać	(2, 5)
ge-o-me-trja	(4, 2, 2)	pod-in-spek-tor	(5, 3, 3)
Hisz-pa-nja	(3, 2)	po-gnie-wać	(5, 2)
ide-o-lo-gja	(4, 2, 2)	po-za-służ-bo-wy	(2, 5, 3, 2)
in-kwi-zy-cja	(7, 2, 2)	prze-de-wszyst-kiem	(2, 5, 3)

¹ Syllabification usage varies considerably among Polish printers, especially as regards the division of consonantal groups. Editors usually permit printers to divide such groups optionally, provided the division does not override phonetics and etymology. The rules given here, being designed for consultants who might not be fully familiar with Polish, are somewhat restrictive, but they insure invariably correct and consistent word division.

Illustrative word divisions—Continued

przed-szkol-ny	(5, 3)	spół-ob-wi-nio-ny	(5, 5, 2, 2)
prze-wra-cać	(5, 2)	stro-i-ciel	(4, 2)
przy-gnę-biać	(5, 2)	su-per-ar-bi-ter	(2, 7, 3, 2)
przy-zna-cze-nie	(5, 2, 2)	śmier-tel-nie	(3, 3)
pu-blicz-ność	(2, 3)	War-sza-wa	(3, 2)
re-pu-bli-ka	(2, 2, 2)	wy-sło-wie-nie	(5, 2, 2)
ro-ze-gnać	(2, 5)	wy-słu-chać	(5, 2)
roz-mna-żać	(5, 2)	za-słab-nię-cie	(5, 3, 2)
rzecz-po-spo-li-ta	(6, 2, 2, 2)	ze-wnętrz-ność	(5, 3)
sa-mo-wznie-ca-nie	(2, 6, 2, 2)	Zjed-no-czo-ne	(3, 2, 2)
sa-mo-zwa-niec	(2, 6, 2)	zwie-rze-nie	(2, 2)
san-gwi-nicz-ny	(7, 2, 3)	żyw-no-ścio-wy	(3, 2, 2)

Stress and diacritics

Stress is usually on the penultimate (next to the last) syllable: *MAT-ka*, *glę-BO-ki*, *spo-wo-DO-wać*. In verbs of the first and second person plural past tense and in words of Latin and Greek origin the stress is on the antepenultimate (second from the last) syllable: *BY-li-śmy* (we were), *BY-li-ście* (you were), *a-ryt-ME-ty-ka*, *MU-zy-ka*, *re-TO-ry-ka*.

The diacritical marks used are the inverted cedilla (¸), to indicate the nasal sounds *q* and *ę*; the acute ('), to indicate the palatalization of a consonant; the stroke (ˊ), to indicate the hard *ł*; and the superior dot (˙), to indicate the postpalatal *ż*.

Capitalization

Capitalization is practically the same as in English, except that proper adjectives are lowercased and names of months are preferably lowercased.

Punctuation

Punctuation is practically the same as in English, except that the comma is used to mark off restrictive as well as descriptive clauses.

Alphabetization

The letters *q*, *ć*, *ę*, *ł*, *ó*, *ś*, *ź*, and *ż* are regarded as separate characters and are so alphabetized. The complete alphabetic order is: *a*, *q*, *b*, *c*, *ć*, *d*, *e*, *ę*, *f*, *g*, *h*, *i*, *j*, *k*, *l*, *ł*, *m*, *n*, *o*, *ó*, *p*, *r*, *s*, *ś*, *t*, *u*, *w*, *y*, *z*, *ź*, *ż*.

Abbreviations

a.	albo, or, or else	r. b.	roku bieżącego, current year
i t. d.	i tak dalej, et cetera	s-ka	spółka, company, association
N. or	numer, number	str.	stronica, page
Nr		sz.	szanowny, honorable
n. p.	na przykład, for instance	ś. p.	świętej pamięci, deceased
p.	pan, pani, Mr., Mrs.	św.	święty, Saint
por.	porównaj, compare with, cf.	t. j.	to jest, that is
r.	rok, year	w:	wiek, century

Cardinal numbers

jeden, -na, -no	one	osiemnaście	eighteen
dwa, dwie, dwaj	two	dziewiętnaście	nineteen
trzy, trzej	three	dwadzieścia	twenty
cztery, czterej	four	dwadzieścia jeden,	twenty-one,
pięć	five	etc.	etc.
sześć	six	trzydzieści	thirty
siedem	seven	czterdzieści	forty
osiem	eight	pięćdziesiąt	fifty
dziewięć	nine	sześćdziesiąt	sixty
dziesięć	ten	siedemdziesiąt	seventy
jedenaste	eleven	osiemdziesiąt	eighty
dwanaście	twelve	dziewięćdziesiąt	ninety
trzynaście	thirteen	sto	hundred
czternaście	fourteen	sto jeden, etc.	one hundred and
piętnaście	fifteen		one, etc.
szesnaście	sixteen	dwieście	two hundred
siedemnaście	seventeen	trzysta	three hundred

Cardinal numbers—Continued

czterysta	four hundred	dwa tysiące	two thousand
pięćset	five hundred	trzy tysiące, etc.	three thousand, etc.
sześćset	six hundred		
siedemset	seven hundred	pięć tysięcy, etc.	five thousand, etc.
osiemset	eight hundred	sto tysięcy	hundred thousand
dziewięćset	nine hundred	miljon	million
tysiąc	thousand		

Ordinal numbers

pierwszy, -sza, -sze	first	trzydziesty	thirtieth
drugi, -ga, -gie	second	czterdziesty	fortieth
trzeci	third	pięćdziesiąty	fiftieth
czwarty	fourth	sześćdziesiąty	sixtieth
piąty	fifth	siedemdziesiąty	seventieth
szósty	sixth	osiemdziesiąty	eightieth
siódmy	seventh	dziewięćdziesiąty	ninetieth
ósmym	eighth	setny	hundredth
dziewiąty	ninth	sto pierwszy, etc.	one hundred and first, etc.
dziesiąty	tenth		
jedenasty	eleventh	dwusetny	two hundredth
dwunasty	twelfth	trzechsetny	three hundredth
trzynasty	thirteenth	czterechsetny	four hundredth
czternasty	fourteenth	pięćsetny	five hundredth
piętnasty	fifteenth	sześćsetny	six hundredth
szesnasty	sixteenth	siedemsetny	seven hundredth
siedemnasty	seventeenth	osiemsetny	eight hundredth
osiemnasty	eighteenth	dziewięćsetny	nine hundredth
dziewiętnasty	nineteenth	tysiączny	one thousandth
dwudziesty	twentieth	dwutysiączny	two thousandth
dwudziesty pierwszy, etc.	twenty-first, etc.	miljonowy	millionth

Months

styczeń (stycz.)	January	lipiec (lip.)	July
luty	February	sierpień (sierp.)	August
marzec (mar.)	March	wrzesień (wrzes.)	September
kwiecień (kwiec.)	April	październik (paźdz.)	October
maj	May	listopad (listop.)	November
czerwiec (czerw.)	June	grudzień (grudz.)	December

Days

Niedziela	Sunday	Czwartek	Thursday
Poniedziałek	Monday	Piątek	Friday
Wtorek	Tuesday	Sobota	Saturday
Środa	Wednesday		

Seasons

wiosna	spring	jesień	autumn
lato	summer	zima	winter

Time

godzina	hour	miesiąc	month
dzień	day	rok	year
tydzień	week	wiek	century

REFERENCES.—Joseph Andrew Teslar and Jadwiga Teslar, *A New Polish Grammar* (London, 1941); J. Stanisławski, *English-Polish and Polish-English Dictionary* (1942); M. Arct, *Słownik Wyrazów Obcych* (Warszawa, 1935).

PORTUGUESE

E quando se vir que a tendência da fala do Brasil é completamente diversa da fala de Portugal, que a civilização afasta cada vez mais os dois países graças aos neologismos diferentes para as invenções, que a literatura no Brasil já se tornou brasileira, rompendo com um passado artificial para ser compreendida do povo; que as influências de fatores varios transformaram a nossa pronuncia e nosso vocabulário, criando aos poucos outra sintaxe—só existirá uma coisa a fazer: o brasileiro dar bons dias ao português, como faz na fronteira com uruguaio, o argentino e o paraguaí.—Renato Mendonça, *O Português Do Brasil* (1936), p. 98.

Alphabet and pronunciation ¹

A	a	stressed: <i>a</i> in palm; before <i>m</i> or <i>n</i> , <i>u</i> in hunt (often written <i>á</i>); unstressed: <i>a</i> in sofa (see Stress and diacritics)
Ã	ã	nasalized <i>u</i> in hunt; with <i>e</i> or <i>o</i> following, <i>ãe</i> somewhat like <i>i</i> in mind and <i>ão</i> somewhat like <i>ou</i> in mound
B	b	<i>b</i>
C	c	<i>s</i> in so, before <i>e</i> or <i>i</i> ; elsewhere like <i>k</i>
Ç	ç	<i>s</i> in so; used only before <i>a</i> , <i>o</i> , or <i>u</i>
D	d	<i>d</i>
E	e	stressed: somewhat like <i>a</i> in fate (close), or <i>e</i> in get (open); close sound sometimes written <i>ê</i> , the open one <i>é</i> ; unstressed: <i>e</i> in basket
F	f	<i>f</i>
G	g	<i>s</i> in measure, before <i>e</i> or <i>i</i> ; elsewhere like <i>g</i> in go
H	h	silent
I	i	stressed: <i>i</i> in machine; unstressed: <i>i</i> in hit
J	j	<i>s</i> in measure
K	k	<i>k</i> ; used only in foreign words
L	l	<i>l</i> in million, before a vowel; elsewhere like <i>l</i> in hill
Lh	lh	somewhat like <i>lli</i> in million
M	m	<i>m</i> before vowel; after vowel, nasalizes vowel and is itself weakened in closure; final unstressed <i>am</i> like Portuguese <i>ão</i>
N	n	<i>n</i> before vowel; after vowel, same as Portuguese <i>m</i>
Nh	nh	<i>ny</i> in canyon
O	o	stressed: somewhat like <i>o</i> in coat when close (sometimes written <i>ô</i>), or like <i>o</i> in fort when open (sometimes written <i>ó</i>); unstressed: <i>o</i> in obey, or <i>u</i> in put when final
Õ	õ	used with <i>e</i> , <i>õe</i> is somewhat like <i>oi</i> in coin
P	p	<i>p</i>
Q	q	always followed by <i>u</i> (see Digraphs)
R	r	trilled <i>r</i> ; in some regions like Parisian French <i>r</i>

¹ The pronunciation shown is that of Brazilian Portuguese; in Portugal unstressed vowels are more slurred, and certain consonants have slightly different sounds.

S	s	s in so initially before a vowel; between vowels like <i>s</i> in rose (=z); when final, like <i>s</i> or <i>z</i> , or somewhat like <i>sh</i> , or like <i>s</i> in measure, depending on consonant or vowel of following word if the two are closely linked in structure of sentence; within words: before consonants, like <i>sh</i> before <i>p</i> , <i>t</i> , <i>c</i> (=k); like <i>s</i> in measure before <i>b</i> , <i>d</i> , <i>g</i> (as in go); like <i>s</i> before <i>s</i> or <i>ç</i> ; like <i>z</i> before other consonants
T	t	<i>t</i>
U	u	stressed: <i>u</i> in rude; unstressed: <i>u</i> in put
V	v	<i>v</i>
W	w	<i>w</i> or <i>v</i> , only in foreign words
X	x	<i>sh</i> in shoe initially, and often elsewhere; otherwise as <i>x</i> in box (=ks), or as <i>s</i> or <i>z</i>
Y	y	like Portuguese <i>i</i> ; now usually replaced by <i>i</i>
Z	z	<i>z</i> in gaze; final often like <i>z</i> in azure

Special characters

Portuguese uses the Latin alphabet, with the addition of the following special characters: *Â â*, *Ç ç*, and *Õ õ*. Portuguese uses also to a considerable extent the acute (´), the circumflex (^), and sometimes the grave (`) or the dieresis (¨).

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, and *u*. Of these, *a*, *e*, and *o* are termed strong vowels; *i* and *u*, weak vowels. The letter *y*, which occurs only in foreign words, is treated as a vowel before a consonant, otherwise as a consonant. The other letters of the alphabet are all consonants.

Diphthongs and triphthongs

A diphthong is a combination of a strong vowel and a weak vowel. This is pronounced as one syllable, the strong vowel receiving the predominant sound and the weak one being somewhat slurred over (*i* somewhat like *y* in yet or boy, *u* like *w* in wet or bow): *pai* (pronounced p*ai*), *rial* (pronounced ri*Al*). If the weak vowel, however, carries an acute mark, the two vowels do not constitute a diphthong and are pronounced separately: *país* (pronounced pa-*Is*).¹

A diphthong may also be a combination of two weak vowels. In such case the first vowel receives the predominant sound and the second one is slurred over: *fluido* (pronounced fl*U*ido), *partiu* (pronounced part*Iu*). If the second vowel, however, carries the acute mark, the two vowels do not constitute a diphthong: *ruído* (pronounced ru-*Ido*), *miúdo* (pronounced mi-*Udo*).

A triphthong is a combination of three vowels, the middle one of which is strong the others weak, and is pronounced as a single syllable, the strong vowel receiving the predominant sound: *iguais* (pronounced igu*AI*s). If one of the weak vowels, however, carries an acute mark, the vowels do not constitute a triphthong: *partieis* (pronounced part*I*-e*is*).

Digraphs

The digraphs and their sounds are:

ch as *sh* in ship; in words of Greek origin as *ch* in choir (this latter *ch* occurs only in the older orthography; in the reformed orthography, it is replaced by *c* or, before *e* and *i*, by *qu*)
gu as *g* in go, only before *e*, *i*; *gũ* before *e*, *i* to indicate the sound of *gw*

lh as *li* in million
nh as *ny* in canyon
ph as *f* (in the older orthography only)
qu as *k* before *e*, *i*; before *a* and sometimes before *o* as *qu* in quality (=kw); *qu* is used before *e*, *i* to indicate the sound of *kw*
th as *t* (in the older orthography only)

¹ This acute mark may be omitted, however, if the vowel over which it is supposed to appear stands before any final consonant (except *s*) or before *nh*, *nd*, *mb*: *raiz* (pronounced ra-*Iz*), *sair* (pronounced sa-*Ir*), *rainha* (pronounced ra-*Inha*), *ainda* (pronounced a-*Inda*), *Coimbra* (pronounced Co-*Imbra*), *ruim* (pronounced ru-*Im*). The spellings *raiz*, *rainha*, *ainda* are also permitted.

Consonantal units

For the purpose of syllabification, the following are consonantal units:

bl, br
chl, chr, cl, cr

dl, dr
fl, fr

gl, gr
pl, pr

tl, tr
vl, vr

Rules for syllabification

1. Diphthongs, triphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ba-lão, ba-nhar, ma-dre, flui-do*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *par-te, guer-ra, sump-to, per-cha, sem-pre*.
4. Division between vowels is avoided. In narrow measure, however, division is admissible between two strong vowels. Hence, in the interest of good spacing, the following vowels may be divided: *aa, ae, ao; ea, ee, eo; oa, oe, oo* (but not the nasal vowels *ãe, ão, and õe*): *do-ente, le-oa, po-ema*.
5. According to the new orthography, only the prefix *ex* is kept intact, but division may be made on the other prefixes if such division conforms to rules 2 to 4: *con-sócio* (rule 3), *in-justo* (rule 3), *pro-mover* (rule 2), *re-organizar* (rule 4); but *cons-tar* (rule 3), *ins-pirar* (rule 3), *pros-crever* (rule 3), *reü-nião* (rule 2).
6. Compound words (hyphenated) are divided preferably on the hyphen (and each part, according to rules 1 to 5): *além-atlântico, sub-rogar*.
7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington, co-gnac, cre-scendo, Reichs-amt*. Technical and scientific terms are regarded as naturalized words and are divided according to rules 1 to 6.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aban-do-nar	(3, 2)	maio-ri-da-de	(2, 2, 2)
abas-te-cer	(3, 2)	má-xi-mo	(2, 2)
aba-ti-men-to	(2, 2, 3)	mi-san-tró-pi-co	(2, 3, 2, 2)
ab-so-lu-to	(3, 2, 2)	mis-ce-lá-neo	(3, 2, 2)
abs-tra-to	(3, 2)	ne-ces-si-da-de	(2, 3, 2, 2)
an-tia-é-reo	(3, 4, 2)	ne-cro-ló-gi-co	(2, 2, 2, 2)
bem-es-tar	(6, 3)	neu-tra-li-zar	(2, 2, 2)
bi-blio-te-ca	(2, 2, 2)	no-ro-es-te	(2, 4, 3)
bi-ci-cle-ta	(2, 2, 2)	no-va-yor-ki-no	(2, 6, 3, 2)
Bra-si-lei-ro	(2, 2, 2)	nú-me-ro	(2, 2)
com-pre-en-de	(3, 4, 3)	ob-je-to	(3, 2)
con-so-an-te	(3, 4, 3)	obli-quân-gu-lo	(2, 3, 2)
co-ra-ções	(2, 2)	obs-cu-ran-te	(3, 2, 3)
dei-xan-do	(2, 3)	obs-tru-ção	(3, 2)
de-se-qui-lí-brio	(2, 2, 2, 2)	oce-â-ni-co	(4, 2, 2)
elip-só-i-de	(3, 2)	oxi-gê-nio	(2, 2)
em-bai-xa-dor	(3, 2, 2)	pa-le-ó-gra-fo	(2, 4, 2, 2)
es-ta-du-ni-den-se	(3, 2, 2, 2, 3)	pa-lha-bo-te	(2, 2, 2)
ex-er-ci-do	(5, 3, 2)	Pa-na-me-ri-ca-no	(2, 2, 2, 2, 2)
fer-rô-lho	(3, 2)	pa-râ-me-tro	(2, 2, 2)
go-niô-me-tro	(2, 2, 2)	pa-triô-ti-co	(2, 2, 2)
he-mis-fé-rio	(2, 3, 2)	pe-ga-nhen-to	(2, 2, 3)
hi-gros-có-pio	(2, 3, 2)	pei-xei-ra	(2, 2)
inad-mis-sí-vel	(3, 3, 2)	por-tu-gue-sa	(3, 2, 2)
in-com-pre-en-sí-vel	(3, 3, 4, 3, 2)	pro-ble-ma	(2, 2)
ine-ren-tes	(2, 3)	pu-bli-ca-men-te	(2, 2, 2, 3)
in-ex-is-ten-te	(5, 5, 3, 3)	re-pre-sen-tan-tes	(2, 2, 3, 3)
ins-ta-la-ções	(3, 2, 2)	re-pú-bli-ca	(2, 2, 2)
in-te-res-sa-dos	(3, 2, 3, 2)	se-mio-fi-cial	(2, 2, 2)
inu-ti-li-zar	(2, 2, 2)	se-nho-res	(2, 2)
ju-rí-di-co	(2, 2, 2)	su-bal-ter-nos	(2, 3, 3)
lin-güís-ti-co	(3, 3, 2)	subs-cre-ver	(3, 2)
lu-xu-rian-te	(2, 2, 3)	trans-pi-rar	(3, 2)

Stress and diacritics

The stress in Portuguese words falls on the penult (last syllable but one) if the word ends in *a, e, o* (followed or not by *s*), *am, em*, and *ens*: *CAsa, CAsas, paREde, paREdes*, etc.; otherwise on the last syllable (the latter includes words ending in nasals and diphthongs followed or not by *s*): *caNAL, entenDER, vaRÃO, vaRÕES, saRAU, arRAIS*. Words terminating, however, in the diphthongs *ia, io, ua, ue*, and *uo*, preceded by a consonant (followed or not by *m* or *s*), have stress on the *i* or *u*: *filosofia, punIa, punIam, louvarIas, continUo, continUe, continUa*. The stress in all such words is not indicated by any diacritical marks.

Words stressed contrary to the rule above carry a written accent mark, either acute (´) or circumflex (^), the former to indicate an open vowel, the latter to indicate a close vowel: *faRÁ, FÁcil, CÔNsules, rePÚblica, ÓRfãos, FÁceis, abundÂncia, faMÍlia*.²

In addition to indicating stress not according to the first paragraph, accent marks are used as mere diacritics for other purposes, as follows:

(a) The acute mark is used over the *e* or *o* in the stressed diphthongs *ei, eu, oi*, to indicate that the *e* or *o* is open; otherwise, the *e* or *o* is close: *réis*, plural of *real* (but *reis*, plural of *rei*), *batéis*, plural of *batel* (but *bateis*, second person plural of *bater*), *sóis*, plural of *sol* or second person singular of *soer* (but *sois*, second person plural of *ser*); also *véu(s), chapéu(s), herói(s), jóia, gibóia*, etc.

(b) The acute is used over the *i* or *u* to indicate that it does not form a diphthong with its adjacent strong vowel and is to be stressed: *puniríamos, país, saída, saúde, baú*, etc.

(c) The circumflex is used over the stressed *e* or *o* to indicate that the *e* or *o* is close if there are other words spelled like them with the stressed *e* or *o* open: *rêgo* (furrow), *rego* (first person singular of *regar*); *rôgo* (request), *rogo* (first person singular of *rogar*); *dêmos* (present subjunctive of *dar*), *demos* (present indicative of *dar*), *côrte* (court), *corte* (cut, edge).

(d) The acute and circumflex are used arbitrarily on monosyllables ending in *a, as, e, es, o, os*: *pá(s), sé(s), vê(s), mê(s), pó(s), pôs* (from *pôr*), etc.

(e) The acute and circumflex are used on certain words carrying sentence emphasis to distinguish them from words spelled like them but not receiving sentence emphasis: *quê* (interrogative), *que* (relative); *porquê* (interrogative), *porque* (conjunction); *pôr* (verb), *por* (preposition); *pára* (verb), *para* (preposition); *pêla* (noun), *pela* (preposition), etc.

(f) The acute and circumflex are used to indicate secondary stress in adverbs ending in *mente*: *rápidamente, sómente, cortêsmemente* (from *rápido, só, cortês*).

(g) The grave (˘) is used over the *u* in *gu, qu* before *e* or *i* to indicate that the *u* is to be sounded but not stressed. In the other cases the *u* in *gu* and *qu* before *e* or *i* is silent: *consequência, arguir, argúi* (first person preterite), but *argúi* (third person present). Instead of the grave, many orthographers use the dieresis (trema) for this purpose.

(h) The grave is used over the *i* or *u* to indicate that it does not form a diphthong with the preceding vowel, and is not to be stressed: *saímento, paisagem, saúdar*. Instead of the grave, many orthographers use the dieresis (trema) for this purpose.

(i) The grave is used over an unstressed open *a, e, o* in certain words if there are other words spelled alike in which the *a, e, o* has a close or weakened value: *à* (to the), *a* (the); *àquele* (to that), *aquele* (that); *prêgar* (preach), *pregar* (nail), etc.

(j) The tilde (~) is used to indicate a nasal vowel. It is also used at times to indicate a contraction: *Roi~z* (= *Rodriguez*), *q~* (= *que*), *s~nca* (= *sentença*).

Capitalization

Capital letters are used as in English with the exception that names of months, days of the week, and proper adjectives are lowercased.

² In Brazil, words ending in *i* or *u* (followed or not by *s*) have stress on the next to the last syllable; stressed otherwise, they carry an accent mark; hence, according to Brazilian usage: *perú(s), javali(s), ali, aqui*, but *tribu, nenhum, comum, oasis, virus*, etc. However, Agard, Lobo, and Willis (Brazilian Portuguese From Thought to Word, 1944) state that words ending in *i(s)* or *u(s)* are normally stressed on the last syllable and need not receive the stress mark. According to available evidence, there is still disagreement in this matter. On the whole, the rules here recommended follow those now valid in Brazil.

Punctuation and hyphenation

Punctuation marks are used as in English.

The apostrophe as a sign of contraction between prepositions and pronouns has practically disappeared: *neste* (instead of, formerly, *n'este*, *'neste*, or *n-este*), in this; *dêsse* (instead of *d'êsse*), of that; *dâquém* (instead of *d'âquém*), on this side; *dêle* (instead of *d'êle*), of him, his; etc. The apostrophe is still retained, however, in proper nouns and a few compounds: *Sant' Ana*, *Nun' Alvares*. (Note also compounds in paragraph following.) The apostrophe is sometimes used after a capital letter instead of the acute: *A'sia*, *E'*, etc.

The hyphen is employed, aside from its use in syllabification, to indicate compounds whose elements retain their phonetic independence: *mãe-d'água*, reservoir; *mão-d'obra*, workmanship; *contra-almirante*, rear admiral; *pára-raios*, lightning conductor. It is also used to set off suffixed and infixed pronouns in verb forms: *dê-me*, give me; *dizem-no-lo*, they say it to us; *fá-lo-ia*, I would do it; also after the monosyllabic forms of *haver* when followed by *de* and an infinitive: *hei-de ler*, I must read, but *haviâmos de ler*, we had to read.

Abbreviations

cm	centímetro, centimeter	pp.	páginas, pages
D.	Dom, Sir; Dona, Lady	S. Excia.	Sua Excel(l)ência, His Excellency
Dr.	doutor, doctor	S.	São (contraction of santo), Saint
Dra.	doutora, doctress	Snr., Sr.	senhor, Mr.; also Lord
EE. UU.	Estados Unidos da América, United States	Snra., Sra.	senhora, Mrs.
da A., E. U. A.	of America	Snrta., Srta.	senhorita, Miss
Exmo.	Excel(l)entíssimo, Excellency	Sta.	Santa, Saint
hect.	hectare, hectare	V. E., V. Exa.	Vossa Excel(l)ência, Your Excellency
Il(l)mo.	Il(l)ustríssimo, Illustrious	Vmcê., V. M.	Vossa Mercê, Your Grace
l.	litro, liter		
m.	metro, meter		
p.	página, page		

Cardinal numbers

um, uma	one	trinta	thirty
dois, dous, duas	two	quarenta	forty
três	three	cincoenta, cinquenta	fifty
quatro	four	sessenta	sixty
cinco	five	setenta	seventy
seis	six	oitenta	eighty
sete	seven	noventa	ninety
oito	eight	cem, cento	hundred
nove	nine	cento e um(a), etc.	one hundred and one, etc.
dez	ten	duzentos, -as	two hundred
onze	eleven	trezentos, -as, etc.	three hundred, etc.
doze	twelve	mil	thousand
treze	thirteen	mil e um(a), etc.	one thousand and one, etc.
catorze	fourteen	dois mil, etc.	two thousand, etc.
quinze	fifteen	um milhão	million
dezassexis, dezaseis	sixteen		
dezassete, dezasete	seventeen		
dezoito, dezoito	eighteen		
dezanove	nineteen		
vinte	twenty		
vinte e um, etc.	twenty-one, etc.		

Round millions used adjectively are followed by *de*: *Um milhão de contos*, or *1,000,000 de contos*.

Ordinal numbers

primeiro, primo	first	quadragésimo,	fortieth
segundo	second	quarentésimo	
terceiro	third	quinquagésimo	fiftieth
quarto	fourth	sexagésimo	sixtieth
quinto	fifth	septuagésimo	seventieth
sexto	sixth	octogésimo	eightieth
sétimo	seventh	nonagésimo	ninetieth
oitavo	eighth	centésimo	hundredth
nono	ninth	centésimoprimeiro,	one hundred
décimo	tenth	etc.	and first, etc.
undécimo		ducentésimo	two hundredth
décimo primeiro } onzeno } duodécimo, décimo } segundo }	eleventh	tricentésimo	three hundredth
décimo terceiro, etc.	thirteenth, etc.	quadringentésimo	four hundredth
vigésimo	twentieth	quingentésimo	five hundredth
vigésimo primeiro,	twenty-first, etc.	sex(c)entésimo	six hundredth
etc.		septingentésimo	seven hundredth
trigésimo	thirtieth	octingentésimo	eight hundredth
		non(in)gentésimo	nine hundredth
		milésimo	thousandth

Months

janeiro (jan.)	January	julho (jul.)	July
fevereiro (fev.)	February	agosto (agto.)	August
março (mço.)	March	setembro (set.)	September
abril (abr.)	April	outubro (obro.)	October
maio	May	novembro (nov.)	November
junho (jun.)	June	dezembro (dez.)	December

Days

domingo	Sunday	quinta-feira	Thursday
segunda-feira	Monday	sexta-feira	Friday
terça-feira	Tuesday	sáb(b)ado	Saturday
quarta-feira	Wednesday		

Seasons

primavera	spring	outo(m)no	autumn
verão	summer	inverno	winter

Time

hora	hour	mês (mez)	month
dia	day	an(n)o	year
semana	week		

REFERENCES.—Joseph Dunn, *A Grammar of the Portuguese Language* (1930); Frederick B. Agard, Héliô Lobo, and Raymond S. Willis, Jr., *Brazilian Portuguese* (1944); Alvaro Franco, *Dicionário Inglês-Português [e] Português-Inglês* (1941).

RUSSIAN

Тамань—маленький городок на берегу моря. * * * Во всём городе только один каменный дом, у самого въезда в город. В нём почта и военное начальство.—М. Yu. Lermontov, 'Taman', D. C. Heath & Co. edition, p. 1.

Alphabet, transliteration,¹ and pronunciation

А	а	a	a in far ²
Б	б	b	b
В	в	v	v
Г	г	g	g in go ³
Д	д	d	d
Е	е	e, ye ⁴	e in fell, ye in yell ⁵
Ё	ё	ë, yë ⁶	o in order, yo in yore ⁷
Ж	ж	zh	z in azure
З	з	z	z in zeal
И	и	i	i in machine ⁸
Й	й	y	y in boy
К	к	k	k
Л	л	l	l
М	м	m	m
Н	н	n	n
О	о	o	o in order ⁹
П	п	p	p
Р	р	r	r
С	с	s	s in so
Т	т	t	t
У	у	u	u
Ф	ф	f	f
Х	х	kh	h in how, but stronger
Ц	ц	ts	ts in hats
Ч	ч	ch	ch in church
Ш	ш	sh	sh in shoe
Щ	щ	shch	sh plus ch, somewhat like sti in question
Ъ	ъ	'' ¹⁰	(¹¹)
Ы	ы	y	y in rhythm
Ь	ь	' ¹²	(¹³)
Э	э	e	e in elder
Ю	ю	yu	u in union
Я	я	ya	ya in yard

¹ U. S. Board on Geographic Names transliteration, 1944. (See p. 428 for Slavic transliteration as a whole.)

² When stressed; when unstressed, like a in sofa.

³ Also pronounced as v in the genitive ending -ro; often used for original h in non-Russian words, but is pronounced as g by Russians.

⁴ Ye initially, after vowels, and after Ъ, Ь.

⁵ Pronounced as i in habit, or the same sound with preceding y, when unstressed.

⁶ Yë as for ye. The sign ë is not considered a separate letter of the alphabet, and the '' is often omitted. Transliterate as ë, yë when printed in Russian as ë; otherwise use e, ye.

⁷ Only stressed.

⁸ Like i in habit when unstressed; like yie in yield after a vowel and after Ъ.

⁹ Like o in abbot when unstressed.

¹⁰ The symbol '' (double apostrophe), not a repetition of the line above.

¹¹ No sound; used only after certain prefixes before the vowel letters e, ё, я, ю. Formerly used also at the end of all words now ending in a consonant letter. See Note on Old Spelling, p. 410.

¹² ' (apostrophe).

¹³ Palatalizes a preceding consonant, giving a sound resembling the consonant plus y, somewhat as in English meet you, did you.

Special characters

Russian uses the Cyrillic alphabet. Many of the characters are the same as in Latin, with the following special ones: Б б, Г г, Д д, Ж ж, Й й, Л л, П п, Ф ф, Ц ц, Ш ш, Щ щ, Т т, Ы ы, Э э, Ю ю, and Я я. Note the following somewhat similar characters: З з, И и, У у, Ш ш, э э, л л, ш ш. The Ъ is a separate character and not a combination of Б and И.

Transliteration

This is a mechanical process of substituting the transliteration letter or combination of letters for each Russian letter: Москва = *Moskva*, Киев = *Kiyev*, Русский = *Russkiy*, etc.

Vowels and consonants

The vowel letters are а, е, ё, и, о, у, ы, э, ю, and я, represented, respectively, by *a*, *e* or *ye*, *ë* or *yë*, *i*, *o*, *u*, *y*, *e*, *yu*, *ya*. The letters й, ъ, and ь are not called either vowels or consonants. All other letters are consonants.

Diphthongs

The sequences of a vowel followed by й are often called diphthongs. Their sounds are:

ай (<i>ay</i>) <i>ai</i> in aisle	ый (<i>yy</i>) <i>y</i> in rhythm plus <i>y</i> in yield
ей (<i>ey</i> , <i>yey</i>) <i>ey</i> in they, or as <i>yea</i> (= <i>yes</i>)	эй (<i>ey</i>) <i>ey</i> in they
ий (<i>iy</i>) like prolonged English <i>ee</i>	юй (<i>yu</i>) <i>you</i> plus <i>y</i> in yield
ой (<i>oy</i>) <i>oy</i>	йй (<i>yay</i>) <i>ya</i> in yard plus <i>y</i> in yield
уй (<i>uy</i>) <i>uoy</i> in buoy as pronounced by some (<i>oo</i> plus <i>y</i>)	

Digraphs

The transliterations *ye*, *zh*, *kh*, *ts*, *ch*, *sh*, *shch*, *yu*, *ya* represent single Russian letters and should not be divided in syllabification.

Consonantal units

The following combinations of consonants should be treated, for syllabification purposes, as indivisible units:

бл, бр (<i>bl</i> , <i>br</i>)	мл (<i>ml</i>)
вл, вр (<i>vl</i> , <i>vr</i>)	пл, пр (<i>pl</i> , <i>pr</i>)
гл, гр (<i>gl</i> , <i>gr</i>)	ск, скв, скр, ст, ств, стр (<i>sk</i> , <i>skv</i> , <i>skr</i> , <i>st</i> , <i>stv</i> , <i>str</i>)
дв, др (<i>dv</i> , <i>dr</i>)	тв, тр (<i>tv</i> , <i>tr</i>)
жд (<i>zhd</i>)	фл, фр (<i>fl</i> , <i>fr</i>)
кл, кр (<i>kl</i> , <i>kr</i>)	

Rules for syllabification ¹

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: ба-гаж (*ba-gazh*), Бай-кал (*Bay-kal*), му-ха (*mu-kha*), пё-бра (*pë-bra*), каче-ство (*kache-stvo*), свой-ство (*svoiy-stvo*).
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: мас-ло (*mas-lo*), мас-са (*mas-sa*), мар-шал (*mar-shal*), точ-ка (*toch-ka*), долж-ность (*dolzh-nost'*), сред-ство (*sred-stvo*).
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: оке-ан (*oke-an*), ма-як (*ma-yak*).
5. Certain adverbial prefixes are kept intact. These are: без (бес), во, воз (вос), вы, до, за, из (ис), на, над, не, ни, низ (нис), о, об, обо, от, ото, пере, по, под, пред(и), пред(о), при, про, раз (рас), с(о), and у. In transliteration these prefixes are respectively *bez* (*bes*), *vo*, *voz* (*vos*), *vy*, *do*, *za*, *iz* (*is*), *na*, *nad*, *ne*, *ni*, *niz* (*nis*), *o*, *ob*, *obo*, *ot*, *oto*, *pere*, *po*, *pod*, *pred*(*i*), *pred*(*o*), *pri*, *pro*, *raz* (*ras*), *s*(*o*), and *u*: без-вкусный (*bez-vkusnyy*), бес-связь (*bes-svyaz'*), во-круг (*vo-krug*), etc.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): радио-связь (*radio-svyaz'*), фото-снимка (*foto-snimka*).

¹ Since the orthographic reform of 1918, the rules for syllabification have been considerably liberalized. It is generally permitted now to divide according to convenience, provided that phonetics and etymology are not severely overridden. These rules, designed as a guide for workers who might not be thoroughly familiar with the Russian language, are of necessity somewhat restrictive, but they insure invariably correct word division in conformity with generally approved usage.

As a great deal of Russian matter, especially bibliography, is printed in transliterated form, these rules have been formulated so as to apply with equal accuracy whether matter is in Russian characters or in transliteration.

7. It is to be noted that the й (y) always terminates a syllable: бой-кий (*boy-kiy*), рай-он (*ray-on*); the ь (") terminates a syllable except in words beginning with вь (*v"*), въз (*vz"*), and съ (*s"*): отъ-ехать (*ot'-yekhat'*) but съём-ка (*s'yem-ka*), съест-ной (*s'yest-noy*); the ь (') terminates a syllable except before the soft vowels е (*e*), и (*i*), ю (*yu*), and я (*ya*): маль-чик (*mal'-chik*), but соло-вьев (*solo-v'yev*), бри-льянт (*bri-l'yant*), се-мья (*se-m'ya*).

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: Шек-спир (*Shek-spir*), мас-штаб (*mas-shtab*), Лоа-ра (*Loa-ra*) [not Ло-ара (*Lo-ara*) (from the French *Loire*)], се-ньор (*se-n'or*).

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Аме-ри-кан-ский } <i>Ame-ri-kan-skiy</i>	(2, 2, 3)	от-зву-чать } <i>ot-zvu-chat'</i>	(5, 2)
Ан-глий-ская } <i>An-gliy-skaya</i>	(3, 2)	ото-зва-ние } <i>oto-zva-niye</i>	(5, 2)
без-ал-ко-голь-ный } <i>bez-al-ko-gol'-nyy</i>	(5, 3, 2, 7)	отъ-ез-жа-ю-щий } <i>ot'-yez-zha-yu-shchiy</i>	(7, 3, 4, 2)
бес-сроч-ный } <i>bes-sroch-nyy</i>	(5, 3)	Па-ра-гвай } <i>Pa-ra-gvay</i>	(2, 8)
ва-ку-ум } <i>va-ku-um</i>	(2, 4)	пе-ре-гнать } <i>pe-re-gnat'</i>	(2, 5)
во-гну-тость } <i>vo-gnu-tost'</i>	(5, 2)	пер-спек-ти-ва } <i>per-spek-ti-va</i>	(8, 3, 2)
во-до- Вме-сти-ли-ще } <i>vo-do-vme-sti-li-shche</i>	(2, 6, 2, 2, 2)	пи-о-нер-ский } <i>pi-o-ner-skiy</i>	(4, 2, 3)
воз-зре-ние } <i>voz-zre-niye</i>	(5, 2)	по-глуб-же } <i>po-glub-zhe</i>	(5, 3)
вос-хва-ле-ние } <i>vos-khva-le-niye</i>	(5, 2, 2)	по-гля-ды-вать } <i>po-glya-dy-vat'</i>	(5, 2, 2)
вы-здо-ро-ветъ } <i>vy-zdo-ro-vel'</i>	(5, 2, 2)	по-да-вать-ся } <i>po-da-vat'-sya</i>	(5, 2, 7)
вы-со-ко-нрав-ство } <i>vy-so-ko-nrav-stvo</i>	(2, 2, 6, 3)	под-жи-да-ние } <i>pod-zhi-da-niye</i>	(5, 2, 2)
го-су-дар-ствен-ный } <i>go-su-dar-stven-nyy</i>	(2, 2, 3, 3)	пред-ва-ри-тель-ный } <i>pred-va-ri-tel'-nyy</i>	(5, 2, 2, 7)
до-школь-ное } <i>do-shkol'-noe</i>	(5, 7)	пре-ди-сло-вие } <i>pre-di-slo-viye</i>	(2, 5, 2)
зав-траш-ний } <i>zav-trash-niy</i>	(3, 3)	пре-до-хра-нять } <i>pre-do-khra-nyat'</i>	(2, 5, 2)
изъ-яс-не-ние } <i>iz'-yas-ne-niye</i>	(7, 3, 2)	при-вхо-дя-щий } <i>pri-vkho-dya-shchiy</i>	(5, 2, 2)
ис-сле-до-ва-тель-ский } <i>is-sle-do-va-tel'-skiy</i>	(5, 2, 2, 2, 7)	про-све-ще-ние } <i>pro-sve-shche-ni-ye</i>	(5, 2, 2)
Крон-штадт-ский } <i>Kron-shladt-skiy</i>	(8, 3)	про-те-стант-ство } <i>pro-te-stant-stvo</i>	(2, 2, 3)
на-всег-да } <i>na-vseg-da</i>	(5, 3)	про-хва-тить } <i>pro-khva-tit'</i>	(5, 2)
на-дви-га-ю-щий-ся } <i>na-dvi-ga-yu-shchiy-sya</i>	(5, 2, 4, 2, 7)	раз-вью-чи-вать } <i>raz-v'y-uchi-vat'</i>	(5, 2, 2)
над-вя-зать } <i>nad-vya-zat'</i>	(5, 2)	раз-мно-жать } <i>raz-mno-zhat'</i>	(5, 2)
не-сго-ра-е-мый } <i>ne-sgo-ra-e-myy</i>	(5, 2, 4, 2)	рас-ска-зы-вать } <i>ras-ska-zy-vat'</i>	(5, 2, 2)
неф-те-хра-ни-ли-ще } <i>nef-te-khra-ni-li-shche</i>	(3, 6, 2, 2, 2)	соб-ствен-ный } <i>sob-stven-nyy</i>	(3, 3)
ни-сколь-ко } <i>ni-skol'-ko</i>	(5, 7)	со-дей-ство-вать } <i>so-dey-stvo-vat'</i>	(5, 7, 2)
об-ло-же-ние } <i>ob-lo-zhe-niye</i>	(5, 2, 2)	со-е-ди-нён-ные } <i>so-ye-di-nen-nyye</i>	(5, 2, 2, 3)
обо-зна-че-ние } <i>obo-zna-che-niye</i>	(5, 2, 2)	сол-неч-ный } <i>sol-nech-nyy</i>	(3, 3)
объ-яс-ни-тель-ный } <i>ob'-yas-ni-tel'-nyy</i>	(7, 3, 2, 7)	солн-це-сто-я-ние } <i>soln-tse-sto-ya-niye</i>	(3, 6, 4, 2)
од-но-звуч-ный } <i>od-no-zvuch-nyy</i>	(3, 6, 3)	удоб-ней-ше } <i>udob-ney-she</i>	(3, 7)

Stress and diacritics

No simple set of rules for syllabic stress can be formulated. The only dependable guide is a native, or a dictionary in the case of basic forms and a grammar for their inflectional shiftings.

The only diacritics are the dieresis and the breve. These do not indicate stress but modification of sound. Note alphabet.

Capitalization

Capitalization is practically as in English, except that proper adjectives, names of the months (except when abbreviated), and days of the week are lowercased.

Punctuation

Punctuation is very similar to that of English, but the comma is used for restrictive as well as nonrestrictive clauses. The dash is used between a subject and a complement when there is no verb *is* or *are*, and sometimes before a clause where the equivalent of the conjunction *that* has been omitted. Dialog is usually shown by dashes rather than quotation marks. Cited material is enclosed in quotation marks, which are usually in the French form—« », though sometimes in the German form—„“, and rarely as in English.

Abbreviations

Амер. Американский, American
АХР Ассоциация Художников
Революции, Association
of Artists of the Revolution

ВКП(Б) Всесоюзная Коммунистическая
Партия (Больше-
виков), Communist (Bol-
shevik) Party of the
Soviet Union

вм. вместо, instead of
ВОКС Всесоюзное Общество
Культурной Связи с
Заграницей, All-Union
Society for Foreign Cul-
tural Relations

ВЦИК Всероссийский Централь-
ный Исполнительный
Комитет, All-Russian
Central Executive Com-
mittee

г. город, city; год, year
Г. Господин, Mr.
Гжа Госпожа, Mrs., Miss
гл. глава, chapter
ж. д. железная дорога, railroad
и мн. и многие другие, and many
др. others
и пр. и прочее, etc.
и т. д. и так далее, etc.

и т. п. и тому подобное, and such
like

км. километр, kilometer
КП Коммунистическая Партия,
Communist Party

м. метр, meter
мм. миллиметр, millimeter
м. п. место печати, place of seal,
L. S.

на пр. на пример, for example
н. ст. новый стиль, new style
по Р. Х. по рождестве Христове, anno
Domini

см. сантиметр, centimeter;
смотри, see, cf.

СССР Союз Советских Социали-
стических Республик,
Union of Soviet Socialist
Republics

с. ст. старый стиль, old style
США Соединенные Штаты Аме-
рики, United States of
America

ст. статья, article
стр. страница, page
т. е. то есть, that is

ЦИК Центральный Исполнитель-
ный Комитет, Central
Executive Committee

ч. часть, part

Cardinal numbers

один, одна, одно one
т., f., n.
два, две т. & n., f. two
три three
четыре four
пять five
шесть six
семь seven
восемь eight
девять nine
десять ten

одиннадцать eleven
двенадцать twelve
тринадцать thirteen
четырнадцать fourteen
пятнадцать fifteen
шестнадцать sixteen
семнадцать seventeen
восемнадцать eighteen
девятнадцать nineteen
двадцать twenty
двадцать один, etc. twenty-one, etc.

Cardinal numbers—Continued

тридцать	thirty	двести	two hundred
сорок	forty	триста, etc.	three hundred,
пятьдесят, etc.	fifty, etc.		etc.
девяносто	ninety	пятьсот, etc.	five hundred,
сто	hundred		etc.
сто один, etc.	one hundred	тысяча	thousand
	and one, etc.		

Ordinal numbers ²

первый	first	шестнадцатый	sixteenth
второй	second	семнадцатый	seventeenth
третий	third	восемнадцатый	eighteenth
четвёртый	fourth	девятнадцатый	nineteenth
пятый	fifth	двадцатый	twentieth
шестой	sixth	двадцать первый	twenty-first
седьмой	seventh	сотый	hundredth
восьмой	eighth	сто первый, etc.	one hundred
девятый	ninth		and first, etc.
десятый	tenth	двухсотый	two hundredth
одиннадцатый	eleventh	трехсотый	three hundredth
двенадцатый	twelfth	четырехсотый	four hundredth
тринадцатый	thirteenth	пятисотый, etc.	five hundredth,
четырнадцатый	fourteenth		etc.
пятнадцатый	fifteenth	тысячный	thousandth

Months

январь (Янв.)	January	июль	July
февраль (Февр.)	February	август (Авг.)	August
март	March	сентябрь (Сент.)	September
апрель (Апр.)	April	октябрь (Окт.)	October
май	May	ноябрь	November
июнь	June	декабрь (Дек.)	December

Days

воскресенье	Sunday	четверг	Thursday
понедельник	Monday	пятница	Friday
вторник	Tuesday	суббота	Saturday
среда	Wednesday		

Seasons

весна	spring	осень	autumn
лето	summer	зима	winter

Time

час	hour	месяц	month
день	day	год	year
неделя	week		

NOTE ON OLD SPELLING

On October 10, 1918, the Council of People's Commissars decreed the introduction of a spelling reform that had been proposed many years before but never adopted. The spelling used from that time in all official publications, except those of the Academy of Sciences (Akademiya Nauk), was this new spelling. The academy adopted the new spelling in 1924. All Russian writing and printing, except for a few publications outside Russia, has been in the new spelling since the institution of the reform.

The old spelling, found in books printed before the dates mentioned, differed in the following ways:

² The ordinal numbers here given are of the masculine gender. To convert them to feminine or neuter, it is only necessary to effect the proper gender changes: For the feminine, change **ЫЙ** to **АЯ**, **ИЙ** to **ЯЯ**, **ОЙ** to **АЯ**. For the neuter, change **ЫЙ** to **ОЕ**, **ИЙ** to **БЕ**, and **ОЙ** to **ОЕ**.

1. There were used the additional *i* (in the alphabet, after *и* and before *к*, as *ѣ* was not considered a separate letter), *ѣ* (after *ѡ*), *ѣ* (after *я*), and *ѣ* (after *ѣ*).
 2. *ѣ* was used only before another vowel letter and in the word *мѣръ*, world. It is now replaced by *и* (*мѣръ* became *мир*).

3. *ѣ* occurred in certain words and in some grammatical endings. It represented the same sound as *е* and is now replaced by *е* everywhere. In a few cases *ѣ* was pronounced like *ѣ*, and where *е* is now printed with dieresis (‘‘), the replacement of *ѣ* is, of course, *ѣ*.

4. *ѣ* was used in words of Greek origin, for Greek *θ* (th). It was pronounced *f*, and is now replaced by *f*.

5. *ѣ* was used in a few ecclesiastical words, for Greek *υ* (*υ*, *υ*). It was pronounced like *и*, and is replaced by that letter.

6. *ѣ* was used at the end of all words after a consonant not followed by *ѡ*. In this position *ѣ* has simply been omitted since the reform. For some years after 1918, some publishers omitted *ѣ* altogether, using an apostrophe for it after prefixes, but the use of the apostrophe is now discouraged, and *ѣ* is used.

7. The prefixes *из*, *воз*, *вз*, *раз*, *низ*, *без*, *чрез*, *через* were written with final *з* everywhere, whereas now they are written *ис*, *вос*, etc., before *к*, *п*, *с*, *т*, *х*, *ц*, *ч*, *ш*, *щ*, *ф*.

8. Some adjective endings in the genitive singular were written *-аго*, *-яго*; these were replaced by *-ого*, *-его*.

9. The plural nominative of adjectives agreeing with feminine and neuter nouns was written *-ья*, *-ія*; these endings were replaced by *-ые*, *-ие*, which had formerly been used only for adjectives agreeing with masculine nouns.

10. The pronoun ‘‘they’’ in referring to the feminine gender was written *онѣ*; this was replaced by *они*, previously used only for masculine reference.

11. Similarly, *однѣ*, *однѣх*, *однѣми* were replaced by *одни*, *одних*, *одними*.

12. The genitive pronoun ‘‘her’’ was written *ея*; this was replaced by *еѣ*, formerly used only as accusative.

13. *ѣ* was printed only in schoolbooks. Its use is now official everywhere.

REFERENCES.—R. I. Avanesov and V. N. Simonov, *Oчерк Grammatiki Russkogo Literaturnogo Yazyka* (1945); S. C. Boyanus, *A Manual of Russian Pronunciation* (1935); V. K. Müller, *Russian-English and English-Russian Dictionary* (1944).

SPANISH

No hay que decir que la consideración que reclama el aspecto fonológico del lenguaje no viene a disminuir el interés del estudio fonético, indispensable, por su parte, para seguir la transformación de los vocablos, para conocer las tendencias que dominan en la evolución del idioma, para la comparación de los dialectos y para la determinación de las zonas y áreas de la geografía lingüística.—Tomás Navarro, *Fonología Española*, p. 10.

Alphabet and pronunciation

A	a	<i>a</i> in watt; <i>ai</i> as in aisle
B	b	<i>b</i> , at beginning of words and after <i>m</i> ; more like <i>v</i> everywhere else
C	c	<i>c</i> in car, before <i>a</i> , <i>o</i> , <i>u</i> , and consonants; before <i>e</i> , <i>i</i> pronounced as <i>s</i> in so, in Latin America; as <i>th</i> in thin, in Spain
Ch	ch	<i>ch</i> in chart
D	d	<i>d</i> , at beginning of words and after <i>n</i> and <i>l</i> ; everywhere else more like <i>th</i> in they
E	e	<i>e</i> in met; <i>ei</i> as in vein
F	f	<i>f</i>
G	g	<i>g</i> in go, before <i>a</i> , <i>o</i> , <i>u</i> , and consonants; like strong <i>h</i> before <i>e</i> and <i>i</i> ; <i>gu</i> like <i>gw</i> before <i>a</i> , <i>o</i> ; like <i>g</i> in go, before <i>e</i> , <i>i</i> ; <i>gü</i> like <i>gw</i> before <i>e</i> , <i>i</i>
H	h	not pronounced
I	i	<i>i</i> in machine; <i>y</i> in yet, before and after vowels
J	j	<i>h</i> , but with more friction (same as <i>g</i> before <i>e</i> , <i>i</i>)
K	k	<i>k</i> ; only in foreign words
L	l	<i>l</i> in lily
LL	ll	<i>y</i> in yet, in most of Latin America; <i>lli</i> in million, in Spain, Colombia, and Ecuador
M	m	<i>m</i>
N	n	<i>n</i> ; <i>nv</i> like <i>mb</i> in lumber
Ñ	ñ	<i>ny</i> in canyon
O	o	<i>o</i> in coat; <i>oi</i> as in oil
P	p	<i>p</i>
Q	q	always followed by silent <i>u</i> , <i>qu</i> being pronounced <i>k</i>
R	r	<i>r</i> , like tongue-tap <i>r</i> in British pronunciation of very
Rr	rr	<i>r</i> trilled, as in Scotch English or Italian
S	s	<i>s</i> in so, before most consonants and between vowels; <i>z</i> in zeal, before voiced consonants (<i>b</i> , <i>d</i> , <i>g</i> , <i>l</i> , <i>m</i> , <i>n</i> , <i>r</i> , <i>y</i>)
T	t	<i>t</i>
U	u	<i>u</i> in rule (=oo as in coo); <i>w</i> in wet, before vowels; silent in <i>gue</i> , <i>gui</i> , <i>qu</i>
V	v	<i>b</i> at beginning of words; more like <i>v</i> everywhere else
W	w	<i>w</i> , <i>v</i> ; only in foreign words

X	x	<i>x</i> in <i>ax</i> (= <i>ks</i>), between vowels; <i>s</i> before consonants; <i>h</i> in the word <i>México</i> and its derivatives; sometimes <i>sh</i> in Latin America
Y	y	<i>y</i> in <i>yet</i> , initially and between vowels; <i>ay</i> as <i>ai</i> in <i>aisle</i> ; <i>ey</i> as in <i>they</i> ; <i>oy</i> as in <i>boy</i>
Z	z	<i>s</i> in <i>so</i> , in Latin America; <i>th</i> in <i>thin</i> , in Spain

Special characters

Spanish uses the Latin alphabet with the addition of the characters *Ñ ñ*. Note that *ch*, *ll*, and *rr* are regarded as separate units; i. e., words beginning with *ch* will be entered in the dictionary after words beginning with *cz*, not between the groups of words beginning with *ce* and *ci*. The acute accent appears very frequently over one of the vowel letters in a word. The dieresis appears occasionally over *u* following *g*; its occurrence elsewhere is so rare as to be negligible.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and sometimes *y*. The other letters are consonants. The letter *y* is a consonant at the beginning of a word (before a vowel) and between two vowels.

Combinations of vowel letters (diphthongs and triphthongs)

The vowel *i* or *u* preceding *a*, *e*, *i*, *o*, *u*, or following *a*, *e*, *o*, is pronounced as a single syllable with the preceding or following vowel; if the diphthong occurs in a syllable which needs an accent mark (see Stress and diacritics), the acute accent is placed over the vowel other than *i* or *u*. The diphthongs are:

<i>ai</i>	<i>ei</i>	<i>oi</i>		<i>ái</i>	<i>éi</i>	<i>ói</i>	
<i>au</i>	<i>eu</i>	<i>ou</i>		<i>áu</i>	<i>éu</i>	<i>óu</i>	
<i>ia</i>	<i>ie</i>	<i>io</i>	<i>iu</i>	<i>íá</i>	<i>íe</i>	<i>ío</i>	<i>íu</i>
<i>ua</i>	<i>ue</i>	<i>uo</i>	<i>ui</i>	<i>uá</i>	<i>ué</i>	<i>uó</i>	<i>uí</i>

At the end of a word and in one-syllable words, *ay*, *ey*, *oy* replace the diphthongs ending in *i*.

Sequences of vowel letters which are not diphthongs, and which may be divided, are those in which *i* or *u* precedes or follows another vowel: *ai*, *ei*, *oi*, *au*, *eu*, *ou*, *ia*, *ie*, *io*, *iu*, *ua*, *ue*, *uo*, *ui*.

Spanish also has triphthongs. A triphthong is a combination of three vowels, the middle one of which is stressed, the others unstressed; the combination is pronounced as a single syllable. The triphthongs are:

<i>iai</i>	<i>iei</i>	<i>ioi</i>	<i>iuí</i>	<i>uai</i>	<i>uei</i>	<i>uoi</i>	
<i>iaú</i>	<i>ieu</i>	<i>iou</i>		<i>uaú</i>	<i>ueu</i>	<i>uou</i>	<i>uiú</i>

If the *i* or *u* at the beginning or the end of a sequence of three vowel letters has an acute accent, it is not part of a triphthong, and division may be made accordingly; e. g., *i-ai*, *ua-ú*, *ú-oi*.

Combinations of consonant letters (digraphs)

The digraphs are *ch*, *ll*, and *rr*; *sh* is also used in some parts of Latin America, with the same sound as in shoe.

Consonantal units

In Spanish certain consonants followed by *l* or *r* are pronounced in the same syllable with the following vowel. These consonant groups are: *bl*, *br*; *cl*, *cr*; *dr*; *fl*, *fr*; *gl*, *gr*; *pl*, *pr*; *tr*.

Rules for syllabification

1. Diphthongs, triphthongs, digraphs, and consonantal units may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ca-sa*, *bue-no*, *re-yes*, *mu-cho*, *po-llo*, *co-rrer*, *ha-blar*, *li-bro*.

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *ac-ta*, *ac-ción*, *ist-mo*, *mar-cha*, *cen-tro*.

4. Division may be made between vowels not constituting a diphthong or triphthong or between a diphthong and another vowel: *ca-er*, *le-er*, *ba-úl*, *flú-ido*, *temí-ais*.

5. Certain adverbial prefixes are kept intact. These are: *anti*, *bis*, *circum*, *cis*, *des*, *inter*, *mal*, *pan*, *sub*, *super*, *trans*, and *tras*: *anti-artístico*, *bis-anuo* (never *bi-sanuo*), *circum-ambiente* (never *circu-mambiente*), *des-unión* (never *de-sunión*). Other prefixes are also divisible from the stem, provided the division conforms to rules 2 to 4: *contra-parte* (rule 2), *ab-negación* (rule 3), *ex-traer* (rule 3), *co-existir* (rule 4). Otherwise division on prefixes should be avoided, except in cases of exigency, such as very narrow measure: *ab-usar* (better *abu-sar*), *re-unir* (better *reu-nir*), *ex-ánime* (better *exá-nime*), *in-afectado* (better *ina-fectado*), *co-incidencia* (better *coin-cidencia*). In no case may division on a prefix be made, however, before an *s* followed by another consonant: *cons-titución* (never *con-tstitución*), *pers-pectivo* (never *per-spectivo*), *subs-tancia* (never *sub-stancia*).¹

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *estado-unidense* (rather than *estadou-nidense*), *bien-estar*. (There are not many compound words in Spanish the correct division of which does not coincide with rules 1 to 5.)

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wásh-ington*, *Groen-landia* (never *Gro-enlandia*), *Gegen-stand*, *Frei-schütz*, *Ingol-stadt*, *Ste-phenson*. Scientific and technical words derived from Latin and Greek are treated as naturalized Spanish words and are divided according to rules 1 to 6: *diag-nóstico*, *hemis-ferio*, *anas-tomosis*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Amé-ri-ca	(2, 2)	in-clu-yen-do	(3, 2, 3)
anas-to-mo-sis	(3, 2, 2)	in-ter-a-me-ri-ca-no	(3, 5, 2, 2, 2, 2)
an-te-o-jos	(3, 6, 2)	in-te-re-ses	(3, 2, 2)
an-ti-es-pas-mó-di-co	(3, 5, 3, 3, 2, 2)	in-te-rro-ga-ción	(3, 2, 2, 2)
an-ti-psó-ri-co	(3, 5, 2, 2)	íst-mi-co	(3, 2)
apro-xi-ma-ción	(2, 2, 2)	lla-me-an-te	(2, 4, 3)
au-to-ex-ci-tan-te	(2, 4, 3, 2, 3)	lu-ga-ri-llo	(2, 2, 2)
au-xi-liar	(2, 2)	ma-la-men-te	(2, 2, 3)
ba-le-á-ri-co	(2, 4, 2, 2)	mal-in-ten-cio-na-do	(5, 3, 3, 2, 2)
bis-a-nuo	(5, 2)	ma-yo-ría	(2, 2)
bri-llan-te	(2, 3)	me-tró-po-li	(2, 2, 2)
cas-te-lla-no	(3, 2, 2)	me-xi-ca-no	(2, 2, 2)
chan-chu-lle-ro	(3, 2, 2)	mid-ship-man	(7, 3)
cir-cum-am-bien-te	(3, 5, 3, 3)	mi-llo-na-rio	(2, 2, 2)
cir-cun-stan-cia	(3, 3, 3)	mi-nis-tro	(2, 3)
cis-al-pi-no	(5, 3, 2)	mo-nos-per-mas	(2, 3, 3)
co-ne-xión	(2, 2)	ne-o-im-pre-sio-nis-mo	(4, 7, 3, 2, 2, 3)
con-se-cuen-cia	(3, 2, 3)	ne-o-yor-qui-no	(4, 2, 3, 2)
cons-ti-tu-cio-nal	(3, 2, 2, 2)	nos-o-tros	(6, 2)
cons-truc-ción	(3, 3)	obs-truir-se	(3, 3)
co-rres-pon-den-cia	(2, 3, 3, 3)	pa-í-ses	(4, 2)
cre-í-an	(4, 4)	pan-a-me-ri-ca-nis-mo	(5, 2, 2, 2, 2, 3)
cre-yen-do	(2, 3)	pa-ra-gua-ya-no	(2, 2, 2, 2)
cual-que-ra	(6, 2)	pe-re-gri-no	(2, 2, 2)
des-a-rro-llar-se	(5, 2, 2, 3)	pe-rió-di-co	(2, 2, 2)
des-em-ba-rrar	(5, 3, 2)	pe-rí-o-do	(2, 4, 2)
de-se-o-so	(2, 4, 2)	pe-ris-có-pi-co	(2, 3, 2, 2)
des-u-nir	(5, 2)	post-is-lá-mi-co	(7, 3, 2, 2)
diag-nós-ti-co	(3, 3, 2)	pro-rro-gar	(2, 2)
elip-soi-dal	(3, 2)	pú-bli-co	(2, 2)
en-te-rrar	(3, 2)	re-pú-bli-ca	(2, 2, 2)
es-o-tro	(6, 2)	san-güe-sa	(3, 2)
es-pa-ño-les	(3, 2, 2)	si-guien-tes	(2, 3)
Es-ta-do-uni-den-se	(3, 2, 6, 2, 3)	sub-al-ter-nar	(5, 3, 3)
exac-ta-men-te	(3, 2, 3)	su-per-e-mi-nen-te	(2, 5, 2, 2, 3)
exa-mi-nar	(2, 2)	trans-al-pi-no	(5, 3, 2)
exe-quá-tur	(2, 2)	tras-an-te-a-yer	(5, 3, 6, 2)
ex-hi-bi-ción	(3, 2, 2)	vos-o-tros	(6, 2)
fre-cuen-te-men-te	(2, 3, 2, 3)	Wal-len-stein	(7, 7)
ge-o-grá-fi-co	(4, 2, 2, 2)	Wásh-ing-ton	(7, 3)
he-mis-fé-ri-co	(2, 3, 2, 2)	Welt-an-schau-ung	(7, 7, 4)
ina-pli-ca-ble	(2, 2, 2)		

¹ This rule of the *s* is rigidly adhered to, because no Spanish word and hence no syllable can begin with a group of consonants the first of which is *s*.

Stress and diacritics

The tilde, the dieresis, and the acute accent are the diacritical marks used in Spanish. The tilde is used only over the *n*, and *ñ* is a special character representing a separate phoneme, the palatal *n*. The use of the dieresis is related to the spelling of the *k*, *kw*, *g*, and *gw* sounds before the various vowels, as follows:

	a	o	u	e	i
(<i>k</i>)	ca	co	cu	que	qui
(<i>kw</i>)	cua	cuo		cüe	cüi
(<i>g</i>)	ga	go	gu	gue	gui
(<i>gw</i>)	gua	guo		güe	güi

The acute accent is used over a vowel to indicate that it is stressed; it is also used to distinguish homonyms. If there is no accent mark, a word ending in a consonant (including *y*, except *n* and *s*) is stressed on the last syllable; a word ending in a vowel, *n*, or *s* is stressed on the next-to-last syllable. Specifically, the acute accent is used as follows:

1. To indicate that the vowel is stressed.
2. To indicate vowels not forming a diphthong. (See Diphthongs.)
3. To distinguish words of the same spelling but of different meanings: *aún*, still, yet, *aun*, even; *dé*, give, *de*, of; *él*, he, him, *el*, the (but *el que*, *el cual*, he who, him who); *há*, ago, *ha*, has; *hé*, behold, *he*, I have; *mí*, me, *mi*, my; *más*, more, *mas*, but; *sé*, I know, be thou, *se*, oneself; *sí*, yes, oneself, *si*, if; *sólo*, only, *solo*, alone, single; *té*, tea, *te*, thee; *tú*, thou, *tu*, thy; *vé*, go, *ve*, sees.
4. To distinguish interrogative or exclamatory use from relative or declarative: *adónde*, where? *adonde*, where; *cómo*, how? *como*, as; *cuán*, how! *cuan*, how; *cuándo*, when? *quando*, when; *cuánto*, how much? *cuanto*, as much; *cuyo*, whose? *cuyo*, whose; *dónde*, where? *donde*, where; *qué*, what? *que*, which; *quién*, who(m)? *quien*, who(m).
5. To distinguish pronouns from adjectives: *éste*, this one, *este*, this; *ése*, that one, *ese*, that; *aquél*, that one yonder, *aquel*, that.
6. Arbitrarily on monosyllabic aorists: *dí*, I gave; *fuí*, I was; *fué*, he was; *rió*, he laughed; *ví*, I saw; *vió*, he saw.
7. To avoid confusing the word *o* (or) with the zero: *2 ó 3*, but *dos o tres*, two or three.

Capitalization

The English style of capitalization is followed, with few exceptions.

Adjectives derived from proper nouns are lowercased, as *las mujeres colombianas* (the Colombian women) and *los cruceros brasileños* (the Brazilian cruisers).

The first word of a question occurring within a sentence is lowercased, as: *Cuando viene la noche, ¿cómo se puede ver?*

Note the following forms of capitalization: *El señor Enrique Palava*; *el señor don Enrique Palava*.

Days of the week and months begin with a lowercase letter.

In titles of books, only the initial and proper nouns are capitalized: *Historia crítica de España y de la cultura española*.

Punctuation and hyphenation

Punctuation is practically the same as in English; and, in addition, inverted interrogation and exclamation marks are used at the exact beginning of the question or exclamation.

Si es así, ¿qué he de hacer? Pero, ¡ay de mí! no es posible.

Quotation marks begin the first paragraph of a dialog. The succeeding paragraphs sometimes start with em dashes instead of quotation marks, and the latter are not used until the dialog ends:

“¿Es así, señor?
—Sí; es verdad.
—¿Cómo se puede averiguarlo?
No sé; pero es la verdad.”

The hyphen, as a rule, is used only in syllabification. The apostrophe is not employed.

Abbreviations

A.	autor, author	pág.	página, page
AA.	autores, authors	pár.	párrafo, paragraph
art.	artículo, article	P. R.	Puerto Rico
B.	beato, blessed	Q. E. P. D.	que en paz descanse, deceased
B. S. M.	beso sus manos, with great respect (<i>lit.</i> I kiss your hands)	R. A.	República Argentina, Argentine Republic
C. A.	Centroamérica, Central America	S. A.	Sociedad Anónima, stock company; Su Alteza, His Highness; Sudamérica, South America
cap.	capítulo, chapter	S. Atto. S. S.,	su atento y seguro servidor, your obedient and faithful servant
Cía.	compañía, company	S. A. S. S.	
c/l.	curso legal, legal procedure	S. E.	Su Excelencia, His Excellency
C. M. B.	cuyas manos beso, very respectfully (<i>lit.</i> whose hands I kiss)	sec.	sección, section
D.	don, Mr.	S. E. u O.	salvo error u omisión, error or omission excepted
D. F.	Distrito Federal, Federal District	S. M.	Su Majestad, His Majesty
Dña.	doña, Mrs.	Sr.	señor, sir; also Lord
Dr.	doctor, doctor	Sra.	señora, lady
Dra.	doctora, doctress	Sres.	señores, sirs
EE. UU.,	Estados Unidos, United States	Srio.	secretario, secretary
E. U. A.	Estados Unidos de América, United States of America	Srita., Srta.	señorita, young lady, Miss
Gral.	general, general	S. S.	Su Señoría, His Lordship
hh.	hojas, leaves	Sto.	santo, saint
Hnos.	hermanos, brothers	t.	tomo, volume
ib.	ibídem, in the same place	tip.	tipografía, printing office
íd.	ídem, the same	Ud., V., Vd.	usted, you (singular)
Ilmo.	Ilustrísimo, Very Illustrious	Uds., VV.	ustedes, you (plural)
Lic., Lcdo.	licenciado, licensed	V.	véase, see
L. S.	lugar del sello, place of the seal	V. A.	Vuestra Alteza, Your Highness
Méx.	México, Mexico	V. E.	Vuestra Excelencia, Your Excellency
m/n.	moneda nacional, national currency	V. M.	Vuestra Majestad, Your Majesty
n. a.	nota del autor, author's note	Vm.	Vuestra Merced, Your Worship
No., N ^o , núm.	número, number	&	y, and
N. Y.	Nueva York, New York		

Cardinal numbers

uno, una	one	veinte y dos, veintidós, etc.	twenty-two, etc.
dos	two	treinta	thirty
tres	three	cuarenta	forty
cuatro	four	cincuenta	fifty
cinco	five	sesenta	sixty
seis	six	setenta	seventy
siete	seven	ochenta	eighty
ocho	eight	noventa	ninety
nueve	nine	ciento, cien	hundred
diez	ten	ciento y uno, etc.	one hundred and one, etc.
once	eleven	doscientos, -as, etc.	two hundred, etc.
doce	twelve	quinientos, -as	five hundred
trece	thirteen	seiscientos, -as	six hundred
catorce	fourteen	setecientos, -as	seven hundred
quince	fifteen	ochocientos, -as	eight hundred
diez y seis, dieciséis	sixteen	novecientos, -as	nine hundred
diez y siete, diecisiete, etc.	seventeen, etc.	mil	thousand
veinte	twenty		
veinte y uno (veintiuno)	twenty-one		

Round millions preceding units of quantity are followed by the preposition *de*: *tres millones de pesos*, *3,000,000 de pesos*.

Ordinal numbers

prim(er)o, -a (1 ^o)	first	cuadragésimo	fortieth
segundo, -a (2 ^o)	second	quincuagésimo	fiftieth
tercero, tercer	third	sexagésimo	sixtieth
cuarto	fourth	septuagésimo	seventieth
quinto	fifth	octogésimo	eightieth
sexto, sexto	sixth	nonagésimo	ninetieth
sé(p)timo	seventh	centésimo	hundredth
octavo	eighth	centésimo primo,	one hundred and
noveno, nono	ninth	etc.	first, etc.
décimo	tenth	ducentésimo	two hundredth
undécimo	eleventh	trecentésimo	three hundredth
duodécimo	twelfth	cuadragentésimo	four hundredth
décimotercio	thirteenth	quingentésimo	five hundredth
décimocuarto, etc.	fourteenth, etc.	sexcentésimo	six hundredth
vigésimo	twentieth	septingentésimo	seven hundredth
vigésimo primero,	twenty-first, etc.	octogentésimo	eight hundredth
etc.		nonagentésimo	nine hundredth
trigésimo	thirtieth	milésimo	thousandth

Months

enero (eno.)	January	julio (jul.)	July
febrero (fbro.)	February	agosto (agto.)	August
marzo (mzo.)	March	se(p)tiembre (sbre.)	September
abril (ab.)	April	octubre (obre.)	October
mayo	May	noviembre (nbre.)	November
junio (jun.)	June	diciembre (dbre.)	December

Days

domingo	Sunday	jueves	Thursday
lunes	Monday	viernes	Friday
martes	Tuesday	sábado	Saturday
miércoles	Wednesday		

Seasons

primavera	spring	otoño	autumn
verano	summer	invierno	winter

Time

hora	hour	mes	month
día	day	año	year
semana	week		

REFERENCES.—Real Academia Española, *Gramática de la Lengua Castellana* (1931); Arturo Cuyás, *Appleton's New Spanish-English and English-Spanish Dictionary* (1940); Tomás Navarro, *Fonología Española* (1949).

SWEDISH

Då nu en ny upplaga av denna bok skall ges ut, har jag begagnat tillfället att göra några smärre rättelser och förtydliganden—större ändringar i texten ha även om de i vissa fall syntts önskvärda av praktiska skäl icke kunnat sättas i fråga.—Erik Ludvig Wellander, Riktig Svenska (1941), p. xvi.

Alphabet and pronunciation

A	a	<i>a</i> in father	M	m	<i>m</i>
B	b	<i>b</i>	N	n	<i>n</i>
C	c	<i>s</i> in sent, before <i>e, i, y</i> ; elsewhere <i>k</i>	O	o	<i>o</i> in often; <i>oo</i> in goose
D	d	<i>d</i> ; silent before <i>j</i>	P	p	<i>p</i>
E	e	<i>e</i> in felt, prey	Q	q	<i>q</i>
F	f	<i>f</i> ¹	R	r	<i>r</i> trilled
G	g	<i>y</i> in yet, before stressed <i>e, i, y, ä, ö</i> , and after <i>l</i> and <i>r</i> in the same syllable; otherwise <i>g</i> in go, but silent before <i>j</i>	S	s	<i>s</i> ; never <i>z</i>
H	h	<i>h</i> ; silent before <i>j</i> and <i>v</i>	T	t	<i>t</i> ²
I	i	<i>i</i> in sit; <i>ee</i> in tree	U	u	<i>u</i> in fuse; also roughly equivalent to unstressed <i>ue</i> in value
J	j	<i>y</i> in yet; in some foreign words pronounced <i>sh</i>	V	v	<i>v</i>
K	k	<i>k</i> ; approximately <i>ch</i> in chair, before stressed <i>i, e, y, ä, ö</i> ; a few exceptions in loan- words	W	w	<i>v</i>
L	l	<i>l</i> ; silent before <i>j</i>	X	x	<i>x</i>
			Y	y	like German <i>ü</i> or French <i>u</i>
			Z	z	<i>s</i> ; never <i>z</i>
			Å	å ³	<i>o</i> in go; <i>aw</i> in saw <i>å</i>
			Ä	ä	like <i>e</i> in felt; <i>a</i> in glaze
			Ö	ö	like German <i>ö</i> or French <i>eu</i>

¹ In the orthography employed prior to 1906, the *v* sound was represented in absolutely final position by *f*; medially by *fv*. Since 1906, *v* has represented *f* and *fv*, except in some proper names.

² In words of Latin origin, the combination *ti* in the suffix *tion* is pronounced as in English if preceded by any consonant except *r* (*aktion*, pronounced *akshon*), otherwise like *ch* in chair (*nation*, pronounced *nachon*; *portion*, pronounced *porchon*); in the combinations *tia* and *tie* like *ts* (*profetia*, pronounced *profetsia*; *aktie*, pronounced *aktisie*).

³ In typesetting, if the character *å* is not available, it is replaced by *aa*.

Special characters

Swedish uses the Latin alphabet with the addition of three special characters—the last three in the alphabet.

Vowels and consonants

The vowels are *a, e, i, o, u, y, ä, ö*, and *ö*; the so-called back vowels being *a, o, u*, and *ä*; the front vowels *e, i, y, ä*, and *ö*. The other letters of the alphabet are all consonants.

Diphthongs

The diphthongs in Swedish are *au*, pronounced like *ou* in house; *eu*, pronounced somewhat like *e(ph)ew* in nephew; *oj* as in boy; *aj*, pronounced like *igh* in high.

Digraphs

The digraphs and their sounds are:

ch as *k*
kj as *ch* in chair
ph as *f* (in foreign words)
sch as *sh* in shall
sj as *sh* in shall
sk as *sh* in shall (it is not a digraph
 if pronounced like *sk* in basket) ¹

skj as *sh* in shall
stj as *sh* in shall
th as *t* (in foreign words)
qu as *kv*

Nasals

The combination *ng* is pronounced like *ng* in sing-er (not fin-ger) and is termed a nasal: *ingen* (pronounced *ing-en*), *hängar* (pronounced *häng-ar*), *engelsk* (pronounced *eng-elsk*), *finger* (pronounced *fin-ger*). The velar nasal *ng* must be distinguished, however, from the incidental collocation of the two letters resulting from compounding or affixing, in which case the *ng* is not a nasal: *angelägen* (from *an* plus *gelägen*), *ingripa* (from *in* plus *gripa*); nor is *ng* a velar nasal in words of foreign origin, such as *singular*, *evangelium*.

The letter *g* is also a velar nasal when it follows a short vowel and precedes the letter *n*: *lugn* (pronounced *lung'n*), *lugna* (pronounced *lung'na*), *vagnar* (pronounced *vang'nar*), *ugnar* (pronounced *ung'nar*).

Consonantal units

The combinations *kv* (the substitute for the Romance language *qu*), *sk*, *sp*, *st*, and *str* are treated for purposes of syllabification as units.

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ta-la*, *re-gel*, *hu-set*, *ma-skin*, *pa-scha*, *be-kväm*, *reu-matisk*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *al-la*, *myc-ket*, *häs-sja*, *al-stra*, *hög-ste*, *fladd-ra*, *kan-ske*, *mar-schera*, *forsk-ning*.
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *se-ende*, *gå-ende*.
5. Certain adverbial prefixes are kept intact. These are: *an*, *av*, *bak*, *be*, *bi*, *bort*, *efter*, *en*, *ent*, *er*, *fort*, *fram*, *från*, *för*, *före*, *gen*, *genom*, *hop*, *in*, *med*, *miss*, *mot*, *ned*, *o*, *om*, *på*, *samman*, *sönder*, *till*, *under*, *upp*, *ur*, *ut*, *ute*, *veder*, *vid*, *åt*, *åter*, and *över*: *an-draga*, *av-tryck*, *bak-slag*, *be-kläda*, etc.
6. Certain suffixes are kept intact. These are: *aktig*, *artad*, *het*, *ska*, *skap(s)*, and *ske*: *del-aktig*, *ull-artad*, *envis-het*, *amerikan-ska*, *grann-skap*, *hand-ske*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *där-emot*, *dess-utom*, *bank-aktie*, *blom-stjälk*, *bok-tryck*. The compounding *s*, if used, is kept with the preceding component: *dags-ljus*, *gevärs-exercis*, *guds-man*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *por-trätt*, *atmo-sfär*, *manu-skript*. Under this rule are also included technical and scientific words, which editors prefer to treat etymologically: *tele-skop*, *dia-fragment*, *des-infektion*.
9. The letter *x* and the nasal *ng* are properly kept with the preceding syllable: *byx-or*, *lax-en*, *gung-an*, *konung-en*.²
10. When division is made on a syllable from which a letter was elided, the letter is restored to render the syllable integral: *till-lika* (from *tillika*). It is important to bear in mind that words divided under this rule, if subsequently reset and run over, must have their original spelling restored.

¹ The letters *sk* are a digraph and pronounced soft, like *sh*, when they occur before a soft vowel in a stressed syllable: *skära* (pronounced *sha'ra*), *skynda* (pronounced *shin'da*), *maskin* (pronounced *mashin'*); otherwise they are pronounced hard, like the English *sk* (*skada*, *skriva*, *fisk*, *rusk*, *handske*, *fisket*, *ruskig*).

There are a few exceptions. Contrary to the rule, *sk* is soft in *människa* (pronounced *männi-sha*), *marskalk* (pronounced *marshalk*), *kanske* (pronounced *kanshe*). On the other hand, *sk* is hard, contrary to the rule, in *skiss*, *konfiskera*, *riskera*, *skelett*, *skeptisk*, and in a few other words of foreign origin.

² The practice varies, however, and many editors allow *x* to be brought over to the next syllable and *ng* to be divided, according to the convenience of the compositor; hence: *by-ror*, *la-xen*, *gun-gan*, *konun-gen* (cf. Axel Johan Uppvall and Gösta Robert Stene, *Swedish Grammar and Reader*, 1938, p. 3, Syllabification).

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ri-kan-ska	(2, 2, 6)	kor-re-spon-dent	(3, 8, 3)
an-slags-frå-ga	(5, 7, 2)	ma-je-stå-ter	(2, 2, 2)
at-mo-sfär	(3, 8)	ma-nu-skript	(2, 8)
av-prov-ning	(5, 3)	med-ar-be-ter-ska	(5, 3, 2, 6)
bak-grun-der	(5, 3)	me-del-ål-der	(2, 7, 3)
be-grep-pet	(5, 3)	miss-hand-ling	(5, 3)
bel-le-tri-stisk	(3, 8, 2)	mot-stå-en-de	(5, 4, 3)
bi-bli-o-tek	(8, 4, 2)	ned-tryckt-het	(5, 6)
bi-dra-gan-de	(5, 2, 3)	o-be-kväm-lig ³	(5, 2, 3)
blom-nings-tid	(3, 7)	o-möj-lig ³	(5, 3)
bort-slu-ta	(5, 2)	om-stjäl-p-ning	(5, 3)
bo-stå-der-na	(2, 2, 3)	på-se-en-de	(5, 4, 3)
des-in-fek-tion	(8, 3, 3)	sam-man-svärj-ning	(3, 5, 3)
ef-ter-skri-va	(3, 5, 2)	sta-ter-na	(2, 3)
en-skild-het	(7, 6)	sön-der-skju-ten	(3, 5, 2)
ent-le-di-ga	(5, 2, 2)	till-freds-stäl-lel-se	(5, 7, 3, 3)
en-trä-gen-het	(5, 2, 6)	un-der-hålls-kost-nad	(3, 5, 7, 3)
er-bju-dan-de	(5, 2, 3)	upp-hjäl-pan-de	(5, 3, 3)
ex-er-cis	(8, 3)	upp-rätt-håll-la-re	(5, 7, 3, 2)
fort-skri-da	(5, 2)	ur-sprung-lig-het	(5, 3, 6)
fram-al-stra	(5, 3)	ut-ar-ren-de-ra	(5, 3, 3, 2)
främ-jan-de	(3, 3)	ute-slut-ning	(5, 3)
från-trä-da	(5, 2)	ve-ten-skaps-man	(2, 6, 7)
för-en-ta	(5, 3)	vid-stå-en-de	(5, 4, 3)
fö-re-språ-ker-ska	(2, 5, 2, 6)	åter-av-trä-da	(5, 5, 2)
gen-klan-gen	(5, 3)	åt-skil-jan-de	(5, 3, 3)
ge-nom-ar-be-ta	(2, 5, 3, 2)	än-del-se	(3, 3)
ge-o-gra-fi-ska	(4, 8, 2, 6)	änd-sta-tio-nen	(7, 2, 2)
hi-sto-ria	(2, 2)	önsk-nin-gar	(3, 3)
hop-spa-ra	(5, 2)	öst-eu-ro-pe-isk	(7, 2, 2, 4)
in-bjud-ning	(5, 3)	över-ar-bet-ning	(5, 3, 3)
kom-pan-jo-ner	(3, 3, 2)	över-tax-e-ra	(5, 9, 2)

Diacritics and stress

With the exception of *ä*, *å*, and *ö*, diacritics are used only in foreign loan-words (*résumé*) and in certain proper names (*Tegnér*).

Syllabic stress falls on the root syllable in all simple native words and on the main, usually the first, component of compound words.

Capitalization

Capitalization is similar to that in English, except that proper adjectives, days of the week, months, and holidays are lowercased. In compound names, only the first word is usually capitalized (*Förenta staterna*, United States; *Karl den store*, Charles the Great), and the second-person pronouns *Ni*, *Eder*, *Er* are capitalized in correspondence.

Punctuation

The rules of punctuation are essentially the same as in English, although Swedish punctuation is perhaps somewhat closer, the comma, especially, being used more freely. The apostrophe is not used to indicate possession, except in foreign names and those terminating in the letter *s*: *Shakespeare's dramer* (*Shakespeare's dramas*), *Valerius' visor* (the ballads of Valerius).

Abbreviations

Where the last letter of the abbreviation is the last letter of the complete word, the period is not used.

a.-b.	aktiebolag, joint-stock com-pany	b., bd	band, volume, volumes
adr.	adress, address, c/o	bl. a.	bland annat, bland andra, among other things, or among others
ang.	angående, concerning	d.	död, dead
anm.	anmärkning, remark, ob-servation	d:o	dito, ditto

³ The division on the prefix *o-* (meaning *un-* or *non-*) should be avoided except in very narrow measure to avoid bad spacing.

Abbreviations—Continued

dr, d:r	doktor, doctor
d. v. s.	det vill säga, that is, that is to say
d. y.	den yngre, junior
d. ä.	den äldre, senior; det är, that is
ell.	eller, or
e. m.	eftermiddagen, afternoon, p. m.
etc.	et cetera, and so forth
ex.	exempel, example (illustration), e. g.
f.	född, born
f. d.	för detta, before this, formerly
f. m.	förmiddagen, before noon, a. m.
frk.	fröken, Miss
f. ö.	för övrigt, besides
förf.	författare, author; författarinna, authoress
H. M.	Hans Majestät, His Majesty
hr	herr, Sir, Mr.
i st. f.	i stället för, in place of
jfr	jämför, compare, cf.
kap.	kapitel, chapter
kl.	klockan, o'clock

kr.	krona, crown; kronor, crowns (coin)
kungl.	kunglig, royal
m. a. o.	med andra ord, in other words
m. fl.	med flera, with others, and others
m. m.	med mera, etc., and so forth
n. b.	nota bene, mark (notice) well
nr, n:o	nummer, numro, number
näml.	nämligen, namely, viz, to wit
obs.	observera, observe
o. d.	och dylikt (dylika), and the like
o. s. a.	om svar anhålles, an answer is requested
o. s. v.	och så vidare, and so forth
p. s.	postskriptum, postscript
red.	redaktör, editor
s., sid.	sida, page; sidor, pages
s. d.	samma dag, the same day
s. k.	så kallad, so called
t. ex.	till exempel, for instance
t. o. m.	till och med, even
und.	undantag, exception

Cardinal numbers

en, ett	one
två	two
tre	three
fyra	four
fem	five
sex	six
sju	seven
åtta	eight
nio	nine
tio	ten
elva	eleven
tolv	twelve
tretton	thirteen
fjorton	fourteen
femton	fifteen
sexton	sixteen
sjutton	seventeen

aderton	eighteen
nitton	nineteen
tjugu (tjugo)	twenty
tjuguen (tjuguet)	twenty-one
tjugutvå, etc.	twenty-two, etc.
tretti(o)	thirty
fyrtio	forty
femtio	fifty
sextio	sixty
sjuttio	seventy
åttio	eighty
nittio	ninety
hundra	hundred
hundra ett, etc.	one hundred and one, etc.
två hundra, etc.	two hundred, etc.
tusen	thousand

Ordinal numbers

(den) förste (-a)	first
andre (-a)	second
tredje	third
fjärde	fourth
femte	fifth
sjätte	sixth
sjunde	seventh
åttonde	eighth
nionde	ninth
tionde	tenth
elfte (elvte)	eleventh
tolfte (tolvte)	twelfth
trettonde	thirteenth
fjortonde	fourteenth
femtonde	fifteenth
sextonde	sixteenth
sjuttonde	seventeenth
adertonde	eighteenth

nittonde	nineteenth
tjugonde	twentieth
tjuguförsta	twenty-first
tjuguandra, etc.	twenty-second, etc.
trettionde	thirtieth
fyrtionde	fortieth
femtionde	fiftieth
sextionde	sixtieth
sjuttionde	seventieth
åttionde	eightieth
nittionde	ninetieth
hundra	hundredth
hundra första	one hundred and first, etc.
två hundra, etc.	two hundredth
tusende	thousandth

Months

januari (jan.)	January	juli	July
februari (feb.)	February	augusti (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

Days

söndag	Sunday	torsdag	Thursday
måndag	Monday	fredag	Friday
tisdag	Tuesday	lördag	Saturday
onsdag	Wednesday		

Seasons

vår	spring	höst	autumn
sommar	summer	vinter	winter

Time

timme	hour	månad	month
dag	day	år	year
vecka	week		

REFERENCES.—Axel Johan Uppvall and Gösta Robert Stene, *Swedish Grammar and Reader* (1938); Edwin J. Vickner, *Simplified Swedish Grammar* (1946); Walter E. Harlock, *Svensk-Engelsk Ordbok* (1947); Axel Johan Uppvall, *Swedish Phonology* (1938).

TURKISH

Ey, Türk Gençliği, birinci vazifen Türk istiklâlini, Türk Cümhuriyetini ilelebet muhafaza ve müdafaa etmektir. Birgün İstiklâl ve Cümhuriyeti müdafaa mecburiyetine düşersen, vazifeye atılmak için içinde bulunacağın vaziyetin imkân ve şeraitini düşünmeyeceksin. Mevcudiyetinin ve istikbâlinin yegâne temeli budur. Bu temel senin en kıymetli hazinendir.¹—K. Atatürk.

Alphabet and pronunciation

A	a	<i>a</i> in father	L	l	<i>l</i> in link
Â	â	see Special characters	M	m	<i>m</i> in man
B	b	<i>b</i> in bed	N	n	<i>n</i> in no
C	c	<i>j</i> in judge	O	o	<i>o</i> in or
Ç	ç	<i>ch</i> in church	Ö	ö	like German <i>ö</i> or French <i>eu</i>
D	d	<i>d</i> in do	P	p	<i>p</i> in pin
E	e	<i>e</i> in red	R	r	<i>r</i> in red, somewhat more trilled than in English
F	f	<i>f</i> in far	S	s	<i>s</i> in sun
G	g	<i>g</i> in go	Ş	ş	<i>sh</i> in shall
Ğ	ğ	<i>y</i> in yet, between front vowels (<i>i, e, ü, ö</i>); silent or voiced spirant between back vowels (<i>ı, a, u, o</i>); after a vowel, final or before a consonant, prolongs the vowel	T	t	<i>t</i> in tin
H	h	<i>h</i> in hat	U	u	<i>u</i> in push
İ	i	<i>i</i> in machine	Û	û	see Special characters
I	ı	<i>i</i> in sir	Ü	ü	like German <i>ü</i> or French <i>u</i>
J	j	<i>z</i> in azure	V	v	<i>v</i> in van, sometimes more like <i>w</i>
K	k	<i>k</i> in kit	Y	y	<i>y</i> in yet or boy
			Z	z	<i>z</i> in zeal
				'	like glottal catch "uh-oh"

Special characters

Turkish uses the Latin alphabet with the addition of the following special characters: Â â, Ç ç, Ğ ğ, İ ı, Ö ö, Ş ş, Û û, and Ü ü. The characters Ğ ğ occur also as Ğ ğ. Note the characters İ I, i ı. The circumflex accent (^) is frequently used over vowels. It sometimes indicates prolongation of the vowel, sometimes palatal (*y*-like) pronunciation of neighboring *k, g, or l*. Turkish orthography uses no digraphs.

Vowels and consonants

The vowel letters are *a, â, e, i, ı, o, ö, u, û, and ü*. The remaining letters of the alphabet are consonants. The apostrophe ('), which indicates hiatus or slight glottal catch, counts as a consonant.

¹[TRANSLATION:] O, Turkish Youth, your first duty is to look after and eternally to protect the Turkish Independence. If one day you are called upon to defend the Republic and the Independence, you will take over your duty neither flinching nor being deterred by any circumstances or situations in which you may find yourselves. This is the only foundation to your existence and future. This foundation is your most valuable treasure.

Consonantal units

For the purposes of syllabification, there are no consonantal units in Turkish, although in foreign words deference is shown to consonantal units according to the language of origin.

Rules for syllabification

1. Turkish, not having diphthongs, digraphs, or consonantal units, has no groups of vowels or consonants which may not be divided, provided division conforms to rules 2 to 8 below.

2. Division is made on a vowel before a single consonant: *ha-va, zi-ya, sa-kin*.

3. In a group of two or more consonants, division is made before the last consonant: *bil-mek, bil-lâr, ört-mek, sat-hî, sal-ya, bey-yine*.

4. Vowels may be divided: *ma-ani, mu-af*.

5. Turkish has no prefixes in the conventionally accepted sense. The negative particle *gayri*, however, acts as a prefix and is kept intact: *gayri-matbu*.

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *göz-ağrısı*.

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *fa-brika, am-plifikatör, ka-blo, tel-graf, boy-skant*. In this rule are also included scientific and technical words, which editors prefer to treat etymologically: *pan-kreas, proto-plasma*.

8. Division may be made on the apostrophe indicating hiatus: *mes'-ul*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

A-ce-mis-tan	(2, 3)	Is-tan-bul	(3, 3)
a-kort-la-mak	(3, 2)	i-yi-leş-mek	(2, 3)
A-la-man-ya	(2, 3)	ır-ga-la-mak	(3, 2, 2)
alt-mış-al-tı	(3, 6, 3)	kü-tüp-ha-ne	(2, 3, 2)
A-me-ri-kan	(2, 2)	lâ-a-let-ta-yin	(4, 2, 3, 2)
an'-a-nan	(8, 2)	li-to-ğra-fi	(2, 7, 2)
an-fi-te-atr	(3, 2, 4)	ma-no-me-tre	(2, 2, 7)
An-gli-kan	(7, 2)	man-ye-zi-um	(3, 2, 4)
An-ka-ra	(3, 2)	ma-te-ri-ya-list	(2, 2, 2, 2)
an-si-klo-pe-di	(3, 7, 2, 2)	me-bus-luk	(8, 3)
as-ri-leş-tir-mek	(3, 2, 3, 3)	met-he-dil-mek	(3, 2, 3)
baş-ağ-rı-sı	(6, 3, 2)	me-tro-po-lit	(7, 2, 2)
baş-lı-ba-şı-na	(3, 2, 2, 2)	met-ruk-kü	(3, 3)
be-ra-et	(2, 4)	mev-su-ki-yet	(3, 2, 2)
bey-yi-ne	(3, 2)	mo-no-plân	(2, 7)
bil-kül-li-ye	(3, 3, 2)	mu-sah-hah	(2, 3)
bi-na-en-a-leyh	(2, 4, 6, 2)	mü-el-lef	(4, 3)
bi-pa-yan	(2, 2)	nes-het-mek	(3, 3)
Bir-le-şik	(3, 2)	or-to-ğraf	(3, 7)
bi-ta-raf-lik	(2, 2, 3)	pro-to-plas-ma	(2, 7, 3)
can-a-cı-sı	(6, 2, 2)	ri-a-ye-ten	(4, 2, 2)
cüm-hu-ri-ye-ti	(3, 2, 2, 2)	ser-best-çe	(3, 3)
çağ-rıl-mak	(3, 3)	tak-si-me-tre	(3, 2, 7)
dağ-a-la-sı	(6, 2, 2)	tay-ya-re-ci-lik	(3, 2, 2, 2)
Dev-let-ler	(3, 3)	türk-çe-si	(3, 2)
ec-ne-bi-lik	(3, 2, 2)	türk-çü-lük	(3, 2)
el-al-tın-dan	(6, 3, 3)	us-ta-lık-lı	(3, 2, 3)
en-ter-nas-yo-nal	(3, 3, 3, 2)	uz-laş-tır-mak	(3, 3, 3)
fa-bri-ka-tör	(7, 2, 2)	ü-leş-tir-mek	(3, 3)
gay-ri-ka-bil	(3, 5, 2, 2)	ül-tra-vi-yo-le	(7, 2, 2, 2)
ha-yır-lı	(2, 3)	va-kit-siz	(2, 3)
hay-si-yet	(3, 2)	Vaş-ing-ton (or Vash-ing-ton)	(7, 3)
hü-kû-met	(2, 2)	ya-ra-şik-sız	(2, 2, 3)
ih-ba-ri-ye	(3, 2, 2)	ye-tiş-mek	(2, 3)

Stress and diacritics

Stress is not marked in Turkish orthography. The only diacritics are the dieresis, cedilla, and circumflex, all of which are explained under Special characters.

Capitalization

Capitalization is practically as in English, but proper adjectives are lower-cased.

Punctuation

Punctuation is similar to that in English, but the comma and dash are used somewhat more frequently than in English.

Abbreviations

A. Ş.	Anonim Şirket, anonymous firm; Inc.	Ml.	Matmazel, Miss
ayn.	aynı müellif, the same author; idem	Mm.	Madam, Mrs.
B.	Bey (Bay), Sir, Mr.	msl.	meselâ, for example, e. g.
B. D.	Birleşik Devletler, United States	No.	Nümero, number
Bl.	Bölük, Company, Co.	Pş.	Paşa, Pasha
Gn.	Genel, General	s.	sahife, page
H.z.	Hazretleri, His Excellency, His Majesty	sk.	sokak, street
ilv.	ilâve, supplement	sm.	santimetre, centimeter
km.	kilometre, kilometer	Şsi.	Şürekası, Company, Co.
M.	Mösyö, Monsieur, Mr.	T. C.	Türkiye Cumhuriyeti, The Republic of Turkey
		T. L.	Türk Lirası, Turkish pound
		v. b.	ve başkalar, and others, et al.
		v. s.	ve saire, etc.

Cardinal numbers

bir	one	otuz	thirty
iki	two	kırk	forty
üç	three	elli	fifty
dört	four	altmış	sixty
beş	five	yetmiş	seventy
altı	six	seksen	eighty
yedi	seven	doksan	ninety
sekiz	eight	yüz	hundred
dokuz	nine	yüz bir, etc.	one hundred and
on	ten		one, etc.
on bir	eleven	iki yüz, etc.	two hundred, etc.
on iki	twelve	bin	thousand
on üç, etc.	thirteen, etc.		
yirmi	twenty		
yirmi bir, etc.	twenty-one, etc.		

Ordinal numbers ²

birinci	first	on birinci	eleventh
ikinci	second	on ikinci	twelfth
üçüncü	third	on üçüncü, etc.	thirteenth, etc.
dördüncü	fourth		twentieth
beşinci	fifth	yirminci	hundredth, etc.
altıncı	sixth	yüzüncü, etc.	thousandth, etc.
yedinci	seventh	bininci, etc.	
sekizinci	eighth		
dokuzuncu	ninth		
onuncu	tenth		

Months

Ocak (Kânunsani)	January	Temmuz	July
Şubat	February	Ağustos	August
Mart	March	Eylül	September
Nisan	April	Ekim (Teşrinevel)	October
Mayıs	May	Kasım (Teşrinsani)	November
Haziran	June	Aralık (Kânunevel)	December

² The ordinals are formed regularly from the cardinals by the addition of *-inci*, *-uncu*, or *-üncü*. in accordance with the principle of vowel harmony.

Days

Pazar	Sunday	Perşembe	Thursday
Pazartesi	Monday	Cuma	Friday
Salı	Tuesday	Cumartesi	Saturday
Çarşamba	Wednesday		

Seasons

ilkbahar	spring	sonbahar	autumn
yaz	summer	kış	winter

Time

saat	hour	ay	month
gün	day	yıl, sene	year
hafta	week		

REFERENCES.—N. A. McQuown and Sadi Koylan, *Spoken Turkish* (1944); A. Vahid Moran, *Türkçe-İngilizce Sözlük* (1945); James W. Redhouse, *Lûgati, İngilizce-Türkçe* (1950); F. Heuser und İ. Şevket, *Türkisch-Deutsches Wörterbuch* (Istanbul, 1942).

SLAVIC LANGUAGES AND THEIR ALPHABETS

The Slavic languages are usually divided into three groups:

(a) West Slavic, which includes Polish, Sorb or Wendish (also called Lusatian), Czech, and Slovak; Polabian, now extinct, also belongs to this group, as do Kashubian (almost extinct) and Slovincian (extinct). Polish is the language of Poland. Sorb or Wendish is spoken along the river Spree in both Upper and Lower Lusatia. Czech and Slovak are two separate, though very similar, languages; Czech is spoken in western and central Czechoslovakia (Bohemia and Moravia), and Slovak in the eastern part of the country (Slovakia). Polabian was spoken in the regions adjacent to the Elbe River. Kashubian and Slovincian were found in the region around Danzig in Pomerania.

(b) East Slavic, which comprises Russian, Ukrainian, and White Russian. Russian is spoken throughout the Soviet Union, but was originally native only to central and northern European Russia. White Russian is spoken in the White Russian Soviet Socialist Republic. Ukrainian is found in most of the Ukrainian Soviet Socialist Republic; the variety of Ukrainian spoken in what was formerly sub-Carpathian Russia in Czechoslovakia was often referred to as Ruthenian. Ukrainian was formerly called Little Russian, and Russian proper was then designated as Great Russian.

(c) South Slavic, which includes Slovene, Serbo-Croatian, Macedonian, and Bulgarian. Serbo-Croatian is a single literary language, the Serbian areas writing it in the Cyrillic alphabet, while the Croatian areas use the Latin alphabet (in the form given as transliteration for Serbian Cyrillic). Serbo-Croatian is the language of all Yugoslavia, but Slovene is used in Slovenia (northwest Yugoslavia) and Macedonian in Macedonia (southeast Yugoslavia). Bulgarian is spoken in Bulgaria.

The West Slavic languages and Slovene and Croatian have always been written in the Latin alphabet. The other Slavic languages use modern forms of Cyrillic. Cyrillic was devised in the 10th century, being based on the Greek alphabet. It was created for the purpose of writing Old Macedonian, which is usually called Old Church Slavic, and the old form of the alphabet, not given below, is now found only in printed ecclesiastical materials. Old Church Slavic is sometimes called Old Church Slavonic.

Slavic (Cyrillic) alphabets

Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, И и, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ы ы, Ь ь, Э э, Ю ю, Я я; formerly also used: І і, Ъ ѡ, Ѡ ѡ, Ѳ ѳ

Ukrainian: А а, Б б, В в, Г г, Д д, Е е, Є є, Ж ж, З з, И и, І і, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ю ю, Я я, ’; formerly also used: І і, І ї

White Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, І і, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ў ў, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ы ы, Ь ь, Э э, Ю ю, Я я; formerly also used: Ё ё

Bulgarian: А а, Б б, В в, Г г, Д д, Е е, З з, Ж ж, И и, Ы ы, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ь ь, Ю ю, Я я; formerly also used: Ъ Ѫ, Ж ж, Ы-Ѫ ѫ ѫ

Macedonian: А а, Б б, В в, Г г, Ѓ ѓ, Д д, Е е, Ж ж, З з, С с, И и, Ј ј, К к, Ќ ќ, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Џ џ, Ш ш, ’

Serbian: А а, Б б, В в, Г г, Д д, Ѓ ѓ, Е е, Ж ж, З з, И и, Ј ј, К к, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, Ћ ћ, Ф ф, Х х, Ц ц, Ч ч, Џ џ, Ш ш

The Cyrillic alphabet has been adopted recently in the Union of Soviet Socialist Republics for use with various non-Slavic languages, such as Moldavian, Kirghiz, Tajik, Mongolian, and others. Usually the Russian form is used as a base, with special letters added as needed.

Transliteration of Cyrillic alphabets

The transliteration given first place here is that of the United States Board on Geographic Names, adopted in 1944. It is identical with that used by the (British) Permanent Committee on Geographical Names, adopted about the same time. The Board on Geographic Names transliteration has been officially adopted only for Russian, Bulgarian, and Serbian; for the other languages here given it is applied by extending the same principles and supplying new symbols or digraphs as needed. Certain additions to avoid possible ambiguity are also given.

The Library of Congress uses a transliteration that differs at certain points from that of the Board on Geographic Names. These differences are indicated.

In works on Slavic in the fields of linguistics and philology, still other transliterations are used. These are also indicated, the word "linguistics" being used to mean linguistics and philology.

In the list below, the transliterated symbol holds for all six languages when it is not marked. Where different uses are recommended for different languages, or where a letter is used only in some of the languages, these facts are stated.

Alphabets, pronunciation, and transliteration

А	а	<i>a</i>
Б	б	<i>b</i>
В	в	<i>v</i>
Г	г	<i>g</i> in Russian, Bulgarian, Macedonian, and Serbian; <i>h</i> in White Russian and Ukrainian; linguistics, always <i>g</i>
Ґ	ґ	<i>g</i> in White Russian and Ukrainian only; no longer used; linguistics, <i>ḡ</i>
Ѓ	ђ	<i>g'</i> in Macedonian only; linguistics, <i>ḡ</i>
Д	д	<i>d</i>
Ђ	ђ	<i>ot</i> or <i>dj</i> in Serbian only; Library of Congress and linguistics, <i>ḏ</i>
Е	е	<i>ye</i> in Russian initially and after a vowel or ъ or ь, <i>e</i> elsewhere; in White Russian, always <i>ye</i> ; in the other languages, always <i>e</i> ; Library of Congress and linguistics, always <i>e</i>
Ё	ё	<i>yē</i> and <i>ē</i> in Russian, as for <i>ye</i> and <i>e</i> ; in White Russian, <i>yē</i> ; not used elsewhere; Library of Congress, always <i>ē</i> ; linguistics, <i>ē</i> or <i>ě</i>
Є	є	<i>ye</i> in Ukrainian only; Library of Congress, <i>ȳe</i> ; linguistics, <i>ē</i> or <i>je</i>

Ж	ж	zh; linguistics, <i>ž</i>
З	з	<i>z</i>
С	с	<i>dz</i> in Macedonian only; linguistics, <i>ž</i> or <i>dz</i>
И	и	<i>i</i> , except in Ukrainian, where it is <i>y</i> ; linguistics, always <i>i</i>
Ї	ї	<i>y</i> ; not used in Macedonian and Serbian; Library of Congress, <i>ȳ</i> ; linguistics, <i>ȳ</i> and <i>j</i>
І	і	<i>ī</i> in Ukrainian and Russian; <i>i</i> in White Russian; not used elsewhere; no longer used in Russian; Library of Congress and linguistics, <i>ī</i>
Ї	ї	<i>yi</i> in Ukrainian only; no longer used; Library of Congress, <i>ȳ</i> ; linguistics, <i>ȳ</i> and <i>ji</i>
Ј	ј	<i>j</i> in Macedonian and Serbian only
К	к	<i>k</i>
Ќ	ќ	<i>k'</i> in Macedonian only; linguistics, <i>k̑</i>
Л	л	<i>l</i>
Љ	љ	<i>l</i> or <i>lj</i> in Macedonian and Serbian only; Library of Congress and linguistics, <i>l̑</i>
М	м	<i>m</i>
Н	н	<i>n</i>
Њ	њ	<i>ñ</i> or <i>nj</i> in Macedonian and Serbian only; Library of Congress, <i>nj</i> ; linguistics, <i>ñ</i>
О	о	<i>o</i>
П	п	<i>p</i>
Р	р	<i>r</i>
С	с	<i>s</i>
Т	т	<i>t</i>
Ћ	ћ	<i>ć</i> in Serbian only
У	у	<i>u</i>
Ў	ў	<i>w</i> in White Russian only; Library of Congress, <i>ũ</i> ; linguistics, <i>u̯</i>
Ф	ф	<i>f</i>
Х	х	<i>kh</i> ; linguistics, <i>x</i> and <i>ch</i>
Ц	ц	<i>ts</i> ; Library of Congress, <i>t̑s</i> ; linguistics, <i>c</i> ; to avoid ambiguity, Cyrillic <i>tc</i> may be transliterated as <i>t.s</i> , or the Library of Congress symbol for <i>ц</i> may be used
Ч	ч	<i>ch</i> , except <i>č</i> in Macedonian and Serbian; linguistics, <i>č</i>
Џ	џ	<i>dž</i> in Macedonian and Serbian only; linguistics, <i>ǰ</i>
Ш	ш	<i>sh</i> , except <i>š</i> in Macedonian and Serbian; linguistics, <i>š</i> ; Library of Congress uses <i>sh̑</i> in Ukrainian to avoid ambiguity with <i>cr=sh</i>
Щ	щ	<i>shch</i> in Russian, White Russian, and Ukrainian; <i>sht</i> in Bulgarian; not used in Macedonian and Serbian; linguistics, <i>š</i> and <i>šč</i> (or <i>št</i> for Bulgarian)
Ъ	ъ	double apostrophe (") in Russian and Bulgarian; not used elsewhere; Library of Congress, " ; linguistics, <i>ŭ</i>
Ы	ы	<i>y</i> in Russian and White Russian only
Ь	ь	single apostrophe ('); not used in Macedonian and Serbian; Library of Congress, ' ; linguistics, <i>ȳ</i>
Ѣ	ѣ	<i>yē</i> and <i>ē</i> in Russian, no longer used; <i>ye</i> in Bulgarian, no longer used; not used elsewhere; Library of Congress, <i>ȳe</i> ; linguistics, <i>ē</i>
Ѥ	ѥ	<i>e</i> in Russian (or <i>è</i> to avoid ambiguity); <i>è</i> in White Russian; not used elsewhere; Library of Congress, <i>è</i> ; linguistics, <i>è</i>

Ю	ю	<i>yu</i> ; not used in Macedonian and Serbian; Library of Congress, <i>ŭ</i> ; linguistics, <i>ŭ</i> and <i>ju</i>
Я	я	<i>ya</i> ; not used in Macedonian and Serbian; Library of Congress, <i>ĭa</i> ; linguistics, <i>ā</i> and <i>ya</i>
Ѡ	Ѡ	<i>ŷ</i> in Russian only; no longer used
Ѣ	Ѣ	<i>ŷ</i> in Russian only; no longer used
Ѥ	Ѥ	<i>ǎ</i> in Bulgarian only; no longer used; Library of Congress, <i>ǎ</i> ; linguistics, <i>q</i>
І-Ѧ	І-Ѧ	<i>ya</i> in Bulgarian only; no longer used; linguistics, <i>q̇</i> or <i>jq̇</i>
		Ukrainian and Macedonian only, instead of older Ѣ; trans- literate by double apostrophe (''), single apostrophe (') is used for Ѣ in Ukrainian; linguistics, '

The old form of Cyrillic used for Old Church Slavic had letters similar in shape to а, б, в, г, д, е, ж, з, с, и, і, к, л, м, н, о, п, р, с, т, у, ф, х, ц, ч, ш, щ, ѡ, Ѣ, Ѥ, Ѧ, ю, Ѩ, І-Ѧ, е, and в. In addition there were Ѡ (Greek) = *ō*, ѡ (equal to modern я), І-е (equal to Ukrainian е), А=Ѧ (nasal е), Іа=Ѧ (*ye* or *je*), Ѧ (Greek) = *ks* (x); Ѩ (Greek) = *ps*; Ѣ appeared as Ѣ or Ѣ, and also as Ѣи (*ŷi*, *ŷi*, *ŷi*). A still older form of this alphabet, the Glagolitic, has letter shapes that are very different from those of the original Greek or modern Cyrillic; this alphabet lacked the letters Ѡ, Ѣ, І-а, І-е, Ѧ, Ѩ, but had a letter corresponding to Serbian Ѣ.

INDEX

[Numbers in parentheses refer to rules; *italic* indicates exact terminology]

	Page		Page
A. (10.44, 10.54).....	146, 153	Abbreviations—Continued	
a. (ampere, are) (10.44, 10.53, 10.54).....	146, 153	etc. (10.44).....	148
AA (10.44).....	146	and so forth, <i>et cetera</i> , when used (2.16)...	6
AAA (10.44).....	146	Capitalization in heads (3.55).....	26
a, an. (<i>See</i> Articles.)		Figure. (<i>See</i> Figure.)	
A. B. (<i>See</i> Bachelor of arts.)		Firm names (10.22).....	143
abaca (5.3).....	55	Not abbreviated (10.23).....	143
abbr. (10.44).....	146	"Fol.," "fol. lit.," etc. (2.4, 2.5).....	5
Abbreviations:		Foreign countries (10.9).....	142
a, an, before groups of initials (5.17, 5.18)...	59	Foreign languages. (<i>See</i> Foreign languages.)	
Addresses (10.13, 10.14).....	142	Gravity (10.50).....	152
After geographic terms (10.10, 10.11).....	142	Isolated, spelled out (10.5).....	141
Apostrophe in contraction (5.28, 5.29).....	61	Jr., Sr. (<i>See</i> Jr., Sr.)	
Omitted (5.29).....	61	Land descriptions (10.17).....	142
Article, beginning of paragraph (10.35).....	145	lat. and long. (10.48).....	152
Spelled out (10.35).....	145	Leaderwork. (<i>See</i> Leaderwork.)	
Type to be used (10.35).....	145	Legal, set in roman (12.3).....	161
Calendar:		Letters as shortened names of governmental agencies (10.7).....	141
Days (10.43, 10.44).....	146	List (10.44).....	146
Months (10.40, 10.41, 10.42, 10.44).....	145, 146	M., MM., Messrs., Mlle., Mme., before names (10.26).....	143
Capacity (10.53, 10.55).....	153	Magnitudes and units of time (10.56).....	153
Capitalization follows spelled-out form (10.6).....	141	Measure:	
Chemical symbols (13.17).....	165	English (10.55).....	153
Civil titles (10.26).....	143	Metric (10.53).....	152
Clock time (10.51).....	152	Used with figures only (10.5).....	141
o'clock not used (10.52).....	152	Military titles (10.26).....	143
Comma before (9.24).....	129	Money (10.57).....	154
Company, Corporation, in names of Federal units, not abbreviated (10.23) (<i>see also</i> Firm names).....	143	Foreign (10.57).....	154, 215
Compass points:		Mr., Mrs. (<i>See</i> Mr., Mrs.)	
Geographic (10.47).....	152	MS. (motorship) (10.24).....	143
Latitude and longitude (10.48, 10.49).....	152	Names (10.20, 10.21).....	143
Street addresses (10.14).....	142	Inverted, how indexed (16.31).....	187
Congressional:		Not abbreviated:	
Bills, documents, etc. (10.38).....	145	Alaska (10.12).....	142
Congress, session (10.37).....	145	and, in informal companionships (10.25)...	143
Courtwork (18.33, 18.36).....	197	Association (10.22).....	143
C. J., J.J. (footnote).....	205	avenue, as part of name (10.15).....	142
Degree mark with C. and F. (10.50, footnote).....	152	commandant (10.27).....	144
Degrees, collegiate, etc.:		commodore (10.27).....	144
After name (10.29).....	144	Company, Corporation, Federal units (10.23).....	143
Sequence (10.32).....	144	county (10.16).....	142
List (10.44).....	146	Figure, in legend (2.60, 10.36).....	9, 145
Dividing at end of line (10.19, 10.49).....	143, 152	Foreign countries, names of (10.9).....	142
Dr., Esq., not used with other abbreviations (10.30).....	144	fort (10.16).....	142
et al. (10.44).....	148	Idaho (10.10).....	142
Capitalization in heads (3.55).....	26	infra, supra (10.45).....	152
		instant (10.46).....	152
		Insular possessions, names of some (10.12)...	142
		Iowa (10.10).....	142

	Page
Abbreviations—Continued	
Not abbreviated—Continued	
<i>Long Island</i> (10.12).....	142
<i>Maine</i> (10.10).....	142
<i>mount</i> (10.16).....	142
<i>Ohio</i> (10.10).....	142
<i>point</i> (10.16).....	142
<i>port</i> (10.16).....	142
<i>proximo</i> (10.46).....	152
<i>Staten Island</i> (10.12).....	142
<i>street</i> , as part of name (10.15).....	142
Trust territories (10.12).....	142
<i>ultimo</i> (10.46).....	152
<i>Utah</i> (10.10).....	142
Not closed up even in "fol. lit." (2.6).....	5
Not generally known, parenthetical explanation (10.4).....	141
Parts of publications (10.34).....	145
Period:	
Follows, unless indicated otherwise (9.94, 10.6).....	135, 141
Not omitted from common abbreviations (10.3).....	141
Omitted after certain initials (9.101).....	136
Periods and spaces omitted, names of organized bodies (10.7).....	141
Preparing copy (2.12).....	6
Punctuation (10.6).....	141
<i>RR.</i> , <i>Ry.</i> (10.24).....	143
<i>section.</i> (See Section.)	
Sidenotes:	
<i>Congress, session</i> (10.37).....	145
Congressional bills, resolutions, etc. (10.38).....	145
General rule (10.2).....	141
<i>Latitude, longitude</i> (10.48).....	152
<i>Motorship</i> (10.24).....	143
Names of months (10.40).....	145
Parts of publications (10.34).....	145
<i>Railroad, railway</i> (10.24).....	143
Statutes, etc. (10.39).....	145
<i>Steamship</i> (10.24).....	143
<i>street, avenue, etc.</i> , in addresses (10.13).....	142
As part of name (10.15).....	142
<i>United States</i> (10.8).....	141
Specialized fields, acceptable (10.3).....	141
<i>SS.</i> (10.24).....	143
Standard and easily understood, preferable (10.4).....	141
States and Territories (10.10, 10.11, 10.44).....	142, 146
Statutes, references to (10.39, 10.44, 14.10).....	145, 151, 167
Superior letters, in courtwork (18.23).....	196
Supreme Court records, apostrophe not used (18.9).....	195
Period used (18.9).....	195
Supreme Court Reporters, list (18.17).....	196
Tables. (See Tabular work.)	
Temperature (10.50).....	152
Time (10.55).....	153
Titles, preceding or following name (10.26, 10.28).....	143, 144
<i>Mr., Esq., Jr., 2d, etc.</i> , type to be used (10.33, 17.3, 17.16, 17.21).....	144, 189, 191, 192

	Page
Abbreviations—Continued	
Unfamiliar:	
Tables and leaderwork, explain in footnote (10.4).....	141
Text, parenthetical explanation (10.4).....	141
Uniformity in each job (10.4).....	141
<i>United States</i> , when abbreviated (10.8).....	141
Units of quantity. (See Leaderwork; Tabular work.)	
<i>U. S. S. R.</i> (10.9).....	142
Volume (10.53, 10.55).....	153
Weight (10.53, 10.55).....	153
When and why used (10.1–10.5).....	141
<i>abattoir</i> (5.2).....	51
<i>A B C's</i> (5.28).....	61
<i>aberration</i> (5.2).....	51
<i>abetter, abettor</i> (5.2).....	51
<i>able</i> , words ending in (5.11).....	57
<i>A-bomb</i>	27
<i>abridgment</i> (5.2).....	51
<i>abs.</i> (10.44, 10.50).....	146, 152
<i>absorb, adsorb</i> (5.2).....	51
<i>abstract</i> (3.9).....	18, 27
<i>abysmal</i> (5.2).....	51
<i>a. c.</i> (10.44).....	146
<i>Academy</i>	27
<i>Superintendent of Naval (Military).</i> (See Superintendent.)	
<i>a cappella</i> (5.2).....	51
<i>accede, exceed</i> (5.2).....	51
Accents (see also Foreign languages):	
Geographic names, to be followed (5.37).....	62
Indian names in courtwork (18.22).....	196
List (13.19).....	166
Omitted in cap lines (3.56).....	26
<i>accepter, acceptor</i> (5.2).....	51
<i>accessory</i> (5.2).....	51
<i>accommodate</i> (5.2).....	51
<i>accordion</i> (5.2).....	51
<i>Accounts Branch.</i> (See Branch.)	
<i>accouter</i> (5.2).....	51
<i>acct.</i> (10.44).....	146
<i>accursed</i> (5.2).....	51
<i>acetic, ascetic</i> (5.2).....	51
<i>acknowledgment</i> (5.2).....	51
<i>acoustic</i> (5.2).....	51
<i>act</i> (3.9, 3.40).....	18, 24, 27
<i>ACTH</i> (10.44).....	146
<i>Acting, etc.</i>	27
<i>actinium.</i> (See Chemical elements.)	
<i>Active Reserve.</i> (See Reserve.)	
<i>A. D.</i> (10.44).....	146
Precedes year (9.37, 11.9c).....	130, 156
<i>adapter</i> (5.2).....	51
<i>addendum</i> , plural form (5.10).....	57
Addresses:	
Abbreviations (10.13, 10.14).....	142
<i>Mr., Esq., Jr., 2d, etc.</i> , type set in (17.3, 17.16).....	189, 191
Beginning of letter (17.13).....	190
Capitalization (3.58, 17.2).....	26, 189
End of letter (17.14).....	191
Examples (17.12–17.18).....	190–192
Extra lead after (17.5).....	189
General typographic principles (17.1).....	189

	Page		Page
Addresses—Continued		Air—	
How set (17.12-17.18).....	190-192	Explorers. (See Air Force.)	
Indentations (17.12-17.18).....	190-192	Force.....	27
Increased in wide measure (17.12).....	190	Abbreviation (10.44).....	161
Overruns (17.17).....	191	Materiel Command. (See Command.)	
Italic (17.16, 17.17).....	191	Medal. (See Decorations.)	
Longer than name line (17.15).....	191	National Guard. (See Air Force.)	
Ordinals (11.12).....	157	airbase, State name with abbreviated (10.10).....	142
Preparation (2.14).....	6	Aircraft. (See Vessels and aircraft.)	
Spacing of lines set in caps, caps and small caps, etc. (17.4).....	189	airmail service. (See Service.)	
United States Army, etc., how set (17.16).....	191	airplane (5.2).....	51
adieu, plural form (5.10).....	57	airport.....	27
Adj. (10.26, 10.44).....	143, 146	State name with abbreviated (10.10).....	142
Adjectives—		a. k. a. (10.44).....	146
and adverbs, distinction in compounding (7.7).....	71	Ala. (10.10, 10.11, 10.44).....	142, 146
Independent, hyphen not used (6.27).....	66	Alabamian (5.39).....	62
Nationalities, foreign countries.....	213	a la carte (5.3).....	55
Plant names (8.4).....	121	a la king (5.3).....	55
adjurer (5.2).....	51	à l'américaine (5.4).....	55
adjuster (5.2).....	51	alamode (5.3).....	55
Adjutant General.....	27	Alaska:	
Abbreviation (10.26, 10.44).....	143, 146	Districts.....	221
Plural form (5.6).....	56	Not abbreviated (10.12).....	142
The. (See The.)		Road Commission. (See Commission.)	
Adjutant General's Corps. (See Corps.)		alaska seal. (See Derivatives.)	
Administration.....	27	albumen, albumin (5.2).....	51
Administrator.....	27	Alcohol Tax Unit. (See Unit.)	
admiral:		alga, plural form (5.10).....	57
Abbreviation (10.26, 10.44).....	143, 146	Alien Property:	
of the Navy. (See Navy.)		Director. (See Director.)	
Admiralty, British, etc.....	27	Office of. (See Office.)	
Lord of the.....	27	aline (5.2).....	51
Admission Day. (See Holidays.)		Alliance, Farmers', etc.....	27
ad nauseam (5.2).....	51	Alliances and coalitions.....	27
adsorb, absorb (5.2).....	51	Allied, etc. (World War) (3.20).....	20, 27
Adverbs—		Kommandatura (footnote).....	212
and adjectives, distinction in compound- ing (7.7).....	71	Powers (see also Powers).....	27
Hyphen omitted after (6.19).....	65	Allies, the (World Wars).....	27
adviser (5.2).....	51	our allies.....	27
Adviser, Legal. (See Legal Adviser.)		Allmark (2.125, 2.126, 2.138).....	15
adz (5.2).....	51	allottee (5.2).....	51
AEC (10.44).....	146	A. L. R. (10.44).....	146
AEF (10.44).....	146	all ready, already (5.2).....	51
aegis (5.2).....	51	all right (5.2).....	51
AF (10.44).....	146	Alinement:	
affect, effect (5.2).....	51	Leaderwork. (See Leaderwork.)	
AFL, A. F. of L. (10.7, 10.44).....	141, 146	Lines of stars (9.68).....	133
afterward (5.2).....	51	Periods, in tables of contents (16.32).....	187
Age:		Poetry (9.113).....	137
Comma omitted (9.44).....	131	Short footnotes (16.20).....	186
Expressed in numbers (11.9a).....	156	Tables. (See Tabular work.)	
Agency.....	27	Alphabets, foreign languages. (See Foreign languages.)	
agendum, plural form (5.10).....	57	Alpine Meadow (3.29) (see also Soil names)...	22
Ages.....	27	aluminum (5.2) (see also Chemical elements)...	51
aging (5.2).....	51	alumna, alumnus, plural forms (5.10).....	57
Agreement.....	27	AM (10.44).....	146
Agricultural weights and measures, foreign, table.....	217	A. M. (10.29, 10.32, 10.44).....	144, 146
aid, aide (5.2).....	51	a. m. (10.44, 10.51).....	146, 152
aide-de-camp (5.2).....	51	Ambassador, etc. (3.36).....	23, 27, 36
Plural form (5.6).....	56	ambassador at large:	
aide memoire (5.3).....	55	No hyphens (6.39).....	68
		Plural form (5.6).....	56
		ambidextrous (5.2).....	51
		A. M. C. (10.44).....	146

	Page		Page
<i>Am. Dec.</i> (10.44).....	146	<i>appendix</i> (3.9).....	18, 28
<i>ameba</i> (5.2).....	51	Footnote numbering (16.2).....	185
<i>amendment</i>	28	Part of book (2.82k).....	11
<i>American</i> , etc.....	28	Plural form (5.10).....	57
<i>Federation of Labor</i>	28	<i>applique</i> (5.3).....	55
Abbreviation (10.7, 10.44).....	141, 146	<i>appropriation</i> —	
<i>Legion.</i> (See <i>Legion.</i>)		<i>act</i> , etc. (See <i>Act.</i>)	
<i>convention.</i> (See <i>Convention.</i>)		<i>bill</i> , etc. (see also <i>Bill</i>).....	28
<i>Republics.</i> (See <i>Republic.</i>)		<i>Appropriations Committee.</i> (See <i>Committee.</i>)	
<i>americium.</i> (See <i>Chemical elements.</i>)		<i>approx.</i> (10.44).....	146
<i>AMG</i> (10.44).....	146	<i>Apr.</i> (10.40–10.42, 10.44, 14.4).....	145–146, 167
<i>Ampersand</i> (&):		<i>apropos</i> (5.3).....	55
Comma omitted before (9.41).....	131	<i>aquarium</i> , plural form (5.10).....	57
Exception (16.31).....	187	<i>aquatic</i> (5.2).....	51
Firm names (10.22).....	143	<i>aqueduct</i> (3.10, 5.2).....	18, 51
Index entries, position (16.31).....	187	<i>Arab States.</i> (See <i>States.</i>)	
<i>Amphitheater, Arlington Memorial.</i> (See <i>Arlington.</i>)		Arabic numerals. (See <i>Numerals.</i>)	
<i>Am. Repts.</i> (10.44).....	146	<i>Arbor Day.</i> (See <i>Holidays.</i>)	
<i>AMVETS</i> (10.44) (see also <i>American</i>).....	146	<i>ARC</i> (10.44) (see also <i>American</i>).....	146
<i>analog, analogous</i> (5.2).....	51	<i>archeology</i> (5.2).....	51
<i>Ancient Free and Accepted Masons</i> , etc.....	28	<i>archipelago</i> (see also <i>Geographic terms</i>).....	28
<i>and</i> :		<i>Architect of the Capitol</i>	28
Abbreviation. (See <i>Ampersand.</i>)		<i>Archives, the.</i> (See <i>The.</i>)	
Names of informal companionships (10.25).....	143	<i>Archivist of the United States</i>	28
<i>and, or, nor</i> , use of comma before (9.27).....	129	<i>Arctic</i>	28
<i>And provided further:</i>		<i>Circle.</i> (See <i>Circle.</i>)	
Capitalization following (3.46).....	25	<i>Ocean.</i> (See <i>Ocean.</i>)	
Set in italic (12.10).....	162	<i>subarctic</i>	28
<i>anemia</i> (5.2).....	51	<i>Arctics</i>	28
<i>anesthetic</i> (5.2).....	51	Area:	
<i>aneurysm</i> (5.2).....	51	Abbreviations (10.53, 10.55).....	153
<i>anglicize</i> (3.4).....	17	Metric equivalents, table.....	218
Anglicized words. (See <i>Words.</i>)		<i>argon.</i> (See <i>Chemical elements.</i>)	
<i>angora wool.</i> (See <i>Derivatives.</i>)		<i>argyle wool.</i> (See <i>Derivatives.</i>)	
<i>angstrom</i> (5.3).....	55	<i>Ariz.</i> (10.10, 10.11, 10.44).....	142, 146
Abbreviation (10.44, 10.54).....	146, 153	<i>Arizonian</i> (5.39).....	62
<i>unit.</i> (See <i>Derivatives.</i>)		<i>Ark.</i> (10.10, 10.11, 10.44).....	142, 146
<i>Annex</i>	28	<i>Arkansan</i> (5.39).....	62
<i>Annual Report</i> , etc. (See <i>Report.</i>)		<i>Arlington</i>	28
<i>anomalous</i> (5.2).....	51	<i>Memorial Bridge.</i> (See <i>Bridge.</i>)	
<i>anonymous</i> (5.2).....	51	<i>National Cemetery.</i> (See <i>Cemetery.</i>)	
<i>Antarctic Ocean.</i> (See <i>Ocean.</i>)		<i>Armed Forces</i> (3.17).....	19, 28
<i>ante</i> :		<i>Day.</i> (See <i>Holidays.</i>)	
In legal citations (12.3).....	161	<i>Staff College.</i> (See <i>College.</i>)	
In nonlegal work (12.3).....	161	<i>armed services</i> (3.17).....	19, 28
<i>antediluvian</i> (5.2).....	51	<i>armies, Allied.</i> (See <i>Allied.</i>)	
<i>antenna</i> , plural form (5.10).....	57	<i>armistice</i>	28
<i>antilog</i> (10.44).....	146	<i>Armistice Day.</i> (See <i>Holidays.</i>)	
<i>antimony.</i> (See <i>Chemical elements.</i>)		<i>armory</i>	28
<i>anti-New Deal</i>	28	State name with abbreviated (10.10).....	142
<i>anyone, any one</i> (6.12).....	64	<i>Army</i> (3.17).....	19, 28
<i>anyway, cnywise</i> (5.2).....	51	Abbreviations of titles (10.26, 10.44).....	143, 146
<i>apache.</i> (See <i>Derivatives.</i>)		<i>Adjutant General, The.</i> (See <i>The.</i>)	
<i>aperitif</i> (5.3).....	55	<i>Band.</i> (See <i>Band.</i>)	
<i>API</i> (10.44, 10.50).....	146, 152	<i>Command.</i> (See <i>Command.</i>)	
<i>APO</i> (10.44).....	146	<i>Command and General Staff College.</i> (See <i>College.</i>)	
<i>Apostrophe.</i> (See <i>Possessives and apostrophes; Courtwork.</i>)		<i>Corps.</i> (See <i>Corps.</i>)	
<i>Apothecary signs and symbols</i> (13.19).....	166	<i>engineer</i> (see also <i>Corps</i>).....	28
<i>appall, -ed, -ing</i> (5.2).....	51	<i>Field Forces.</i> (See <i>Forces.</i>)	
<i>appareled, -ing</i> (5.2).....	51	<i>hospital.</i> (See <i>Hospital.</i>)	
<i>App. D. C.</i> (10.44).....	146	<i>Hospital Corps.</i> (See <i>Corps.</i>)	
<i>App. Div.</i> (10.44).....	146	<i>Library.</i> (See <i>Library.</i>)	
<i>Appellations, fanciful</i> (3.32).....	22, 36	<i>Medical Museum.</i> (See <i>Museum.</i>)	
<i>appellee</i> (18.30).....	196	<i>officer</i> (3.17) (see also <i>Officer</i>).....	19
		<i>service</i> (see also <i>Service</i>).....	28

	Page		Page
<i>Army</i> —Continued		<i>astatine</i> . (See Chemical elements.)	
<i>Surgeon General, the</i> . (See Surgeon General.)		Asterisk as footnote reference:	
Units, use of figures (11.10).....	157	Bearoff omitted (14.97, 16.12).....	175, 185
<i>arrestor</i> (5.2).....	51	Follows superior figure (14.97, 16.17).....	175, 186
<i>arroyo</i> . (See Geographic terms.)		Sequence with other symbols (16.14).....	185
<i>arsenal</i>	28	Used to prevent ambiguity (14.96, 16.13).....	175, 185
State name with abbreviated (10.10).....	142	Asterisks to indicate omission. (See Ellipsis.)	
<i>arsenic</i> . (See Chemical elements.)		<i>ASTM</i> (10.44).....	146
<i>artesian well</i> . (See Derivatives.)		<i>astrakhan fabric</i> . (See Derivatives.)	
<i>article</i> (3.9).....	18, 28	Astronomical—	
Abbreviation (10.34, 10.44).....	145, 146	Bodies, capitalization (3.30).....	22
Beginning of paragraph (10.35).....	145	Signs and symbols (13.19).....	166
Period and space after (9.97).....	135	Time (11.9b).....	156
Type to be used (10.35).....	145	<i>Astrophysical Observatory</i> . (See Observatory.)	
With figure (14.9).....	167	<i>A. t.</i> (10.44).....	146
Articles:		<i>atheneum</i> (5.2).....	51
<i>a, an</i> :		<i>Atl.</i> (10.44).....	146
Before <i>h</i> (5.16).....	59	<i>Atlantic, etc.</i>	29
Before initial letters (5.17, 5.18).....	59	<i>Charter</i> . (See Charter.)	
Before numerical expressions (5.19).....	59	<i>Coast States</i> . (See States.)	
In capitalized matter (3.51).....	25	<i>Defense Pact</i> . (See Pact.)	
<i>the, in</i> —		<i>Fleet</i> . (See Fleet.)	
Capitalized matter (3.51).....	25	<i>mid-Atlantic</i>	29
Proper names (3.11, 3.12).....	18, 43	<i>Pact</i> . (See Pact.)	
<i>Articles of Confederation</i>	28	<i>standard time, time</i> . (See Time.)	
<i>Artillery Corps</i> . (See Corps.)		<i>atm.</i> (10.44).....	146
<i>artisan</i> (5.2).....	51	<i>atoll</i> . (See Geographic terms.)	
<i>asafetida</i> (5.2).....	51	<i>atomic age</i> . (See Ages.)	
<i>ascendancy, -ant</i> (5.2).....	51	<i>Atomic Energy Commission</i> . (See Commission.)	
<i>ascend, assent</i> (5.2).....	51	Atomic numbers, symbols, weights. (See Chemical elements.)	
<i>ascetic, acetic</i> (5.2).....	51	<i>attaché</i> (3.36, 5.4).....	23, 55
<i>ASME</i> (10.44).....	146	<i>attester</i> (5.2).....	51
<i>A. S. N.</i> (10.44).....	146	<i>attorney</i> —	
<i>assassinate</i> (5.2).....	51	<i>at law</i> , plural form (5.6).....	56
<i>Assembly</i> (3.17) (see also Legislative assembly).....	20, 23	<i>general</i>	29
<i>General</i> . (See United Nations.)		Plural form (5.6).....	56
<i>Little</i> . (See United Nations.)		<i>at. wt.</i> (10.44).....	146
<i>United Nations</i> (3.17) (see also United Nations)	19	<i>Aug.</i> (10.40–10.42, 10.44, 14.4).....	145–146, 167
<i>assistant</i> —		<i>AUS</i> (10.44).....	146
<i>attorney</i> , plural form (5.6).....	56	<i>Australia, six States of</i> . (See States.)	
<i>attorney general</i> :		<i>authority</i>	29
No hyphens (6.39).....	68	Authors and editors, suggestions to (1.1–1.17).....	1–4
Plural form (5.6).....	56	<i>auto-da-fé</i> (5.4).....	55
<i>chief of staff</i> , plural form (5.6).....	56	<i>autogiro</i> (5.2).....	51
<i>commissioner</i> , plural form (5.6).....	56	<i>automaton</i> , plural form (5.10).....	57
<i>comptroller general</i> , plural form (5.6).....	56	<i>autumn</i> (3.23).....	21, 29
<i>corporation counsel</i> , plural form (5.6).....	56	<i>avdp.</i> (10.44).....	146
<i>director</i> , plural form (5.6).....	56	<i>avenue</i> (3.5).....	17, 29
<i>general counsel</i> , plural form (5.6).....	56	Abbreviation (10.44).....	146
<i>Presidential</i> . (See Presidential.)		With number (10.13, 11.12).....	142, 157
<i>Secretary</i> (3.36) (see also Secretary).....	23	Tabular work (14.5, 14.145).....	167, 178
Plural form (5.6).....	56	Not abbreviated (10.15).....	142
<i>surgeon</i> , abbreviation (10.26, 10.44).....	143, 146	Numbers with (11.12, 14.5, 14.145).....	157, 167, 178
<i>surgeon general</i> , plural form (5.6).....	56	<i>Average</i> , indention in tables (14.152, 14.153).....	179
<i>treasurer</i> . (See Treasurer.)		<i>awhile, a while</i> (5.2).....	51
<i>Associate Justice</i> . (See Supreme Court.)		<i>a. w. l., a. w. o. l.</i> (10.44).....	146
<i>Association</i>	29	<i>ax</i> (5.2).....	51
Not abbreviated (10.22).....	143	<i>Axis; Axis Powers</i> . (See Alliances; Powers.)	
<i>Association of American Geographers</i>	207	<i>axis</i> , plural form (5.10).....	57
<i>A. s. t.</i> (10.44).....	146	<i>axminster rug</i> . (See Derivatives.)	
		<i>aye</i> (5.2).....	51

	Page		Page
<i>B.</i> (10.44).....	146	<i>beryllium.</i> (See Chemical elements.)	
<i>babbitt metal.</i> (See Derivatives.)		<i>bessemer steel.</i> (See Derivatives.)	
<i>bachelor of arts:</i>		<i>béton</i> (5.4).....	55
Abbreviation (10.44).....	146	<i>bettor</i> (5.2).....	51
Capitalization. (See College degrees.)		<i>beveled, -ing</i> (5.2).....	51
<i>backward</i> (5.2).....	51	<i>bf.</i> (10.44).....	146
<i>Badlands</i> (3.21).....	21, 29	<i>b. hp.</i> (10.44).....	146
<i>BAE</i> (10.44).....	146	<i>biased, -ing</i> (5.2).....	51
<i>Bahai.</i> (See Religious terms.)		<i>Bible, etc.</i> (3.34).....	22, 29
<i>bakelite.</i> (See Derivatives.)		<i>belt.</i> (See Belt.)	
<i>Balkan States</i> (3.19) (see also States).....	20, 29	Biblical citations, colon used (9.14, 11.7)....	128, 155
<i>baloney, bologna</i> (5.2).....	51	Bibliography:	
<i>bandanna</i> (5.2).....	51	Capitalization conforms to rules (3.42).....	24
<i>Baltic States</i> (see also States).....	29	Comma in (9.43).....	131
<i>band</i>	29	Footnote numbering (16.2).....	185
<i>bandeau, plural form</i> (5.10).....	57	Government Printing Office publications	
<i>bank:</i>		on printing (1.17).....	4
Financial institution (3.17).....	20, 29	Part of book (2.82j).....	11
Land feature. (See Geographic terms.)		References, use of colon (9.15).....	128
<i>Baptist.</i> (See Religious terms.)		<i>Big—</i>	
<i>bar.</i> (See Geographic terms.)		<i>Four, Big Three</i> (3.32) (see also Alliances;	
<i>bargainer, bargainor</i> (5.2).....	51	Fanciful appellations).....	22
<i>baritone</i> (5.2).....	51	<i>Four Powers.</i> (See Powers.)	
<i>barium.</i> (See Chemical elements.)		<i>Inch, Little Inch</i>	29
<i>bark</i> (5.2).....	51	<i>bight.</i> (See Geographic terms.)	
<i>barracks</i>	29	<i>bill</i> (3.39) (see also Appropriation bill).....	24, 29
State name with abbreviated (10.10).....	142	<i>Administration.</i> (See Administration.)	
<i>barreled, -ing</i> (5.2).....	51	<i>Bill of Rights</i>	29
<i>base</i> (see also Naval base).....	29	<i>GI bill of rights</i>	29
Baselines, United States, list.....	269	<i>billet-doux, plural form</i> (5.6).....	56
<i>basin.</i> (See Geographic terms.)		<i>bill of fare, plural form</i> (5.6).....	56
<i>basis, plural form</i> (5.10).....	57	<i>Bill style.</i> (See Preparing copy.)	
<i>bastille</i> (5.2).....	51	<i>Bills and Resolutions, Calendar of.</i> (See	
<i>battalion</i> (5.2).....	51	<i>Calendar.</i>)	
<i>Battery</i> (New York City).....	29	<i>bimetalism</i> (5.2).....	51
<i>battle</i> (3.24).....	21, 29	Biology signs and symbols (13.19).....	166
<i>battlefield, battleground</i>	29	<i>BIS</i> (10.44).....	146
<i>bay, bayou.</i> (See Geographic terms.)		<i>bismuth.</i> (See Chemical elements.)	
<i>Bay State.</i> (See Fanciful appellations.)		<i>Bizonia, etc.</i> (see also Zone).....	29
<i>bazaar</i> (5.2).....	51	<i>Black Friar(s)</i> (3.34).....	22
<i>bbl.</i> (10.44, 10.55).....	146, 153	Blank forms, space before and after leaders	
<i>B. C.</i> (10.44).....	146	(15.20).....	182
Follows year (9.37, 11.9c).....	130, 156	<i>blasé</i> (5.4).....	55
<i>BCG</i> (10.44).....	146	<i>Blatch. Pr. Cas.</i> (10.44).....	146
<i>bd.-ft.</i> (10.44).....	146	<i>blessé</i> (5.4).....	55
<i>beach.</i> (See Geographic terms.)		<i>blessed</i> (5.2).....	51
<i>Bearoff:</i>		<i>B. Lit(t).</i> (10.44).....	146
Asterisks, daggers, etc., closed up (16.12)....	185	<i>bloc</i> (5.2).....	51
Leaderwork, not required (15.2).....	181	<i>blond</i> (5.2).....	51
Side and cut-in notes (2.23).....	7	<i>BLS</i> (10.44).....	146
Tables. (See Tabular work.)		<i>Bluegrass region, etc.</i>	29
<i>beau, plural form</i> (5.10).....	57	<i>Blue Room.</i> (See White House.)	
<i>behoove</i> (5.2).....	51	<i>bluff.</i> (See Geographic terms.)	
<i>Be it enacted,</i> capitalize first word following		<i>bluing</i> (5.2).....	51
(3.46).....	25	<i>b. m.</i> (10.44).....	146
<i>belleekware.</i> (See Derivatives.)		<i>B'nai B'rith</i>	29
<i>belt</i>	29	<i>b. o.</i> (10.44).....	147
<i>Bench:</i>		<i>Board</i> (3.17).....	19, 29
<i>High, Supreme.</i> (See Supreme Bench.)		<i>Federal Reserve.</i> (See Federal.)	
Land feature. (See Geographic terms.)		<i>of Health, etc.</i> (3.17).....	20, 29
<i>bend.</i> (See Geographic terms.)		Board on Geographic Names:	
<i>benday process.</i> (See Derivatives.)		Committee on revision of foreign-language	
<i>beneficent</i> (5.2).....	51	section.....	329
<i>benefited</i> (5.2).....	51	Decisions of, to be followed (5.2, 5.36,	
<i>Benelux.</i> (See Alliances.)		5.37, 6.20).....	52, 61, 62, 65, 91
<i>berkelium.</i> (See Chemical elements.)		Suggestions by.....	38, 210, 236

	Page		Page
<i>bog</i> (3.29) (see also Geographic terms; Soil names).....	22	Brackets—Continued	
<i>bohemian set.</i> (See Derivatives.)		To indicate—Continued	
Boldface:		Omitted matter (9.4, 9.5).....	127
Continued lines (14.44).....	171	<i>United States</i> , abbreviated in (10.8).....	141
Exception (14.45).....	171	Used with footnote reference (16.18).....	186
Do.:		<i>Brahman.</i> (See Religious terms.)	
Not set in (14.65).....	172	<i>braille.</i> (See Derivatives.)	
Not used under (14.65).....	172	<i>branch</i> (see also Geographic terms).....	30
Heads, spacing. (See Spacing.)		<i>brassiere</i> (5.3).....	55
Matching type (9.131, 12.15).....	139, 162	<i>brazil nut, brazilwood.</i> (See Derivatives.)	
Nine-unit figures in tables (2.1).....	5	<i>breach, breech</i> (5.2).....	51
Quotation marks for scientific names (12.9).....	162	<i>breakwater</i> (3.10).....	18
Vessels and aircraft (12.6).....	161	<i>brewer's yeast.</i> (See Derivatives.)	
<i>bologna, baloney</i> (5.2).....	51	<i>bridge</i>	30
<i>bologna sausage.</i> (See Derivatives.)		Briefs, legal. (See Courtwork.)	
<i>Bolsherek</i> , etc.....	29	<i>brier</i> (5.2).....	51
<i>bombazine</i> (5.2).....	51	<i>brigade</i> (3.17) (see also Army).....	19
<i>bond, defense</i> , etc.....	29	<i>brigadier general:</i>	
<i>book</i> , etc. (3.9).....	18, 30	Abbreviation (10.26, 10.44).....	143, 147
Parts of (2.82).....	10	Plural form (5.6).....	56
Abbreviations (10.34).....	145	<i>briquet, -ted, -ting</i> (5.2).....	51
<i>bordeaux mixture.</i> (See Derivatives.)		<i>Britannia</i> (5.2).....	51
<i>born, borne</i> (5.2).....	51	<i>britannia metal, britannia ware.</i> (See Derivatives.)	
<i>boron.</i> (See Chemical elements.)		<i>British—</i>	
<i>borough</i> (see also Geographic terms).....	30	<i>Ambassador.</i> (See Ambassador.)	
<i>Botanic Garden</i>	30	<i>Cabinet.</i> (See Cabinet.)	
<i>bottom.</i> (See Geographic terms.)		Defined (footnote).....	214
<i>bouillon, bullion</i> (5.2).....	51	<i>Embassy.</i> (See Embassy.)	
<i>boulder</i> (5.2).....	51	<i>Zone.</i> (See Zone.)	
<i>Boulder dam and site</i> (3.10).....	18	<i>broadax</i> (5.2).....	51
<i>boulevard:</i>		<i>bromine.</i> (See Chemical elements.)	
Abbreviation (10.13, 10.44, 14.5).....	142, 146, 167	<i>bronco</i> (5.2).....	51
With numeral (10.13, 11.12).....	142, 157	<i>Bronze Star Medal.</i> (See Decorations.)	
Tabular work (14.5, 14.145).....	167, 178	<i>brook.</i> (See Geographic terms.)	
<i>bourgeoisie</i> (5.2).....	51	<i>brother-in-law</i> , plural form (5.6).....	56
<i>boutonnere</i> (5.3).....	55	<i>Brother(s):</i>	
<i>bowie knife.</i> (See Derivatives.)		Abbreviation (10.22).....	143
<i>Bowl, Dust</i> , etc. (3.32).....	22, 30	Religious adherents (3.34).....	22, 30
<i>Boxer Rebellion.</i> (See Rebellion.)		<i>Brown</i> (3.29) (see also Soil names).....	22
<i>Boxheads.</i> (See Tabular work—Heads, box.)		<i>brunet</i> (5.2).....	51
<i>Boy Scout</i> , etc. (3.18).....	20, 30	<i>brussels carpet, sprouts</i> (3.4) (see also Derivatives).....	17
<i>b. p., b. p. d.</i> (10.44).....	147	<i>B. S., B. Sc.</i> (10.44).....	147
<i>B. Ph.</i> (See Ph. B.)		<i>B. t. u.</i> (10.44).....	147
Braces:		Plural form (5.28).....	61
Height in equations (13.15).....	164	<i>bu.</i> (10.44, 10.55).....	147, 153
How placed (9.3).....	127	<i>buccaneer</i> (5.2).....	51
Tables. (See Tabular work.)		<i>Buddhist.</i> (See Religious terms.)	
Brackets:		<i>Budget</i>	30
In equations (9.6).....	127	<i>Bureau of the.</i> (See Bureau.)	
Height (13.15).....	164	<i>building</i>	30
Match adjoining type (9.131).....	139	Abbreviation (10.44).....	146
Set in roman (9.131).....	139	With number (10.13).....	142
Following italic matter (12.15).....	162	Tabular work (14.5).....	167
Single, for overrun (9.7).....	127	<i>Capitol.</i> (See Capitol.)	
Tables. (See Tabular work.)		<i>Bulgarian alphabet</i>	428
Headnotes (2.94, 14.123).....	11, 176	<i>Bulge, Battle of the.</i> (See Battle.)	
To enclose—		<i>bulletin</i>	30
More than one paragraph (9.8).....	128	Abbreviation (10.34, 10.44).....	145, 147
<i>seal</i> (17.28).....	194	Plural form (5.6).....	56
To indicate—		<i>bullion, bouillon</i> (5.2).....	51
Correction (9.4).....	127	<i>unio</i> (5.2).....	51
Error followed literally (9.4).....	127	<i>bunsen burner.</i> (See Derivatives.)	
Interpolation (9.4, 18.38).....	127, 197	<i>buoy</i> (3.10).....	18

	Page		Page
<i>bur</i> (5.2).....	51	<i>cape</i> (3.5) (<i>see also</i> Geographic terms).....	17
<i>Bureau</i> (3.17).....	19, 30	<i>capital, capitol</i> (5.2).....	52
Chief of. (<i>See</i> Chief.)		Capitalization (3.7).....	18, 30
<i>burley tobacco</i> . (<i>See</i> Derivatives.)		Capitalization:	
<i>burned</i> (5.2).....	51	Article, definite (3.11, 3.12).....	18
<i>bus, buses</i> (5.2).....	51	Astronomical bodies (3.30).....	22
<i>butadiene</i> (5.2).....	51	Calendar divisions (3.23).....	21
<i>butte</i> . (<i>See</i> Geographic terms.)		Center and side heads (3.47-3.57).....	25-26
<i>Bvt.</i> (10.26, 10.44).....	143, 147	Accents omitted (3.56).....	26
		Addresses, salutations, signatures (3.58).....	26
<i>C.</i> (10.44).....	147	Articles (3.51).....	25
<i>c.</i> (10.44, 10.53, 10.54, 10.57).....	147, 152, 154	Compound numerals (3.51).....	25
<i>¢, c., ct.</i> (10.44, 10.57).....	147, 154	Conjunctions (3.51).....	25
<i>ca.</i> (10.44, 10.53).....	147, 153	<i>et al.</i> (3.55).....	26
<i>CAA</i> (10.44).....	147	<i>etc.</i> (3.55).....	26
<i>cabaña</i> (5.4).....	55	First element of infinitive verb (3.54).....	26
<i>Cabinet</i> (<i>see also</i> Foreign cabinets).....	30	Leading. (<i>See</i> Leading.)	
<i>cactus, plural form</i> (5.10).....	57	Lowercased word at end of line (3.53).....	26
<i>cadmium</i> . (<i>See</i> Chemical elements.)		Paragraph letters (3.57).....	26
<i>café, cafeteria</i> (5.3).....	55	Particles (3.16).....	19
<i>caffeine</i> (5.2).....	51	Prepositions (3.51).....	25
<i>caique</i> (5.3).....	55	Principal words (3.51).....	25
<i>calcareous</i> (5.2).....	51	Similar words treated alike (3.52).....	25
<i>calcimine</i> (5.2).....	51	Spacing. (<i>See</i> Spacing.)	
<i>calcium</i> . (<i>See</i> Chemical elements.)		Common nouns:	
<i>caldron</i> (5.2).....	51	Plural forms (3.8).....	18
<i>calèche</i> (5.4).....	55	Short form of proper name (3.7).....	18
<i>calendar</i>	30	Titles (3.36).....	23
Days, months, seasons (3.23).....	21	Common nouns and adjectives (3.5, 3.6).....	17
Abbreviations (10.40-10.43).....	145-146	Lowercased (3.6).....	17
Private, etc. (3.39).....	24, 30	Geographic terms (3.10).....	18
<i>calender</i> (5.2).....	51	Used with date, number, letter (3.9).....	18
<i>caliber</i> (5.2).....	51	Countries, domains, divisions (3.19).....	20
<i>Calif.</i> (10.10, 10.11, 10.44).....	142, 147	Courts, names of (18.47).....	33, 198
<i>Californian</i> (5.39).....	62	Courtwork. (<i>See</i> Courtwork.)	
<i>californium</i> . (<i>See</i> Chemical elements.)		Datelines (17.2).....	189
<i>caliper</i> (5.2).....	51	Directional terms (3.22) (<i>see also</i> North, South, etc.).....	21
<i>calix, plural form</i> (5.10).....	57	Fanciful appellations (3.32).....	22, 36
<i>calc</i> (5.2).....	51	First word:	
<i>called, so-called, following expression not quoted</i> (9.111).....	137	Direct quotation, etc. (3.43).....	24
<i>calligraphy</i> (5.2).....	51	Fragmentary quotation, etc., not capitalized (3.44).....	24
<i>callous, callus</i> (5.2).....	51	Enacting clause (3.46).....	25
<i>calorie</i> (5.2).....	52	Following colon, etc. (3.45).....	24
<i>camp</i>	30	Sentence, etc. (3.43).....	24
State name with abbreviated (10.10).....	142	"Fol.," "fol. lit.," etc. (2.4, 2.5).....	5
<i>canada</i> (5.4).....	55	Geographic features (3.21) (<i>see also</i> Geographic terms).....	21
<i>canada balsam</i> . (<i>See</i> Derivatives.)		Geologic terms.....	207
<i>Canal</i> (3.5) (<i>see also</i> Geographic terms).....	17, 30	Guide to.....	27
Zone:		Heads. (<i>See</i> Center and side heads, this section.)	
Abbreviation (10.10, 10.11, 10.44).....	142, 147	Historic and documentary work (3.60).....	26
Capitalization. (<i>See</i> Zone.)		Historic events (3.24).....	21
<i>canape</i> (5.3).....	55	Interjections (3.59).....	26
<i>canceled, -er, -ing</i> (5.2).....	52	Latin names, plurals (3.28).....	22
<i>cancellation</i> (5.2).....	52	Letter symbols, capitalized if so in copy (12.13, 13.7).....	162, 163
<i>candor</i> (5.2).....	52	Lists conform to rules (3.42).....	24
<i>canister</i> (5.2).....	52	Names of adherents, political parties, etc. (3.18).....	20, 44
<i>cannot</i> (5.2).....	52		
<i>canyon</i> (5.4).....	55		
<i>cantaloup</i> (5.2).....	52		
<i>canvas, canvass</i> (5.2).....	52		
<i>canyon</i> (5.2) (<i>see also</i> Geographic terms).....	52		
Capacity:			
Abbreviations (10.53, 10.55).....	153		
Metric equivalents.....	218		

	Page		Page
Capitalization—Continued		<i>Capt.</i> (10.26, 10.44).....	143, 147
Organized bodies, existing or proposed		Captions, legal, examples.....	199-206
(3.17).....	19	<i>carabao</i> (5.2).....	52
Particles, in names of persons (3.13, 3.14).....	19	<i>carat, caret</i> (5.2).....	52
Heads in caps (3.16).....	19	<i>carbon.</i> (See Chemical elements.)	
One- or two-word form (3.15).....	19	<i>carbureted, -ing, -or</i> (5.2).....	52
Personification (3.33).....	22	<i>CARE</i> (10.44).....	147
Physical divisions, United States.....	207	<i>Caribbean</i> (5.2).....	52
Plant names (8.2).....	121	<i>carlsbad twins.</i> (See Derivatives.)	
Derivatives (8.2).....	121	<i>Carnegie medal.</i> (See Decorations.)	
Preparing copy (2.13).....	6	<i>caroled, -ing</i> (5.2).....	52
Proper names (3.2).....	17	<i>carotene</i> (5.2).....	52
Derivatives:		<i>cartilage</i> (5.2).....	52
Capitalized (3.3).....	17	<i>cascade.</i> (See Geographic terms.)	
Lowercased (3.4).....	17	Cases, legal. (See Legal cases.)	
Provisos (3.46).....	25	<i>cashmere shawl.</i> (See Derivatives.)	
First word following (3.46).....	25	<i>caster, castor</i> (5.2).....	52
Quotations:		<i>castile soap.</i> (See Derivatives.)	
Direct, etc. (3.43).....	24	<i>catalog, -ed, -ing, -er</i> (5.2).....	52
Fragmentary (3.44).....	24	<i>Catholic, etc.</i> (See Religious terms.)	
Regions, localities, etc. (3.21).....	21	<i>catsup</i> (5.2).....	52
Religious terms (3.34).....	22	<i>causal, casual</i> (5.2).....	52
<i>Resolved, Provided, etc.,</i> first word following		<i>cave, cavern.</i> (See Geographic terms.)	
(3.46).....	25	<i>caviar</i> (5.2).....	52
Roman numerals, common nouns with not		<i>caviled, -ing, -er</i> (5.2).....	52
capitalized (3.9).....	18	<i>c. b. d.</i> (10.44).....	147
Scientific names (3.26).....	21	<i>C. C. A.</i> (10.44).....	147
Coined terms (3.27).....	22	<i>CCC</i> (10.44).....	147
Second-person titles (3.38).....	23	<i>C. Cls., C. Cls. R.</i> (10.44).....	147
Soil classifications (3.29).....	22, 46	<i>C. C. P. A.</i> (10.44).....	147
Supreme Court records. (See Courtwork.)		<i>cd.-ft.</i> (10.44).....	147
Titles:		<i>C. E.</i> (10.44).....	147
Acts (3.39).....	23	<i>CEA</i> (10.44).....	147
Artworks (3.39).....	23	<i>cecum</i> (5.2).....	52
Before names of persons (3.35).....	22	<i>cede, cead, sede,</i> words ending in (5.13).....	59
Bibliographies, etc., conform to rules		<i>Cel.</i> (10.44, 10.50).....	147, 152
(3.42).....	24	<i>cemetery</i>	30
Books, plays, poems, etc. (3.39).....	23	National, State name with abbreviated	
Common noun with name of person		(10.10).....	142
(3.36).....	23	<i>census</i> (3.5).....	17, 30
Documents, historic, etc. (3.39).....	23	<i>center</i> (5.2).....	52
Foreign books (3.41).....	24	Centerheads:	
Heads of—		Accents (3.56).....	26
Governmental units (3.36).....	23	Capitalization. (See Capitalization.)	
State (3.36) (see also Table, p. 210).....	23	Leading. (See Leading.)	
Legal cases (3.39) (see also Courtwork).....	24	Period omitted after (9.98).....	135
Not capitalized (3.36).....	23	Preparation (2.20).....	7
Periodicals, publications, etc. (3.39).....	23	Spacing. (See Spacing.)	
Persons (3.35).....	22	Tables. (See Tabular work—Heads, center.)	
Royal (3.36).....	23	<i>centipede</i> (5.2).....	52
Trade names (3.25).....	21, 48	<i>central—</i>	
<i>Whereas,</i> first word following (3.46).....	25	<i>Asia, Europe, etc.</i> (3.22).....	21, 30
Capitals of foreign countries.....	210	time:	
<i>Capitol</i> (Washington, D. C.) (3.7).....	18, 30	Abbreviation (10.44).....	147
<i>capitol</i> (State) (3.7).....	18, 30	Capitalization. (See Time.)	
Caps and small caps:		<i>century</i>	30
Abbreviation (10.44).....	147	Ordinals (11.10).....	157
Addresses (17.3, 17.4, 17.12-17.18).....	189, 190-192	<i>cerium.</i> (See Chemical elements.)	
Datelines (17.3, 17.4, 17.6-17.11).....	189, 190	<i>cesarean</i> (5.2).....	52
Newspaper (17.11).....	190	<i>operation.</i> (See Derivatives.)	
Heads:		<i>cesium.</i> (See Chemical elements.)	
Capitalization (3.48, 3.51-3.55).....	25, 26	<i>cf.</i> (10.44).....	147
<i>etc., et al.</i> (3.55).....	26	<i>c. f. m.</i> (10.44).....	147
Paragraph letters (3.57).....	26	<i>C. F. R.</i> (10.44).....	147
Spacing. (See Spacing.)		<i>c. f. s.</i> (10.44).....	147
Signatures (17.3, 17.4, 17.19-17.28).....	189, 192-194	<i>cg.</i> (10.44, 10.53).....	147, 153

	Page		Page
<i>ch.</i> (10.34, 10.44).....	145, 147	<i>Christian</i> , etc. (3.34).....	22, 31
<i>c.-h.</i> (10.44).....	147	<i>Era</i> (3.24).....	21
<i>Chair</i> (3.33).....	22, 30	<i>Science.</i> (See Religious terms.)	
<i>Chairman</i> (see also House of Representatives).....	30	<i>Christmas.</i> (See Church calendar.)	
<i>chaise longue</i> (5.2).....	52	<i>Day, Eve.</i> (See Holidays.)	
<i>Chamber</i> (House, Senate).....	31	<i>chromium.</i> (See Chemical elements.)	
<i>Chamber of Commerce</i> , etc.....	31	<i>church</i> (3.34).....	22, 31
<i>chancellor</i> (5.2).....	52	<i>and state</i> (3.19).....	20, 31
<i>Channel</i> (3.7) (see also Geographic terms).....	18	<i>Church calendar</i>	31
<i>Fleet.</i> (See Fleet.)		<i>chute</i> (3.10).....	18
<i>Washington.</i> (See District of Columbia.)		<i>CIA</i> (10.44).....	147
<i>channeled, -ing</i> (5.2).....	52	<i>cicatrix</i> , plural form (5.10).....	57
<i>chantilly lace.</i> (See Derivatives.)		<i>c. i. f.</i> (10.44).....	147
<i>chaperon</i> (5.2).....	52	<i>cigarette</i> (5.2).....	52
<i>Chaplain.</i> (See House of Representatives; Senate.)		<i>CIO</i> (10.44).....	147
<i>chapter:</i>		<i>Ciphers:</i>	
Abbreviation (10.34, 10.44).....	145, 147	<i>Leaderwork.</i> (See Leaderwork.)	
Alinement, tables of contents (16.32).....	187	Omitted:	
With number or letter (3.9).....	18, 31	Caliber (11.9d).....	156
<i>chargé, chargé d'affaires</i> (5.4).....	55	Clock time (11.9b).....	156
Capitalization (3.36).....	23, 31	Market quotations (11.9f).....	156
Plural form (5.6).....	56	Money (11.9i).....	157
<i>chart</i> (3.9).....	18, 31	Supplied (11.9d).....	156
Makeup with footnotes and legends (2.61, 16.10).....	9, 185	Tables. (See Tabular work.)	
<i>Charter:</i>		<i>circle</i>	31
<i>Atlantic</i> (3.39).....	23, 31	<i>great circle</i>	31, 39
<i>United Nations.</i> (See United Nations.)		<i>Central—</i>	
<i>chassis</i> , plural form (5.10).....	57	<i>Government.</i> (See Government.)	
<i>chateau</i> (5.3).....	55	<i>Powers.</i> (See Powers.)	
<i>chautauqua</i> (5.2).....	52	<i>States</i> (3.21).....	21
<i>chaurinism</i> (5.2).....	52	<i>Circuit Court</i> , etc. (See Court.)	
<i>check</i> (5.2).....	52	<i>cirque.</i> (See Geographic terms.)	
<i>Chemical—</i>		<i>cisalpine</i>	79
<i>Corps.</i> (See Corps.)		<i>cisatlantic.</i> (See Atlantic.)	
Elements (13.17).....	165	<i>cispacific.</i> (See Pacific.)	
Atomic numbers and weights (13.17).....	165	<i>citable</i> (5.2).....	52
Symbols (13.17).....	165	<i>Citations:</i>	
Formulas. (See Equations.)		Abbreviations (10.38, 10.39, 10.41).....	145, 146
Figures, full-size and inferior (11.16).....	158	Biblical and other (9.14, 9.43).....	128, 131
Signs and symbols (13.4, 13.19).....	163, 166	Courtwork. (See Courtwork.)	
<i>Chernozem.</i> (See Soil names.)		Italic in nonlegal work (12.3, 12.7).....	161
<i>cherub</i> , plural form (5.10).....	57	Parenthetical, punctuation (9.82, 9.83).....	134
<i>chesterfield coat.</i> (See Derivatives.)		<i>Cities</i> , sections of, capitalization.....	31
<i>Chestnut.</i> (See Soil names.)		<i>city—</i>	
<i>Chief</i> (3.36).....	23, 31	<i>delivery service.</i> (See Service.)	
Assistant (3.36) (see also Assistant).....	23	<i>of Washington.</i> (See City.)	
Clerk (3.36) (see also Senate).....	23, 31	<i>Reserve.</i> (See Bank; City.)	
Forester. (See Forester.)		<i>City</i> , etc. (3.5).....	17, 31
Justice (see also Supreme Court).....	31	<i>of Churches.</i> (See Fanciful appellations.)	
When not capitalized.....	31	<i>Civil—</i>	
Magistrate (3.36).....	23, 31	<i>Aeronautics Board.</i> (See Board.)	
<i>of Naval Operations</i> (see also Office).....	31	Abbreviation (10.44).....	147
<i>of Staff</i> (3.36).....	23, 31	<i>Air Patrol.</i> (See Air Force.)	
<i>Chiefs of Staff, Joint</i> (3.36).....	23, 40	Service.....	31
<i>chiffonier</i> (5.2).....	52	<i>Commission.</i> (See Commission.)	
<i>chile con carne</i> (5.2).....	52	Titles, abbreviations (10.26).....	143
<i>chili</i> (5.2).....	52	<i>War.</i> (See War.)	
<i>china clay, chinese blue.</i> (See Derivatives.)		<i>civil code</i> , etc. (See Code.)	
<i>chiseled, -ing</i> (5.2).....	52	<i>C. J.</i> (10.44).....	147, 205
<i>chlorine.</i> (See Chemical elements.)		<i>cl.</i> (10.44, 10.53).....	147, 153
<i>chlorophyll</i> (5.2).....	52	<i>Claims, Court of.</i> (See Court.)	
<i>Choice lamb</i> (3.25).....	21	<i>clamor</i> (5.2).....	52
<i>christen</i>	31	<i>clan</i>	31
		<i>class</i> (3.9).....	18, 31
		<i>Classification Act.</i> (See Act.)	

	Page
Clears:	
Indexes (16.24, 16.33).....	186, 187
Cleared lines repeated (2.91).....	11
Leaderwork (15.10, 15.11).....	182
Tables. (See Tabular work.)	
Tables of contents (16.24, 16.32, 16.33)....	186, 187
To be prepared (2.15).....	6
Clerk:	
Chief (3.36).....	23, 31
House of Representatives (see also House of Representatives).....	31
Supreme Court (see also Supreme Court)....	31
claw, clue (5.2).....	52
cliché (5.4).....	55
climactic, climatic (5.2).....	52
climax basket. (See Derivatives.)	
Clock time:	
Abbreviations (10.51).....	152
o'clock not used (10.52).....	152
Colon (9.12, 10.51).....	128, 152
How expressed (11.9b).....	156
cloisonne (5.3).....	55
club (3.17).....	20
cm., cm. ² , cm. ³ (10.44, 10.53).....	147, 153
c. m. (circular mil) (10.44).....	147
C. O. (10.44).....	147
Coast—	
and Geodetic Survey. (See Survey.)	
East (Africa). (See East.)	
east (U. S.). (See East.)	
Guard.....	31
coastguardsman, etc.....	31
West (Africa). (See West.)	
Coastal Plain	31
coat of arms, plural form (5.6).....	56
cobalt. (See Chemical elements.)	
cocaine (5.2).....	52
coccus, plural form (5.10).....	57
coconut (5.2).....	52
cocoon (5.2).....	52
c. o. d. (10.6, 10.44).....	141, 147
Code, Internal Revenue, etc. (3.39).....	23, 31
Col. (10.26, 10.44).....	143, 147
cold war, hot war. (See War.)	
coleslaw (5.2).....	52
collection (3.9).....	18
collector of internal revenue.....	31
college:	
Capitalization (3.17).....	20, 31, 36
Degrees.....	31
Abbreviations (10.29, 10.44).....	144, 146
Position after name (10.30, 10.32).....	144
electoral.....	36
collins. (See Derivatives.)	
colloquy (5.2).....	52
Colo. (10.10, 10.11, 10.44).....	142, 147
Colon:	
After salutation (9.11).....	128
Addresses as salutations (17.17, 17.18)....	191
Before final summarizing clause (9.9).....	128
Biblical and other citations (9.14, 11.7)....	128, 155
Bibliographic references (9.15).....	128
Capitalization following (3.43, 3.45).....	24

Colon—Continued

Clock time (9.12, 10.51, 11.9b).....	128, 152, 156
Courtwork. (See Courtwork.)	
Dash:	
In lieu of (9.50).....	132
Not used after (9.56).....	132
Figures, not affected by (11.8).....	156
Foreign money (footnotes).....	216
Imprints (2.149, 9.16).....	16, 128
Introducing—	
Lines in lists, tables, and leaderwork	
(9.13).....	128
Matter following (9.10).....	128
Summarizing matter (9.9).....	128
Leaderwork. (See Leaderwork.)	
Proportion (9.17, 11.9k).....	128, 157
Ratio (9.18, 11.9k).....	128, 157
Spacing:	
Biblical and other citations (9.14, 11.7)....	128, 155
Clock time (9.12, 10.51, 11.9b).....	128, 152, 156
Imprints (9.16).....	128
Tables. (See Tabular work.)	
Colonials	31
colonial times, etc.....	31
Colonies.....	31
colonists.....	31
Coloradan (5.39).....	62
colossal (5.2).....	52
Columbia, District of. (See District of Colum- bia.)	
Columbia Lippincott Gazetteer (5.36).....	61, 236
columbium. (See Chemical elements.)	
Columbus Day. (See Holidays.)	
column (3.9).....	18
Abbreviation (10.34, 10.44).....	145, 147
combated, -ing (5.2).....	52
Combining forms. (See Compound words; Guide to compounding; Plant names.)	
Comdr. (10.26, 10.44).....	143, 147
comedienne (5.3).....	55
Cominform. (See U. S. S. R.)	
Comma:	
After—	
Each of series of coordinate qualifying words (9.22).....	129
Interrogative clause (9.30).....	130
Noun or phrase in direct address (9.29)....	130
Postal-zone number (9.36).....	130
Year within sentence (9.35).....	130
Before—	
And, or, nor, in series (9.27).....	129
Conjunction in compound sentence (9.28).....	130
Direct quotation (9.20).....	129
Jr., Esq., Ph. D., etc. (9.24).....	129
Between—	
Introductory phrase and subject (9.23)....	129
Name and number of organization (9.32)....	130
Title of person and organization (9.31, 9.44).....	130, 131
Dash—	
Not used after (9.56).....	132
Used for (9.47).....	131

	Page		Page
Comma—Continued		<i>Commune</i>	32
Inside quotation mark (9.33).....	130	<i>communiqué</i> (5.3).....	55
Omitted:		<i>Communist</i> , etc. (3.18) (<i>see also</i> Political parties; U. S. S. R.).....	20, 32
<i>A. D.</i> , <i>B. C.</i> (9.37).....	130	<i>Commie</i>	44
Before—		<i>compact</i>	32
Ampersand (9.41).....	131	<i>company</i> (<i>see also</i> Army):	
Exception (16.31).....	187	Abbreviation (10.22, 10.44).....	143, 147
Dash (9.42).....	131	Plural form (5.10).....	57
<i>et al.</i> (9.44).....	131	When not abbreviated (10.23).....	143
<i>2d</i> , <i>II</i> , etc. (9.44, 10.29).....	131, 144	Capitalization (3.17).....	20, 32
Between—		Compass directions:	
Month and year (9.37).....	130	Abbreviations (10.44, 10.47).....	146, 152
Name of publication and volume (9.43).....	131	Compound words (6.14).....	64
Superior figures or letters (9.39).....	130	Descriptive term, capitalization (3.21, 3.22).....	21
Two identifying nouns (9.40).....	131	Period omitted in land descriptions (10.17).....	142
Two or more footnote references (16.19).....	186	<i>Comp. Dec.</i> (10.44).....	147
Year, month, and day expressing age (9.27, 9.44).....	129, 131	<i>complement, compliment</i> (5.2).....	52
Built-up fractions (9.38).....	130	<i>components, Reserve.</i> (<i>See</i> Reserve.)	
Decimals (9.38).....	130	Composition. (<i>See</i> Type composition.)	
Duplicate names (9.44).....	131	Compound words:	
Kilocycles, meters, etc. (9.38).....	130	Abbreviations follow spelled form (10.6).....	141
Serial numbers (9.38).....	130	<i>anti</i> , etc. (6.7).....	63
Street addresses (9.38).....	130	<i>any, every, no, some</i> , etc. (6.12).....	64
Telephone numbers (9.38).....	130	Apostrophe (6.36, 6.47).....	67, 69
Without ambiguity (9.44).....	131	Civil and military titles (6.39–6.40).....	68
Patent numbers (9.38).....	130	<i>co, de, pre</i> , etc. (5.7).....	63
Series:		Color terms (6.26).....	66
<i>And, or, nor</i> (9.27).....	129	Comparatives and superlatives (6.17, 6.18).....	65
Coordinate qualifying words (9.22).....	129	Compass directions (6.14).....	64
Tables. (<i>See</i> Tabular work.)		<i>cross-examination</i> , etc. (18.37).....	197
Thin, in indexes (16.25).....	186	Double vowel or triple consonant (6.7).....	63
To indicate omission of word or words (9.21).....	129	Duplicate terms (6.46).....	68
To separate—		<i>elect, designate</i> (6.40).....	68
Thousands, millions, etc., in numbers (9.34).....	130	En dash, when used (9.57).....	132
Two words or figures for clearness (9.19).....	129	<i>ex, self, quasi</i> (6.33).....	67
To set off—		“ <i>Fol.</i> ,” “ <i>fol. lit.</i> ,” etc. (2.4, 2.5).....	5
Parenthetic words, phrases, clauses (9.25).....	129	Foreign languages. (<i>See</i> Foreign languages.)	
Words or phrases in apposition (9.26).....	129	Foreign phrases (6.23).....	66
<i>Command</i>	31	General principles (6.1–6.3).....	63
<i>Command and General Staff College.</i> (<i>See</i> College.)		General rules (6.4–6.7).....	63
<i>Commandant</i>	31	Geologic terms.....	207
Not abbreviated (10.27).....	144	Guide to Compounding (list).....	72–120
<i>Commander in Chief</i> (3.36).....	23, 44	<i>H-bomb, T-shaped, X-raying</i> (6.48).....	69
No hyphens (6.39).....	68	<i>holdup, layout</i> , etc. (6.9, 7.11).....	64, 72
Plural form (5.6).....	56	<i>er</i> derivatives of (7.11).....	72
<i>Commandos</i> , etc.....	31	Improvised compounds (6.43–6.49).....	68–69
<i>Commendation Ribbon.</i> (<i>See</i> Decorations.)		<i>Indochina</i> (6.20).....	65
<i>commiserate</i> (5.2).....	52	<i>like</i> , words ending in (6.30).....	67
<i>Commission</i> (3.17).....	19, 32	Literal and nonliteral, distinction (7.6).....	71
<i>State</i> (3.17).....	20	<i>ly</i> , first element ending in (6.19).....	65
<i>Commissioner</i>	32	Numerical compounds (6.22, 6.24, 6.35–6.38).....	66, 67–68
<i>Committee</i> (3.17).....	19, 32	Plant names. (<i>See</i> Plant names.)	
<i>of One Hundred</i>	32, 42	Prefixes, suffixes, combining forms (6.28–6.34).....	66–67
<i>Commodity Credit Corporation.</i> (<i>See</i> Corporation.)		Proper nouns (6.20).....	65
Abbreviation (10.44).....	147	Scientific and technical terms (6.41, 6.42).....	63
<i>Commodore</i> , not abbreviated (10.27).....	144	Solid compounds (6.8–6.14).....	64
<i>Common</i> (cattle). (<i>See</i> Market grades.)		<i>someone, some one</i> (7.8).....	71
Common measures, metric equivalents.....	218	Suspended compounds (6.22).....	66
<i>common-stock holder</i> (6.21).....	66	Uniformity of treatment (7.9).....	71
<i>commonwealth</i> (3.20).....	20, 32	Unit modifiers (6.15–6.27).....	65–66
		Numerical (6.22, 6.24, 6.35, 6.36, 6.38, 11.9m).....	66, 67, 68, 157
		<i>vice president, vice admiral</i> , etc. (6.39).....	68

	Page		Page
<i>Comptroller</i>	32	Congressional Record—Continued	
<i>General</i>	32	Index:	
Abbreviation (10.44).....	147	Bills, history of.....	277
Plural form (5.6).....	56	Bound Record.....	278
<i>con.</i> (10.44, 14.43).....	147, 170	Biweekly, style.....	275
<i>confectionery</i> (5.2).....	52	History of bills and resolutions.....	277
<i>Confederacy</i>	32	Rules and examples.....	275
<i>Confederate Army</i> , etc. (<i>see also</i> <i>Army</i>).....	32	<i>Italic</i>	251
<i>Confederation</i> (3.20).....	20, 32	Legal cases.....	251
<i>conference</i> (3.17) (<i>see also</i> <i>United Nations</i>).....	19, 32	Prayer.....	251
<i>Confession, Augsburg</i>	32	<i>versus</i>	251
<i>confidant</i> (5.2).....	52	Vessels.....	251
<i>confirmer, confirmor</i> (5.2).....	52	Joint Committee on Printing, rules of.....	249
<i>confere</i> (5.3).....	55	Land descriptions.....	250
<i>congé</i> (5.4).....	55	Leaderwork, indention.....	249
<i>congo red.</i> (<i>See</i> <i>Derivatives.</i>).....		Legal cases.....	251
<i>Congress</i> (3.17).....	19, 32	Names must be correct.....	249
Abbreviation (10.37, 14.10).....	145, 167	Names of vessels, italic or quotes.....	251
<i>Congressional:</i>		<i>Number:</i>	
Abbreviations (10.37, 10.38, 10.44, 14.10).....	145, 147, 167	Abbreviated.....	251
Capitalization.....	32	Spelled out.....	251, 252
<i>District</i>	32	Supplied.....	252
Use of figures (11.10).....	157	Parallel columns, how set.....	249
<i>Medal of Honor.</i> (<i>See</i> <i>Decorations.</i>).....		Parentheses and brackets.....	253
<i>Congressional Record:</i>		<i>President:</i>	
Addresses and signatures.....	257	Addresses.....	249, 257
<i>against</i> , without citation.....	251	Communications.....	249
Call of the House.....	256	Letters.....	249, 265
Capitalization:		Message from.....	268
Boards, commissions, etc., proposed (3.17).....	19, 250	Treaty message.....	249, 265
General rules.....	250	<i>Proceedings:</i>	
Names of—		House:	
Employees of Congress, etc.....	250	Adjournment, recess, evening session..	271
Members.....	250	Amendments.....	270
Deceased Members.....	250	Briefs.....	272
Set in caps and small caps.....	252	Committee of the Whole.....	269
<i>Record:</i>		Conference report and statement.....	269
Not abbreviated.....	250	Pension bills.....	270
Type set in.....	250	Senate.....	259
Constitution, order of subdivisions.....	251	Amendment, third reading, and pas-	
Contractions.....	250	sage of bill.....	263
Corrections, care in setting.....	249	Amendments, forms of.....	263
Credit lines.....	257	Confirmations.....	266
<i>Entitled, titled</i> , etc., capitalization and		Nominations.....	265
quotes following.....	250	Third reading and passage of bill.....	263
<i>etc.</i>	250	Treaties.....	265
<i>Exhibit</i> , at end of speech.....	251	Punctuation.....	252
Extracts.....	257	Queries restricted.....	249
En quad after name.....	252	Quotation marks:	
Headings, breakdown.....	259	Communication or letter, with date and	
Newspaper.....	251	signature.....	251
President's address.....	249	Heads in extracts, when used.....	251
Set in 6¼-point.....	249	Same surnames.....	249
Spacing, above and below.....	249	Star lines.....	251
Type set in.....	249	Title, name of organization, etc.....	251
Votes, names run in.....	251	Titles, forms of.....	256
<i>F dash</i>	249	Type set in.....	249
Figures.....	250	<i>Voting:</i>	
Ordinals (11.10–11.11).....	157	House and Committee of the Whole.....	254
General rules.....	249	Pairs.....	256
Heads:		Yeas and nays.....	255
Extract.....	259	<i>Whereas, Therefore</i> , etc.....	251
Speech.....	258	Wide spacing avoided.....	249
Text, scheme.....	259		

	Page		Page
Congressional work:		<i>Constitutional Convention.</i> (See Convention.)	
Documents:		<i>consul</i> (3.36).....	23, 33
Examples.....	315-322	<i>general</i> (3.36).....	23, 33
General rules.....	299	Plural form (5.6).....	56
Estimates in tabular form.....	323	<i>consular service.</i> (See Service.)	
Executive—		<i>consulate</i>	33
Calendar:		<i>consulter</i> (5.2).....	52
Samples:		<i>consummate</i> (5.2).....	52
Nominations.....	306	Contents. (See Tables of contents.)	
Treaties.....	305	<i>Continent</i> (3.21).....	21, 33
Type set in.....	305-306	<i>Continental</i>	33
Journal extracts, samples.....	305	<i>Army</i> (see also <i>Army</i>).....	33
Hearings:		<i>Divide.</i> (See <i>Divide.</i>)	
Datelines, examples (17.7).....	190	<i>Continental</i> (see also <i>Army</i>).....	33
Page 1 samples.....	324-325	<i>Continued</i> (see also <i>Heads</i>):	
Title-page samples.....	326-327	Abbreviation (10.44, 14.43).....	147, 170
Journal:		Capitalization (14.43, 14.44).....	170, 171
House:		Italic (12.10).....	162
General rules.....	279	Leaderwork. (See <i>Leaderwork.</i>)	
History of bills.....	295	Period omitted after (9.98).....	135
Index.....	295	Tables. (See <i>Tabular work.</i>)	
Votes.....	291	Contractions:	
Senate:		Apostrophe to indicate (5.28).....	61, 250
General rules.....	279	Omitted (5.29).....	61
History of bills.....	292	<i>contradictor</i> (5.2).....	52
By names of Senators.....	293	<i>convention</i>	33
Index.....	292	<i>converter</i> (5.2).....	52
Omnibus bills.....	294	<i>conveyor</i> (5.2).....	52
Simple resolutions.....	294	<i>cooky</i> (5.2).....	52
Votes.....	291	<i>coolie</i> (5.2).....	52
Laws, sample.....	324	<i>Coordinator</i>	33
Nominations:		<i>co-op</i> (6.31).....	67
General rules.....	299	<i>copper.</i> (See <i>Chemical elements.</i>)	
Armed services.....	299	<i>copper age.</i> (See <i>Ages.</i>)	
Messages, samples.....	303	Copy (see also <i>Preparing copy</i>):	
Reference and report, samples.....	300-302	Follow <i>STYLE MANUAL</i> (1.2).....	1
Withdrawal, sample.....	303	Foreign language (1.8).....	1
President's—		Illustrations:	
Address.....	322	Certification (1.11).....	1
Communication.....	319	Necessary instructions (1.10, 1.11).....	1
Treaty.....	311	Position of (1.10).....	1
Veto message.....	320-321	Legible (1.3).....	1
Proclamation date.....	324	Numbering (1.4).....	1
Reports:		Paragraphing (1.5).....	1
General rules.....	299	Proper names, signatures, etc. (1.7).....	1
Samples.....	307-314	Reprint, in duplicate (1.4).....	1
<i>Congressman</i> , etc. (see also <i>Member</i>).....	33	Style sheets furnished (1.13).....	1
<i>conjurer</i> (5.2).....	52	Suggestions to authors and editors (1.1-1.17).....	1-4
<i>Conn.</i> (10.10, 10.11, 10.44).....	142, 147	Tables on separate sheets (1.6).....	1
<i>connector</i> (5.2).....	52	Typewritten, one side only (1.4).....	1
<i>Connecticuter</i> (5.39).....	62	Copyholding (see also <i>Proofreading</i>):	
<i>connoisseur</i> (5.2).....	52	Rules to be observed (2.81).....	10
<i>consecrator</i> (5.2).....	52	Folios to be “run” (2.80).....	10
<i>consensus</i> (5.2).....	52	<i>cordovan leather.</i> (See <i>Derivatives.</i>)	
<i>Consent Calendar.</i> (See <i>Calendar.</i>)		<i>Corn Belt.</i> (See <i>Belt.</i>)	
<i>consignor</i> (5.2).....	52	<i>cornetist</i> (5.2).....	52
<i>consomme</i> (5.3).....	55	<i>corollary</i> (5.2).....	52
Consonants:		<i>Corporation</i>	33
<i>a, an</i> , before (5.16-5.18).....	59	Abbreviation (10.22, 10.24, 10.44).....	143, 147
Doubled (5.14).....	59	When not abbreviated (10.23).....	143
Not doubled (5.15).....	59	<i>Corps</i> (3.17).....	19, 33
Hyphen, to avoid tripling (6.7).....	63	<i>Marine.</i> (See <i>Marine Corps.</i>)	
<i>Constitution</i> (3.39).....	24, 33	Roman numerals with (11.10).....	157
<i>amendment.</i> (See <i>Amendment.</i>)		<i>corpsman</i>	33
Order of subdivisions.....	251		

	Page
Corrections (<i>see also</i> Proofreading):	
Author's (1.14).....	1
Proof:	
How and where marked (1.15).....	2
Proofreader's marks (1.16).....	2
Queries must be answered (1.15).....	2
Type. (<i>See</i> Type composition.)	
<i>cortege</i> (5.3).....	55
<i>corvette</i> (5.2).....	52
<i>cos, cosh</i> (10.44).....	147
<i>cot, coth</i> (10.44).....	147
<i>Cotton Belt</i> . (<i>See</i> Belt.)	
<i>coulee</i> (5.3) (<i>see also</i> Geographic terms).....	55
<i>coulomb</i> . (<i>See</i> Derivatives.)	
<i>Council</i> (3.17).....	19, 33
<i>Security</i> . (<i>See</i> United Nations.)	
<i>Trusteeship</i> . (<i>See</i> United Nations.)	
<i>councilor, counselor</i> (5.2).....	52
<i>councilor, privy</i>	33
<i>Counsel</i> . (<i>See</i> General Counsel.)	
<i>counseled, -ing</i> (5.2).....	52
Counties, list.....	221
Parishes, Louisiana.....	224
Similar spellings.....	221
<i>County</i> (3.5).....	17, 33
Not abbreviated (10.16).....	142
<i>coup de grace, coup d'etat</i> (5.3).....	55
<i>coupe</i> (5.3).....	55
<i>court</i>	33-34
Abbreviation (10.13, 10.44, 14.5).....	142, 147, 167
<i>-martial</i> , plural form (5.6).....	56
Courtwork:	
Briefs, decisions, etc.:	
Abbreviations (18.33).....	197
In names of legal cases, to be followed (18.32).....	196
Punctuation and spacing (18.33, 18.36).....	197
Superior letters in (18.23).....	196
Titles of cases to be followed (18.31).....	196
Brackets, interpolated words (18.38).....	197
Examples (18.41).....	198
Capitalization (18.33).....	197
<i>Defendant's Exhibit No. 4</i> , etc. (18.46).....	198
Followed (18.18, 18.19).....	196
Names of courts (18.47).....	198
Captions:	
Examples.....	199
Leading (18.48).....	198
Circuit courts, type set in (note).....	200
Citations:	
Punctuation (18.33).....	197
Parenthetical (18.42).....	198
Run in (18.35).....	197
Single lines (18.33).....	197
<i>C. J., J.J.</i> (footnote).....	205
<i>Claimant, defendant</i> , singular or plural (18.24).....	196
Uniformity (18.24).....	196
Colon:	
Footnote matter following colon not indented (18.44).....	198
Indentation or space following (18.43).....	198
Court of Claims, style (18.21).....	196
Covers:	
Examples.....	199-203
Single leaded (18.48).....	198

	Page
Courtwork—Continued	
Briefs, decisions, etc.—Continued	
<i>Cross-examination</i> , etc. (18.37).....	197
Cut-in matter (18.43).....	198
Indentation (18.43).....	198
Quoted or spaced following colon (18.43).....	198
<i>Emphasis supplied</i> , etc., followed (18.25).....	196
<i>Underscore supplied</i> changed to <i>italic supplied</i> (18.25).....	196
“ <i>Fol., incl. caps</i> ” (18.18).....	196
Footnotes:	
Matter following colon not indented (18.44).....	198
Type set in (16.6, 18.45).....	185, 198
Extracts, full measure and quoted (18.45).....	198
General rule (18.1).....	195
Indian names, spelling (18.22).....	196
<i>In the, for the</i> , supplied (footnote 1).....	200
Italic:	
In citations, examples (18.33).....	197
<i>Infra, supra</i> (18.29).....	196
Not used for section or paragraph letters (12.14).....	162
Titles of cases (18.19).....	196
Leading:	
Covers and captions (18.48).....	198
Signatures (18.48).....	198
Numbers, titles of cases (18.31).....	196
Parentheses (18.39, 18.40).....	197
Examples (18.41).....	198
Punctuation (18.36, 18.41).....	197, 198
Single (18.20).....	196
Question and Answer:	
Abbreviated (18.27).....	196
Run in with dash (9.54, 18.27).....	132, 196
Interpolated words following (18.39).....	197
Examples (18.41).....	198
Numbered (18.28).....	196
Spelled out, set in paragraphs (18.26).....	196
Quotation marks:	
Extracts (18.43).....	198
Footnotes (18.45).....	198
Use in (18.46).....	198
Titles of cases:	
Abbreviations (18.32).....	196
Capitalization (18.30).....	196
<i>Defendant, appellee</i> (18.30).....	196
Copy to be followed (18.31).....	196
Examples (18.33).....	197
Italicized (18.19).....	196
Type:	
Briefs (notes).....	200
Covers (notes).....	200
Footnotes (18.45).....	198
Indented (18.43).....	198
Indexes (notes).....	200
Supreme Court records:	
Abbreviations:	
Reporters' names (18.17).....	196
Titles of cases (18.13).....	195
Apostrophe:	
Not in abbreviations (18.9).....	195
To indicate omission (18.9).....	195

	Page		Page
Courtwork—Continued		<i>criterion</i> , plural form (5.10).....	57
Supreme Court records—Continued		<i>Croix de Guerre</i> . (See Decorations.)	
Caption, example.....	199	<i>crossed with</i> (13.4).....	163
Copy:		<i>crossroads</i> . (See Geographic terms.)	
Cut-in folios not indicated (18.15).....	195	<i>Crown</i> (3.36).....	23, 34
Editorial marks erased (18.15).....	195	<i>crystaled</i> , -ing (5.2).....	52
Light pencil used (18.15).....	195	<i>crystalline</i> , <i>crystallize</i> (5.2).....	52
Folio numbers picked up (18.15).....	195	<i>csc</i> , <i>csch</i> (10.44).....	147
Followed literally (18.5).....	195	<i>c. s. t.</i> (10.44).....	147
Italic not followed (18.5).....	195	<i>cubic centimeter</i> , abbreviation (10.44, 10.53)...	147, 153
Matter other than original folio (18.15).....	195	Preferred form (10.53).....	152
Cover, example.....	199	<i>cudged</i> , -ing (5.2).....	52
Cut-in folios (18.3).....	195	<i>cu. ft.</i> (10.44, 10.55).....	147, 153
Heads (18.3).....	195	<i>cu. in.</i> (10.44, 10.55).....	147, 153
Indentations (18.3).....	195	<i>Curb Exchange</i>	34
Not indicated (18.15).....	195	<i>curé</i> (5.4).....	55
Not used on <i>Endorsement</i> (18.4).....	195	<i>curie</i> . (See Derivatives.)	
Paragraphs (18.3).....	195	<i>curium</i> . (See Chemical elements.)	
Decision, example.....	203	<i>Currency, Comptroller of the</i> . (See Comp- troller.)	
Doublets (18.10).....	195	<i>current</i> (see also Geographic terms).....	34
Errors:		<i>curriculum</i> , plural form (5.10).....	57
Apostrophe to indicate omission (18.9).....	195	<i>customhouse</i> , etc.....	34
Geographic names (18.6).....	195	<i>Customs</i> —	
Italic for spelling (18.6).....	195	<i>and Patent Appeals, Court of</i> . (See Court.)	
Manifest, corrected (18.7).....	195	<i>Bureau of</i> . (See Bureau.)	
Names of persons and firms (18.6).....	195	<i>Commissioner of</i> . (See Commissioner.)	
Roman in italic words (18.6).....	195	<i>customs service</i> . (See Service.)	
Syntax (18.6).....	195	Cut-in folios and notes (see also Sidenotes):	
3-em quad to indicate omission (18.11).....	195	Courtwork:	
Words in wrong place, not changed (18.7).....	195	Folios (18.3).....	195
Italic:		Only one cut-in (18.43).....	198
Doublets (18.10).....	195	Notes, how set (2.22, 2.23).....	7
Not followed (18.5).....	195	<i>cutoff</i> . (See Geographic terms.)	
To indicate errors (18.6).....	195	<i>C. W. O.</i> (10.26, 10.44).....	143, 147
Preparer's instructions (18.15, 18.16).....	195, 196	<i>cwt.</i> (10.44, 10.55).....	147, 153
<i>Question and Answer</i> , paragraphs made of answers (18.2).....	195	<i>cyclopedia</i> (5.2).....	52
Spelling, any dictionary acceptable (18.8).....	195	Cyrillic (Slavic) languages.....	427
Titles of cases:			
<i>The</i> , capitalization (18.14).....	195	<i>d.</i> (10.44, 10.54).....	147, 152
Type set in (18.13).....	195	<i>d', da, della, du</i> , capitalization (3.13, 3.14, 3.16).....	19
<i>v.</i> , set in roman (18.13).....	195	Dagger as footnote reference:	
Vessels, names of, in roman (18.12).....	195	Bearoff omitted (14.97, 16.12).....	175, 185
<i>cove.</i> (See Geographic terms.)		Follows superior figure (14.97, 16.17).....	175, 186
<i>covenant</i>	34	Sequence with other symbols (16.14).....	186
<i>cozy</i> (5.2).....	52	To prevent ambiguity (14.96, 16.13).....	175, 185
<i>cp.</i> (candlepower) (10.44).....	147	<i>Dairy Belt</i> . (See Belt.)	
<i>c. p.</i> (chemically pure) (10.44).....	147	<i>Dall.</i> (10.44, 18.17).....	147, 196
<i>C. P. A.</i> (10.44).....	147	<i>Dalles, The</i> (3.11) (see also <i>The</i>).....	18, 34
<i>Cpl.</i> (10.26, 10.44).....	143, 147	<i>dam</i> (3.5, 3.10) (see also Geographic terms).....	17, 18
<i>c. p. m.</i> , <i>c. p. s.</i> (10.44).....	147	Danish language.....	330
<i>Cr.</i> (Cranch) (10.44, 18.17).....	147, 196	<i>Dark</i> —	
<i>cr.</i> (credit) (10.44).....	147	<i>Ages</i> . (See Ages.)	
<i>crag, crater</i> . (See Geographic terms.)		<i>Continent</i>	34
<i>crawfish</i> (5.2).....	52	Dash—	
Credit line, use of dash (9.52).....	132	After introductory phrase (9.49).....	131
<i>crédit foncier, crédit mobilier</i> (5.4).....	55	After sidehead (9.53).....	132
<i>Creed</i> (3.34).....	22, 34	At end of extract (2.16).....	6
<i>creek</i> . (See Geographic terms.)		Before final clause (9.48).....	131
<i>creme</i> (5.3).....	55	Comma omitted before (9.42).....	131
<i>creneled</i> , -ing (5.2).....	52	En dash:	
<i>crepe, crepe de chine</i> (5.3).....	55	Combination of figures, letters, etc. (9.57).....	132
<i>crepe suzette</i> , plural form (5.6).....	56	Instead of <i>to</i> (9.58).....	132
Crest, Government Printing Office (2.145)....	16	Not used for—	
<i>Criminal Code</i> . (See Code.)		<i>and with between</i> (9.60).....	132
<i>crisis</i> , plural form (5.10).....	57	<i>to with from</i> (9.59).....	132

	Page		Page
Dash—Continued		<i>D. D.</i> (10.32, 10.44).....	144, 147
Footnote reference with (16.18).....	186	<i>D-day</i> , etc. (<i>See</i> Holidays.)	
In credit line or signature (9.52).....	132	<i>D. D. S.</i> (10.44).....	147
Run in (17.19).....	192	<i>DDT</i> (10.44).....	147
In lieu of—		<i>de</i> , capitalization (3.16).....	19
Colon after question mark (9.50).....	132	<i>dean of the diplomatic corps</i>	34
Commas or parentheses (9.47).....	131	<i>debacle</i> (5.3).....	55
Quotation marks, in foreign languages		<i>debarkation</i> (5.2).....	52
(9.51).....	132	<i>debris</i> (5.3).....	55
In proportion (9.17).....	128	<i>debut</i> , <i>debutante</i> (5.3).....	55
Matches adjoining type (9.131, 12.15).....	139, 162	<i>Dec.</i> (10.40–10.42, 10.44, 14.4).....	145–146, 147, 167
Not used—		<i>décalog</i> (5.2).....	52
After comma, colon, or semicolon (9.56).....	132	<i>decauville rail.</i> (<i>See</i> Derivatives.)	
Beginning of line (9.55).....	132	<i>Decennial Census, Seventeenth</i> , etc. (<i>See</i>	
Tables. (<i>See</i> Tabular work.)		<i>Census.</i>)	
To connect <i>Q.</i> and <i>A.</i> matter (9.54, 18.27).....	132, 196	Decimals (11.9d, 11.9f) (<i>see also</i> Tabular work).....	156
To indicate interruption:		Comma omitted (9.38, 11.13, 11.15).....	130, 158
Other than self (9.46).....	131	Period (9.92, 11.9d).....	135, 156
Self (9.46).....	131	Preparation (2.15).....	6
Dashlines. (<i>See</i> Leaderwork; Tabular work.)		<i>Declaration of Independence</i> , etc. (3.39).....	24, 34
Date columns. (<i>See</i> Tabular work.)		<i>decollete</i> (5.3).....	55
Datelines:		<i>Decoration Day</i> (3.24) (<i>see also</i> Holidays).....	21
Above signature (17.9).....	190	Decorations, medals, etc.....	34
Below signature (17.10).....	190	<i>decree.</i> (<i>See</i> Executive.)	
Capitalization (17.2).....	189	<i>Deep South</i> (3.21).....	21, 34
Congressional hearings (17.7).....	190	<i>defendant</i> , capitalization (18.30).....	196
Examples (17.6).....	189	<i>defense</i> (5.2).....	52
Extra lead after (17.5).....	189	<i>bond.</i> (<i>See</i> Bond.)	
General typographic principles (17.1).....	189	<i>Defense:</i>	
How set (17.6, 17.8).....	189, 190	<i>Department of</i> (3.17).....	19
Indentions (17.6, 17.8).....	189, 190	<i>Establishment</i> (3.17) (<i>see also</i> Establish-	
Increased in wide measure (17.6).....	189	<i>ment</i>).....	19
Italic (17.6).....	189	<i>Ministers, Committee of.</i> (<i>See</i> Committee.)	
Newspaper extracts (17.11).....	190	<i>deficiency appropriation bill.</i> (<i>See</i> Appropria-	
Preparation (2.14).....	6	<i>tion bill.</i>)	
Spacing of lines (17.4).....	189	<i>De Gaulle Free French</i> , etc.....	34
Dates:		<i>degaussing apparatus.</i> (<i>See</i> Derivatives.)	
Abbreviation of names of months (10.40,		Degree mark (13.19).....	166
10.41).....	145, 146	Before <i>C.</i> or <i>F.</i> (10.50).....	152
<i>A. D.</i> , precedes year (9.37, 11.9c).....	130, 156	Without figures (footnote).....	152
and with <i>between</i> (9.60).....	132	Compass directions, etc. (10.47, 10.48,	
<i>B. C.</i> , follows year (9.37, 11.9c).....	130, 156	11.9e).....	152, 156
Comma in (9.35, 11.9c).....	130, 156	In lieu of word <i>degree</i> (13.5).....	163
Omitted (9.37, 11.9c).....	130, 156	Repeated in group or series (13.6).....	163
Consecutive years, how treated (11.9c).....	156	Salinity sign (13.19).....	166
Military (9.37, 11.9c) (<i>see also</i> Tabular		Signature mark of plated jobs (2.124, 2.128).....	15
work).....	130, 156	Spacing (11.9e).....	156
Ordinal numbers in (11.10).....	157	Degrees, college. (<i>See</i> College degrees.)	
Roman numerals, list (11.29).....	160	Sequence with other degrees (10.32).....	144
Spelled out:		Deity, words denoting (3.34).....	22, 34
Dignified subject matter (11.19).....	158	<i>dejeuner</i> (5.3).....	55
Indefinite expressions (11.23).....	159	<i>Del.</i> (10.10, 10.11, 10.44).....	142, 147
to with <i>from</i> (9.59).....	132	<i>Delawarean</i> (5.39).....	62
<i>datum</i> , plural form (5.10).....	57	<i>Delegate</i> (<i>see also</i> Member).....	34
<i>daughter-in-law</i> , plural form (5.6).....	56	<i>delftware.</i> (<i>See</i> Derivatives.)	
<i>Daughters</i> (3.34).....	22	<i>delta</i> (<i>see also</i> Geographic terms).....	34
of the <i>American Revolution</i> , etc.....	34	<i>demagog</i> (5.2).....	52
Abbreviation (10.44).....	147	<i>demarcation</i> (5.2).....	52
Days, names of:		<i>Democratic—</i>	
Abbreviations (10.43).....	146	<i>National Committee.</i> (<i>See</i> Committee.)	
Foreign languages. (<i>See</i> Foreign lan-		<i>National Convention.</i> (<i>See</i> Convention.)	
guages.)		<i>policy committee.</i> (<i>See</i> Committee.)	
Special (3.24) (<i>see also</i> Holidays).....	21	<i>denouement</i> (5.3).....	55
<i>db</i> (10.44).....	147	<i>Department</i> (3.8, 3.17).....	18, 19, 34
<i>d. b. a.</i> , <i>d. b. h.</i> (10.44).....	147	<i>Engineer.</i> (<i>See</i> District of Columbia.)	
<i>d. c.</i> (10.44).....	147	of <i>Defense.</i> (<i>See</i> Defense.)	

	Page		Page
<i>Department</i> —Continued		<i>disheveled, -ing</i> (5.2).....	52
<i>Ordnance.</i> (See <i>Ordnance.</i>)		<i>disk</i> (5.2).....	52
<i>State and Treasury Departments</i> (3.8).....	18	<i>dispatch</i> (5.2).....	52
<i>Department</i> —		Display initials, quotation marks not used	
of Agriculture, suggestions by (8.1).....	121, 217	before (9.121).....	138
of State, suggestions by.....	210, 213, 215	<i>dissension</i> (5.2).....	52
Committee on revision of foreign-language		<i>distention</i> (5.2).....	52
section.....	329	<i>distill, -ed, -ing, -ment</i> (5.2).....	52
<i>departmental</i> (3.17).....	19	<i>distiller's grain</i> (5.27).....	60
<i>departments:</i>		<i>Distinguished Flying Cross</i> , etc. (See <i>Decorations.</i>)	
<i>legislative, executive, and judicial</i>	34	<i>distributor</i> (5.2).....	52
<i>Secretaries of the military</i> (3.36).....	23	<i>District</i>	35
<i>dependent</i> (5.2).....	52	<i>Congressional.</i> (See <i>Congressional.</i>)	
<i>depot</i> (5.3) (see also <i>Ordnance</i> ; <i>Station</i>).....	55	<i>Court</i> (18.47) (see also <i>Court</i>).....	198
State name with abbreviated (10.10).....	142	Abbreviation (10.44).....	147
<i>deputy</i>	34	<i>Federal.</i> (See <i>Federal.</i>)	
<i>chief of staff</i> , plural form (5.6).....	56	<i>first</i> (not congressional) (3.9).....	18
<i>judge</i> , plural form (5.6).....	56	of <i>Washington.</i> (See <i>Army.</i>)	
<i>sheriff</i> , plural form (5.6).....	56	<i>District of Columbia:</i>	
<i>derby hat.</i> (See <i>Derivatives.</i>)		Abbreviation (10.10, 10.11, 10.44).....	142, 147
<i>Derivatives</i>	34	Capitalization (3.7).....	18, 35
Compounds retain original form (6.6).....	63	<i>Code.</i> (See <i>Code.</i>)	
Ending in <i>er</i> (7.11).....	72	<i>Commission.</i> (See <i>Commission.</i>)	
Plant names (8.2).....	121	<i>Commissioner of the.</i> (See <i>Commissioner.</i>)	
Proper names (3.3, 3.4).....	17, 34	<i>Courts.</i> (See <i>Court.</i>)	
Scientific terms (3.27).....	22	Section of. (See <i>Cities.</i>)	
<i>descendant</i> (5.2).....	52	<i>Districts</i> , list:	
<i>desecrator</i> (5.2).....	52	Alaska.....	221
<i>desert.</i> (See <i>Geographic terms</i> ; <i>Soil names.</i>)		Puerto Rico.....	227
<i>desiccate</i> (5.2).....	52	<i>ditto.</i> (See <i>Do.</i>)	
<i>desideratum</i> , plural form (5.10).....	57	<i>diverter</i> (5.2).....	52
<i>desuetude</i> (5.2).....	52	<i>Divide, Continental</i> (3.21) (see also <i>Geographic terms</i>).....	21, 35
<i>detractor</i> (5.2).....	52	<i>Divine Father</i> , etc. (3.34).....	22, 35
<i>deutschemark</i>	35, 216	<i>Division</i> (3.17).....	19, 35
<i>develop, -ment</i> (5.2).....	52	<i>Army.</i> (See <i>Army.</i>)	
<i>device, devise</i> (5.2).....	52	Use of figures (11.10).....	157
<i>Devil</i> , etc. (3.34).....	22	<i>Division, word.</i> (See <i>Word division.</i>)	
<i>dextrous</i> (5.2).....	52	<i>Divisions</i> , physical, United States.....	207
<i>dg.</i> (10.44, 10.53).....	147, 153	<i>divorcee</i> (5.2).....	52
<i>diagramed, -ing</i> (5.2).....	52	<i>Dirie, Diriecrat</i> (see also <i>Political parties</i>).....	35
<i>diagrammatic</i> (5.2).....	52	<i>dk., dkg., dkl.</i> (10.44, 10.53).....	147, 152, 153
<i>dial, -ing</i> (5.2).....	52	<i>dkm., dkm.², dkm.³</i> (10.44, 10.53).....	147, 153
<i>dialog</i> (5.2).....	52	<i>dl.</i> (10.44, 10.53).....	147, 153
<i>diaphragm</i> (5.2).....	52	<i>D. Lit(t).</i> (10.32, 10.44).....	144, 147
<i>diarrhea</i> (5.2).....	52	<i>dm., dm.², dm.³</i> (10.44, 10.53).....	147, 153
<i>dickey</i> (5.2).....	52	<i>do.</i> (10.44) (see also <i>Leaderwork</i> ; <i>Tabular work</i>).....	147
<i>dieresis</i> (5.2, 13.19).....	52, 166	<i>dock</i> (3.10).....	18
<i>dieretic</i> (5.2).....	52	<i>doctor of philosophy:</i>	
<i>diesel engine, dieselize.</i> (See <i>Derivatives.</i>)		Abbreviation (10.29, 10.30, 10.32, 10.44).....	144, 150
<i>dietitian</i> (5.2).....	52	Capitalization. (See <i>College degrees.</i>)	
<i>diffuser</i> (5.2).....	52	<i>doctoral</i> (5.2).....	52
<i>dike</i> (3.10, 5.2).....	18, 52	<i>doctrinaire</i> (5.2).....	52
<i>dilettante</i> (5.2).....	52	<i>Doctrine, Monroe.</i> (See <i>Monroe Doctrine.</i>)	
Plural form (5.10).....	57	<i>Document</i> (3.39).....	24, 35
<i>dinghy</i> (5.2).....	52	Abbreviation (10.38, 14.10).....	145, 167
<i>diphtheria</i> (5.2).....	52	<i>Executive.</i> (See <i>Executive.</i>)	
<i>diplomatic</i> —		<i>Documents, Superintendent of.</i> (See <i>Superintendent.</i>)	
<i>corps.</i> (See <i>Corps.</i>)		<i>doggerel</i> (5.2).....	52
<i>dean of the</i>	34	<i>dogma</i> , plural form (5.10).....	57
<i>service.</i> (See <i>Service.</i>)		<i>dollar:</i>	
<i>Director</i>	35	Abbreviation (10.44, 10.57).....	147, 154, 215
<i>General</i>	35	<i>Leaderwork.</i> (See <i>Leaderwork.</i>)	
<i>Directors, Board of.</i> (See <i>Board.</i>)			
<i>Directory, Congressional.</i> (See <i>Congressional.</i>)			
<i>Disciplinary Barracks.</i> (See <i>Barracks.</i>)			
<i>discreet, discrete</i> (5.2).....	52		

	Page		Page
<i>dollar</i> —Continued		<i>Eastern</i> (3.21, 3.22).....	21, 36
Mark (10.44, 10.57, 11.9i).....	147, 154, 157	<i>Band of Cherokees.</i> (See <i>Band</i> ; <i>Indian</i> .)	
Repeated (13.6).....	163	<i>Hemisphere.</i> (See <i>Hemisphere</i> .)	
Tables. (See <i>Tabular work</i> .)		<i>Zone.</i> (See <i>Zone</i> .)	
<i>dome</i> :		<i>eastern</i> :	
<i>Capitol.</i> (See <i>Capitol</i> .)		<i>far.</i> (See <i>Far East</i> .)	
Land feature. (See <i>Geographic terms</i> .)		<i>standard time, eastern time</i> :	
<i>Dominion</i> , etc. (3.19).....	20, 36	Abbreviation (10.44).....	148
<i>doña</i> (5.4).....	55	Capitalization. (See <i>Time</i> .)	
<i>Doorkeeper.</i> (See <i>House of Representatives</i> ; <i>Senate</i> .)		<i>easterner</i>	36
<i>dos-à-dos</i> (5.4).....	55	<i>eastward</i> (5.2).....	52
<i>dossier</i> (5.2).....	52	<i>E-bond</i> (see also <i>Bond</i>).....	36
<i>dotted swiss.</i> (See <i>Derivatives</i> .)		<i>ECA</i> (10.44).....	147
Double-up tables. (See <i>Tabular work</i> .)		<i>eclair</i> (5.3).....	55
<i>doweled, -ing</i> (5.2).....	52	<i>eclat</i> (5.3).....	55
<i>downward</i> (5.2).....	52	<i>Economic and Social Council, United Nations.</i> (See <i>United Nations</i> .)	
<i>doz.</i> (10.44).....	147	<i>Economy Act.</i> (See <i>Act</i> .)	
<i>DP</i> (10.44).....	147	<i>ecru</i> (5.3).....	55
<i>D. Ph.</i> (See <i>Ph. D.</i>)		<i>ecstasy</i> (5.2).....	52
<i>D. P. H., D. P. Hy.</i> (10.44).....	147	<i>edema</i> (5.2).....	52
<i>dr.</i> (10.44, 10.55).....	147, 153	<i>edgewise</i> (5.2).....	52
<i>Dr.</i> (10.26, 10.28, 10.44).....	143, 144, 147	Editors and authors, suggestions to (1.1- 1.17).....	1-4
Not used with other titles (10.30).....	144	<i>e. d. t.</i> (10.44).....	147
<i>draft</i> (5.2).....	52	<i>Education, Board of.</i> (See <i>Board</i> .)	
<i>draw.</i> (See <i>Geographic terms</i> .)		<i>Educational, Scientific, and Cultural Organiza-</i> <i>tion</i> (UNESCO). (See <i>Organization</i> .)	
<i>drawing</i> (3.9).....	18, 36	<i>effect, affect</i> (5.2).....	52
<i>dreadnought</i> (5.2).....	52	<i>e. g.</i> (10.44).....	147
<i>dreamed</i> (5.2).....	52	Adjoining punctuation (9.123).....	138
<i>Driftless Area</i> (3.21).....	21, 36	<i>EHF</i> (10.44).....	147
<i>drive</i> :		<i>8°</i> (10.44).....	147
Abbreviation (10.13, 10.44, 14.5).....	142, 147, 167	<i>elan</i> (5.3).....	55
With number (11.12).....	157	<i>elect, designate</i> , hyphen with (6.40).....	68
<i>drought</i> (5.2).....	52	<i>election day.</i> (See <i>Holidays</i> .)	
<i>drydock</i> (3.10).....	18	<i>electoral college, electors</i>	36
<i>dueled, -ing</i> (5.2).....	52	<i>Electoral Commission.</i> (See <i>Commission</i> .)	
<i>duffel</i> (5.2).....	52	<i>elemosynary</i> (5.2).....	52
<i>dullness</i> (5.2).....	52	Elements, chemical. (See <i>Chemical ele-</i> <i>ments</i> .)	
<i>dumsound</i> (5.2).....	52	<i>elicit, illicit</i> (5.2).....	52
<i>dune.</i> (See <i>Geographic terms</i> .)		<i>élite</i> (5.3).....	55
<i>durum wheat</i>	36	<i>Elizabethan Age.</i> (See <i>Ages</i> .)	
<i>Dust Bowl.</i> (See <i>Bowl</i> .)		<i>Elk</i> (3.18).....	20
<i>Dutch language</i>	336	<i>Ellipsis</i> :	
<i>D. V. M.</i> (10.44).....	147	Asterisks or periods (9.61).....	132
<i>dwelt</i> (5.2).....	52	Not overrun (9.62).....	132
<i>d. w. t.</i> (deadweight tons) (10.44).....	147	Uniformity (9.63).....	132
<i>dwt.</i> (pennyweight) (10.44, 10.55).....	147, 153	In indented matter (9.65, 9.66).....	133
<i>dyeing, dying</i> (5.2).....	52	Indicating omission (9.61, 9.67).....	132, 133
<i>dysprosium.</i> (See <i>Chemical elements</i> .)		Line of stars (9.64).....	132
		Alinement (9.68).....	133
		Indentation (9.64).....	132
		Periods (9.90).....	135
		Spacing:	
		Above and below line of stars (9.69).....	133
		En quad between stars or points (9.61) ..	132
		<i>ellipsis</i> , plural form (5.10).....	57
		<i>Emancipation Proclamation.</i> (See <i>Proclama-</i> <i>tion</i> .)	
		<i>embarrass</i> (5.2).....	52
		<i>Embassy</i> (3.17).....	19, 36
		<i>embed</i> (5.2).....	52
		<i>emboweled, -ing, -er</i> (5.2).....	52

	Page		Page
<i>Emergency Court of Appeals</i> (18.47) (<i>see also</i> Court).....	198	<i>erbium</i> . (<i>See</i> Chemical elements.)	
<i>e. m. f.</i> (10.44).....	148	<i>erratum</i> , plural form (5.10).....	57
<i>emigrant, immigrant</i> (5.2).....	52	<i>crispelas</i> (5.2).....	52
<i>emigree</i> (5.2).....	52	<i>cscalopcd, -ing</i> (5.2).....	52
<i>Emperor</i> (3.36).....	23, 36	<i>escapable</i> (5.2).....	52
Emphasis, italic not used for (12.2).....	161	<i>escarpment</i> . (<i>See</i> Geographic terms.)	
Emphasis added, not changed (12.4, 18.25).....	161, 196	<i>esophagus</i> (5.2).....	52
<i>Empire</i> (3.19).....	20, 36	<i>Esq.</i> :	
<i>employee</i> (5.2).....	52	Abbreviation (10.29).....	144
<i>Employees' Compensation Appeals Board</i> . (<i>See</i> Board.)		Not used with other titles (10.30).....	144
<i>enamed, -ing</i> (5.2).....	52	Comma before (9.24).....	129
<i>encage, encase, encave, encasp</i> (5.2).....	52	Type set in (10.33, 17.3).....	144, 189
<i>enclose, enclosure</i> (5.2).....	52	Addresses (17.16).....	191
<i>encumber, encumbrance</i> (5.2).....	52	Signatures (17.21).....	192
<i>encyclopedia</i> (5.2).....	52	<i>Establishment</i> (3.17).....	19, 36
<i>endorse, -ment</i> (5.2).....	52	<i>Estate, etc.</i>	36
<i>endorsed</i> , following expression quoted (9.111).....	136	<i>esthetic</i> (5.2).....	52
<i>endwise</i> (5.2).....	52	<i>e. s. u.</i> (10.44).....	148
<i>enfeeble</i> (5.2).....	52	<i>et al.</i> (10.44).....	148
<i>enforce, -ment</i> (5.2).....	52	Comma before, in series only (9.44).....	131
<i>Engineer</i> (<i>see also</i> Army; Corps).....	36	Type set in (3.55, 12.7).....	26, 161, 205
<i>engraft</i> (5.2).....	52	<i>etc., et cetera</i> (10.44).....	148, 250
<i>Engraving and Printing, Bureau of</i> . (<i>See</i> Bureau.)		Preparation (2.16).....	6
<i>Enlisted Reserve</i> . (<i>See</i> Reserve.)		Type set in (3.55).....	26
Corps. (<i>See</i> Corps.)		<i>etiology</i> (5.2).....	52
<i>enroll, -ed, -ing, -ment</i> (5.2).....	52	<i>et seq.</i> , set in roman (12.3).....	161
<i>Ens.</i> (10.26, 10.44).....	143, 148	<i>etude</i> (5.3).....	55
<i>enshade, ensheathe, ensnare, enthrall</i> (5.2).....	52	<i>Europe</i> :	
<i>entitled</i> , following expression quoted (9.111).....	136	<i>East</i> . (<i>See</i> East.)	
<i>entree</i> (5.3).....	55	<i>Eastern</i> . (<i>See</i> Eastern.)	
<i>entrench</i> (5.2).....	52	<i>West</i> . (<i>See</i> West.)	
<i>entrepôt</i> (5.4).....	55	<i>Western</i> . (<i>See</i> Western.)	
<i>entrepreneur</i> (5.2).....	52	<i>European</i> :	
<i>entrust</i> (5.2).....	52	<i>Defense Community</i> . (<i>See</i> Alliances.)	
<i>entwine</i> (5.2).....	52	<i>Powers</i> . (<i>See</i> Powers.)	
<i>envelop, envelope</i> (5.2).....	52	<i>recovery program</i> . (<i>See</i> Program.)	
<i>Envoy, etc.</i> (3.36).....	23, 36	Abbreviation (10.44).....	148
<i>enwrap</i> (5.2).....	52	<i>theater of operations</i>	36
<i>e. o. m.</i> (10.44).....	148	<i>war</i> . (<i>See</i> War.)	
<i>eon</i> (5.2).....	52	<i>europium</i> . (<i>See</i> Chemical elements.)	
<i>epaulet, -ed, -ing</i> (5.2).....	52	<i>evacuee</i> (5.2).....	52
<i>epiglottis</i> (5.2).....	52	<i>evanescent</i> (5.2).....	52
<i>epilog</i> (5.2).....	52	<i>Evangelical</i> . (<i>See</i> Religious terms.)	
<i>epsom salt</i> . (<i>See</i> Derivatives.)		<i>everyone, every one</i> (6.12).....	64
<i>equaled, -ing</i> (5.2).....	52	<i>ex, self, quasi</i> , hyphen with (6.33).....	67
<i>Equations</i> (<i>see also</i> Chemical formulas):		<i>exceed, accede</i> (5.2).....	51
Aline on equal sign (13.12).....	163	<i>Excellency, His, etc.</i> (3.36) (<i>see also</i> His; Your).....	23, 36
Divide—		Exclamation point:	
After plus or minus (13.9).....	163	Indicates emotion (9.70).....	133
Before equal sign (13.9).....	163	<i>O and Oh</i> (3.59, 9.71, 9.72).....	26, 133
Examples.....	164	<i>Executive</i> (3.36, 3.39).....	23, 24, 36
Figures in roman (13.8).....	163	Abbreviation (10.38, 10.44).....	145, 148
Fractions, uniformity (13.14).....	164	<i>Office</i> (<i>see also</i> Office).....	36
<i>hence, therefore, etc.</i> , set flush (13.13).....	164	<i>Secretary</i> . (<i>See</i> Secretary.)	
Inferiors precede superiors (13.16).....	164	<i>executive, etc.</i>	36
When long, alined (13.16).....	164	<i>executrix, plural form</i> (5.10).....	57
Letters in italic (13.8).....	163	<i>exhibit</i> (3.9).....	18, 36
Long, how treated (13.11).....	163	<i>exhibitor</i> (5.2).....	52
Parentheses, brackets, etc., height (13.15).....	164	<i>exhilarate</i> (5.2).....	52
Plus, minus, etc., signs close up (13.4).....	163	<i>exonerate</i> (5.2).....	52
Short, in text (13.10).....	163	<i>exorbitant</i> (5.2).....	52
<i>Equator, equatorial</i>	36	<i>Expedition</i>	36
<i>equilibrium, plural form</i> (5.10).....	57	<i>expellent</i> (5.2).....	52
		<i>Experiment Station</i> . (<i>See</i> Station.)	
		<i>Export-Import Bank</i> . (<i>See</i> Bank.)	
		<i>expose, exposé</i> (5.2, 5.4).....	52, 55

	Page		Page
<i>Exposition</i>	36	<i>Federal</i> —Continued	
<i>Express</i> (3.5, 3.12).....	17, 18, 36	<i>Personnel Council.</i> (See Council.)	
<i>essiccate</i> (5.2).....	52	<i>Register</i>	37
<i>extant, extent</i> (5.2).....	52	Abbreviation (10.44).....	148
<i>extoll, -ed, -ing</i> (5.2).....	52	<i>Reserve bank.</i> (See Bank.)	
Extracts (see also Courtwork):		<i>Reserve System.</i> (See System.)	
Dash, to indicate breakoff (2.16).....	6	<i>Security Agency.</i> (See Agency.)	
Ellipsis in. (See Ellipsis.)		<i>State, and municipal governments.</i> (See Government.)	
Leading, above and below. (See Leading.)		<i>federally</i>	37
<i>Extraordinary and Plenipotentiary, etc.</i> (See Ambassador; Envoy.)		<i>Federation of Labor, American.</i> (See American.)	
<i>eying</i> (5.2).....	52	<i>fedora hat.</i> (See Derivatives.)	
<i>eyrie</i> (5.2).....	52	Fellowships, orders, etc., abbreviations	
<i>f.</i> (farad) (10.44, 10.54).....	148, 153	(10.29).....	144
<i>f., ff.</i> (and following) (10.44).....	148	Sequence (10.32).....	144
<i>F.</i> (2d) (10.44, 18.33).....	148, 197	<i>fetal, fetus</i> (5.2).....	52
<i>facade</i> (5.3).....	55	<i>fete</i> (5.3).....	55
<i>Factory, Naval Gun.</i> (See Naval.)		<i>fetish</i> (5.2).....	52
Fahrenheit:		<i>fiance</i> (5.3).....	55
Abbreviation (10.44, 10.50).....	148, 152	<i>fiber</i> (5.2).....	52
Degree mark with, repeated (13.5).....	163	<i>Field</i>	37
Spaced from degree mark (footnote).....	152	<i>Establishment.</i> (See Establishment.)	
<i>faience</i> (5.3).....	55	<i>Force.</i> (See Force.)	
<i>Fair</i> —		<i>fifth column, etc.</i>	37
<i>Deal</i>	36	<i>"Figs. against."</i> (See Tabular work.)	
<i>World's</i>	36	<i>figure</i> (3.9).....	18, 37
<i>Falangist</i> (3.18).....	20, 36	Abbreviation (10.34, 10.44).....	145, 148
<i>faldral</i> (5.2).....	52	Not abbreviated in legends (2.60, 10.36).....	9, 145
<i>fall</i> (3.23).....	21, 36	Alinement, tables of contents (16.32).....	187
<i>falls</i> (see also Geographic terms).....	36	Figure columns. (See Tabular work.)	
False title, part of book (2.82b).....	10	Figures (see also Numerals)—	
Fanciful appellations (3.32).....	22, 36	and letters connected by en dash (9.57).....	132
<i>fantasy</i> (5.2).....	52	Bill-style dates (2.8).....	5
<i>Far East, far eastern, etc.</i> (3.21).....	21, 36	<i>"Fol.," "fol. lit.," etc.</i> (2.4, 2.5).....	5
<i>Far Western States.</i> (See States.)		Nine-unit, in boldface (2.1).....	5
<i>Farm</i>	37	Similar to letters, to be marked (2.25, 2.26).....	7
<i>Arlington Experimental.</i> (See Arlington.)		<i>filigree</i> (5.2).....	52
<i>Loan Bank.</i> (See Bank.)		<i>finable</i> (5.2).....	52
<i>Farmers' Home Administration.</i> (See Administration.)		<i>finagle</i> (5.2).....	52
Abbreviation (10.44).....	148	<i>Finance:</i>	
<i>farther, further</i> (5.2).....	52	<i>Committee on.</i> (See Committee.)	
<i>f. a. s.</i> (10.44).....	148	<i>Corps.</i> (See Corps.)	
<i>Fascist, etc.</i> (3.18).....	20, 37	Finnish language.....	340
<i>Father of His Country</i>	37	<i>fiord</i> (5.2).....	52
<i>Father's Day.</i> (See Holidays.)		Firm names:	
<i>fault.</i> (See Geographic terms.)		Abbreviations (10.22, 10.24).....	143
<i>favor</i> (5.2).....	52	<i>Company, Corporation, when not abbreviated</i> (10.23).....	143
<i>FCA, FCC, FCDA, FDA</i> (10.44).....	148	List.....	37
<i>Feast of the Passover</i> (3.24).....	21	<i>First:</i>	
<i>Feb.</i> (10.40–10.42, 10.44, 14.4).....	145–146, 148, 167	<i>Charles the</i> (3.5).....	17, 42
<i>fecal</i> (5.2).....	52	<i>Lady</i>	37
<i>feces</i> (5.2).....	52	<i>World War.</i> (See War.)	
<i>Federal</i> (3.20).....	20, 37	1st (see also Ordinals):	
Abbreviation (10.44, 18.33).....	148, 197	<i>Lt.</i> (10.26, 10.44).....	143, 148
<i>Code of Regulations.</i> (See Code.)		<i>Sgt.</i> (10.26, 10.44).....	143, 148
<i>Criminal Code.</i> (See Code.)		First words capitalized (3.43, 3.46, 9.10).....	24, 25, 128
<i>Deposit Insurance Corporation.</i> (See Corporation.)		When not capitalized (3.44–3.46, 9.9).....	24–25, 128
Abbreviation (10.44).....	148	Following colon, exclamation point, interrogation mark (3.45).....	24
<i>Government</i> (3.20) (see also Government).	20	<i>Five Civilized Tribes.</i> (See Indian.)	
<i>home-loan bank, etc.</i> (See Bank.)		<i>Commissioner of the.</i> (See Commissioner.)	
<i>Maritime Board.</i> (See Board.)		<i>flag code.</i> (See Code.)	
<i>National Mortgage Association.</i> (See Association.)		<i>Flag, United States, popular names</i>	37
		<i>Flag Day.</i> (See Holidays.)	
		<i>Flags, foreign</i>	37

	Page
<i>flambeau</i> , plural form (5.10).....	57
<i>flammable</i> (5.2).....	52
<i>flat(s)</i> . (See Geographic terms.)	
<i>Anacostia</i> . (See District of Columbia.)	
<i>flection</i> (5.2).....	52
<i>fledgling</i> (5.2).....	52
<i>Fleet</i>	37
<i>Marine Force</i> . (See Force.)	
<i>fletcherize</i> . (See Derivatives.)	
<i>flier</i> (5.2).....	53
<i>floodway</i> . (See Geographic terms.)	
<i>Florida</i> :	
Abbreviation (10.10, 10.11, 10.44).....	142, 148
<i>west</i> (3.22) (see also <i>West</i>).....	21
<i>Floridian</i> (5.39).....	62
<i>flotage, flotation</i> (5.2).....	53
<i>fluorescent</i> (5.2).....	53
<i>fluorine</i> . (See Chemical elements.)	
Flush heads. (See Capitalization—Center and side heads; Indentions.)	
<i>FM</i> (10.44).....	148
<i>FMB</i> (10.44).....	148
<i>f°</i> (10.44).....	148
<i>Foamite</i> (3.25).....	21
<i>f. o. b.</i> (10.44).....	148
<i>focused, -ing</i> (5.2).....	53
" <i>Fol.</i> ," " <i>fol lit.</i> ," etc. (2.3-2.6).....	5
Capitalization (3.60).....	26
Courtwork. (See Courtwork.)	
Folioing. (See Preparing Copy.)	
Folios. (See Makeup; Revising.)	
<i>folium</i> , plural form (5.10).....	57
<i>Food and Agriculture Organization</i> . (See United Nations.)	
Abbreviation (10.44).....	148
<i>Food and Drug Administration</i> . (See Administration.)	
Abbreviation (10.44).....	148
Footnotes:	
Abbreviations (see also Abbreviations):	
<i>Street, avenue, etc.</i> (10.13).....	142
When not abbreviated (10.15).....	142
<i>United States</i> (10.8).....	141
Added in pages (2.118).....	14
And legends, makeup (2.61).....	9
Asterisks, daggers, etc.:	
Follow superior figures (16.17).....	186
No bearrow (16.12).....	185
Courtwork. (See Courtwork.)	
Deleted in page makeup, do not renumber (2.116o).....	14
Leaderwork. (See Leaderwork.)	
Leading. (See Leading.)	
Long, not repeated (16.5).....	185
Makeup (16.7, 16.9).....	185
Charts, graphs, etc., where placed (16.10).....	185
No cutoff dash used (16.11).....	185
Full measure (2.97).....	12
Short, space between (2.98).....	12
Text and table together (2.119).....	14
Two or more columns (2.97).....	12
Numbering (16.2).....	185
Appendix, bibliography, etc. (16.2).....	185
Ordinals. (See Numerals.)	
Preparing copy (16.3-16.6).....	185
References:	
Ambiguity, how to avoid (16.13).....	185

	Page
Footnotes—Continued	
References—Continued	
Comma between, omitted (9.39, 16.19).....	130, 186
Figures, letters, or symbols (16.12).....	185
Spacing (16.12).....	185
Follow quotation marks (9.124).....	138
Letters, italic superior (16.13).....	185
Punctuation, relative position (16.18).....	186
Repeated:	
Boxheads (2.93).....	11
Continued lines (14.46).....	171
Text (16.5).....	185
Ring around. (See Proofreading.)	
Symbols:	
Sequence (16.14).....	186
When preferred (16.16).....	186
With other meanings (16.15).....	186
Two or more, separated by space (9.39, 16.19).....	130, 186
Set as paragraphs (16.7).....	185
Short, numerals or letters alined (16.20).....	186
Style:	
Same as text (16.1).....	185
Uniform, not changed (2.117).....	14
Tables. (See Tabular work.)	
Text and table together (2.119).....	14
To indented matter, set full measure (16.8).....	185
Type size (16.6).....	185
<i>forbade</i> (5.2).....	53
<i>forbear, forebear</i> (5.2).....	53
<i>Force(s)</i> , etc.....	37
<i>Air</i> (see also <i>Air Force</i>).....	37
<i>Armed</i> (see also <i>Armed Forces</i>).....	37
<i>Navy Battle</i> . (See Navy.)	
<i>Navy Scouting</i> . (See Navy.)	
<i>ford</i> . (See Geographic terms.)	
<i>forego, forgo</i> (5.2).....	53
Foreign:	
Cabinets (see also <i>Cabinet</i>).....	37
<i>Council of Ministers</i> . (See Council.)	
Countries:	
Abbreviations (10.9).....	142
Capitals.....	210
Governments, kinds.....	210
Heads of state.....	210
Legislative bodies.....	210
List.....	210
Money (10.57, 11.9i).....	154, 157, 215
Names not abbreviated (10.9).....	142
Exception (10.9).....	142
Nationalities, nouns and adjectives.....	213
Weights and measures, agricultural.....	217
Flags. (See Flags.)	
Languages:	
Bulgarian.....	428
Cyrillic (Slavic).....	427
Danish.....	230
Dutch.....	336
Finnish.....	340
French.....	344
German.....	350
Greek:	
Classical.....	363
Modern.....	357
Hebrew.....	369
Hungarian.....	375
Italian.....	379

	Page		Page
Foreign—Continued		<i>frankfurt sausage, frankfurter.</i> (See Derivatives.)	
Languages—Continued		<i>frappe</i> (5.3).....	55
Latin.....	384	<i>Freedmen's Hospital.</i> (See Hospital.)	
Macedonian.....	423	<i>Free French, etc.</i> (See De Gaulle.)	
Norwegian.....	390	<i>free list</i>	38
Polish.....	396	<i>Freemason.</i> (See Ancient Free and Accepted Masons.)	
Portuguese.....	400	<i>Free Soil Party.</i> (See Political parties.)	
Purpose and plan.....	329	<i>French—</i>	
Russian.....	406, 427	<i>and Indian war(s).</i> (See War.)	
White Russian.....	427	<i>Government</i> (3.20).....	20
Serbian.....	428	<i>Language</i>	344
Slavic (Cyrillic).....	427	<i>Republic.</i> (See Republic.)	
Spanish.....	412	<i>french chalk, dressing, fried potatoes.</i> (See Derivatives.)	
Swedish.....	418	<i>Fri.</i> (10.43, 10.44).....	146, 148
Turkish.....	423	<i>fricassee</i> (5.2).....	53
Ukrainian.....	427	<i>Frigid Zone.</i> (See Zone.)	
<i>Legion</i>	37	<i>Frisco</i> (5.20).....	38, 61
Phrases as unit modifiers, hyphen omitted (6.23).....	66	<i>Fritaluz.</i> (See Alliances.)	
<i>Service.</i> (See Service.)		Frontispiece, part of book (2.82a).....	10
<i>-Trade Zone.</i> (See Zone.)		<i>F. R. S.</i> (10.44).....	148
Words:		<i>F.S.A.</i> (10.44).....	148
Accents:		<i>F. Supp.</i> (10.44).....	148
Not used (5.3).....	55	<i>ft.</i> (10.44, 10.55).....	148, 153, 218
Used (5.4).....	55	<i>ft. b. m.</i> (10.3, 10.44).....	141, 148
Italic:		<i>ft.-c.</i> (10.3, 10.44).....	141, 148
Courtwork. (See Courtwork.)		<i>FTC</i> (10.44).....	148
Not used (12.2).....	161	<i>ft.-l.</i> (10.44).....	148
<i>foresee</i> (5.2).....	53	<i>ft.-lb.</i> (10.3, 10.44).....	141, 148
<i>Forest</i> (3.5) (see also Geographic terms).....	17, 37	<i>fuchsia</i> (5.2).....	53
National, State name with abbreviated (10.10).....	142	<i>fueled</i> (5.2).....	53
<i>Products Laboratory.</i> (See Laboratory.)		<i>fulfill, -ed, -ing, -ment</i> (5.2).....	53
<i>Service.</i> (See Service.)		<i>fuller's earth</i> (5.27) (see also Derivatives).....	60
<i>Forester, etc.</i>	37	<i>fulsome</i> (5.2).....	53
Foreword, part of book (2.82f).....	11	<i>Fund</i>	38
<i>forgettable</i> (5.2).....	53	<i>fungus</i> (5.2).....	53
<i>fork.</i> (See Geographic terms.)		Plural form (5.10).....	57
<i>form</i> (3.9).....	18, 37	<i>funneled, -ing</i> (5.2).....	53
Forms. (See Imposition.)		<i>furor</i> (5.2).....	53
<i>formula, plural form</i> (5.10).....	57	<i>further, farther</i> (5.2).....	53
Formulas. (See Equations.)		<i>fuse</i> (5.2).....	53
<i>forswear</i> (5.2).....	53	<i>fuselage</i> (5.2).....	53
<i>for the,</i> supplied in courtwork covers and captions (footnote 1).....	200	<i>fusillade</i> (5.2).....	53
<i>Fort</i>	37	<i>Ga.</i> (10.10, 10.11, 10.44).....	142, 148
Not abbreviated (10.16).....	142	<i>Gadsden Purchase</i>	38
State name with abbreviated (10.10).....	142	<i>gage</i> (5.2).....	53
<i>fortissimo</i> (5.2).....	53	<i>gaiety, gaily</i> (5.2).....	53
<i>forters</i> (5.28).....	61	<i>gal.</i> (10.44, 10.55).....	148, 153
<i>Foundation</i>	37	<i>Gallery of Art, National.</i> (See National.)	
<i>Founders' Day.</i> (See Holidays.)		<i>Galley revising.</i> (See Revising.)	
<i>Founding Fathers</i>	38	<i>gallium.</i> (See Chemical elements.)	
<i>fo</i> (10.44).....	148	<i>galosh</i> (5.2).....	53
<i>four freedoms</i>	38	<i>gamboled, -ing</i> (5.2).....	53
<i>Four Power Pact.</i> (See Pact.)		<i>gap.</i> (See Geographic terms.)	
<i>Fourth of July</i> (3.24, 11.9c) (see also Holidays).....	21, 136	<i>Garand rifle</i>	38
<i>FPC</i> (10.44).....	148	<i>garcon</i> (5.3).....	55
<i>f. p. m.</i> (10.44).....	148	<i>Garden.</i> (See Botanic Garden.)	
<i>FPO</i> (10.44).....	148	<i>GARIOA</i> (10.44).....	148
<i>f. p. s.</i> (10.44).....	148	<i>garrote</i> (5.2).....	53
Fractions. (See Numerals.)		<i>gasoline</i> (5.2).....	53
Fraktur:		<i>gauss.</i> (See Derivatives.)	
Danish.....	331	<i>gazetteer</i> (5.2).....	53
German.....	350-351		
Norwegian.....	392		
<i>francium.</i> (See Chemical elements.)			

	Page		Page
GCA (10.44).....	148	Gold—	
g. c. d. (10.44).....	148	Coast.....	38
GCI (10.44).....	148	Star Mothers. (See American.)	
G. c. t., G. m. a. t., G. m. t. (10.44).....	148	Golden—	
Geiger counter.....	38	Age (of Pericles). (See Ages.)	
gelatin (5.2).....	53	Rule.....	38
General—		Good—	
Accounting Office. (See Office.)		Book. (See Book.)	
Abbreviation (10.44).....	148	Conduct Medal. (See Decorations.)	
Agreement. (See Agreement.)		Market grade. (See Market grades.)	
Assembly. (See United Nations.)		goodby (5.2).....	53
Board. (See Board.)		gorge. (See Geographic terms.)	
Counsel.....	38	gorilla, guerrilla (5.2).....	53
Plural form (5.6).....	56	Gospel, etc. (3.34).....	22, 38
Government. (See Government.)		Gothic letters:	
Order(s).....	38	For shape and form (2.27, 2.28).....	7
Title:		Not used (2.29).....	7
Abbreviation (10.26, 10.44).....	143, 148	gothic type. (See Derivatives.)	
Capitalization (3.36).....	23	Government (3.20).....	20, 38–39
Treasury. (See Treasury.)		Printing Office. (See Office.)	
general delivery. (See Service.)		Crest (2.146).....	16
generalissimo (5.2).....	53	governmental.....	39
genius, plural form (5.10).....	57	Governments (3.20).....	20, 38, 39
gentle.....	38	Allied. (See Allied.)	
genus, plural form (5.10).....	57	British and French (3.8).....	18
Geographic terms:		Federal, State, and municipal governments..	39
Abbreviations (10.8–10.12).....	141–142	Foreign countries, kinds, table.....	210
Board. (See Board on Geographic Names.)		National and State.....	38
Capitalization (3.5, 3.7, 3.10).....	17, 18, 38	State and Provincial governments.....	39
Compounding (6.20).....	65	Governor (3.36).....	23, 39
Countries.....	221	Abbreviation (10.26, 10.44).....	143, 148
Derivatives (3.4).....	17, 34	General.....	39
Errors in courtwork. (See Courtwork.)		Plural form (5.6).....	56
Foreign countries and capitals.....	210	governors' conference (see also Conference)....	39
Spelling (5.2, 5.36, 5.37).....	52, 61, 62, 236	g. p. m., g. p. s. (10.44).....	148
Geologic terms.....	207	gr. (10.44, 10.55).....	148, 153
Geological Survey. (See Survey.)		Grade, market. (See Market grades.)	
Suggestions by.....	207	graham bread. (See Derivatives.)	
georgette crepe. (See Derivatives.)		gram (5.2).....	53
Georgian (5.39).....	62	Abbreviation (10.44, 10.53).....	148, 152, 153
German language.....	350	Grand—	
German measles.....	38	Army of the Republic.....	39
german silver. (See Derivatives.)		Abbreviation (10.44).....	148
germanium. (See Chemical elements.)		Army Post, etc.....	39
Germany:		Central Station. (See Station.)	
East, Eastern.....	36	Fleet. (See Fleet.)	
West, Western (3.21).....	21, 50	grand jury. (See Federal.)	
Gettysburg, Battle of. (See Battle.)		Grange.....	39
geyser. (See Geographic terms.)		grant-in-aid:	
GHQ Far East Command. (See Command.)		Hypens (6.44).....	68
GI (10.44).....	148	Plural form (5.6).....	56
bill of rights.....	38	Grant's Tomb. (See Tomb.)	
gilbert. (See Derivatives.)		graph (3.9).....	18, 39
gill, not abbreviated (10.55).....	153	graveled, -ing (5.2).....	53
Girl Scouts, etc.....	38	Gravity terms, abbreviation (10.50).....	152
glace (5.3).....	55	gray (5.2).....	53
glacier. (See Geographic terms.)		Gray-Brown Podzolic. (See Soil names.)	
gladiolus, plural form (5.10).....	57	Great, etc. (3.5).....	17, 39
gladolinium. (See Chemical elements.)		Father. (See Fanciful appellations.)	
glamorous, glamour (5.2).....	53	Rebellion. (See Rebellion.)	
glauber salt. (See Derivatives.)		War. (See War.)	
glen. (See Geographic terms.)		great circle (see also Circle).....	39
glycerin (5.2).....	53	Greater New York, etc.....	39
G-man.....	38	Greek language:	
gobbledygook (5.2).....	53	Alphabets.....	357, 363
goiter belt. (See Belt.)		Classical.....	363
gold, (See Chemical elements.)		Modern.....	357

	Page		Page
<i>Greenwich civil time, etc.:</i>		<i>H. Con. Res., H. Doc. (with number) (10.38,</i>	
Abbreviation (10.44).....	148	10.44).....	145, 148
Capitalization. (See Time.)		<i>HE (10.44).....</i>	148
<i>grievous (5.2).....</i>	53	<i>head. (See Geographic terms.)</i>	
<i>grille (5.3).....</i>	55	<i>Headquarters.....</i>	39
<i>Grounds, Capitol. (See Capitol.)</i>		<i>Heads (see also Centerheads; Running heads;</i>	
<i>Group (3.9).....</i>	18, 39	Sideheads):	
Standing. (See Organization.)		Capitalization. (See Capitalization—Center	
Group of related numerical expressions. (See		and side heads.)	
Numerals.)		Continued, makeup (2.92, 2.93).....	11
<i>groveled, -ing (5.2).....</i>	53	Cut-in folios (18.3).....	195
<i>gruesome (5.2).....</i>	53	Leaderwork. (See Leaderwork.)	
<i>gruyere (5.3).....</i>	55	Preparing (2.20).....	7
<i>gr. wt. (10.44).....</i>	148	Subheads in indexes and tables of contents	
<i>GSA (10.44).....</i>	148	(16.33).....	187
<i>Guamanian (5.40).....</i>	62	Tables. (See Tabular work.)	
<i>guarantee, guaranty (5.2).....</i>	53	Heads of state, foreign countries.....	210
<i>Guard. (See Coast Guard; National Guard.)</i>		<i>healthful, healthy (5.2).....</i>	53
<i>guardsman. (See Coast Guard; National</i>		<i>Heaven.....</i>	39
<i>Guard.)</i>		<i>Hebrew. (See Religious terms.)</i>	
<i>guerrilla, gorilla (5.2).....</i>	53	Language.....	369
Guide to (see also Lists)—		<i>heinous (5.2).....</i>	53
Capitalization.....	27	<i>hair at law:</i>	
Compounding.....	71	No hyphens (6.44).....	68
Guide meridians.....	209	Plural form (5.6).....	56
<i>gulch. (See Geographic terms.)</i>		<i>helium. (See Chemical elements.)</i>	
<i>Gulf (3.21) (see also Geographic terms).....</i>	21, 39	<i>helix, plural form (5.10).....</i>	57
States, Eastern. (See Eastern; States.)		<i>Hemisphere (3.21).....</i>	21, 39
<i>Gun Factory, Naval. (See Naval.)</i>		<i>hemoglobin (5.2).....</i>	53
<i>gut. (See Geographic terms.)</i>		<i>hemorrhage (5.2).....</i>	53
<i>guttural (5.2).....</i>	53	<i>hence, etc., in equations (13.13).....</i>	164
<i>gypsy (5.2).....</i>	53	<i>Her Majesty, etc. (3.36) (see also His).....</i>	23
<i>h. (10.44, 10.53, 10.54).....</i>	148, 152, 153	<i>herculean task. (See Derivatives.)</i>	
<i>ha. (10.44, 10.53).....</i>	148, 153	<i>hessian fly. (See Derivatives.)</i>	
<i>habitué (5.3).....</i>	55	<i>heterogeneous (5.2).....</i>	53
<i>hafnium. (See Chemical elements.)</i>		<i>HF (10.44).....</i>	148
<i>Hague, The, etc. (3.11) (see also The).....</i>	18	<i>hg. (10.44, 10.53).....</i>	148, 153
<i>Half—</i>		<i>HHFA (10.44).....</i>	148
Blood (wool). (See Market grades.)		<i>hiccup (5.2).....</i>	53
Bog. (See Soil names.)		<i>High, etc.....</i>	39
<i>half nelson. (See Derivatives—Nelson.)</i>		Bench, Court. (See Supreme Court.)	
Halftitle:		Seas Fleet. (See Fleet.)	
Courtwork. (See Courtwork.)		<i>highfalutin (5.2).....</i>	53
Imprint on (2.144).....	16	<i>Highway, etc.....</i>	39
Part of book (2.821, 2.106).....	11, 13	<i>hijack (5.2).....</i>	53
<i>Hall(s) (U. S. Senate and House) (see also</i>		<i>hill. (See Geographic terms.)</i>	
<i>Capitol).....</i>	39	<i>Hill, Capitol. (See Capitol.)</i>	
of Fame. (See Capitol.)		<i>Hindu (5.2).....</i>	53
<i>hallelujah (5.2).....</i>	53	<i>His (see also Her)—</i>	
<i>Halloween (5.2).....</i>	53	Excellency, Majesty, etc.....	39
<i>harass (5.2).....</i>	53	Majesty's Council. (See Council.)	
<i>harbor. (See Geographic terms.)</i>		Royal Highness (3.36).....	23
<i>harebrained (5.2).....</i>	53	Satanic Majesty (3.34).....	22
<i>harken (5.2).....</i>	53	Historic events and epochs (3.24).....	21, 39
<i>harveyized steel. (See Derivatives.)</i>		<i>H. J. Res. (with number) (10.38, 10.44, 14.10).....</i>	145,
<i>Hawaii, Territory of (see also Territory):</i>		148, 167	
Abbreviation (10.10, 10.11, 10.44).....	142, 151	<i>H. L. (10.44).....</i>	148
Capitalization (3.19).....	20	<i>hl. (10.44, 10.53).....</i>	148, 153
Counties.....	223	<i>HLBB (10.44).....</i>	148
<i>Hawaiian (5.40).....</i>	62	<i>hm., hm.², hm.³ (10.44, 10.53).....</i>	148, 153
Part-Hawaiian (5.40).....	62	<i>hogback. (See Geographic terms.)</i>	
<i>H-bomb, H-hour (6.48).....</i>	39, 69	Holidays and special days (3.24).....	21, 39
<i>H. C. (10.44).....</i>	148	<i>holland cloth. (See Derivatives.)</i>	
<i>h. c. f. (10.44).....</i>	148	<i>hollow. (See Geographic terms.)</i>	
		<i>holmium. (See Chemical elements.)</i>	
		<i>Holy Scriptures, Holy Writ (3.34).....</i>	22, 39

	Page		Page
<i>Home</i> (3.5, 3.7) (see also <i>Naval</i> ; <i>Soldiers</i>)	17, 18	<i>Idaho</i> , not abbreviated (10.10)	142
<i>Owners' Loan Corporation</i> . (See <i>Corporation</i> .)		<i>Idahoan</i> (5.39)	62
<i>homeopath</i> (5.2)	53	Idiomatic phrases, compounding (6.49)	69
<i>homeward</i> (5.2)	53	<i>idiosyncrasy</i> (5.2)	53
<i>homogeneity</i> (5.2)	53	<i>idyl</i> (5.2)	53
<i>Honorable</i> (10.28)	144	<i>i. e.</i> (10.44)	148
<i>hook</i> . (See <i>Geographic terms</i> .)		Adjoining punctuation (9.123)	138
<i>Hoover Commission</i> . (See <i>Commission</i> .)		<i>IF</i> (10.44)	148
<i>Hosp. Sgt., Hosp. Steward</i> (10.26, 10.44)	143, 148	<i>IFF</i> (10.44)	148
<i>Hospital</i>	39	<i>i. hp.</i> (10.44)	148
<i>Corps, Army</i> . (See <i>Corps</i> .)		<i>Ill.</i> (10.10, 10.11, 10.44)	142, 148
<i>St. Elizabeths</i> (5.23)	39, 60	<i>illicit, elicit</i> (5.2)	52
<i>hospital corpsman</i> . (See <i>Corpsman</i> .)		<i>Illinoisan</i> (5.39)	62
<i>hot spring</i> . (See <i>Geographic terms</i> .)		Illustrations:	
<i>hot war, cold war</i> . (See <i>War</i> .)		Authority for (1.11)	1
<i>House</i> (3.5)	17, 39-40	List of, part of book (2.82h)	11
<i>Calendar</i> . (See <i>Calendar</i> .)		Makeup (2.90, 2.96) (see also <i>Legends</i>)	11
<i>Office Building</i> . (See <i>Building</i> .)		<i>immigrant, emigrant</i> (5.2)	52
<i>of Representatives</i> , titles of officers	40	<i>Immigration and Naturalization Service</i> . (See <i>Service</i> .)	
<i>of the Woods</i> (see also <i>Wood(s)</i>)	39	<i>Commissioner of</i> . (See <i>Commissioner</i> .)	
<i>upper</i> . (See <i>Upper</i> .)		<i>impaneled, -ing</i> (5.2)	53
<i>Houses</i> :		<i>Impeachment, Court of</i> . (See <i>Court</i> .)	
<i>both</i> (Congress)	39	<i>imperiled, -ing</i> (5.2)	53
<i>of Parliament</i> . (See <i>Parliament</i> .)		<i>Imposition</i> (2.99-2.103)	12
<i>How</i> . (10.44, 18.17)	148, 196	Margin (2.100-2.103)	12
<i>hp., hp.-hr.</i> (10.44)	148	Back (gutter) (2.102)	12
<i>hr.</i> (10.44, 10.55)	148, 153	Bottom (2.102)	12
<i>H. R.</i> (with number) (10.38, 10.44)	145, 148	Head (2.100)	12
<i>H. Rept., H. Res.</i> (with number) (10.38, 10.44, 14.10)	145, 148, 167	Outer (2.100-2.102)	12
<i>Hub</i> (3.32) (see also <i>Fanciful appellations</i>)	22	Top (2.102)	12
<i>hudson seal</i> . (See <i>Derivatives</i> .)		Signature (2.99, 2.100)	12
<i>Hudson's Bay Company</i>	40	Unit (2.99)	12
<i>Hungarian language</i>	375	<i>impostor</i> (5.2)	53
<i>hydrogen</i> . (See <i>Chemical elements</i> .)		<i>impresario</i> (5.2)	53
<i>Hydrographer</i>	40	<i>imprimatur</i> (5.2)	53
<i>Hyphen</i> :		Imprints:	
Compounding (9.73) (see also <i>Compound words</i>)	133	Colon (2.146, 9.16)	16, 128
En dash used for (9.57)	132	Congressional work (2.142, 2.144)	16
Foreign words. (See <i>Foreign languages</i> .)		GPO (2.141-2.146)	16
Indian words, to be followed (5.41, 18.22)	62, 196	And allmark (2.143)	16
Mark of punctuation, not element in spelling of words (2.4, 2.5)	5, 133	Not changed (2.140)	16
To indicate—		Not used on halftitle or any page of cover (2.144)	16
Spelled-out word (9.75)	133	Title page (2.145, 2.146)	16
Word division (9.74, 9.76)	133	<i>Improvised compounds</i> . (See <i>Compound words</i> .)	
<i>hypocrisy</i> (5.2)	53	<i>in.</i> (10.44, 10.55)	148, 153
<i>hypotenuse</i> (5.2)	53	<i>in.²</i> . (See <i>Sq. in.</i>)	
<i>hypothesis</i> , plural form (5.10)	57	<i>in.³</i> . (See <i>Cu. in.</i>)	
		<i>Inactive Reserve</i> . (See <i>Reserve</i> .)	
<i>II, III</i> , after name (9.24, 9.44, 10.29)	129, 131, 144	<i>Inauguration Day</i> . (See <i>Holidays</i> .)	
Comma omitted before (9.24, 9.44, 10.29)	129, 131, 144	<i>Inc.</i> (10.22, 10.44)	143, 148
<i>bid.</i> (10.44)	148	Inches, picas reduced to	219
Set in roman (12.3)	161	<i>Income Tax Unit</i> . (See <i>Unit</i> .)	
<i>ible</i> , words ending in (5.11)	57	<i>Incunabula</i>	366
<i>ICC</i> (10.44)	148	Ligatures	367
<i>ice age</i> . (See <i>Ages</i> .)		<i>Ind.</i> (10.10, 10.11, 10.44)	142, 148
<i>Ice Belt</i> . (See <i>Belt</i> .)		Indefinite expressions, spelled out (11.23)	159
<i>Ice Bowl</i> . (See <i>Bowl</i> .)		Indentations:	
<i>icefield</i> . (See <i>Geographic terms</i> .)		Addresses (2.49, 2.50, 17.12-17.18)	8, 190-192
<i>id.</i> (10.44)	148	Centerheads of more than two lines (2.54)	9
Set in roman (12.3)	161	Courtwork:	
		Cut-in folios (18.3)	195
		Headings (18.3)	195
		Paragraphs (18.3)	195

	Page		Page
Indentions—Continued		<i>Infantile Paralysis Foundation.</i> (See Foundation.)	
Courtwork—Continued		<i>Infantry</i> (3.17).....	19
Cut-in matter (18.43).....	198	Ordinal numbers (11.19).....	157
Footnote matter following colon not indented (18.44).....	198	<i>inferable</i> (5.2).....	53
Datelines (2.49, 2.50, 17.6, 17.8).....	8, 189-190	Inferiors:	
Hanging (2.51, 2.52).....	9	Copy preparation (2.24).....	7
Imprint on last page (2.150).....	16	Figures:	
Indexes, overruns (16.27-16.29).....	186-187	Chemical formulas (11.16).....	158
Leading above and below (2.44).....	8	Set in roman (13.8).....	163
Legends of more than two lines (2.56).....	9	Letters set in italic (12.11, 13.8).....	162, 163
Line of stars (9.64).....	132	Precede superiors (13.16).....	164
Overruns (2.49, 2.50).....	8	When alined (13.16).....	164
Flush heads (2.55).....	9	<i>infold</i> (5.2).....	53
Paragraph (2.49, 2.50).....	8	<i>infra:</i>	
In cut-in matter (2.49, 2.50).....	8	In legal work (18.29).....	196
Poetry (9.113).....	137	In nonlegal work (12.3).....	161
<i>seal</i> (17.24, 17.28).....	192, 194	Not abbreviated (10.45).....	152
Signature mark (2.123).....	15	<i>ingenue, ingenious</i> (5.2).....	53
Signatures (2.49, 2.50, 17.19-17.28).....	8, 192-194	<i>ingenue</i> (5.3).....	55
Smaller type same as main text, in points (2.53).....	9	<i>iniquity, inequity</i> (5.2).....	53
Tables. (See Tabular work.)		Initials, display, quotation marks not used before (9.121).....	138
<i>independence, etc.</i> (17.28).....	40, 194, 324	<i>inland waterway.</i> (See Corporation; Waterway.)	
<i>Independence Day.</i> (See Holidays.)		<i>Inland Waterways Corporation.</i> (See Corporation.)	
<i>independent offices appropriation bill.</i> (See Appropriation bill.)		<i>in.-lb.</i> (10.44).....	148
<i>index, plural form</i> (5.10).....	57	<i>inlet.</i> (See Geographic terms.)	
Indexes:		<i>innocuous</i> (5.2).....	53
Cleared lines repeated (2.91).....	11	<i>innuendo</i> (5.2).....	53
Continued added, example (16.30).....	187	<i>inoculate</i> (5.2).....	53
Courtwork, type set in (note).....	200	<i>inquire, inquiry</i> (5.2).....	53
Entries, form (16.31).....	187	<i>Inquisition, Spanish</i>	40
Examples (16.30).....	187	<i>insigne, plural form</i> (5.10).....	57
Figure columns:		<i>inspector general:</i>	
Overruns:		Abbreviation (10.26, 10.44).....	143, 148
How set (16.27).....	186	Plural form (5.6).....	56
Indentions (16.28, 16.29).....	187	<i>install, -ed, -ing, -ment</i> (5.2).....	53
Period at end (16.27).....	186	<i>installation</i> (5.2).....	53
Roman numerals in small caps (16.26).....	186	<i>instant, not abbreviated</i> (10.46).....	152
Thin periods and commas (16.25).....	186	<i>instill, -ed, -ing</i> (5.2).....	53
Width (16.24).....	186	<i>Institute</i>	40
Word in (16.23).....	186	<i>Institution</i>	40
Example (16.23).....	186	<i>insular government</i> (see also Government).....	40
Not leaderwork (15.1).....	181	<i>insure</i> (5.2).....	53
Part of book (2.82l).....	11	Integral signs in equations, height (13.15).....	164
See and see also (12.10, 16.21).....	162, 186	<i>intelligentsia</i> (5.2).....	53
Style, same as text (16.21).....	186	<i>interceptor</i> (5.2).....	53
Subheads centered (16.33).....	187	<i>intercoastal waterway.</i> (See Waterway.)	
Clearance (16.33).....	187	<i>interdepartmental</i>	40
<i>india ink, rubber.</i> (See Derivatives.)		Interjections:	
<i>Indian:</i>		Capitalization (3.59).....	26
<i>Affairs, Bureau of.</i> (See Bureau.)		Punctuation (9.71, 9.72).....	133
Agency, State name with abbreviated (10.10).....	142	<i>interment, internment</i> (5.2).....	53
Names and words, spelling (5.41, 18.22).....	62, 196	<i>intern</i> (5.2).....	53
Tribe names, capitalization (3.20).....	20, 40	<i>Internal Revenue Code.</i> (See Code.)	
<i>war.</i> (See War.)		<i>International—</i>	
<i>Indianian</i> (5.39).....	62	<i>Bank of Reconstruction and Development.</i> (See Bank.)	
<i>indict, indite</i> (5.2).....	53	<i>Boundary Commission.</i> (See Commission.)	
<i>Indochina:</i>		<i>Code.</i> (See Code.)	
No hyphen (6.20).....	65, 91	<i>Court of Justice.</i> (See Court; United Nations.)	
States comprising (footnote).....	214	<i>Good Roads Congress.</i> (See Congress.)	
<i>indium.</i> (See Chemical elements.)			
<i>inequity, iniquity</i> (5.2).....	53		

	Page		Page
<i>International</i> —Continued		<i>Italic</i> —Continued	
<i>Labor Organization.</i> (See <i>Organization.</i>)		Equations, letters in (12.11, 12.12, 13.7, 13.8).....	162, 163
Abbreviation (10.44).....	148	“Fol.,” “fol. lit.,” etc. (2.4-2.5).....	5
<i>Monetary Fund.</i> (See <i>Fund.</i>)		<i>infra:</i>	
<i>Postal Convention.</i> (See <i>Convention.</i>)		In legal work (18.29).....	196
<i>Typographical Union.</i> (See <i>Union.</i>)		In nonlegal work (12.3).....	161
Abbreviation (10.44).....	148	<i>Italic supplied</i> , when used (12.4, 18.25)....	161, 196
Union of Pure and Applied Chemistry....	165	Legal cases (3.11, 12.7, 18.33).....	18, 161, 197
<i>Wheat Agreement.</i> (See <i>Agreement.</i>)		Letter symbols (12.11, 12.12, 13.7, 13.8)....	162, 163
<i>World Bank.</i> (See <i>Bank.</i>)		Legends to illustrations, etc. (2.62, 12.13)...	9, 162
<i>international</i> —		Mathematical and scientific matter	
<i>banks.</i> (See <i>Bank.</i>)		(12.11, 12.12, 13.7, 13.8).....	162, 163
<i>law</i>	40	Letters indicating sections or paragraphs	
<i>interprovincial</i>	40	(12.14).....	162
<i>interstate</i>	40	Roman in laws and legal work (12.14)....	162
<i>intertype slug.</i> (See <i>Derivatives.</i>)		Names of vessels and aircraft (3.12, 12.5)....	18, 161
<i>intervener, intervenor</i> (5.2).....	53	In lists and tables, in roman (12.5).....	161
<i>In the, for the</i> , supplied in courtwork covers		Quoted (12.6).....	161
and captions (footnote 1).....	200	<i>s</i> indicating possessive, in roman (12.5)....	161
<i>Intracoastal Waterway</i> (see also <i>Waterway</i>)....	40	Not used:	
<i>intrastate</i>	40	Brackets, parentheses (9.131, 12.15)....	139, 162
<i>intransigent</i> (5.2).....	53	For emphasis (12.2).....	161
Introduction:		Foreign words (12.2).....	161
First chapter (2.83).....	11	Scientific names set in caps, caps and	
Part of book (2.83).....	11	small caps, etc. (12.9).....	162
<i>inward</i> (5.2).....	53	Titles of publications (12.2).....	161
<i>iodine.</i> (See <i>Chemical elements.</i>)		<i>nth degree</i> (12.11).....	162
<i>I O U</i> (10.44).....	148	<i>Ordered</i> , etc. (3.46).....	25
<i>Iowa</i> , not abbreviated (10.10).....	142	Parentheses adjoining, in roman (12.15)....	162
<i>Iowan</i> (5.39).....	62	Punctuation following, in roman (12.15)....	162
<i>I. Q.</i> (10.44).....	148	<i>Provided</i> , etc. (3.46, 12.10).....	25, 162
<i>iridescent</i> (5.2).....	53	Punctuation adjoining (12.15).....	162
<i>iridium.</i> (See <i>Chemical elements.</i>)		<i>Resolved</i> , etc. (3.46, 12.10).....	25, 162
<i>Irish</i> —		Salutations (9.11, 17.17).....	128, 191
<i>potato</i>	40	Scientific names (12.8).....	162
<i>Republic.</i> (See <i>Republic.</i>)		<i>See and see also</i> (12.10, 16.21).....	162, 186
<i>IRO</i> (10.44).....	148	Signatures (17.21, 17.24).....	192
<i>iron.</i> (See <i>Chemical elements.</i>)		<i>supra:</i>	
<i>Iron</i> —		In legal work (18.29).....	196
<i>Cross.</i> (See <i>Decorations.</i>)		In nonlegal work (12.3).....	161
<i>Curtain</i>	40	Tables. (See <i>Tabular work.</i>)	
<i>irrigation project</i> (3.10).....	18	Titles in signatures (17.22, 17.24).....	192
<i>ise, ize, yze</i> , words ending in (5.12).....	58	Units of quantity, leaderwork (15.16).....	182
<i>island.</i> (See <i>Geographic terms.</i>)		When to use (12.1).....	161
<i>government</i> (see also <i>Government</i>)	40	Excessive use (12.1).....	161
<i>isle, islet.</i> (See <i>Geographic terms.</i>)		<i>italic type.</i> (See <i>Derivatives.</i>)	
<i>isosceles</i> (5.2).....	53	<i>italicize</i> (3.4).....	17
<i>Israel, State of.</i> (See <i>State.</i>)		<i>ITO</i> (10.44).....	148
<i>Isthmian Canal.</i> (See <i>Canal.</i>)		<i>Ivory Coast</i>	40
<i>Isthmus of Panama</i>	40	<i>ize, ise, yze</i> , words ending in (5.12).....	58
<i>Italian language</i>	379		
<i>Italic:</i>		<i>jalopy</i> (5.2).....	53
Addresses (17.16, 17.17).....	191	<i>jamaica ginger.</i> (See <i>Derivatives.</i>)	
<i>ante, post</i> , etc.:		<i>Jan.</i> (10.40-10.42, 10.44, 14.4).....	145-146, 149, 167
In legal citations (12.3).....	161	<i>Japan Current.</i> (See <i>Current.</i>)	
In nonlegal work (12.3).....	161	<i>japan varnish.</i> (See <i>Derivatives.</i>)	
<i>Be it enacted</i> , etc. (3.46).....	25	<i>jardiniere</i> (5.3).....	55
Brackets adjoining, in roman (12.15)....	162	<i>jato</i> (10.44).....	149
Punctuation following, in roman (12.15)....	162	<i>J. D.</i> (10.44).....	149
Citation abbreviations, in roman (12.3)....	161	<i>Jersey cattle</i>	40
<i>Continued from</i> , etc. (12.10).....	162	<i>jersey fabric.</i> (See <i>Derivatives.</i>)	
Courtwork. (See <i>Courtwork.</i>)		<i>jetty</i>	40
Credit line or signature (9.52).....	132	<i>jeweled, -ing, -er</i> (5.2).....	53
Datelines (17.6, 17.8).....	189, 190	<i>jj.</i> (10.26, 10.44).....	143, 144, 149
<i>Emphasis added</i> , etc., not changed (12.4, 18.25).....	161, 196		

	Page
<i>Jim Crow law</i> , etc.....	40
<i>J.J.</i> (footnote).....	205
<i>Joint</i> —	
<i>Chiefs of Staff</i> (3.36).....	23, 40
<i>Committee on Atomic Energy.</i> (See Com- mittee.)	
<i>Far Eastern Command.</i> (See Command.)	
<i>joule.</i> (See Derivatives.)	
Abbreviation (10.44, 10.54).....	149, 153
<i>Journal</i> (House or Senate).....	40
<i>clerk</i>	40
<i>Jr., Sr.:</i>	
Abbreviation (10.29, 10.44).....	144, 149, 151
Not used without Christian name or initial (10.31).....	144
Comma before (9.24).....	129
Type set in (10.33, 17.3).....	144, 189
Addresses (17.16).....	191
Signatures (17.21).....	192
<i>judge advocate</i> , plural form (5.6).....	56
<i>Judge Advocate General</i>	40
Abbreviation (10.26, 10.44).....	143, 149
Plural form (5.6).....	56
<i>Judge Advocate General's Corps.</i> (See Corps.)	
<i>judgment</i> (5.2).....	53
<i>judicial branch.</i> (See Branch.)	
<i>Judicial Conference of the United States.</i> (See Conference.)	
<i>judiciary</i>	40
<i>jujitsu</i> (5.2).....	53
<i>Justice.</i> (See Chief; Supreme Court.)	
<i>K.</i> (10.44, 10.50).....	149, 152
<i>k.</i> (10.53).....	152
<i>kafir</i> corn. (See Derivatives.)	
<i>Kans.</i> (10.10, 10.11, 10.44).....	142, 149
<i>Kansas</i> (5.39).....	62
<i>Kansas City.</i> (See City.)	
Plural form (5.10) (see also City).....	57
<i>kc.</i> (9.94, 10.44, 10.54).....	135, 149, 153
<i>K. C. B.</i> (10.29, 10.44).....	144, 149
<i>keep.</i> (See Geographic terms.)	
<i>Kellogg Pact</i> (3.39) (see also Pact).....	24
<i>Kentuckian</i> (5.39).....	62
<i>kerneled</i> , -ing (5.2).....	53
<i>kerosene</i> (5.2).....	53
<i>Keystone State</i> (3.32) (see also Fanciful appel- lations).....	22
<i>Key West Naval Station.</i> (See Naval.)	
<i>kidnaped</i> , -ing, -er (5.2).....	53
<i>kilogram</i> (5.2).....	53
Abbreviation (10.44, 10.53).....	149, 153
<i>King</i> (3.35).....	22, 40, 210
<i>kl.</i> (10.44, 10.53).....	149, 153
<i>klieg light.</i> (See Derivatives.)	
<i>km., km.², km.³</i> (10.44, 10.53).....	149, 153
<i>knickerbocker.</i> (See Derivatives.)	
<i>Knight</i> (3.18).....	20
<i>knob.</i> (See Geographic terms.)	
<i>known as</i> , following expression not quoted (9.111).....	137
<i>Kommandatura, Allied.</i> (See Allied.)	
<i>kopek</i> (5.2).....	53
<i>Koran</i> , etc. (3.34).....	22, 40
<i>Korea, South.</i> (See South.)	
<i>kraft paper.</i> (See Derivatives.)	

	Page
<i>K-ration</i>	40
<i>krypton.</i> (See Chemical elements.)	
<i>kt.</i> (10.44).....	149
<i>Ku Klux Klan</i>	40
<i>kw., kw.-a.</i> (10.44, 10.54).....	149, 153
<i>kw.</i> (10.44, 10.54).....	149, 153
<i>kw.-hr.</i> (10.44).....	149
<i>Ky.</i> (10.10, 10.11, 10.44).....	142, 149
<i>labeled</i> , -ing (5.2).....	53
<i>Labor Day.</i> (See Holidays.)	
<i>Laboratory</i>	40
<i>lacquer</i> (5.2).....	53
<i>lacrimal</i> (5.2).....	53
<i>lacuna</i> , plural form (5.10).....	57
<i>lagoon.</i> (See Geographic terms.)	
<i>Lake(s)</i> (see also Geographic terms).....	40
<i>Great.</i> (See Great.)	
<i>of the Woods</i> (3.5).....	17, 40
<i>States</i> (3.21) (see also States).....	21
<i>lambert.</i> (See Derivatives.)	
<i>Land-area abbreviations</i> (10.53, 10.55).....	153
<i>Land Bank.</i> (See Bank.)	
<i>Commissioner.</i> (See Commissioner.)	
<i>Land descriptions:</i>	
Abbreviations (10.17).....	142-143
Fractions spelled out (10.18).....	143
Unavoidable break, how to treat (10.19)...	143
<i>landing.</i> (See Geographic terms.)	
<i>landward</i> (5.2).....	53
<i>Lane</i>	40
<i>lanthanum.</i> (See Chemical elements.)	
<i>larva</i> , plural form (5.10).....	57
<i>larynx</i> , plural form (5.10).....	57
<i>Laterite.</i> (See Soil names.)	
<i>lath, lathe</i> (5.2).....	53
<i>Latin:</i>	
Abbreviations.....	385
Alphabet, foreign countries using.....	213
Language.....	384
Quarter. (See Cities.)	
<i>Latin American:</i>	
No hyphen (6.20).....	65
<i>Republics.</i> (See Republic.)	
<i>States.</i> (See States.)	
<i>latitude, longitude:</i>	
Abbreviation (10.44).....	149
With figures only (10.48, 14.8).....	152, 167
Division at end of line (10.49).....	152
Spaces omitted (11.9e).....	156
<i>Latter-day Saints</i> (see also Religious terms)...	40
<i>laureled</i> (5.2).....	53
<i>law</i> (3.40).....	24, 40
<i>Public</i> (3.39) (see also Public).....	24
<i>lb.</i> (10.44, 10.55).....	149, 153
<i>lb. ap., lb. av.</i> (10.44).....	149
<i>lc.</i> (10.44).....	149
<i>l. c. l., l. c. m.</i> (10.44).....	149
<i>lead.</i> (See Chemical elements.)	
<i>Leaders.</i> (See Leaderwork; Tabular work.)	
<i>Leaderwork:</i>	
Abbreviations (15.1).....	181
Not generally known, explain in footnote (10.4).....	141
Bearoff in reading columns (15.2, 15.4).....	181

	Page		Page
Leaderwork—Continued		Leading. (<i>see also</i> Spacing):	
Ciphers in money columns (15.9)	181	Above and below—	
Continued heads:		Centerheads (2.39)	8
Condensed into one line (2.92)	11	Uniformity on page (2.95)	11
Not repeated on facing page, broad measure (15.5)	181	Extracts:	
Repeated:		Indented (2.44)	8
Center and side heads (15.5)	181	Quoted, full measure (2.43)	8
Units of quantity (15.5)	181	Set in smaller type (2.44)	8
Do. (15.6)	181	Flush heads (2.42)	8
Dollar mark, etc.:		Footnote cutoff dash (16.7)	185
Beginning of statement (15.7)	181	Line of stars (9.69)	133
Continued statement (15.7)	181	Solid type in leaded matter (2.45)	8
Cut-in group (15.7)	181	Courtwork:	
Does not carry through leaders (15.7)	181	Captions, covers, and signatures (18.48)	198
First line, double-up matter (15.7)	181	Cut-in matter (18.43)	198
Mixed amounts, repeated (15.8)	181	Extra lead:	
Doubled up, example (15.21)	182	Above signatures (17.5)	189
Examples (15.17–15.25)	182–183	After datelines and addresses (17.5)	189
Explanatory matter under leaders (15.19)	182	Below <i>Page</i> , <i>Section</i> , etc. (16.22)	186
No period (9.105, 15.19)	136, 182	Below units of quantity (15.16)	182
Type set in (15.19)	182	Flush lines following extracts (2.46)	8
Figure columns:		Footnotes:	
Dashlines full width of figure column (15.3)	181	To leaderwork (15.13)	182
Flush items clear (15.10)	182	When leaded (2.47)	8
Leaders broken (15.25)	183	Governs spacing (2.36)	8
Mixed amounts (15.8)	181	Increase of type by	219
Parallel dash to separate totals (15.8)	181	Legends (2.48)	8
Space between (15.3)	181	Numbered and lettered paragraphs set full measure, not separated by leads (2.43)	8
Width (15.3)	181	“Two leads,” “three leads,” etc., definition (2.41)	8
Flush items clear figure column (15.10)	182	Versus solid, words and ems to square inch.	219
Footnotes:		<i>League</i> (3.17)	20
Makeup with text footnotes (15.15, 15.17)	182	<i>L. Ed.</i> (10.44)	149
Cutoff rule between (15.15)	182	<i>ledge.</i> (<i>See</i> Geographic terms.)	
On page with references (15.14)	182	<i>Legal Adviser</i>	40
References begin with 1 (15.13)	182	Legal cases (<i>see also</i> Courtwork; Tabular work— <i>Italic</i>):	
Repeated as necessary (15.14)	182	Italic, except “v.” (12.7)	161
Separated by 2 leads; no cutoff rule (15.13)	182	Exception (12.7)	161
Notes spaced from footnotes (15.13)	182	<i>Legation</i>	40
Heads clear figure columns (15.11)	182	Legends:	
Indexes and tables of contents not considered leaderwork (15.1)	181	Centering and overruns (2.56)	9
Leaders for omitted word, space before and after (15.20)	182	<i>Figure</i> not abbreviated (2.60, 10.36)	9, 145
Ordinals. (<i>See</i> Numerals.)		Leading. (<i>See</i> Leading.)	
Period omitted before leaders (9.106, 15.1)	136, 181	Letter symbols in italic (2.62, 12.13)	9, 162
Single subentry runs in with colon (15.17)	182	Makeup (2.56)	9
No colon line (15.18)	182	Broad way (2.57)	9
Style, same as tables (15.1, 15.12)	181, 182	Read up (2.116n)	14
Subheads clear figure columns (15.11)	182	With footnotes, position (2.61)	9
Total (15.8, 15.22)	181, 183	Period at end (2.59, 9.95)	9, 135
Parallel dash with (15.8)	181	Type size (2.58)	9
Type set in (15.1)	181	<i>leghorn hat.</i> (<i>See</i> Derivatives.)	
Units of quantity:		<i>Legion</i>	40
Abbreviated in stub (15.24)	183	of <i>Merit.</i> (<i>See</i> Decorations.)	
Alined across page (15.21)	182	Legislative bodies, foreign countries	210
Italic over columns (15.16)	182	legislative, etc. (<i>see also</i> Assembly)	40
One lead under (15.16)	182	branch, clerk, etc.	40
Word or words over columns (15.16)	182	Legislature	40
		leitmotiv (5.2)	53
		lend-lease (<i>see also</i> Act)	40
		Length, terms of:	
		Abbreviations (10.44, 10.53, 10.55)	146, 153
		Figures with (11.9h)	156
		Metric equivalents	217–218

	Page		Page
<i>lengthwise</i> (5.2)	53	Lists—Continued	
<i>lens</i> , plural form (5.10)	57	Geologic terms	207
<i>Lent.</i> (See Church calendar.)		Guide to capitalization	27
Letter of transmittal, part of book (2.82e)	11	Guide to compounding (7.15)	72
Letterspacing:		Heads of state	210
Centerheads (2.38)	8	Legislative bodies	210
Tabular work (14.132)	177	Meridians, United States	209
Text (2.36)	8	Nationalities, nouns and adjectives	213
Letter symbols. (See Signs and symbols.)		Parishes	224
Letters—		Physical divisions, United States	207
and figures, en dash (9.57)	132	Physiographic terms	207
Paragraph, in heads (3.57)	26	Plant names	121
<i>Letters Patent</i> (11.7) (see also Patents)	40, 155	Roman numerals (11.29)	160
<i>leukemia</i> (5.2)	53	How to form (11.29)	160
<i>Levant</i>	40	Signs and symbols (13.19)	166
<i>levant leather</i> , <i>levantine silk</i> . (See Derivatives.)		Singular and plural forms of words (5.10) ..	57
<i>levee</i> (3.10)	18	Spelling, preferred and difficult words (5.2) ..	51
<i>leveled</i> , -ing, -er (5.2)	53	Supreme Court reporters, abbreviations	
<i>LF</i> (10.44)	149	(18.17)	196
<i>lf.</i> (10.44)	149	Weights and measures, foreign agricultural ..	217
<i>liaison</i> (5.2)	53	<i>lier</i> (5.2)	53
<i>libelant</i> , <i>libelee</i> (5.2)	53	Abbreviation (10.44, 10.53)	149, 152, 153
<i>libeled</i> , -ing, -er (5.2)	53	<i>lithium</i> . (See Chemical elements.)	
<i>Liberal</i> (3.18)	20	<i>Lit(t). B.</i> (See B. Lit(t).)	
<i>Liberty Bell</i> , etc.	40	<i>Lit(t). D.</i> (See D. Lit(t).)	
<i>Librarian of Congress</i>	40	<i>litterateur</i> (5.3)	55
<i>Library</i> (see also Congressional)	40	Little—	
<i>license</i> (5.2)	53	Assembly. (See United Nations.)	
<i>licorice</i> (5.2)	53	Inch, Big Inch (pipelines)	41
<i>Lieutenant</i> (3.35)	22	Steel formula, etc.	41
Abbreviation (10.26, 10.44)	143, 149	<i>livable</i> (5.2)	53
1st Lt., etc. (10.26, 10.44)	143, 149	<i>LL. B.</i> (10.44)	149
Lt. (Jg.) (10.26, 10.44)	143, 149	<i>LL. D.</i> (10.29, 10.32, 10.44)	144, 149
<i>Lieutenant colonel</i> :		<i>loath</i> , <i>loathe</i> (5.2)	53
Abbreviation (10.26, 10.44)	143, 149	<i>local</i> (union)	41
Plural form (5.6)	56	<i>local time</i> , etc. (See Time.)	
<i>Lieutenant Governor</i> (3.36)	23, 40	Abbreviations (10.44)	149
Abbreviation (10.26, 10.44)	143, 149	<i>loc. cit.</i> (10.44)	149
Ligatures (5.42) (see also Foreign languages) ..	62	<i>lock</i> (3.10)	18
<i>Light</i> (3.5)	17, 41	<i>locus</i> , plural form (5.10)	57
Station	41	<i>lodestar</i> (5.2)	53
<i>Lightship</i>	41	<i>lodestone</i> (5.2)	53
<i>likable</i> (5.2)	53	<i>lodgment</i> (5.2)	53
<i>like</i> , words ending in (6.11, 6.30)	64, 67	<i>log</i> (10.44)	149
<i>lilliputian</i> (5.2)	53	<i>logan tent</i> . (See Derivatives.)	
<i>linage</i> , <i>lineage</i> (5.2)	53	<i>london purple</i> . (See Derivatives.)	
<i>Lincoln's Birthday</i> . (See Holidays.)		<i>longéron</i> (5.4)	55
<i>Line</i>	41	<i>Long Island</i> , not abbreviated (10.12)	142
<i>linotype slug</i> . (See Derivatives.)		<i>longitude</i> , <i>latitude</i> . (See Latitude.)	
<i>liquefy</i> (5.2)	53	<i>Loop</i> . (See Cities.)	
<i>liqueur</i> , <i>liquor</i> (5.2)	53	<i>loran</i> (10.44)	149
<i>lira</i> , plural form (5.10)	57, 215	<i>Louisiana</i> :	
Lists:		Abbreviation (10.10, 10.11, 10.44)	142, 149
Abbreviations (10.44)	146	Parishes	224
Alphabets. (See Foreign languages.)		Purchase	41
Anglicized and foreign words (5.3, 5.4)	55	<i>Louisianian</i> (5.39)	62
Baselines, United States	209	<i>Low Church</i>	41
Capitals, foreign	210	<i>Lower</i> , etc. (3.5)	17, 41
Chemical elements (13.17)	165	<i>lowland</i> . (See Geographic terms.)	
Atomic numbers and weights (13.17)	165	<i>lox</i> (10.44)	149
Symbols (13.17)	165	<i>Loyalty Review Board</i> . (See Board.)	
Counties	221	<i>L. S.</i> (10.44)	149
Foreign—		<i>Lt. Comdr.</i> (10.26, 10.44)	143, 149
Countries	210	<i>Ltd.</i> (10.22, 10.44)	143, 149
Governments, kinds	210	<i>Lt. Gen.</i> (10.26, 10.44)	143, 149
Money	215	<i>ludlow type</i> . (See Derivatives.)	

	Page		Page
<i>luster</i> (5.2).....	53	Makeup—Continued	
<i>lutetium.</i> (See Chemical elements.)		Leading. (See Leading.)	
<i>l. w. l., l. w. m.</i> (10.44).....	149	Legends. (See Legends.)	
<i>ly</i> , first element ending in. (See Compound words.)		List of illustrations (2.90).....	11
<i>lynch law.</i> (See Derivatives.)		Parts of book, order (2.82a-2.82f).....	10-11
<i>lyonnaise potatoes.</i> (See Derivatives.)		Preface (2.90).....	11
		Separate cover (2.85).....	11
		Signature marks, etc. (2.125-2.151).....	15-16
		Sink, depth of (2.88).....	11
<i>M, Mb. m.</i> (10.44).....	149	Tables. (See Tabular work.)	
<i>M., MM.</i> (10.44).....	149	Tables of contents (2.90).....	11
Always abbreviated (10.26).....	143	Text and tables in two or more columns (2.96).....	11
<i>m., m.², m.³</i> (10.44, 10.51, 10.53).....	149, 152, 153	<i>Mall.</i> (See District of Columbia.)	
<i>m. (noon)</i> (10.44, 10.51).....	149, 152	<i>Manager</i>	41
<i>M. A.</i> (See A. M.)		<i>Managers, Board of.</i> (See Board.)	
<i>m</i> (matrix), signature mark (2.130).....	15	<i>mañana</i> (5.4).....	55
<i>ma.</i> (10.44).....	149	<i>man buyer</i> , etc., plural form (5.6).....	56
<i>macadam</i> (3.4).....	17	<i>maneuver</i> (5.2).....	53
<i>macadamized road.</i> (See Derivatives.)		<i>manganese.</i> (See Chemical elements.)	
<i>Macedonian alphabet</i>	428	<i>Manhattan—</i>	
<i>Mach number</i>	41	<i>Engineer District.</i> (See District.)	
<i>madam</i> (5.2).....	53	<i>project.</i> (See Project.)	
<i>madras cloth.</i> (See Derivatives.)		<i>manikin</i> (5.2).....	53
<i>Magistrate, Chief.</i> (See Chief.)		<i>manila paper.</i> (See Derivatives.)	
<i>Magna Carta</i>	41	<i>man-of-war:</i>	
<i>magnesium.</i> (See Chemical elements.)		Hyphens (6.44).....	68
<i>Magnification sign</i> (13.4).....	163	Plural form (5.6).....	56
<i>Magnitudes, abbreviations</i> (10.56).....	153	<i>Mansion, Executive.</i> (See Executive.)	
<i>Maine</i> , not abbreviated (10.10).....	142	<i>mantel, mantle</i> (5.2).....	53
<i>Mainer</i> (5.39).....	62	<i>Manuscript copy.</i> (See Copy—Suggestions to authors and editors.)	
<i>maize, maze</i> (5.2).....	53	<i>manywise</i> (5.2).....	53
<i>Maj.</i> (10.26, 10.44).....	144, 149	<i>map</i>	41
<i>Majesty, His (Her).</i> (See Her; His.)		<i>Mar.</i> (10.40-10.42, 10.44, 14.4).....	145-146, 149, 167
<i>major general:</i>		<i>maraschino cherry.</i> (See Derivatives.)	
Abbreviation (10.26, 10.44).....	144, 149	<i>marbelize</i> (5.2).....	53
No hyphen (6.39).....	68	<i>margarin, margarine</i> (5.2).....	53
Plural form (5.6).....	56	<i>Margins.</i> (See Imposition.)	
<i>Majority Leader</i>	41	<i>marihuana</i> (5.2).....	53
Makeup:		<i>Marine—</i>	
Continued heads condensed into one line (2.92).....	11	<i>Barracks</i> (D. O.). (See Barracks.)	
Facing pages, length (2.87).....	11	<i>Corps</i> , etc.	41
Folios:		<i>Force Fleet.</i> (See Fleet.)	
Center (2.89).....	11	<i>marine hospital.</i> (See Hospital.)	
New page, bottom, in parentheses (2.89).....	11	<i>Maritime—</i>	
Consecutive (2.116c).....	13	<i>Administration.</i> (See Administration.)	
Roman numerals for preliminary page numbers (2.84).....	11	Abbreviation (10.44).....	149
Style (2.86).....	11	<i>Provinces.</i> (See Province.)	
<i>Footnotes (see also Footnotes)—</i>		<i>marked</i> , following expression quoted (9.111) ..	136
and legends in charts (2.61).....	9	Market—	
In two or more columns (2.97).....	12	Grades (3.25).....	21, 41
Short, space between (2.98).....	12	Quotations, use of figures (11.9f).....	156
Table and text together (2.119).....	14	Marks:	
<i>Headnotes (see also Tabular work):</i>		Proofreading. (See Proofreading.)	
In brackets (2.94).....	11	Signature. (See Signature marks.)	
When not repeated (2.94).....	11	<i>marsh.</i> (See Geographic terms.)	
<i>Illustrations.</i> (See Illustrations.)		<i>Marshal, Supreme Court.</i> (See Supreme Court.)	
<i>Indexes, repeat cleared words on following page</i> (2.91).....	11	<i>marshaled, -ing, -er</i> (5.2).....	53
<i>Instructions to be followed</i> (2.86).....	11	<i>Marshall plan.</i> (See Plan.)	
Leaderwork:		<i>marveled, -ing, -ous</i> (5.2).....	53
Footnotes (15.13).....	182	<i>Mary</i> , plural form (5.10).....	57
With text footnotes (15.15).....	182	<i>Marylander</i> (5.39).....	62
Example (15.17).....	182	<i>Mason.</i> (See Ancient Free and Accepted Masons.)	
Units of quantity alined across page (15.21).....	182		

	Page		Page
<i>Mason-Dixon line</i>	41	<i>meter</i> (5.2).....	53
<i>mason jar</i> . (See Derivatives.)		Abbreviation (10.44, 10.53).....	149, 152, 153
<i>Mass.</i> (10.10, 10.11, 10.44).....	142, 149	<i>metier</i> (5.3).....	55
<i>Massachusettsan</i> (5.39).....	62	<i>Metric</i> :	
<i>massif</i> . (See Geographic terms.)		Abbreviations list (10.53, 10.54).....	152, 153
<i>master at arms</i> , plural form (5.6).....	56	Equivalents.....	218
<i>maté</i> (5.4).....	55	<i>Metropolitan Police</i> . (See Police.)	
<i>materiel</i> (5.3).....	55	<i>Mex.</i> (10.44).....	149
<i>Mathematical</i> —		<i>Mexican War</i> . (See War.)	
Equations. (See Equations.)		<i>Mexico City</i> . (See City.)	
Expressions, use of figures (11.9g).....	156	<i>Mexico, war with</i> . (See War.)	
Signs and symbols. (See Signs and symbols.)		<i>MF</i> (10.44).....	149
<i>matinee</i> (5.3).....	55	<i>mf.</i> (10.44, 10.54).....	149, 153
<i>matrix</i> :		<i>mg.</i> (10.44, 10.53).....	149, 153
" in signature mark (2.130).....	15	<i>mh.</i> (10.44, 10.54).....	149, 153
Plural form (5.10).....	57	<i>mho</i> (10.54).....	153
<i>maximum</i> , plural form (5.10).....	57	<i>Mich.</i> (10.10, 10.11, 10.44).....	142, 149
<i>maxwell</i> . (See Derivatives.)		<i>Michiganite</i> (5.39).....	62
<i>maze, maize</i> (5.2).....	53	<i>midcontinent region</i> (see also Region).....	41
<i>mb.</i> (10.44).....	149	<i>Middle</i> —	
<i>M. C.</i> (10.44).....	149	<i>Ages</i> . (See Ages.)	
<i>mc.</i> (10.44, 10.54).....	149, 153	<i>Atlantic States</i> (see also States).....	41
<i>M. D.</i> (10.30, 10.44).....	144, 149	<i>East (Asia)</i> (3.21) (see also East).....	21, 41
<i>Md.</i> (10.10, 10.11, 10.44).....	142, 149	<i>States</i> . (See States.)	
<i>M-day</i> (see also Holidays).....	41	<i>West, Midwest</i> (3.21).....	21, 41
<i>meager</i> (5.2).....	53	<i>Western States</i>	41
<i>Mean</i> , indention (14.152, 14.153).....	179	<i>middle Europe</i>	41
<i>Measurements</i> . (See Quantities and measurements.)		<i>Middling</i> . (See Market grades.)	
<i>medaled, -ing, -ist</i> (5.2).....	53	<i>Midsouth, Midwest</i> (3.21).....	21, 41
<i>Medals</i> . (See Decorations.)		<i>Midwestern States, etc.</i> (see also States).....	41
<i>Mediation and Conciliation Service</i> . (See Service.)		<i>mil, mill</i> (5.2).....	53
<i>Medical Corps</i> . (See Corps.)		<i>mile, etc.</i> (3.9).....	18
<i>Medical Museum, Army</i> . (See Museum.)		Not abbreviated (10.55).....	153
<i>Medicine signs and symbols</i> (13.19).....	166	<i>mileage</i> (5.2).....	53
<i>medieval</i> (5.2).....	53	<i>milieu</i> (5.2).....	53
<i>medium</i> , plural form (5.10).....	57	<i>military</i> (5.2).....	53
<i>melange</i> (5.3).....	55	<i> militia</i> (see also Naval; Organized).....	41
<i>melee</i> (5.3).....	55	<i>milk cow</i> (5.2).....	53
<i>Member, etc.</i> (see also Cabinet; Congressman).....	41	<i>milkshed</i>	41
<i>membership</i>	41	<i>millenary, millinery</i> (5.2).....	53
<i>memorandum</i> :		<i>millennium</i> (5.2).....	53
Abbreviation (10.44).....	149	<i>Military</i> —	
Plural form (5.10).....	57	<i>Academy</i> . (See Academy.)	
<i>Memorial</i> —		<i>Establishment</i> . (See Establishment.)	
<i>Bridge</i> . (See Arlington.)		<i>Government</i> . (See Government.)	
<i>Day</i> . (See Holidays.)		<i>Police Corps</i> . (See Corps.)	
<i>Parkway</i> . (See Parkway.)		<i>Production and Supply Board</i> (NATO). (See Board.)	
<i>menage</i> (5.3).....	55	<i>Military</i> —	
<i>mercerized fabric</i> . (See Derivatives.)		Camp, State name with abbreviated (10.10).....	142
<i>Merchant Marine, etc.</i> (see also Academy).....	41	Dates (9.37, 11.9c).....	130, 156
<i>mercury</i> . (See Chemical elements.)		Abbreviated in tables (14.54).....	171
<i>mère</i> (5.4).....	55	Time (11.9b, 11.15).....	156, 158
<i>Meridians, principal and guide, United States, list</i>	209	Titles:	
<i>merino sheep</i> . (See Derivatives.)		Abbreviations (10.26, 10.44).....	143, 146
<i>mesa</i> . (See Geographic terms.)		Capitalization (3.35, 3.36).....	22, 23
<i>mesalliance</i> (5.3).....	55	Units, ordinals with (11.10).....	157
<i>Messiah, etc.</i> (3.34).....	22	<i>million, etc.</i> (see also Congressional Record):	
<i>Messrs.</i> (10.26).....	143	Indefinite expressions (11.23, 11.25).....	159
<i>metaled, -ing, -ize</i> (5.2).....	53	Roman numeral (11.29).....	160
<i>meteorology, metrology</i> (5.2).....	53	Round numbers (11.27).....	159
<i>Meteorology signs and symbols</i> (13.19).....	166	Spelled out (11.19, 11.25).....	158, 159
		Use of decimals and fractions with (11.25).....	159
		<i>minimum</i> , plural form (5.10).....	57
		<i>Minister, etc.</i> (3.36) (see also Envoy Extraordinary, etc.; Foreign cabinets).....	23, 41

	Page		Page
<i>minister-designate:</i>		<i>moon</i> (3.30).....	22, 41
Hyphen (6.40).....	68	Signs (13.19).....	166
Plural form (5.6).....	56	<i>moraine.</i> (See Geographic terms.)	
<i>Ministry</i> (3.17) (see also Foreign cabinets).....	19	<i>morocco leather.</i> (See Derivatives.)	
<i>Minn.</i> (10.10, 10.11, 10.44).....	142, 149	<i>morris chair.</i> (See Derivatives.)	
<i>Minnesota</i> (5.39).....	62	<i>Morse code.</i> (See Code.)	
<i>Minority Leader</i>	41	<i>mortise</i> (5.2).....	53
<i>Mint</i>	41	<i>Mother's Day.</i> (See Holidays.)	
<i>minute:</i>		<i>mother-in-law:</i>	
Abbreviation (10.44, 10.55).....	149, 153	Hyphens (6.44).....	68
Latitude and longitude (10.48, 11.9e).....	152, 156	Plural form (5.6).....	56
Time (11.9b, 11.9f).....	156, 157	<i>motorship:</i>	
Astronomical (10.56, 11.9b).....	153, 156	Abbreviation (10.24, 10.44, 12.5).....	143, 149, 161
<i>minutia</i> , plural form (5.10).....	57	Italic (12.5).....	161
<i>Misc. Doc.</i> (with number) (10.38, 10.44).....	145, 149	<i>mound.</i> (See Geographic terms.)	
<i>Miss.</i> (10.10, 10.11, 10.44).....	142, 149	<i>mount.</i> (See Geographic terms.)	
<i>Mission</i>	41	Not abbreviated (10.16).....	142
<i>Mississippian</i> (5.39).....	62	<i>Mountain</i> (see also Geographic terms).....	41
<i>Missourian</i> (5.39).....	62	<i>States</i> (see also <i>States</i>).....	41
<i>misspell</i> (5.2).....	53	<i>mountain time, mountain standard time.</i>	
<i>miter</i> (5.2).....	53	(See <i>Time.</i>)	
<i>ml.</i> (10.44, 10.53).....	149, 153	Abbreviations (10.44).....	149
<i>Mlle.</i> (10.26, 10.44).....	143, 149	<i>movable</i> (5.2).....	53
<i>MM.</i> (10.26, 10.44).....	143, 149	<i>M. P.</i> (Member of Parliament) (10.44).....	149
<i>mm.</i> , <i>mm.</i> ² , <i>mm.</i> ³ (10.44, 10.53).....	149, 153	<i>MP</i> (military police) (10.44).....	149
<i>Mme.</i> (10.26, 10.44).....	143, 149	<i>m. p.</i> (10.44).....	149
<i>m. m. f.</i> (10.44).....	149	<i>m. p. h.</i> (10.44).....	149
<i>mmfd.</i> (10.44).....	149	<i>Mr. Chairman, Mr. Secretary, etc.</i> (3.38).....	23, 41
μ f. (10.44, 10.54).....	149, 153	<i>Mr., Mrs.</i> (10.44).....	149
<i>Mo.</i> (10.10, 10.11, 10.44).....	142, 149	Addresses (17.16).....	191
<i>mo.</i> (10.44, 10.55).....	149, 153	Always abbreviated (10.26).....	143
<i>moccasin</i> (5.2).....	53	Not used with other abbreviations (10.30).....	144
<i>modeled, -ing, -er</i> (5.2).....	53	Signatures (17.21).....	192
<i>Mohammedan.</i> (See Religious terms.)		Type set in (10.33, 17.3, 17.16, 17.21).....	144, 189, 191, 192
<i>moire</i> (5.3).....	55	<i>MS., MSS.</i> (10.44).....	149
<i>mol. wt.</i> (10.44).....	149	<i>MSA</i> (10.44).....	149
<i>mold, molt</i> (5.2).....	53	<i>M. Sgt.</i> (10.26, 10.44).....	144, 149
<i>molybdenum.</i> (See Chemical elements.)		<i>m. s. l.</i> (10.44).....	149
<i>Mon.</i> (10.43, 10.44).....	146, 149	<i>mμ</i> (10.44, 10.53).....	149, 153
<i>Monel metal.</i> (See Trade names.)		μ , μ^2 , μ^3 (10.44, 10.53).....	149, 153
<i>Money</i> (see also Congressional Record):		μ a., μ f., μ g., μ v., μ w. (10.44, 10.53, 10.54).....	149, 153
Abbreviations (10.57).....	154, 215	μ μ , μ μ f. (10.44, 10.54).....	149, 153
Bill style, sums (2.8).....	6	<i>mucilage</i> (5.2).....	53
Symbols (10.57, 11.9i).....	154, 157, 215	<i>mucous, mucus</i> (5.2).....	53
Repeated (13.6).....	103	<i>murphy bed.</i> (See Derivatives.)	
Use of figures (11.9i).....	157	<i>museum</i>	42
Fractions (11.25).....	159	<i>mustache</i> (5.2).....	53
<i>moneys</i> (5.2).....	53	<i>mutual defense assistance program</i> (see	
<i>monogramed, -ing</i> (5.2).....	53	also <i>Program</i>).....	42
<i>monolog</i> (5.2).....	53	Abbreviation (10.44).....	149
<i>monotype matter.</i> (See Derivatives.)		<i>mya., myg., myl., mym.</i> (10.44, 10.53).....	149, 153
<i>Monroe Doctrine</i>	41		
<i>monsieur:</i>		<i>N.</i> (See <i>North.</i>)	
Abbreviation (10.26, 10.44).....	143, 149	<i>nacré</i> (5.4).....	55
Plural form (5.10).....	57	<i>naive, naive</i> (5.3).....	55
<i>monsignor</i> , abbreviation (10.28, 10.44).....	144, 149	<i>Names:</i>	
<i>Mont.</i> (10.10, 10.11, 10.44).....	142, 149	Abbreviations in appearance only (10.20).....	143
<i>Montanan</i> (5.39).....	62	Acts (3.40).....	24, 27
<i>Months:</i>		Chemical elements (13.17).....	165
Abbreviations (10.40-10.42, 10.44, 14.4).....	145, 146, 167	Counties and parishes, list.....	221
<i>mo.</i> (10.44, 10.55).....	149, 153	Countries, domains, political subdivisions	
Foreign languages. (See Foreign languages.)		(3.19).....	20
Punctuation with (9.19, 9.37, 9.59, 11.9c).....	129, 130, 132, 156	List.....	210
Spelled out (10.41).....	146		
<i>Monument</i> (3.5).....	17, 41		

	Page
Names—Continued	
Countries, organizations, etc., use of apostrophe (5.24).....	60
Courts (18.47).....	198
Definite article in (3.11, 3.12).....	18, 48
Derivatives. (See Derivatives.)	
Fanciful appellations (3.32).....	22, 36
Firm. (See Firm names.)	
Abbreviations (10.22).....	143
Use of apostrophe (5.23, 5.29).....	61
Flags.....	37
Foreign:	
Authority for use (5.36, 5.37).....	61, 62
Capitals.....	210
Countries.....	210
Money.....	215
Geographic. (See Geographic terms.)	
Geologic.....	207
Governments, commonwealths, etc. (3.20).....	20, 210
Heads of state.....	210
Legislative bodies.....	210
Market grades. (See Market grades.)	
Members and adherents of organized bodies (3.18).....	20, 44
Natives of States (5.39).....	62
Nouns and adjectives denoting nationality (5.40).....	62, 213
Organized bodies (3.17).....	19
Abbreviations (10.7).....	141
Particles in (3.13, 3.14, 3.16).....	19
Personification (3.33).....	22
Physiographic.....	207
Plant (8.1-8.5).....	121
List.....	121-125
Principal guide meridians and baselines.....	209
Scientific (3.26, 3.27, 3.28).....	21, 22
Italic (12.8, 12.9).....	162
Roman (12.8).....	162
Ships. (See Vessels and aircraft.)	
Small caps in (3.49, 3.50).....	25
Supreme Court reporters (18.17).....	196
To be followed (10.21).....	143
Trade (3.25).....	21, 48, 239
Two-word form if copy not clear (3.15).....	19
<i>naphtha</i> (5.2).....	53
<i>narrows</i> . (See Geographic terms.)	
<i>Nation</i> , etc. (3.19, 3.20).....	20, 42
<i>National</i> , etc. (3.20).....	20, 42
Academy of Sciences. (See Academy.)	
Advisory Committee for Aeronautics. (See Committee.)	
Abbreviation (10.44).....	150
Air Museum. (See Museum.)	
and State Governments. (See Government.)	
Archives. (See The.)	
Archives Building. (See Building.)	
Cancer Institute. (See Institute.)	
Capital (see also Capital).....	42
forest. (See Forest.)	
Government. (See Government.)	
Institute(s) of Health. (See Institute.)	
Legislature. (See Legislature.)	
Museum. (See Museum.)	
park.....	42
State name with abbreviated (10.10).....	142
Park Service. (See Service.)	
Science Foundation. (See Foundation.)	

National—Continued	
Security Council. (See Council.)	
Shipping Authority. (See Authority.)	
Treasury (see also Treasury).....	42
War College. (See College.)	
Woman's Party (see also Party).....	42
Zoological Park. (See Zoological Park.)	
Nationality, nouns and adjectives denoting (5.40).....	62, 213
Nations:	
Allied. (See Allied.)	
American (3.20).....	20
Balkan.....	42
War of the. (See War.)	
nationwide.....	42
Nature, personification (3.33).....	22
Navaho (5.2).....	53
Naval, etc. (3.17) (see also Vessels and aircraft).....	19, 42
Academy. (See Academy.)	
District. (See District.)	
Establishment. (See Establishment.)	
Observatory. (See Observatory.)	
Operations, Chief of. (See Chief.)	
Reserve Fleet. (See Fleet.)	
<i>naval</i>	42
command. (See Command.)	
district. (See District.)	
hospital. (See Hospital.)	
officer (3.17).....	19
service (see also Service).....	42
shipyard (3.17).....	19
State name with abbreviated (10.10).....	142
Titles, abbreviations (10.26).....	143
<i>navel orange</i>	42
<i>Navy</i> , etc. (3.17).....	19, 42
Atlantic Destroyer Flotilla. (See Atlantic.)	
Establishment (see also Establishment).....	42
7th Task Force. (See Force.)	
<i>navy blue</i> . (See Derivatives.)	
<i>Nazi</i> , nazism (5.2).....	42, 53
<i>NBS</i> (10.44).....	150
<i>N. C.</i> (10.10, 10.11, 10.44).....	142, 150
<i>N. Dak.</i> (10.10, 10.11, 10.44).....	142, 150
<i>NE.</i> (10.14, 10.17, 10.44, 10.47).....	142, 150, 152
<i>Near East</i> (3.21) (see also East).....	21, 42
<i>Nebr.</i> (10.10, 10.11, 10.44).....	142, 150
<i>Nebraskan</i> (5.39).....	62
<i>n. e. c.</i> (10.44).....	150
<i>neck</i> . (See Geographic terms.)	
<i>nee</i> (5.3).....	55
<i>needle</i> . (See Geographic terms.)	
<i>Negro</i> , <i>Negress</i>	42
<i>nelson</i> , <i>half nelson</i> . (See Derivatives.)	
<i>neodymium</i> . (See Chemical elements.)	
<i>neon</i> . (See Chemical elements.)	
light. (See Derivatives.)	
<i>neotropic</i> , <i>neotropical</i> . (See Tropical.)	
<i>neptunium</i> . (See Chemical elements.)	
<i>n. e. s.</i> (10.44).....	150
<i>Nev.</i> (10.10, 10.11, 10.44).....	142, 150
<i>Nevadan</i> (5.39).....	62
New—	
Deal (3.32).....	22, 42
anti-New Deal.....	28
Ebbitt, Willard, etc.....	42
England States (see also States).....	42
Hampshire (5.39).....	62

	Page		Page
New—Continued		notch. (See Geographic terms.)	
House Office Building. (See Building.)		Note, set in caps and small caps (9.91).....	135
Jerseyite (5.39).....	62	Notes. (See Footnotes; Headnotes; Side-	
Mexican (5.39).....	62	notes.)	
Thought. (See Religious terms.)		Nouns:	
World.....	42	Capitalization (3.5-3.10).....	17-18
Year's Day, Eve. (See Holidays.)		Compounding. (See Compound words.)	
York City. (See City.)		Nationalities, foreign countries.....	213
Yorker (5.39).....	62	Plural forms (5.5-5.10).....	55-57
newmarket cloak. (See Derivatives.)		Ending in o (5.5).....	55
Newspaper extracts, datelines (17.11).....	190	Nov. (10.40-10.42, 10.44, 14.4).....	145-146, 150, 167
newton. (See Derivatives.)		NSC (10.44).....	150
N. F. (10.44).....	150	n. s. p. f. (10.44).....	150
N. H. (10.10, 10.11, 10.44).....	142, 150	NSRB (10.44).....	150
niacin (5.2).....	53	nth degree (12.11).....	162
nickel (5.2) (see also Chemical elements).....	53	Number:	
Nine Power Treaty.....	42	Abbreviation (10.34) (see also Tabular	
niobium. (See Chemical elements.)		work).....	145
nissen hut. (See Derivatives.)		Atomic list (13.17).....	165
niter (5.2).....	53	Mark:	
nitrogen. (See Chemical elements.)		Not used as footnote reference (16.15)....	186
N. J. (10.10, 10.11, 10.44).....	142, 150	Symbol (13.19).....	166
NLRB (10.44).....	150	Numerals:	
N. Mex. (10.10, 10.11, 10.44).....	142, 150	a, an, use of before (5.19).....	59
No., Nos. (10.34, 10.44).....	145, 150	After colon (11.8).....	156
Not abbreviated in boxheads (14.28).....	168	Age (11.9a).....	156
n. o. i. b. n. (10.44).....	150	Apostrophe to indicate—	
None, in tables. (See Tabular work.)		Coined plurals (5.28).....	61
nonplused (5.2).....	53	Contractions (5.28).....	61
n. o. p. (10.44).....	150	Arabic.....	28
norfolk jacket. (See Derivatives.)		Generally preferable to Roman numerals	
North, etc. (3.21).....	21, 42	(11.3).....	155
Abbreviation (10.44).....	150	Cardinal, foreign languages. (See Foreign	
Compass directions (10.47).....	152	languages.)	
Land descriptions (10.17).....	142	Chemical formulas (11.16).....	158
Latitude and longitude (10.48).....	152	Ciphers. (See Ciphers; Leaderwork; Tab-	
Atlantic—		ular work.)	
Defense Pact. (See Pact.)		Comma in (9.34, 11.15).....	130, 158
Treaty. (See Treaty.)		Exceptions (11.15).....	158
Pact (3.39) (see also Pact).....	24	Compound:	
States (3.21) (see also States).....	21, 42	Capitalization (3.51).....	25
Treaty. (See Treaty.)		Fractions (6.37).....	67
Organization. (See Organization.)		Hyphen (6.35).....	67
Carolinian (5.39).....	62	Dates:	
Central States, Eastern. (See Eastern;		A. D. and B. C. (11.9c).....	156
States.)		Contraction (11.9c).....	156
Dakota (5.39).....	62	d, th (11.9c).....	156
End. (See Cities.)		Military (9.37, 11.9c).....	130, 156
Equatorial Current. (See Current.)		Punctuation (11.9c).....	156
Pole (3.21).....	21, 42	Years:	
Spelled out in addresses (10.14).....	142	Not repeated (11.9c).....	156
north (3.22).....	21	Repeated (11.9c).....	156
-central region, etc.....	42	Decimals:	
northern, etc. (3.22).....	21	Cipher (11.9d).....	156
Northern States.....	42	Punctuation (11.9d).....	156
northerner.....	42	Degrees (11.9e).....	156
northward (3.22, 5.2).....	21, 53	Equations, figures in roman (13.8).....	163
Northwest, etc.....	42	Foreign languages. (See Foreign languages.)	
Territory (see also Territory).....	42	Fractions:	
Northwestern, etc.....	42	Comma omitted (9.38, 11.13, 11.15)....	130, 158
Norwegian language.....	390	Equations, uniformity (13.14).....	164
n. o. s. (10.44).....	150	Figures not followed by of a or of an	
notary public:		(11.28).....	159
No hyphen (6.39).....	68	Hyphen in (6.37).....	67
Plural form (5.6).....	56	In millions or larger amounts (11.25)....	159
		In unit modifiers (11.9m, 11.14).....	157, 158

	Page		Page
Numerals—Continued		Numerals—Continued	
Fractions—Continued		Tables. (See Tabular work.)	
Land descriptions (10.17).....	142	Time (11.9b).....	156
Break at end of line (10.19).....	143	Astronomical (11.9b).....	156
Spelled out (10.18).....	143	Clock (11.9f).....	157
Mixed numbers (11.24, 11.28).....	159	Thin colon (9.12, 11.9b).....	128, 156
Piece and em (11.13).....	158	Military (11.9b).....	156
Shilling mark used when requested		Unit modifiers (11.9m, 11.22).....	157, 159
(11.13).....	158	numskull (5.2).....	53
Spelled out standing alone (11.28).....	159	Nurse Corps. (See Corps.)	
Tables. (See Tabular work.)		NW. (10.14, 10.17, 10.44, 10.47).....	142, 150, 152
General principles (11.1, 11.2).....	155	N. Y. (9.94, 10.10, 10.11, 10.44).....	135, 142, 150
Isolated, 10 or more (11.4).....	155		
Latitude, longitude (10.48, 11.9e).....	152, 156	O in signature mark, offset work (2.129).....	15
Market quotations (11.9f).....	156	O and Oh:	
Mathematical expressions (11.9g).....	156	Capitalization (3.59).....	26
Measurements (11.9h).....	156	Exclamation point (9.71, 9.72).....	133
Money (11.9i) (see also Foreign money).....	157	oasis. (See Geographic terms.)	
Abbreviations and symbols with (10.57).....	154	Plural form (5.10).....	57
Million or more (11.25).....	159	obligato (5.2).....	53
Ordinals:		obloquy (5.2).....	53
Addresses (11.12).....	157	Observatory.....	43
Foreign languages. (See Foreign lan-		Occident, occidental (3.21, 3.22).....	21, 43
guages.)		occupation:	
In juxtaposition (11.11).....	157	army of. (See Army.)	
In text (11.10).....	157	zones (footnote) (see also Zone).....	212
Other work (11.10).....	157	ocean (see also Geographic terms).....	43
Military units (11.10).....	157	oche (5.2).....	53
Percentage (11.9j).....	157	o'clock, not used with abbreviations of time	
Proportion (11.9k).....	157	(10.52, 11.9b).....	152, 156
Quantity or measurement (11.6).....	155	Oct. (10.40–10.42, 10.44, 14.4).....	145–146, 150, 167
Affects other numbers (11.6).....	155	octet (5.2).....	53
List (11.9).....	156	O. D. (10.44).....	150
Related numerical expressions in group		o. d. (10.44).....	150
(11.5).....	155	Odd Fellow (3.18).....	20
Repeated in parentheses (9.81, 11.18).....	134, 158	offal (5.2).....	53
Roman:		offense (5.2).....	53
Common nouns used with, not capital-		Office, etc.....	43
ized (3.9).....	18, 45	Executive (see also Executive).....	43
Indexes and tables of contents (16.26).....	186	officer (3.17) (see also Reserve).....	19, 43
How to form (11.29).....	160	officers, Navy, Army, etc.....	43
List (11.29).....	160	Official Reporter. (See House of Representa-	
Not preferred (11.3).....	155	tives; Senate.)	
Period omitted after (9.103).....	136	Offset signature mark (2.129).....	15
Preliminary pages (2.84).....	11	OHE (10.44).....	150
Tables. (See Tabular work.)		Ohio, not abbreviated (10.10).....	142
Serial numbers (11.7).....	155	Ohloan (5.39).....	62
Comma omitted (11.15).....	158	ohm, not abbreviated (10.54).....	153
Exception, patent numbers (11.7).....	155	OIT' (10.44).....	150
Signs and symbols repeated before or after		O. K., etc. (10.44).....	150
(13.6).....	163	Plural form (5.28).....	61
Spelled out:		Okla. (10.10, 10.11, 10.44).....	142, 150
Beginning of sentence (11.17).....	158	Oklahoman (5.39).....	62
Related numbers (11.26).....	159	Old—	
Capitalization (3.5).....	17, 42	Belt Flue-Cured (tobacco). (See Market	
Fractions standing alone (11.28).....	159	grades.)	
Indefinite expressions (11.23).....	159	Dominion.....	43
Isolated numbers less than 10 (11.24).....	159	Flag, Glory. (See Flag.)	
Larger than 1,000 (11.21).....	159	House Office Building. (See Building.)	
Less than 100, before modifier (11.22).....	159	South.....	43
million or more (11.25).....	159	World.....	43
Ordinals (11.10–11.12).....	157	Olympic games, Olympiad.....	43
Repeated figures (9.81, 11.18).....	134, 158	omelet (5.2).....	53
Round numbers (11.27).....	159	Omission of word or words, use of comma for	
Separated from unit description (11.20).....	158	(9.21).....	129
Serious, dignified subjects (11.19).....	158		

	Page		Page
<i>oneself</i> (5.2).....	53	<i>page</i> (3.9).....	18
<i>onward</i> (5.2).....	53	Abbreviation (10.34, 10.44).....	145, 150
<i>Op. Atty. Gen.</i> (10.44).....	150	Indexes and tables of contents:	
<i>op. cit.</i> (10.44).....	150	Roman numerals in figure column set in	
Set in roman (12.3).....	161	small caps (16.26).....	186
<i>opera bouffe, opera comique</i> (5.3).....	55	Set in roman (16.22).....	186
<i>Operation Portrez, etc.</i>	43	One lead below (16.22).....	183
<i>ophthalmology</i> (5.2).....	53	Page revising. (<i>See</i> Revising.).....	
<i>opossum</i> (5.2).....	53	<i>pajamas</i> (5.2).....	53
<i>opus, plural form</i> (5.10).....	57	<i>paleontology</i> (5.2).....	53
<i>orangutan</i> (5.2).....	53	<i>palisades.</i> (<i>See</i> Geographic terms.).....	
Order:		<i>palladium.</i> (<i>See</i> Chemical elements.).....	
<i>Executive</i> (3.39) (<i>see also</i> <i>Executive</i>).....	24	Panama—	
<i>General</i> (with number). (<i>See</i> <i>General</i> .).....		<i>Canal</i> (3.5) (<i>see also</i> <i>Canal</i>).....	17
<i>of Business</i> (with number).....	43	<i>Act</i> (3.40) (<i>see also</i> <i>Act</i>).....	24
<i>Orderly Sgt.</i> (10.26, 10.44).....	144, 150	<i>Isthmus.</i> (<i>See</i> <i>Isthmus.</i>).....	
<i>Ord. Sgt.</i> (10.26, 10.44).....	144, 150	<i>Railroad Company.</i> (<i>See</i> <i>Company.</i>).....	
Ordered:		<i>Republic of.</i> (<i>See</i> <i>Republic.</i>).....	
Capitalization following (3.46).....	25	<i>panama hat.</i> (<i>See</i> <i>Derivatives.</i>).....	
Set in italic (3.46, 12.10).....	25, 162	<i>pan-American</i>	43
Ordinals. (<i>See</i> <i>Numerals; also</i> <i>Foreign lan-</i>		<i>Pan American Union</i>	43
<i>guages.</i>).....		<i>paneled, -ing</i> (5.2).....	53
<i>ordinance, ordnance</i> (5.2).....	53	<i>Panhandle</i>	43
<i>Ordinary</i> (cotton). (<i>See</i> <i>Market grades.</i>).....		<i>paper, white, British, etc.</i> (<i>See</i> <i>White paper.</i>).....	
<i>Ordinance</i>	43	<i>papier mache</i> (5.3).....	55
<i>Corps.</i> (<i>See</i> <i>Corps.</i>).....		<i>paraffin</i> (5.2).....	53
<i>Oreg.</i> (10.10, 10.11, 10.44).....	142, 150	<i>paragraph</i> (3.9).....	18
<i>Oregonian</i> (5.39).....	62	Abbreviation (10.34, 10.44).....	145, 150
<i>organdie</i> (5.2).....	53	Set in roman, indexes and tables of contents	
<i>Organization</i> (3.17).....	19, 43	(16.22).....	186
<i>Food and Agriculture.</i> (<i>See</i> <i>United Na-</i>		One lead below (16.22).....	186
<i>tions.</i>).....		Paragraphs:	
<i>North Atlantic Treaty Pact.</i> (<i>See</i> <i>Pact.</i>).....		Brackets on more than one paragraph (9.8).....	128
<i>of American States, Council of.</i> (<i>See</i> <i>Coun-</i>		Cut-in folios (18.3).....	195
<i>cil.</i>).....		Footnotes to—	
<i>United Nations.</i> (<i>See</i> <i>United Nations.</i>).....		Tables. (<i>See</i> <i>Tabular work—Footnotes.</i>).....	
<i>World Health.</i> (<i>See</i> <i>United Nations.</i>).....		Text (16.7).....	185
<i>Organized</i> (<i>see also</i> <i>Army; Corps; Reserve</i>).....	43	Italic for letters indicating (12.14).....	162
<i>Orient, oriental</i> (3.21, 3.22).....	21, 43	Parentheses on more than one (9.86).....	134
<i>oriental rug.</i> (<i>See</i> <i>Derivatives.</i>).....		<i>Q. and A. matter</i> (18.2).....	195
<i>orthopedic</i> (5.2).....	53	<i>Question and Answer</i> (18.26).....	196
<i>osmium.</i> (<i>See</i> <i>Chemical elements.</i>).....		<i>paralleled, -ing</i> (5.2).....	53
<i>osnaburg cloth.</i> (<i>See</i> <i>Derivatives.</i>).....		<i>paralelepiped</i> (5.2).....	53
<i>outré</i> (5.4).....	55	<i>parcel post service.</i> (<i>See</i> <i>Service.</i>).....	
Overruns (<i>see also</i> <i>Indentations; Type composi-</i>		<i>parceled, -ing</i> (5.2).....	53
<i>tion:</i>).....		Parentheses:	
Indexes. (<i>See</i> <i>Indexes.</i>).....		Abbreviations in. (<i>See</i> <i>Abbreviations.</i>).....	
Leaderwork. (<i>See</i> <i>Leaderwork.</i>).....		Courtwork. (<i>See</i> <i>Courtwork.</i>).....	
Tables. (<i>See</i> <i>Tabular work.</i>).....		Dash used for (9.47).....	131
<i>oxbow.</i> (<i>See</i> <i>Geographic terms.</i>).....		Footnote reference adjoining (16.18).....	186
<i>oxford shoe.</i> (<i>See</i> <i>Derivatives.</i>).....		Height in equations (13.15).....	164
<i>oxygen.</i> (<i>See</i> <i>Chemical elements.</i>).....		In new page folios (2.89).....	11
<i>oz.</i> (10.44, 10.55).....	150, 153	On more than one paragraph (9.86).....	134
		Other punctuation with (9.82-9.85).....	134
<i>PA</i> (10.44).....	150	Space before (2.7, 9.84, 9.85).....	5, 134
<i>Pa.</i> (10.10, 10.11, 10.44).....	142, 150	Tables. (<i>See</i> <i>Tabular work.</i>).....	
<i>Pac., P.</i> (2d) (10.44).....	150	To set off—	
<i>Pacific, etc.</i> (3.21) (<i>see also</i> <i>Atlantic</i>).....	21, 43	Explanatory word (9.79).....	134
<i>cispacific, transpacific</i>	43	Long clause (9.78).....	134
<i>Ocean.</i> (<i>See</i> <i>Ocean.</i>).....		Matter not part of main statement (9.77).....	133
<i>time; standard time.</i> (<i>See</i> <i>Time.</i>).....		Serial letters or numbers (9.80).....	134
Abbreviations (10.44).....	150	Type set in:	
<i>Pact, etc.</i> (3.39).....	24, 43	Matches adjoining type (9.131).....	139
		Roman (9.131).....	139
		Punctuation following italic (12.15).....	162
		Verifying numbers in (9.81, 11.18).....	134, 158

	Page
<i>parenthesis</i> , plural form (5.10).....	57
<i>parianware</i> . (See Derivatives.)	
<i>paris green</i> . (See Derivatives.)	
<i>parish</i>	43
Parishes, Louisiana, list.....	224
<i>Park</i> (see also Geographic terms).....	43
<i>National</i> . (See National.)	
<i>Police</i> (see also Police).....	43
<i>Zoological</i> . (See Zoological Park.)	
<i>parkerhouse rolls</i> . (See Derivatives.)	
<i>Parkway</i>	43
<i>Parliament, Houses of</i>	43
<i>Parliamentarian</i> (see also House of Representatives; Senate).....	43
<i>part</i> (3.9, 3.39).....	18, 23, 43
Abbreviation (10.34, 10.44).....	145, 150
Tables. (See Tabular work.)	
<i>Part-Hawaiian, part-Japanese</i> (5.40).....	62
Particles. (See Capitalization.)	
<i>partisan</i> (5.2).....	53
Parts of books:	
Abbreviations (10.34).....	145
List and definitions (2.82-2.82l).....	10-11
<i>Party</i> (3.17) (see also Political parties).....	20
<i>Pass</i> (see also Geographic terms).....	43
<i>passage</i> . (See Geographic terms.)	
<i>passé</i> (5.4).....	55
<i>Passed Asst. Surg.</i> (10.26, 10.44).....	144, 150
<i>pasteurize</i> (3.4).....	17
<i>pasteurized milk</i> . (See Derivatives.)	
<i>pastime</i> (5.2).....	53
<i>pâté</i> (5.4).....	55
<i>patent</i> . (See Letters Patent.)	
<i>Patent Office</i> . (See Office.)	
Patents and Official Gazette:	
Abbreviations.....	231
&.....	231, 241
<i>etc</i>	231
<i>Fig., Figure</i>	231
Firm names.....	237
List.....	231
Months.....	236, 242
<i>N. W., E. C.</i> , <i>etc</i>	231
Names of States and possessions.....	231
<i>Saint</i> , <i>etc</i>	231
Adjudicated patents.....	242
Adverse decisions in interferences.....	242
<i>By</i>	241
Capitalization:	
Chemical terms.....	233
<i>city</i>	232
<i>Figure</i>	232
Geographic terms.....	232, 236
Legends.....	232
Names of courts.....	233
Names in heads and signatures.....	232
<i>Patent, Letters Patent</i> , <i>etc</i>	232, 233
List.....	232
<i>patent statutes</i>	232
Proper nouns as adjectives.....	232
Scientific names.....	232
Titles of—	
Acts.....	233
Books, <i>etc</i>	232
Inventions.....	232

	Page
Patents and Official Gazette—Continued	
Capitalization—Continued	
Titles of—Continued	
Officials of Patent Office.....	233
Trade-marks.....	232, 233
Trade-marks, list of names.....	239
Changes in classification.....	242
Claims, check numbering of.....	236
Compounds:	
Official Gazette.....	233
Patents.....	233
<i>D</i> , inferior, type size.....	236
Decimal points, alinement.....	234
Decisions, examples.....	242
Designs, alinement, example and instructions for setting.....	236
Disclaimers.....	243
<i>Figure</i> :	
Abbreviation.....	231
Capitalization.....	232
Preferred form.....	233
Formulas and equations.....	234
Symbols, <i>etc</i> ., closed up.....	234, 236
Type set in.....	234
Geographic names and terms.....	232, 236
Gothic.....	233
No gothic in heads.....	233
Quotes not used.....	233
Headings:	
Changed wording must be queried.....	236
Examples.....	245-248
Index.....	243
Italic and roman.....	234
Equations.....	234
<i>infra, supra</i> , <i>etc</i>	234
Names of vessels.....	233
Scientific names.....	233
Titles of cases in citations.....	233
To be followed.....	234
Leaderwork, examples.....	234
Numerals.....	233
Notices.....	242
Patent suits.....	243
Pronouns changed.....	236
Punctuation:	
Official Gazette.....	240
Patents.....	240
Trade-marks.....	240
Reference letters and figures.....	240
Examples.....	240
References cited, example.....	235
Instructions for setting.....	235
Signatures:	
Examples.....	241
Indentations.....	241
Type set in.....	232
Spelling:	
Collective nouns.....	239
Common and preferred forms, list.....	237
<i>drawing</i> , singular only.....	236
Firm names.....	236, 237
Geographic names and terms.....	232, 236
<i>ize</i> and <i>ise</i>	236
Plurals, Latin or English.....	239
Possessives.....	239

	Page		Page
Patents and Official Gazette—Continued		Period—Continued	
Spelling—Continued		Omitted—Continued	
Pronouns changed.....	236	After—Continued	
Signatures.....	236	Continued lines (9.98, 12.10).....	135, 162
<i>sulfur</i> , etc.....	236	Parenthetical explanatory matter under	
Trade-mark names.....	236	leaders or rules (9.105).....	136
Webster's Dictionary preferred.....	236	Letter symbols (9.98, 12.13, 13.7) ..	135, 162, 163
Tabular work, example.....	234	Letters used as names (9.100).....	136
Trade-marks:		Middle initial not an abbreviation	
Names, list.....	239	(9.101).....	136
Published.....	243	Quotation mark preceded by period	
Conversion of.....	244	(9.99, 9.123).....	136, 138
Registered.....	244	Roman numerals (9.103, 14.88).....	136, 174
Registrations.....	245	Short names not abbreviations (9.102) ..	136
Suits.....	243	Words and incomplete statements in	
<i>Patents, Commissioner of.</i> (See Commis-		columns (9.104).....	136
sioner.)		At end of lines in title pages (9.98).....	135
<i>peak.</i> (See Geographic terms.)		Before leaders (9.106, 15.1).....	136, 181
<i>peccadillo</i> (5.2).....	53	Abbreviation preceding leaders (9.106) ..	136
<i>Pedalfer, Pedocal.</i> (See Soil names.)		Position adjoining parentheses (9.82-9.85) ..	134
<i>peddler</i> (5.2).....	53	Tables. (See Tabular work.)	
<i>Penal Code.</i> (See Code.)		Thin, in indexes (16.25).....	186
<i>penciled, -ing</i> (5.2).....	53	To indicate—	
<i>pendant, pendent</i> (5.2).....	54	Multiplication (9.96).....	135
<i>peninsula</i> (see also Geographic terms).....	43	Thousands (9.93).....	135
<i>Penitentiary</i>	43	Periodicals, titles of:	
<i>Pennsylvanian</i> (5.39).....	62	Capitalization (3.39).....	23
<i>Pentagon Building.</i> (See Building.)		Italic not used (12.2).....	161
<i>peoples, Allied.</i> (See Allied.)		<i>Permanent Court of Arbitration</i> (3.17) (see also	
<i>percent</i> (5.2).....	54	Court).....	19
Abbreviation (10.44).....	150	<i>permittee</i> (5.2).....	54
Percent:		<i>perquisite, prerequisite</i> (5.2).....	54
Bill style (2.8).....	6	<i>persian lamb.</i> (See Derivatives.)	
Mark, not used as reference (16.15).....	186	<i>personal, personnel</i> (5.2).....	54
Use of figures (11.9j).....	157	Personification, capitalization (3.33).....	22
<i>père</i> (5.4).....	55	<i>Personnel Council, Federal.</i> (See Council.)	
<i>peremptory, preemptory</i> (5.2).....	54	<i>perspective, prospective</i> (5.2).....	54
<i>perennial</i> (5.2).....	54	<i>Pet.</i> (10.44).....	150
<i>periled, -ing</i> (5.2).....	54	<i>petaled, -ing</i> (5.2).....	54
Period:		<i>petri dish.</i> (See Derivatives.)	
Abbreviations (10.7).....	141	<i>pF</i> (10.44).....	150
Courtwork. (See Courtwork.)		<i>Pfc.</i> (10.26, 10.44).....	144, 150
Omitted from (10.7).....	141	<i>Ph.</i> (10.44).....	150
After—		<i>pH</i> (10.44).....	150
Abbreviations (9.94, 10.6).....	135, 141	<i>ph.</i> (10.44).....	150
Article, Section, etc. (9.97).....	135	<i>PHA</i> (10.44).....	150
Declarative sentence (9.87).....	134	<i>Pharaoh</i> (5.2).....	54
Imperative sentence (9.87).....	134	<i>Phar. D.</i> (10.44).....	150
Indirect question (9.88).....	135	<i>pharisaic.</i> (See Derivatives.)	
Letter or number denoting series (9.89) ..	135	<i>pharmacopoeia</i> (5.2).....	54
Overruns in figure columns of indexes		<i>Ph. B.</i> (10.44).....	150
(16.27).....	186	<i>Ph. D.</i> (10.29, 10.32, 10.44).....	144, 150
Run-in sideheads (9.91).....	135	<i>phenix</i> (5.2).....	54
Allnment in tables of contents (16.32).....	187	<i>phenomenon</i> , plural form (5.10) ..	57
At end of—		<i>Ph. G.</i> (10.44).....	150
Explanatory matter beneath illustrations		<i>Philippine—</i>	
(2.59).....	9	<i>Insurrection.</i> (See War.)	
Indirect question (9.88).....	135	<i>Republic.</i> (See Republic.)	
Legends (2.59, 9.95).....	9, 135	<i>philistine.</i> (See Derivatives.)	
Decimals (9.92).....	135	<i>phlegm</i> (5.2).....	54
Ellipsis (9.90) (see also Ellipsis).....	135	<i>phosphorous, phosphorus</i> (5.2) (see also Chem-	
Omitted—		ical elements).....	54
After—		<i>PHS</i> (10.44).....	150
Center, side, and running heads (9.93) ..	135	<i>phylum</i> , plural form (5.10).....	57
Compass directions in land descriptions		Physical divisions, United States, list.....	207
(10.17).....	142	Physics signs and symbols (13.19) ..	166

	Page		Page
Physiographic terms.....	207	Poetry:	
Picas reduced to inches, table.....	219	Alinement and indention (9.113).....	137
<i>pickaz</i> (5.2).....	54	Capitalization of titles (3.39).....	23
Pickup, preparing (2.21) (<i>see also</i> Reprints).....	7	Credit line (9.52).....	132
<i>picnicking</i> (5.2).....	54	Quotation marks (9.113).....	137
<i>piece de resistance</i> (5.3).....	55	<i>point</i> . (<i>See</i> Geographic terms.)	
Pied matter. (<i>See</i> Type composition.)		Not abbreviated (10.16).....	142
<i>pier</i> (3.10).....	18	<i>point 4, point 4 program</i>	44
<i>Pilgrim Fathers</i> , etc.....	44	<i>polar star</i>	44
<i>piña</i> (5.4).....	55	<i>Pole</i> (3.21).....	21, 44
<i>pipet</i> (5.2).....	54	<i>North</i> . (<i>See</i> <i>North</i> .)	
<i>pitot tube</i> . (<i>See</i> Derivatives.)		<i>Star</i>	44
<i>pk.</i> (10.44, 10.55).....	150, 153, 218	<i>poleax</i> (5.2).....	54
<i>pl.</i> (10.44).....	150	<i>Police</i> (<i>see also</i> District of Columbia; Park	
<i>place</i>	44	<i>Police</i>).....	44
Abbreviation (10.13, 10.44, 14.5).....	142, 150, 167	Polish language.....	396
Ordinals (11.12, 14.5).....	157, 167	<i>Poliburo</i> . (<i>See</i> U. S. S. R.)	
<i>Plain(s)</i> (<i>see also</i> Geographic terms):		Political parties (3.17).....	20, 44
<i>Coastal</i> . (<i>See</i> Coastal Plain.)		Adherents to (3.18).....	20, 44
<i>Great</i>	44	<i>pollination</i> (5.2).....	54
<i>Staked</i> . (<i>See</i> Staked Plain.)		<i>polonium</i> . (<i>See</i> Chemical elements.)	
<i>plan</i> , etc.....	44	<i>pommeled, -ing</i> (5.2).....	54
<i>Planetarium</i>	44	<i>pond</i> . (<i>See</i> Geographic terms.)	
Plant names:		<i>ponton, pontoon</i> (5.2).....	54
Adjective forms, preferred usage (8.4).....	121	<i>pool</i> . (<i>See</i> District of Columbia; Geographic	
Apostrophe, when omitted (8.3).....	121	terms.)	
Derivatives:		<i>p. o. r.</i> (10.44).....	150
Capital letter and use of hyphen (8.2).....	121	<i>port</i> (<i>see also</i> Geographic terms).....	44
Of proper names (8.2).....	121	Not abbreviated (10.16).....	142
List.....	121-125	<i>porte cochere, porte lumiere</i> (5.3).....	55
With certain suffixes, not listed (8.5).....	121	<i>portiere</i> (5.3).....	55
Variants from Webster's Dictionary (8.1).....	121	<i>portland cement</i> . (<i>See</i> Derivatives.)	
<i>plaque</i> (5.2).....	54	Portuguese language.....	400
<i>plaster of paris</i> (3.4) (<i>see also</i> Derivatives).....	17	Possessions, United States:	
<i>plate</i> (3.9).....	18, 44	Abbreviated (10.10, 10.11, 10.44).....	142, 146
Abbreviation (10.34, 10.44).....	145, 150	Not abbreviated (10.12).....	142
Alined, table of contents (16.32).....	187	Political subdivisions. (<i>See</i> Counties.)	
<i>plateau</i> . (<i>See</i> Geographic terms.)		Possessives and apostrophes:	
Plural form (5.10).....	57	Apostrophe (5.20-5.35).....	60-61
<i>platinum</i> . (<i>See</i> Chemical elements.)		Nouns ending in <i>s</i> or <i>ce</i> and followed by	
<i>Plaza</i> (<i>see also</i> District of Columbia).....	44	word beginning with <i>s</i> , apostrophe only	
<i>pledger, pledgor</i> (5.2).....	54	(5.33).....	61
<i>pleiade</i> (5.3).....	55	Omitted in—	
<i>plenitude</i> (5.2).....	54	Abbreviations (5.29).....	61
<i>Plexiglas</i> . (<i>See</i> Trade names.)		Shortened forms (5.28, 5.29).....	61
<i>plow</i> (5.2).....	54	To indicate—	
Plurals:		Coined plurals (5.28, 5.30).....	61
Apostrophe to indicate (5.20, 5.24, 5.28).....	60, 61	Contractions (5.28, 5.29).....	61
Capitalization of Latin names (3.28).....	22	Omission of <i>c</i> in small-cap lines (3.49).....	25
Common noun as part of proper name (3.8).....	18	Omission of figures or letters (5.28, 18.9).....	61, 195
Compound terms (5.6-5.8).....	56	Possessive:	
Foreign money.....	215	Compound nouns (5.21).....	60
Foreign nationalities.....	213	Joint, individual, or alternative (5.22).....	60
Irregular (5.10).....	57	Names:	
Letters and figures (2.28, 5.28).....	7, 61	Countries, organizations ending in <i>s</i> ,	
Nouns ending in <i>ful</i> (5.9).....	56	and descriptive words (5.24).....	60
Nouns ending in <i>o</i> (5.5).....	55	Geographic, firm names, etc., authentic	
Spelled-out numbers (5.30).....	61	form to be followed (5.23).....	60
Words used as words (5.30).....	61	No actual ownership (5.31, 5.32).....	61
<i>plutonium</i> . (<i>See</i> Chemical elements.)		Noun before gerund (5.35).....	61
<i>p. m.</i> (9.12, 10.44, 10.51, 11.9b).....	128, 150, 152, 156	Noun in adjective sense (5.34).....	61
<i>PMA</i> (10.44).....	150	Plant names (8.3).....	121
<i>P. O.</i> (10.26, 10.44).....	144, 150	Pronouns (5.25).....	60
<i>p. o. d.</i> (10.44).....	150	Indefinite, impersonal (5.26).....	60
<i>Podzol</i> . (<i>See</i> Soil names.)			

	Page		Page
Possessives and apostrophes—Continued		Preparing copy—Continued	
Possessive—Continued		Cut-in notes (2.22, 2.23).....	7
Singular (5.27).....	60	Datelines, addresses, signatures (2.14).....	6
Singular and plural of nouns, how formed:		Decimals, clear to be marked (2.15, 14.92).....	6, 174
Ending in <i>s</i> (5.20).....	60	<i>Etc., et cetera</i> (2.16).....	6
Not ending in <i>s</i> (5.20).....	60	Figures (2.4, 2.5).....	5
Words ending in <i>s</i> or <i>z</i> (5.20).....	60	Like letters, to be marked (2.25, 2.26).....	7
<i>post</i> :		"Fol.," "fol. lit.," etc. (2.3-2.6).....	5
In legal citations (12.3).....	161	Folioing and stamping (2.17).....	6
In nonlegal work (12.3).....	161	Cards (2.18).....	6
Postal—		Tables:	
Guide. (<i>See</i> U. S. Postal Guide.)		Divide (2.19).....	6
Zone number, use of comma (9.36).....	130	Parallel (2.19).....	6
<i>postal</i> —		Footnotes and references:	
<i>savings account</i>	44	Tabular work (14.94-14.118).....	174-176
<i>service</i> . (<i>See</i> Service.)		Text (16.1-16.20).....	185-186
Postal—		Fractions, clear to be marked (2.15, 14.120).....	6, 176
<i>Savings System</i> . (<i>See</i> System.)		Gothic to indicate shape (2.27, 2.29).....	7
<i>Union</i> . (<i>See</i> Union.)		Headings, size, capitalization, etc. (2.20).....	7
Postmaster. (<i>See</i> House of Representatives; Senate.)		Italic (2.4, 2.5, 2.14) (<i>see also</i> Italic).....	5, 6
<i>General</i>	44	Name signatures to be followed (10.21, 17.21).....	143, 192
Plural form (5.6).....	56	Pickup (2.21).....	7
Post Office—		Plurals, letters and figures (2.28, 5.28).....	7, 61
and Civil Service, Committee on. (<i>See</i> Com- mittee.)		Punctuation (2.4-2.6).....	5
<i>Box</i> , as part of address.....	44	Quotation marks (2.6).....	5
<i>potassium</i> . (<i>See</i> Chemical elements.)		Sidenotes (2.22).....	7
Potomac River Naval Command. (<i>See</i> Com- mand.)		Signs and symbols (2.4, 2.5, 2.24).....	5, 7
<i>pousse cafe</i> (5.3).....	55	Tables. (<i>See</i> Tabular work.)	
POW (10.44).....	150	Type size:	
Power Plant, Capitol. (<i>See</i> Capitol.)		Extracts (2.2).....	5
Powers (3.20) (<i>see also</i> Alliances).....	20, 44	Gothic (2.27).....	7
Allied (3.20) (<i>see also</i> Allied).....	20, 44	Headings (2.20).....	7
PP (10.44).....	150	Leaderwork (15.1).....	181
PPI (10.44).....	150	Legends (2.58).....	9
<i>p. p. i.</i> (10.44).....	150	Quoted matter (2.2).....	5
<i>p. p. m.</i> (10.44).....	150	When not indicated (2.1).....	5
<i>p. q.</i> (10.44).....	150	Unprepared copy, follow STYLE MANUAL (2.3).....	5
<i>practice</i> (5.2).....	54	What to mark (2.1).....	5
<i>prairie</i> . (<i>See</i> Geographic terms; Soil names.)		Prepositions, capitalization (3.51).....	25
<i>praseodymium</i> . (<i>See</i> Chemical elements.)		<i>prerequisite, perquisite</i> (5.2).....	54
<i>precedence, precedents</i> (5.2).....	54	<i>Preserve</i>	44
<i>precinct</i>	44	<i>Presidency</i>	44
Ordinals with (11.10, 11.11).....	157	<i>President, etc.</i> (3.35, 3.36).....	22, 23, 44
<i>précis</i> (5.4).....	55	<i>-elect</i> (3.36).....	23, 44
<i>preemptory, peremptory</i> (5.2).....	54	Hyphen (6.40).....	68
Preface:		Plural form (5.6).....	56
Makeup (2.90).....	11	of the Senate, <i>pro tempore</i> . (<i>See</i> Senate.)	
Part of book (2.82g).....	11	<i>presidential, etc.</i>	44
Prefixes. (<i>See</i> Compound words; Guide to compounding.)		<i>Presiding Officer</i> . (<i>See</i> Senate.)	
Metric (10.53).....	152	<i>Press Gallery, Capitol</i> . (<i>See</i> Capitol.)	
<i>Premier</i> . (<i>See</i> Foreign cabinets.)		<i>Press revising</i> . (<i>See</i> Revising.)	
<i>premiere</i> (5.3).....	55	<i>Pretender</i> (3.32).....	22
Preparing copy:		<i>pretense</i> (5.2).....	54
Abbreviations (2.4, 2.5, 2.12).....	5, 6	<i>preventive</i> (5.2).....	54
Applies to entire sheet (2.9).....	6	Price notices (2.147-2.150).....	16
"Fol.," "fol., incl. caps.," "fol. lit." (2.9).....	6	<i>primary day</i> . (<i>See</i> Holidays.)	
Bill style (2.8).....	5	<i>Prime</i> (cattle). (<i>See</i> Market grades.)	
Capitalization (2.4, 2.5, 2.12, 2.13).....	5, 6	<i>Prime Minister</i> . (<i>See</i> Foreign cabinets.)	
Compounding (2.4, 2.5).....	5	<i>Prince</i> (3.36).....	23
Copy to be returned to be kept clean (2.10, 18.15).....	6, 195	<i>principal, principle</i> (5.2).....	54
Courtwork. (<i>See</i> Courtwork.)		<i>Printer</i> . (<i>See</i> Public Printer.)	
		<i>Printing Office, Government</i> . (<i>See</i> Office.)	
		<i>Private Calendar</i> . (<i>See</i> Calendar.)	
		<i>Private Res.</i> (with number) (10.44).....	150

	Page		Page
<i>privilege</i> (5.2).....	54	<i>proximo</i> , not abbreviated (10.46).....	152
<i>Privy Council</i> , etc. (See Council.)		<i>prussian blue</i> . (See Derivatives.)	
<i>privy councilor</i> . (See Councilor.)		<i>P. S.</i> (10.44).....	150
<i>prize</i> , <i>Pulitzer</i> , etc.....	44	<i>p. s. f.</i> , <i>p. s. i.</i> , <i>p. s. i. g.</i> (10.44).....	150
<i>procès-verbal</i> , plural form (5.10).....	57	<i>pt.</i> (10.44, 10.55).....	150, 153
<i>Proclamation</i> , etc.....	44	<i>PTA</i> (10.44).....	150
Sample of date (17.28).....	194, 324	<i>p. t. o.</i> (10.44).....	150
<i>Procter & Gamble Co.</i> (See Company.)		<i>ptomaine</i> (5.2).....	54
<i>professor</i> (3.35, 3.36).....	22, 23	<i>pubic</i> (5.2).....	54
Abbreviation (10.26, 10.44).....	144, 150	<i>Public</i> —	
<i>proffer</i> (5.2).....	54	<i>Act, Law</i> , etc. (3.39).....	24, 44
<i>program</i>	44	<i>Buildings Branch</i> . (See Branch.)	
<i>programed</i> , -ing, -er (5.2).....	54	<i>Buildings Commission</i> . (See Commission.)	
<i>programmatic</i> (5.2).....	54	<i>Printer</i>	44
<i>project</i> (3.10).....	18, 44	<i>Res.</i> (with number) (10.38, 10.44).....	145, 150
<i>prolog</i> (5.2).....	54	<i>Treasury</i> . (See Treasury.)	
<i>promethium</i> . (See Chemical elements.)		<i>Utilities Commission</i> . (See Commission.)	
<i>Promised Land</i> (3.21).....	21	Publications, titles of:	
<i>promissory</i> (5.2).....	54	<i>Capitalization</i> (3.39).....	23
Pronouns:		<i>Italic</i> not used (12.2).....	161
<i>Any, every</i> , etc., with <i>body, thing</i> , etc. (6.12).....	64	<i>Puerto Rican</i> (5.40).....	62
<i>Anyone, any one</i> , etc. (6.12).....	64	<i>Puerto Rico</i> , etc. (see also Member).....	44
<i>Personal</i> , one-word forms (6.13).....	64	Abbreviation (10.10, 10.11, 10.44).....	142, 150
<i>Possessive</i> , no apostrophe (5.25).....	60	<i>Districts</i>	227
<i>Possessive indefinite</i> or <i>impersonal</i> , apostrophe required (5.26).....	60	<i>pullman car</i> , <i>pullmanize</i> . (See Derivatives.)	
<i>pronunciation</i> (5.2).....	54	<i>pulmotor</i> (5.2).....	54
Pronunciation , foreign languages. (See Foreign languages.)		Punctuation (see also Apostrophe; Comma; Period; etc.).....	127
Proofreading:		<i>Bill style</i> (2.8).....	6
<i>Bad proofs</i> (2.70).....	10	<i>Courtwork</i> . (See Courtwork.)	
<i>Clean proofs</i> necessary (2.32).....	7	<i>Dates</i> (9.37, 9.59, 11.9c).....	130, 132, 156
<i>Copyholding</i> . (See Copyholding.)		<i>Decimals</i> . (See Decimals.)	
<i>Errors</i> , factual and grammatical (2.68).....	9	<i>"Fol.," "fol. lit.,"</i> etc. (2.4–2.6).....	5
<i>Footnote references</i> , ring around (2.74).....	10	<i>Fractions</i> . (See Numerals.)	
<i>Indentation changes</i> (2.76).....	10	<i>Function</i> (9.1, 9.2).....	127
<i>Instructions to be carried</i> (2.79).....	10	<i>Matches adjoining type</i> (9.131).....	139
Marks:		<i>Italic</i> (12.15).....	162
<i>Case numbers for display type</i> (2.73).....	10	<i>Numbers of four or more digits</i> (9.38, 11.15).....	130, 158
<i>Changes from copy</i> (2.78).....	10	<i>Parentheses and periods</i> (9.82–9.85).....	134
<i>How to make</i> (2.71, 2.72).....	10	<i>Revisers must not change</i> (2.105).....	13
<i>List</i> (1.16).....	2	<i>Signatures</i> (17.25).....	192
<i>Preparer's, to be followed</i> (2.77).....	10	<i>Single</i> (9.99, 9.130, 18.20).....	136, 139, 196
<i>Queries</i> (2.67–2.69).....	9–10	<i>Dash not used with colon</i> , etc. (9.56).....	132
<i>Sample page</i>	3	<i>Tables</i> . (See Tabular work.)	
<i>Observance of rules of good printing</i> (2.64).....	9	<i>Purchase</i>	44
<i>Preparer's instruction sheet</i> (2.63, 2.64).....	9	<i>puree</i> (5.3).....	55
<i>Speed versus accuracy</i> (2.65).....	9	<i>Puritan</i> , <i>puritanical</i>	44
<i>Wrong fonts</i> (2.75).....	10	<i>Purple Heart</i> . (See Decorations.)	
<i>propellent</i> (5.2).....	54	<i>pusillanimous</i> (5.2).....	54
<i>prophecy, prophesy</i> (5.2).....	54	<i>Pvt., Pfc.</i> (10.26, 10.44).....	144, 150
<i>Proportion</i> , how indicated (9.17, 11.9k).....	128, 157	<i>PX</i> (10.44).....	150
<i>prospective, perspective</i> (5.2).....	54	<i>pygmy</i> (5.2).....	54
<i>protactinium</i> . (See Chemical elements.)		<i>Pyrex glass</i> . (See Trade names.)	
<i>protege</i> (5.3).....	55		
<i>pro tem</i> (10.44).....	150		
<i>Protestant</i> , etc. (See Religious terms.)			
Provided, Provided, however , etc.:			
<i>Capitalization of word following</i> (3.46).....	25		
<i>In italic</i> (3.46, 12.10).....	25, 162		
<i>Province(s)</i> (3.19).....	20, 44		
<i>Provincial</i> (3.19).....	20, 44		
<i>proving ground</i>	44		
<i>State name with abbreviated</i> (10.10).....	142		
<i>provost marshal, provost marshal general</i> , plural form (5.6).....	56		
		<i>Q. and A. matter</i> . (See Courtwork.)	
		<i>q., qq.</i> (10.44).....	150
		<i>Q. M. Sgt.</i> (10.26, 10.44).....	144, 150
		<i>Quad Cities</i>	44
		Quantities and measurements:	
		<i>Abbreviations</i> (10.44).....	146
		<i>English</i> (10.55).....	153
		<i>Metric</i> (10.53, 10.54).....	152–153
		<i>Atomic weights</i> (13.17).....	165
		<i>Compounding</i> (6.42).....	68

	Page		Page
Red—		<i>Republic(s)</i> (3.19).....	20, 45
<i>army</i> (see also <i>Army</i> ; U. S. S. R.).....	44	<i>rescission</i> (5.2).....	54
<i>Cross</i> . (See <i>American</i> .)		<i>reservation</i> (3.5).....	17, 45
<i>Kidney</i> (beans). (See <i>Market grades</i> .)		State name with abbreviated (10.10).....	142
<i>Radiance rose</i> (3.25).....	21	<i>reserve</i> (reservation), State name with abbreviated (10.10).....	142
<i>Room</i> . (See <i>White House</i> .)		<i>Reserve</i> (see also <i>Air Force</i> ; <i>Army</i> ; <i>Corps</i> ; <i>Marine Corps</i> ; <i>Merchant Marine</i> ; <i>Naval</i>).....	45
<i>Soil name</i> . (See <i>Soil names</i> .)		<i>bank</i> . (See <i>Bank</i> .)	
<i>Reds, the; a Red</i> (see also U. S. S. R.).....	45	<i>Board</i> . (See <i>Federal</i> .)	
<i>reef</i> . (See <i>Geographic terms</i> .)		<i>city</i> . (See <i>Bank</i> ; <i>City</i> .)	
<i>referable</i> (5.2).....	54	<i>officer</i> (3.17).....	19, 45
<i>Reference marks</i> . (See <i>Footnotes</i> .)		<i>Officers' Training Corps</i> (see also <i>Corps</i>).....	45
<i>Reflecting Pool</i> . (See <i>District of Columbia</i> .)		Abbreviation (10.44).....	150
<i>Reformation</i> (3.24).....	21, 45	<i>Women's</i> . (See <i>Women's Reserve</i> .)	
<i>reformatory</i>	45	<i>Reserves, the; reservist</i>	45
<i>refuge</i>	45	<i>reservoir</i> . (See <i>Geographic terms</i> .)	
<i>Regents, Board of</i> . (See <i>Board</i> .)		<i>Resident Commissioner</i> . (See <i>Member</i> ; <i>Puerto Rico</i> .)	
<i>regime</i> (5.3).....	55	<i>Resolution</i> (3.39) (see also <i>Public</i>).....	24, 45
<i>regiment</i> (3.17) (see also <i>Army</i>).....	19	Abbreviation (10.38, 14.10).....	145, 167
<i>Ordinals in names of</i> (11.10).....	157	<i>Resolved, etc.:</i>	
<i>region</i> (3.9).....	18, 45	Capitalization of following word (3.46).....	25
<i>Ordinals with</i> (11.10).....	157	In <i>italic</i> (3.46, 12.10).....	25, 162
<i>Register:</i>		<i>Restoration</i> . (See <i>Historic events</i> .)	
<i>Federal</i> . (See <i>Federal</i> .)		<i>résumé</i> (5.4).....	55
<i>of the Treasury</i>	45	<i>Retired Reserve</i> . (See <i>Reserve</i> .)	
<i>registrar</i> (5.2).....	54	<i>reveled, -ing, -er</i> (5.2).....	54
Regular—		<i>Revenue Act of 1928, etc.</i> (3.40) (see also <i>Act</i>).....	24
<i>Army, Navy</i>	45	<i>Reverend, abbreviation</i> (10.23, 10.44).....	144, 150
<i>Army officer</i> (3.17) (see also <i>Army</i>).....	19	<i>Rt. Rev.</i> (10.28, 10.44).....	144, 150
<i>regulation</i> (see also <i>Federal Reserve Board</i>).....	45	<i>Very Rev.</i> (10.28).....	144
<i>Reign of Terror</i>	45	<i>Revised Statutes, etc.</i> (3.39).....	23, 45
<i>reinforce</i> (5.2).....	54	Abbreviation (10.39, 10.44, 14.10).....	145, 150, 167
Related numbers:		Revising:	
Beginning of sentence (11.26).....	159	<i>Galley</i> (2.104-2.111).....	12-13
In group (11.5).....	155	Page (2.112-2.120).....	13-14
<i>Ordinals</i> (11.10, 11.11).....	157	Press (2.121-2.122).....	14-15
Related short words in capitalized head		Stone (2.112-2.120).....	13-14
(3.52).....	25	<i>Revolution</i> (see also <i>Historic events</i> ; <i>War</i>).....	45
<i>relater, relator</i> (5.3).....	54	<i>Revolutionary</i> (see also <i>Army</i> ; <i>War</i>).....	45
<i>Religious terms</i> (3.34).....	22, 45	<i>RF</i> (10.44).....	150
<i>Remington Rand, Inc.</i> (See <i>Firm names</i> .)		<i>R. F. D.</i> (10.44) (see also <i>Service</i>).....	150
<i>remodeler</i> (5.2).....	54	<i>Rh</i> (10.44).....	150
<i>Renaissance</i> (3.24, 5.2) (see also <i>Historic events</i>).....	21, 45, 54	<i>rhodium</i> . (See <i>Chemical elements</i> .)	
<i>Rendzina</i> . (See <i>Soil names</i> .)		<i>Rhode Islander</i> (5.39).....	62
<i>reorganization plan</i> . (See <i>Plan</i> .)		<i>rhodium</i> . (See <i>Chemical elements</i> .)	
<i>reparable</i> (5.2).....	54	<i>rhyme</i> (5.2).....	54
<i>repellent</i> (5.2).....	54	<i>R. I.</i> (10.10, 10.11, 10.44).....	142, 150
<i>Report, as part of title</i> (3.39).....	24, 45	<i>ridge</i> . (See <i>Geographic terms</i> .)	
<i>Reporter, Supreme Court</i> (see also <i>Supreme Court</i>).....	45	<i>right-of-way, plural form</i> (5.6).....	56
<i>Reporters, Supreme Court, abbreviated names used in citations</i> (18.17).....	196	<i>rights, State(s)</i> . (See <i>State</i> ; <i>States</i> .)	
Reports:		<i>risqué</i> (5.4).....	55
Congressional. (See <i>Congressional work</i> .)		<i>rivaled, -ing</i> (5.2).....	54
Court of Claims, United States, example.....	204	<i>river</i> (3.5) (see also <i>Geographic terms</i>).....	17
<i>Representative</i> (3.18).....	20, 45	Plural form (3.8).....	18
<i>at large</i>	45	<i>r. m. s.</i> (10.44).....	150
Reprint copy:		<i>Road</i> (3.17).....	20, 45
In duplicate (1.4).....	1	Abbreviation (10.13, 10.44, 14.5).....	142, 150, 167
Jacket number to be indicated (2.21).....	7	Figures with (14.5).....	167
<i>Notices</i> (2.139).....	16	<i>Ordinals</i> (11.12).....	157
Signature and year not changed (2.140).....	16	<i>roads</i> . (See <i>Geographic terms</i> .)	
<i>Republican</i> (3.18, 3.19) (see also <i>Political parties</i>).....	20	<i>rock</i> . (See <i>Geographic terms</i> .)	
<i>National Committee</i> . (See <i>Committee</i> .)		<i>roentgen</i> . (See <i>Derivatives</i> .)	
<i>Party</i> . (See <i>Party</i> .)		<i>role</i> (5.3).....	55
<i>policy committee</i> . (See <i>Committee</i> .)			

	Page		Page
roman candle, cement, type (3.4) (see also Derivatives).....	17	scalloped, -ing (5.2).....	54
Roman numerals. (See Numerals.)		scandium. (See Chemical elements.)	
Rose Bowl. (See Bowl.)		SCAP (10.44).....	151
rotisserie (5.3).....	55	schedule (3.9).....	18, 46
rotunda. (See Capitol.)		schizophrenia (5.2).....	54
roue (5.3).....	55	School (3.17).....	20, 46
Round numbers spelled out. (See Numerals.)		District. (See District.)	
route No., etc.....	45	Scientific—	
roweled, -ing (5.2).....	54	Equations. (See Equations.)	
Royal titles, capitalization (3.35, 3.36, 3.38).....	22, 23, 39	Matter, italic for symbols (12.12).....	162
r. p. m., r. p. s. (10.44).....	150	Names:	
RRB (10.44).....	150	Capitalization (3.26).....	21
Rt. Rev. (See Reverend.)		Derivatives (3.27).....	22
rubidium. (See Chemical elements.)		Italic (12.8).....	162
ruble (5.2).....	54	Quoted in caps, caps and small caps, etc. (12.9).....	162
rule (3.9).....	18, 45	Roman (12.8).....	162
Ruler of the Universe.....	45	Soil (3.29).....	22, 46
Rules in tables. (See Tabular work.)		Terms:	
run. (See Geographic terms.)		Compounding (6.41).....	68
Running heads:		Italic in tabular work (14.125).....	177
Period omitted after (9.98).....	135	scion (5.2).....	54
Reviser to check (2.116c).....	13	S. Con Res. (with number) (10.38, 10.44) (see also Resolution).....	145, 151
Runup boxheads. (See Tabular work—Heads.)		scotch plaid, tape. (See Derivatives.)	
rural free delivery, etc. (See Service.)		Scriptures, etc. (3.34).....	22, 46
Abbreviation (10.44).....	150	scurrilous (5.2).....	54
Russell Sage Foundation. (See Foundation.)		s. d. (10.44).....	151
Russia. (See U. S. S. R.)		S. Dak. (10.10, 10.11, 10.44).....	142, 151
russia leather, russian bath. (See Derivatives.)		S. Doc. (with number) (10.38, 10.44, 14.10).....	145, 151, 167
Russian language.....	406	SE. (10.14, 10.17, 10.44, 10.47).....	142, 151, 152
Old spelling.....	410	sea. (See Geographic terms.)	
ruthenium. (See Chemical elements.)		Seabees. (See Navy.)	
rutherford. (See Derivatives.)		seaboard (see also Eastern).....	46
		Atlantic. (See Atlantic.)	
S. (See South.)		Pacific. (See Pacific.)	
s. (10.44, 10.57, 11.91).....	151, 154, 157	seal, how set (17.24, 17.28).....	192, 194
Sabbath, Sabbath Day.....	46	seaman, first class. (See Sic.)	
saccharin, saccharine (5.2).....	54	seance (5.3).....	55
SACEUR (10.44).....	151	Seasons (3.23) (see also Foreign languages).....	21
sacrilegious (5.2).....	54	seaway (3.10).....	18
SAE (10.44).....	151	seat of government. (See Government.)	
salable (5.2).....	54	SEC (10.44).....	151
s. and s. c. (10.44).....	151	sec, sech (10.44).....	151
Salutation:		sec.-ft. (10.44).....	151
Capitalization (3.58, 17.17).....	26, 191	2d, 3d (10.44).....	151
Colon after (9.11, 17.17).....	128, 191	Addresses (10.33, 17.3, 17.16).....	144, 189, 191
Italic (9.11, 17.17).....	128, 191	Courtwork (18.33).....	197
samarium. (See Chemical elements.)		No comma before (9.24, 9.44, 10.29).....	129, 131, 144
sanatorium, plural form (5.10).....	57	Ordinals (11.10-11.12).....	157
sandaled, -ing (5.2).....	54	Signatures (10.33, 17.3, 17.21).....	144, 189, 192
sanforize. (See Derivatives.)		Type set in (10.33, 17.3, 17.16, 17.21).....	144, 189, 191, 192
sanitarium, plural form (5.10).....	57	2d Lt. (10.26, 10.44).....	144, 151
saratoga chips. (See Derivatives.)		Second (wool). (See Market grades.)	
Sat. (10.43, 10.44).....	146, 151	Second World War. (See War.)	
Satan, etc. (3.34).....	22	Secret Service. (See Service.)	
satellite (5.2).....	54	Secretariat (3.17) (see also United Nations).....	19
satinet (5.2).....	54	Secretaries of the—	
saute (5.3).....	55	Army and the Navy.....	46
savable (5.2).....	54	military departments (3.36).....	23, 46
savanna (5.2).....	54	Secretary (3.36).....	23, 46
savings bond. (See Bond.)		Acting (3.36) (see also Acting).....	23
savior, Saviour (5.2).....	54	Assistant (3.36) (see also Assistant).....	23, 46
S. C. (10.10, 10.11, 10.44).....	142, 151		
sc., ss (10.44).....	151		

	Page		Page
<i>Secretary</i> —Continued		<i>sergeant:</i>	
<i>General</i>	46	Abbreviation (10.26, 10.44).....	144, 151
No hyphen (6.39).....	68	<i>at arms</i> (see also House of Representatives; Senate):	
<i>Office of the; Secretary's Office.</i> (See <i>Office.</i>) <i>of the Senate.</i> (See <i>Senate.</i>)		No hyphens (6.39).....	68
<i>Under</i> (3.36) (see also <i>Under Secretary</i>).....	23	Plural form (5.6).....	56
<i>section</i> (part of book):		<i>first class.</i> (See <i>Sfc.</i>)	
Abbreviation (10.34, 10.44, 14.9).....	145, 151, 167	<i>major</i> , plural form (5.6).....	56
Beginning of paragraph (10.35).....	145	<i>staff.</i> (See <i>S. Sgt.</i>)	
Type set in (10.35).....	145	<i>Serial</i> —	
Capitalization (3.9).....	18, 46	<i>Letters:</i>	
Italic for letters indicating (12.14).....	162	Set in italic (12.14).....	162
Period and space after (9.97).....	135	Roman in legal work (12.14).....	162
Roman over figure columns in indexes and tables of contents (16.22).....	186	<i>Numbers:</i>	
One lead beneath (16.22).....	186	Comma omitted (9.38, 11.15).....	130, 158
<i>Section mark:</i>		Figures used (11.7).....	155
Sequence as footnote reference (16.14).....	186	In parentheses (9.80).....	134
Space after (13.6).....	163	<i>seriatim</i> (5.2).....	54
<i>Security Council</i> (3.17) (see also <i>Council;</i> <i>United Nations</i>).....	19	<i>Sermon on the Mount.</i>	46
<i>See and see also:</i>		<i>Service</i> (see also <i>Army</i>).....	46
Italic, in indexes and tables of contents (12.10, 16.21).....	162, 186	<i>Selective</i> (see also <i>System</i>).....	46
Roman, in tabular work (14.126).....	177	<i>service:</i>	
<i>See footnote 1, etc.</i> (See <i>Tabular work.</i>)		<i>customs.</i> (See <i>Bureau.</i>)	
<i>seismology</i> (5.2).....	54	<i>men and women</i> (6.21).....	66
<i>Selective</i> —		<i>railway mail.</i> (See <i>Division.</i>)	
<i>Service.</i> (See <i>Service; System.</i>)		<i>session:</i>	
<i>Training and Service Act.</i> (See <i>Act.</i>)		Abbreviation (10.37, 14.10).....	145, 167
<i>selenium.</i> (See <i>Chemical elements.</i>)		With ordinals (10.37, 11.11, 14.10).....	145, 157, 167
<i>self, ex, quasi, hyphen with</i> (6.33).....	67	<i>seta</i> , plural form (5.10).....	57
<i>selvage, salvage</i> (5.2).....	54	<i>settler, settlor</i> (5.2).....	54
<i>Semicolon:</i>		<i>Seven Years' War.</i> (See <i>War.</i>)	
Avoid when comma will suffice (9.129).....	139	<i>Seventh-day Adventists.</i> (See <i>Religious terms.</i>)	
Dash not used after (9.56).....	132	<i>Serenth-Day Baptists.</i> (See <i>Religious terms.</i>)	
Matches adjoining type (9.131, 12.15).....	139, 162	<i>sewage, sewerage</i> (5.2).....	54
To separate—		<i>sextet</i> (5.2).....	54
Closely related statements (9.127).....	138	<i>Sfc.</i> (10.26, 10.44).....	144, 151
Phrases containing commas (9.126).....	138	<i>Shakespearean</i> (5.2).....	54
Statements of contrast (9.127).....	138	<i>shanghai.</i> (See <i>Derivatives.</i>)	
Summarizing words or abbreviations (9.128).....	138	<i>SHAPE</i> (10.44).....	151
<i>Senate</i> —		<i>Shape</i> , how to indicate. (See <i>Gothic letters.</i>)	
<i>bill</i> (3.39) (see also <i>Bill</i>).....	24	<i>Shelf, Continental.</i> (See <i>Continental.</i>)	
Abbreviation (10.38, 10.44, 14.10).....	145, 151, 167	<i>shellacking</i> (5.2).....	54
<i>Calendar.</i> (See <i>Calendar.</i>)		<i>SHF</i> (10.44).....	151
<i>Document</i> (3.39).....	24	<i>ship canal</i> (3.10).....	18
Abbreviation (10.38, 10.44, 14.10).....	145, 151, 167	<i>ship of state</i>	46
<i>Office Building.</i> (See <i>Building.</i>)		<i>shipway</i> (3.10).....	18
<i>policy committee.</i> (See <i>Committee.</i>)		<i>Shilling mark</i> , in fractions (11.13).....	158
Titles of officers.....	46	Sign (13.19).....	166
<i>Senator, senatorial, etc.</i>	46	<i>shipyard, naval.</i> (See <i>Naval.</i>)	
<i>Senior Ambassador.</i> (See <i>Ambassador.</i>)		<i>shoal.</i> (See <i>Geographic terms.</i>)	
<i>senor</i> (5.3).....	55	<i>shoran</i> (10.44).....	151
<i>sentineled, -ing</i> (5.2).....	54	<i>Shore:</i>	
<i>separate</i> (5.2).....	54	<i>Eastern.</i> (See <i>Eastern.</i>)	
<i>Sept.</i> (10.40–10.42, 10.44, 14.4).....	145–146, 151, 167	<i>Establishment.</i> (See <i>Establishment.</i>)	
<i>septum</i> , plural form (5.10).....	57	<i>shoveled, -ing</i> (5.2).....	54
<i>sepulcher</i> (5.2).....	54	<i>s. hp.</i> (10.44).....	151
<i>sequela</i> , plural form (5.10).....	57	<i>Shriner</i> (3.18).....	20
<i>ser.</i> (10.44).....	151	<i>shriveled, -ing</i> (5.2).....	54
<i>seraph</i> , plural form (5.10).....	57	<i>siamese twins.</i> (See <i>Derivatives.</i>)	
<i>Serbian alphabet</i>	428	<i>sic</i> (10.44).....	151
		In brackets (9.4).....	127
		<i>Sideheads:</i>	
		Capitalization. (See <i>Capitalization—Cen-</i> <i>ter and side heads.</i>)	
		Dash after (9.53).....	132

	Page		Page
Sideheads—Continued		Signs and symbols—Continued	
<i>Note</i> , in caps and small caps (9.91).....	135	“ <i>Fol.</i> ,” “ <i>fol. lit.</i> ,” etc. (2.4, 2.5).....	5
Period after (9.91).....	135	Footnote references:	
Examples (9.91).....	135	Ambiguity (16.15).....	186
Omitted (9.98).....	135	Sequence (16.14).....	186
Sidenotes (<i>see also</i> Cut-in folios and notes):		Symbols preferred in certain instances	
Abbreviations. (<i>See</i> Abbreviations.)		(16.16).....	186
How set (2.22).....	7	In legends (2.62, 12.13).....	9, 162
Ordinals. (<i>See</i> Numerals.)		Letter symbols:	
<i>sideward</i> (5.2).....	54	Capitalization (12.13, 13.7, 13.8).....	162, 163
<i>Sierozem.</i> (<i>See</i> Soil names.)		Figures similar to letters to be marked	
<i>Signal Corps.</i> (<i>See</i> Corps.)		(2.25, 2.26).....	7
<i>signaled</i> , -ing (5.2).....	54	Gothic to indicate shape or form (2.27)....	7
<i>signature</i> , capitalization (3.9).....	18	Type to be used (2.27).....	7
Signature, as unit in lockup. (<i>See</i> Imposition.)		Gothic not used (2.28, 2.29).....	7
Signature marks (<i>see also</i> Imprints):		Italic in equations. (<i>See</i> Italic.)	
Congressional (2.133).....	15	Period omitted (13.7).....	163
Indentation (2.123).....	15	List (13.19).....	166
Kind of job:		Apothecary (13.19).....	166
Matrix (2.130).....	15	Astronomy (13.19).....	166
Offset (2.129).....	15	Biology (13.19).....	166
Plated (2.123).....	15	Chemistry (13.19).....	166
Reprint (2.132).....	15	Mathematics (13.19).....	166
Vinylite mold (2.131).....	15	Medicine (13.19).....	166
Not changed (2.140).....	16	Meteorology (13.19).....	166
Pasters (2.135–2.138).....	15	Physics (13.19).....	166
Type size (2.123).....	15	Money (10.57).....	154, 215
Year, position in (2.124).....	15	New, furnished at cost (13.3).....	163
Signatures:		Repeated before or after figures (13.6).....	163
Abbreviations to be followed (10.21).....	143	Spacing (13.4).....	163
Capitalization (3.53, 17.2).....	26, 189	Section mark (13.6).....	163
Examples (17.23–17.26).....	192–193	Standardized:	
Extra lead (17.5).....	189	Acceptable (13.18).....	165
General typographic principles (17.1).....	189	Need of (13.1, 13.2).....	163
How set (17.20–17.26).....	192–193	Tables. (<i>See</i> Tabular work.)	
More than eight signatures (17.23).....	192	<i>silicon.</i> (<i>See</i> Chemical elements.)	
More than half line (17.22).....	192	<i>silver.</i> (<i>See</i> Chemical elements.)	
Two to eight signatures (17.23).....	192	<i>Silver Star.</i> (<i>See</i> Decorations.)	
Indentations (17.20, 17.23, 17.24).....	192	<i>similarly</i> , etc., in equations (13.13).....	164
Increased in wide measure (17.20).....	192	<i>simon pure.</i> (<i>See</i> Derivatives.)	
Leading in courtwork (18.48).....	198	<i>sin, sinh</i> (10.44).....	151
<i>Mr., Esq., Jr., 2d</i> , etc., type set in (17.3, 17.21).....	189, 192	Single punctuation. (<i>See</i> Punctuation.)	
Preceded by dash, run in (9.52, 17.19).....	132, 192	<i>sink.</i> (<i>See</i> Geographic terms.)	
Preparation (2.14).....	6	Sink, in printing. (<i>See</i> Makeup.)	
Punctuation (17.25).....	192	<i>siphon</i> (5.2).....	54
Quotation marks (17.27).....	193	<i>sirup</i> (5.2).....	54
<i>seal</i> , how set (17.28).....	194	<i>Sister(s)</i> (3.34).....	22, 46
Examples (17.28).....	194	<i>Six Nations.</i> (<i>See</i> Indian.)	
Spacing of lines (17.4).....	189	<i>six States of Australia</i> (3.19).....	20, 47
Title:		<i>S. J. Res.</i> (with number) (10.38, 10.44).....	145, 151
Following name, in italic (17.21).....	192	<i>skeptic</i> (5.2).....	54
Long, how set (17.24).....	192	<i>ski</i> , plural form (5.10).....	57
To be followed (10.21, 17.21).....	143, 192	<i>skillful</i> (5.2).....	54
<i>signed</i> , following expression quoted (9.111)....	136	<i>skulduggery</i> (5.2).....	54
Signs and symbols:		Slavic (Cyrillic) languages.....	427
Accents (13.19) (<i>see also</i> Foreign languages)...	166	<i>slip</i> (3.10).....	18
Apostrophe to indicate coined plurals		<i>slope.</i> (<i>See</i> Atlantic; Pacific.)	
(5.28).....	61	<i>slough.</i> (<i>See</i> Geographic terms.)	
Chemical elements (13.17).....	165	Slugs. (<i>See</i> Leading.)	
Set in roman (12.11).....	162	<i>small-business man</i> (6.21).....	66
Crossed with (13.4).....	163	Small caps:	
Degree mark instead of word <i>degree</i> (13.5)...	163	Abbreviation (10.44).....	151
Equations. (<i>See</i> Equations.)		Brackets, parentheses, etc. (3.48).....	25
		Center and side heads (3.48–3.51).....	25
		Apostrophe for small-cap <i>c</i> (3.49).....	25
		In names (3.49, 3.50).....	25

	Page		Page
Small caps—Continued		<i>Soviet, etc. (See U. S. S. R.)</i>	
Center and side heads—Continued		<i>SP</i> (10.44).....	151
Space after <i>ac</i> (3.49).....	25	<i>s. p.</i> (10.44).....	151
Spacing. (<i>See Spacing.</i>)		Spacing (<i>see also</i> Leading):	
<i>etc., et al.</i> (3.55).....	26	Abbreviations, points and spaces omitted	
Parts of speech (3.51).....	25	in some (10.7).....	141
Roman numerals for preliminary page		After—	
numbers (2.84, 16.26).....	11, 186	<i>ac</i> in <i>Mac</i> in small-cap heads (3.49).....	25
<i>v.</i> , in names of legal cases set in caps (12.7).....	161	<i>Article, Section, etc.</i> (9.97).....	135
<i>Smithsonian Institution.</i> (<i>See Institution.</i>)		Colon. (<i>See Colon.</i>)	
<i>smolder</i> (5.2).....	54	Period following alined chapter numbers	
<i>smorgasbord</i> (5.3).....	55	in tables of contents (16.32).....	187
<i>sniveled, -ing</i> (5.2).....	54	Section mark followed by figures (13.6).....	163
<i>snorkel</i> (5.2).....	54	Between—	
<i>s. o.</i> (10.44).....	151	Paragraph number and following figure	
<i>so-called</i> , following expression not quoted		or letter in parentheses (2.7, 9.84, 9.85).....	5, 134
(9.111).....	137	Words in text (2.36).....	8
<i>Socialist, socialism</i> (3.18) (<i>see also</i> Political		Letterspacing (2.36).....	8
parties).....	20, 46	Caps, small caps, etc., in datelines, ad-	
<i>society</i>	46	dresses, signatures (17.4).....	189
<i>sodium.</i> (<i>See Chemical elements.</i>)		Centerheads (2.38).....	8
<i>sofar</i> (10.44).....	151	Letterspacing (2.38).....	8
<i>Soil Conservation Service.</i> (<i>See Service.</i>)		Courtwork:	
Soil names, capitalization (3.29).....	22, 46	Abbreviations (18.36).....	197
<i>soiree</i> (5.3).....	55	Indian names (18.22).....	196
<i>Soldiers' Home</i> (3.5, 3.7).....	17, 18, 46, 47	Numbered questions and answers (18.28).....	196
<i>Soldier's Medal.</i> (<i>See Decorations.</i>)		<i>crossed with</i> (13.4).....	163
<i>Solicitor</i>	47	Ellipsis (9.61, 9.64, 9.90).....	132, 135
<i>General</i>	47	At end of sentence (9.90).....	135
<i>soliloquy</i> (5.2).....	54	Equations. (<i>See Equations.</i>)	
<i>Solonchak, Solonetz, Soloth.</i> (<i>See Soil names.</i>)		Footnote references:	
<i>someone, some one</i> (6.12).....	64	Separated from words by thin space	
<i>some time, sometime, sometimes</i> (5.2).....	54	(16.12).....	185
<i>Son of Man</i> (3.34).....	22, 47	Symbols closed up (16.12).....	185
<i>sonar</i> (10.44).....	151	Two or more, separated by space (9.39,	
<i>Sons of the American Revolution, etc.</i>	47	16.19).....	130, 186
Abbreviation (10.44).....	151	Footnotes, short (2.98).....	12
<i>Stc.</i> (10.26, 10.44).....	144, 151	Indian words, to be followed (5.41).....	62
<i>S O S</i> (10.44).....	151	Last line of paragraph (2.37).....	8
<i>souffle</i> (5.3).....	55	Latitude, longitude (10.48, 11.9e).....	152, 156
<i>sound.</i> (<i>See Geographic terms.</i>)		Leaders for omitted word, space before and	
<i>source</i> , how set as sidehead (9.91).....	135	after (15.20).....	182
<i>South</i>	47	Leading governs (2.36).....	8
Abbreviation (10.44).....	151	Letterspacing. (<i>See Letterspacing.</i>)	
Compass directions (10.47).....	152	Magnification sign, space after (13.4).....	163
Land descriptions (10.17).....	142	Quotation marks borne off (9.117).....	137
Latitude and longitude (10.48).....	152	Signs and symbols before or after figures	
<i>American Republics.</i> (<i>See Republic.</i>)		closed up (13.6).....	163
<i>American States.</i> (<i>See States.</i>)		Stars and line of stars. (<i>See Ellipsis, this</i>	
<i>Atlantic States (see also States)</i>	47	section.)	
<i>Carolinian</i> (5.39).....	62	Tables. (<i>See Tabular work.</i>)	
<i>Central States, East.</i> (<i>See East; States.</i>)		<i>spacious, specious</i> (5.2).....	54
<i>Dakotan</i> (5.39).....	62	<i>Spain, war with.</i> (<i>See War.</i>)	
<i>Pole</i> (3.21).....	21, 47	<i>Spanish—</i>	
Spelled out in addresses (10.14).....	142	- <i>American War, Spanish War.</i> (<i>See War.</i>)	
<i>south</i> (3.22).....	21	<i>Inquisition.</i> (<i>See Inquisition.</i>)	
<i>Germany</i> (3.22).....	21	Language.....	412
<i>Southern—</i>		<i>spanish omelet.</i> (<i>See Derivatives.</i>)	
<i>Bright</i> (tobacco). (<i>See Market grades.</i>)		<i>SPAR</i> (10.44) (<i>see also</i> Women's Reserve).....	50, 151
<i>United States</i>	47	<i>Speaker, Speaker pro tempore, etc.</i> (<i>See</i>	
<i>southern—</i>		House of Representatives.)	
<i>California</i> (3.22).....	21, 47	<i>special delivery service.</i> (<i>See Service.</i>)	
<i>France</i> (3.22).....	21	<i>Special Order</i> (with number).....	47
<i>southerner</i>	47	<i>specter</i> (5.2).....	54
<i>Southland</i>	47	<i>Speedway</i> (D. C.). (<i>See District of Colum-</i>	
<i>southward</i> (5.2).....	54	bia.)	

	Page		Page
<i>spelled</i> (5.2).....	54	<i>sq. in.</i> (10.44, 10.55).....	151, 153
Spelled-out words, hyphen to indicate (9.75)...	133	<i>Sr.</i> (See <i>Jr.</i>).....	
Spelling:		<i>S. Res.</i> (with number) (10.38, 10.44).....	145, 151
<i>a, an.</i> (See Articles.).....		<i>S. Rept.</i> (with number) (10.38, 10.44, 14.10).....	145,
Anglicized foreign words (5.3).....	55		151, 167
<i>cede, ceed, sede</i> , words ending in (5.13).....	59	<i>SS.</i> (10.24, 10.44, 14.7).....	143, 151, 167
Consonants:		<i>ss, sc.</i> (10.44).....	151
Doubled (5.14).....	59	<i>S. S. F.</i> (10.44).....	151
Not doubled (5.15).....	59	<i>S. Sgt.</i> (10.26, 10.44).....	144, 151
Counties, parishes, etc.....	221-229	<i>SSS</i> (10.44) (see also <i>System</i>).....	151
Similar names.....	221	<i>S. S. U.</i> (10.44).....	151
Foreign:		<i>St., Ste., SS.</i> (10.44).....	151
Accented words (5.4).....	55	<i>stadium</i> , plural form (5.10).....	57
Capitals.....	210	<i>Staff, Chief of.</i> (See <i>Chief; Joint.</i>).....	
Countries.....	210	<i>Staked Plain</i>	47
Languages. (See <i>Foreign languages.</i>).....		<i>stanch</i> (5.2).....	54
Money.....	215	<i>standard time</i> , etc. (See <i>Time.</i>).....	
Nationals, names of.....	213	Standardization of symbols. (See <i>Signs and symbols.</i>).....	
Place names:		<i>Standby Reserve.</i> (See <i>Reserve.</i>).....	
Authority for (5.36, 5.37).....	61, 62	<i>Star, black</i> , for reprints (2.132).....	15
Copy to be followed (5.37).....	62	<i>Star:</i>	
<i>ible, able</i> , words ending in (5.11).....	57	<i>North.</i> (See <i>North.</i>).....	
Indian words (5.41, 18.22).....	62, 196	<i>of Bethlehem</i>	47
<i>ise, ize, yze</i> , words ending in (5.12).....	58	<i>Pole.</i> (See <i>Pole Star.</i>).....	
Ligatures (5.42) (see also <i>Foreign languages.</i>).....	62	<i>-Spangled Banner.</i> (See <i>Flag.</i>).....	
Names of natives of—		<i>star route service.</i> (See <i>Service.</i>).....	
States (5.39).....	62	<i>Stars and Stripes.</i> (See <i>Flag.</i>).....	
Territories (5.40).....	62	Stars:	
Particles, one- or two-word form (3.15).....	19	As ellipsis. (See <i>Ellipsis.</i>).....	
Plant names. (See <i>Plant names.</i>).....		Signs and symbols (13.19).....	166
Plurals:		<i>State</i> , etc. (3.19) (see also <i>Government</i>).....	20, 47
Compound terms (5.6-5.10).....	56-57	<i>Dining Room.</i> (See <i>White House.</i>).....	
Irregular (5.10).....	57	<i>legislature.</i> (See <i>Legislature.</i>).....	
Letters, figures, and symbols (5.28).....	61	<i>rights</i> (3.19).....	20, 47
Money terms.....	215	<i>Under Secretary of.</i> (See <i>Under Secretary.</i>).....	
Names of nationals.....	213	<i>state and church</i> (3.19).....	20, 47
Neither word a noun (5.8).....	56	<i>statehood, statehouse, stateside, statewide</i>	
Noun with adverb or preposition (5.7).....	56	(3.19).....	20, 47
Nouns ending in <i>ful</i> (5.9).....	56	<i>Staten Island</i> , not abbreviated (10.12).....	142
Nouns ending in <i>o</i> (5.5).....	55	<i>State's attorney</i>	47
Spelled-out numbers (5.30).....	61	<i>state's evidence</i> (3.19).....	20, 47
Words referred to as words (5.30).....	61	<i>States</i> (3.6, 3.19, 3.21).....	17, 20, 21, 47
Possessives and apostrophes. (See <i>Possessives and apostrophes.</i>).....		<i>Balkan</i> (3.19).....	20, 47
Preferred forms (5.1, 5.2).....	51	<i>Central</i> (3.21).....	21
Any dictionary:		<i>East North Central</i> , etc. (3.21).....	21, 47
"Follow" matter (2.4).....	5	<i>Eastern</i> (3.6) (see also <i>Eastern</i>).....	17, 47
Supreme Court record (18.8).....	195	<i>eastern farming</i> , etc. (3.6).....	17, 47
Webster's Dictionary as authority (5.1, 5.2).....	51	<i>Eastern North Central</i> , etc. (3.21) (see also	
Transliteration (5.43) (see also <i>Foreign languages</i>).....	62	<i>Eastern</i>).....	21, 47
<i>sp. gr.</i> (10.44).....	151	<i>Eastern United</i> (3.21) (see also <i>Eastern</i>).....	21, 47
<i>spillway</i> (3.10).....	18	<i>Far Western</i> (3.21).....	21, 47
<i>Spirit of '76</i> , etc. (5.28).....	47, 61	<i>Gulf, Gulf Coast</i> (3.21).....	21, 47
<i>spirituous</i> (5.2).....	54	<i>Lake</i> (3.21).....	21, 47
<i>spirochete</i> (5.2).....	54	Names of natives of, spelling (5.39).....	62
<i>spit.</i> (See <i>Geographic terms.</i>).....		Names of, when abbreviated (10.10, 10.11, 10.44).....	142, 146
<i>spoliation</i> (5.2).....	54	<i>North Atlantic</i> (3.21).....	21, 47
<i>spring</i> (3.23).....	21, 47	<i>of Australia, six</i> (3.19).....	20, 47
As part of place name. (See <i>Geographic terms.</i>).....		<i>Pacific Coast</i> (3.21).....	21, 47
<i>spur.</i> (See <i>Geographic terms.</i>).....		<i>Western</i> (3.6).....	17, 47
<i>Square</i>	47	<i>states, foreign</i> (3.19).....	20
Abbreviation (10.13, 10.44, 11.12, 14.5).....	142,	<i>Station</i> (3.6, 3.9).....	17, 18, 47
	151, 157, 167	<i>Light.</i> (See <i>Light Station.</i>).....	
Ordinals with (11.12, 14.5, 14.145).....	157, 167, 178	<i>Naval.</i> (See <i>Naval.</i>).....	
		<i>Union</i> (3.6) (see also <i>Union</i>).....	17

	Page		Page
Station, military, State name with abbreviated (10.10).....	142	Superiors:	
stationary, stationery (5.2).....	54	Astrophysical matter (10.56).....	153
Statuary Hall. (See Capitol.)		Comma omitted (9.39).....	130
Statute of Liberty (3.5).....	17, 47	Copy preparation (2.24).....	7
statue, stature, statute (5.2).....	54	Figures set in roman (13.8).....	163
Statutes at Large (3.39) (see also Revised Statutes).....	23, 47	Follow inferiors (13.16).....	164
Abbreviation (10.39, 10.44, 14.10).....	145, 151, 167	When aligned (13.16).....	164
Steamship. (See SS.; Vessels and aircraft.)		Letters set in italic (12.11, 13.8).....	162, 163
St. Elizabeths Hospital. (See Hospital.)		Quotation marks with, space (9.117).....	137
stenciled, -ing, -er (5.2).....	54	Reference marks. (See Footnotes.)	
stifling (5.2).....	54	supp. (10.34, 10.44).....	145, 151
stillson wrench. (See Derivatives.)		Supplement to the Revised Statutes. (See Revised Statutes.)	
stimulus, plural form (5.10).....	57	Abbreviation (10.39, 10.44).....	145, 151
stone age. (See Ages.)		supra:	
Stone revising. (See Revising.)		In legal work (18.29).....	196
strait. (See Geographic terms.)		In nonlegal work (12.3).....	161
stratagem (5.2).....	54	Not abbreviated (10.45).....	152
stratum, plural form (5.10).....	57	Supreme (see also SCAP; SHAPE)—	
stream. (See Geographic terms.)		Bench.....	47
Gulf.....	39	Court (see also Court; Courtwork).....	48
street.....	47	surah silk. (See Derivatives.)	
Abbreviation (10.13, 10.44, 11.12, 14.5).....	142, 151, 157, 167	Surg. (10.26, 10.44).....	144, 151
Not abbreviated (10.15).....	142	Surgeon General.....	48
Ordinals with (11.12, 14.5, 14.145).....	157, 167, 178	Abbreviation (10.26, 10.44).....	144, 151
strontium. (See Chemical elements.)		Plural form (5.6).....	56
stubbornness (5.2).....	54	surreptitious (5.2).....	54
stubs wire. (See Derivatives.)		surveillance (5.2).....	54
stupefy (5.2).....	54	survey (3.17).....	19, 48
subarctic. (See Arctic.)		SW. (10.14, 10.17, 10.44, 10.47).....	142, 151, 152
subch. (10.34, 10.44).....	145, 151	S. W. (2d) (10.44).....	151
Subcommittee on Appropriations, etc. (See Committee.)		swamp. (See Geographic terms.)	
Subheads:		Swedish language.....	418
Indexes (16.33).....	187	swiss cheese. (See Derivatives.)	
Leaderwork (15.11).....	182	Swiss Confederation (3.20) (see also Confederation).....	20
Tables of contents (16.33).....	187	Swiss watch. (See Derivatives.)	
Tabular work (14.37).....	170	sweeled, -ing (5.2).....	54
subpar. (10.34, 10.44).....	145, 151	Syllabification (9.76) (see also Foreign languages; Word Division—supplement to STYLE MANUAL).....	133
subpena, -ed (5.2).....	54	syllabus, plural form (5.10).....	57
subsec. (10.34, 10.44).....	145, 151	syllan (5.2).....	54
substation. (See Station.)		Symbols. (See Signs and symbols.)	
subtlety (5.2).....	54	symposium, plural form (5.10).....	57
subtreasury (3.17).....	19, 47	synonymous (5.2).....	54
subtropical, subtropic(s). (See Tropical.)		synopsis, plural form (5.10).....	57
succor (5.2).....	54	System.....	48
suede (5.3).....	55	Selective Service (see also Service).....	48
Suffixes. (See Compound words; Guide to compounding; Plant names.)			
sulfur (5.2) (see also Chemical elements).....	54	T., Tps. (10.17, 10.44).....	142, 151
sulfanilamide (5.2).....	54	tabasco sauce. (See Derivatives.)	
sulfureted, -ing (5.2).....	54	table (3.9).....	18, 48
Sultan (3.36).....	23	tableau, plural form (5.10).....	57
Summation signs, height in equations (13.15).....	164	table d'hote (5.3).....	55
summer (3.23).....	21, 47	Tables. (See Tabular work; Useful tables.)	
summit. (See Geographic terms.)		Tables of contents:	
Sun. (10.43, 10.44).....	146, 151	Chapter, plate, etc., with number, alinement (16.32).....	187
sun (3.30).....	22, 47	Figure column:	
Sign (13.19).....	166	Page, section, etc., in roman (16.22).....	186
Sup. Ct. (10.44).....	151	One lead below (16.22).....	186
supererogation (5.2).....	54	Roman numerals, in small caps (16.23, 16.26).....	186
Superintendent.....	47	Width (16.24).....	186
Abbreviation (10.26, 10.44).....	144, 151		
Superior Court (18.47).....	198		

	Page
Tables of contents—Continued	
List of illustrations (2.82h).....	11
List of tables (2.82h).....	11
Makeup (2.90).....	11
Not leaderwork (15.1).....	181
Part of book (2.82h).....	11
See and see also (12.10, 16.21).....	162, 186
Style same as text (16.21).....	186
Subheads:	
Centered (16.33).....	187
Clearance (16.33).....	187
<i>taboo</i> (5.2).....	54
Tabular work:	
Abbreviations:	
<i>A. m., p. m.</i> , in italic oves figures (14.156).....	179
Article, part, section, preceding figures, letters, etc. (10.34, 14.9).....	145, 167
Centerheads follow tabular style (14.31).....	169
Congressional terms:	
<i>Cong., sess.</i> (10.37, 14.10).....	145, 167
<i>H. Res., H. J. Res.</i> (10.38, 14.10).....	145, 167
<i>S. Doc., S. Rept.</i> (10.38, 14.10).....	145, 167
Latitude, longitude, with figures (10.48, 14.8).....	152, 167
Months (10.40, 10.42, 14.4).....	145, 146, 167
Motorship (10.24, 12.5, 14.7).....	143, 161, 167
Names of persons (14.11).....	167
Period:	
Omitted before leaders (14.12).....	167
Used before footnote references (14.12).....	167
Railroad, railway (10.24, 14.7).....	143, 167
<i>Rev. Stat., Stat. L.</i> , etc. (10.39, 14.10).....	145, 167
Steamship (10.24, 14.7).....	143, 167
Street, avenue, etc. (10.13, 14.5).....	142, 167
Unfamiliar, explain in footnote (10.4).....	141
United States (10.8, 14.6).....	141, 167
Units of quantity (14.156).....	179
Do. not used under (14.65, 14.73).....	172, 173
Repeated (14.73).....	173
To save overrun (14.156).....	179
Uniformity (14.156).....	179
Alinement:	
Decimals. (See Ciphers, this section; Decimals, this section.)	
Figure columns. (See Figure columns, this section.)	
Fractions. (See Fractions, this section.)	
References. (See Footnotes and references, this section.)	
Average. (See Total, this section.)	
Bearoff:	
Added to indention in cut-in items (14.142).....	178
Boxheads. (See Heads—Box, this section.)	
Brackets (14.17).....	167
Copy preparer must indicate (2.15, 14.120).....	6, 176
Date column (14.13).....	167
Double-up tables (14.82, 14.121).....	173, 176
En quad (14.13).....	167
Figure column (14.13).....	167
Fractions (14.16).....	167
Omitted (14.119, 14.120).....	176
Included in <i>Do.</i> indention (14.70).....	173
Indentions and clears not part of (14.15).....	167

	Page
Tabular work—Continued	
Bearoff—Continued	
Mathematical signs (14.17).....	167
Omitted in crowded column (14.14, 14.83).....	167, 174
Uniformity (14.83).....	174
Parentheses (14.17).....	167
Reading column (14.13).....	167
Tables in rules (14.146–14.148).....	178
Tables without rules (14.150).....	178
Blank lines omitted (14.18).....	168
Boldface:	
Do. not used under (14.65).....	172
Nine-unit figures (2.1).....	5
Boxheads. (See Heads—Box, this section.)	
Braces (9.3, 14.30).....	127, 169
Do. not used under (14.68).....	172
Brackets, bearoff (14.17).....	167
Centerheads. (See Heads—Center, this section.)	
Ciphers:	
Added to decimal (14.38).....	170
Alone, in unit row (14.38).....	170
Period omitted (14.38).....	170
In place of <i>None</i> (14.39).....	170
Omitted after whole dollars (14.42).....	170
Repeated before decimal (14.38).....	170
Supplied after decimal point (14.42).....	170
Under <i>Fl. in.</i> (14.41).....	170
Under <i>£. s. d.</i> (14.40).....	170
Clears:	
Mathematical signs (14.17).....	167
Not part of bearoff (14.15).....	167
Parentheses, brackets (14.17).....	167
Uniformity in makeup (14.121).....	176
Whole numbers clear fractions (14.119).....	176
Copy preparers must indicate (2.15, 14.120).....	6, 176
Colon:	
After flush entries and subentries (14.34).....	169
Dash used in place of (14.34).....	169
Indention following (14.142).....	178
Single entry runs in (14.143).....	178
Column heads in tables without rules (14.151).....	178
Continued:	
Abbreviated to avoid overrun (14.43).....	170
Capitalization (14.43, 14.44).....	170, 171
Divide tables (14.27, 14.138, 14.139).....	168, 177
Em dash precedes (14.43).....	170
Heads:	
Condensed into one line (2.92, 14.46).....	11, 171
Double-up tables (14.81).....	173
Parallel and divide tables:	
Boxheads (14.27, 14.136).....	168, 177
Centerheads repeat (14.33).....	169
Divide made up parallel (14.138).....	177
Headnotes not repeated (14.33).....	169
References repeated (2.93, 14.99).....	11, 175
Type set in (12.10, 14.43–14.45).....	162, 170–171
Dash:	
After boxheads (14.19).....	168
After flush entries (14.34).....	169
En dash not used for <i>to</i> (14.141).....	178
En dashes aligned, double money columns (14.78).....	173
Precedes <i>Continued</i> (14.43).....	170

	Page		Page
Tabular work—Continued		Tabular work—Continued	
Dashlines:		Do.—Continued	
Do. not used under (14.65).....	172	Not used under—Continued	
No space added (14.35).....	169	Italic line (14.65).....	172
Omitted in reading and date columns		Leader line (14.65).....	172
(14.47).....	171	Rules (14.65).....	172
Parallel (14.48, 14.77).....	171, 173	Yes and No (14.65).....	172
Rules used in place of (14.49).....	171	Reading columns (14.60).....	172
Date columns:		Reference mark with (14.67).....	172
Avoid runup boxheads over (14.22).....	168	Tracing columns (14.62).....	172
Bearoff (14.13).....	167	Under blank space (14.66).....	172
Dashes omitted (14.47).....	171	Under spelled unit of quantity (14.73,	
Entirely of years (14.59).....	172	14.155).....	173, 179
Footnote references (14.103).....	175	Uniformity of treatment (14.63).....	172
Standing alone (14.105).....	175	Dollar mark:	
Leaders omitted (14.127).....	177	Double money columns (14.78).....	173
Standard:		En dashes alined (14.78).....	173
Alinement (14.53).....	171	Head of table (14.75).....	173
En comma (14.53).....	171	Mixed amounts (14.76).....	173
Extra space between month and day		Symbols repeated (14.76).....	173
(14.53).....	171	Omitted on cipher as first item (14.79)...	173
Footnote reference, where placed		Placed close to figure (14.75).....	173
(14.57).....	172	Repeated in stub or reading columns	
Military style (14.54).....	171	(14.80).....	173
No punctuation (14.54).....	171	Repeated on first figure of grouped sums	
Month cleared in first column (14.55)...	171	(14.77).....	173
Not reading column (14.56, 14.130)....	172, 177	Under cross rules (14.75).....	173
Final period omitted in last column		Double-up tables (see also Parallel and	
(14.56).....	172	divide tables, this section):	
Two kinds (14.50).....	171	Bearoff (14.16, 14.82).....	167, 173
Width of columns (14.51, 14.52).....	171	Uniformity in makeup (14.93, 14.121)...	174, 176
Year centered and set in italic (14.58)...	172	Continued heads (14.81).....	173
Space above (14.58).....	172	Units of quantity (14.157).....	179
Dates in form 2-12-43, alinement (14.86)...	174	Figure columns:	
Decimals (see also Ciphers):		Alinement:	
Alinement (14.91).....	174	Dash, plus sign, etc., in double row	
Mixed units (14.91).....	174	(14.86).....	174
Copy preparer to indicate clearance (2.15,		Decimal points (14.91).....	174
14.92).....	6, 174	Figures in parentheses (14.90).....	174
<i>Ditto.</i> (See Do., this section.)		Mixed units of quantity (14.90, 14.91)...	174
Divide tables. (See Parallel and divide		On right (14.83, 14.85).....	174
tables, this section.)		Plus or minus signs (14.86, 14.87).....	174
Do.:		Words and Roman numerals (14.88)...	174
Bearoff included in indentions (14.70)....	172	Period omitted (14.88).....	174
Boldface or italic never used (14.65).....	172	Bearoff (14.13).....	167
Capitalization in first and last columns		Omitted (14.14, 14.83).....	167, 174
(14.61).....	172	Tables in rules (14.16, 14.146, 14.147)...	167, 178
Date columns (14.60).....	172	Tables without rules (14.150).....	178
Indentions (14.70-14.72).....	172-173	Uniformity (14.83).....	174
Inverted commas, if prepared (14.74)....	173	Double row (14.86).....	174
Leaders with (14.60, 14.63, 14.70-14.72)...	172, 173	Footnote references (14.103).....	175
Not used (14.69, 14.70-14.72).....	172, 173	Standing alone (14.105).....	175
Mixed columns (14.64).....	172	Fractions. (See Fractions, this section.)	
None, in reading columns (14.66).....	172	Letters and symbols centered (14.89)....	174
Not used in—		Overruns (14.84).....	174
Figure columns (14.65).....	172	Period added (14.84).....	174
First line under centerhead (14.65).....	172	Parentheses:	
Not used under—		Against rule on right (14.85).....	174
Abbreviated unit of quantity (14.65,		Cleared in "Figs. against" (14.85).....	174
14.155).....	172, 179	Figures in, alined on right (14.90).....	174
Boldface line (14.65).....	172	Plus or minus signs:	
Braced items (14.68).....	172	Alinement (14.86, 14.87).....	174
Cleared months (14.55).....	171	Left or right of figures (14.87).....	174
Dashline (14.65).....	172	Runup boxheads, uniformity (14.22)....	168
Figures, figures and letters (14.65,		Tables in rules (14.146, 14.147).....	178
14.140).....	172, 177		

	Page
Tabular work—Continued	
Flush entries and subentries, punctuation (14.34).....	169
Footnotes and references (<i>see also</i> Notes, this section):	
Footnotes:	
Abbreviations follow tabular style (14.115).....	176
Appropriate footnotes with each page (14.106).....	175
Exception for better makeup (14.107).....	175
See footnotes at end of table (14.107).....	175
Fractions standing alone (14.122).....	176
Beginning of line (14.122).....	176
Makeup. (<i>See</i> Makeup, this section.)	
Measure:	
Cut-in tables (14.109).....	175
Introductory matter required (14.117).....	176
Doubled up in 30 picas or wider (14.112).....	176
Tables in rules (14.149).....	178
Numbered, immediately below table (14.106).....	175
Sign or lettered footnote, precedes numbered footnotes (14.106).....	175
Numbered independently from text (14.94).....	174
Parallel tables (14.101).....	175
Repeated (14.98).....	175
See footnote 1, etc. (14.98).....	175
Set in paragraphs (14.110).....	176
Style same as of tables (14.115).....	176
Table as footnote:	
Footnote to, same measure as table (14.109).....	175
Indented 3 ems (14.117).....	176
Introductory matter required (14.117).....	176
Copy preparer to supply (14.117).....	176
Tables in rules (14.149).....	178
Type size (14.114).....	176
Use of figures (14.116).....	176
When leaded (14.113).....	176
References:	
Alined on right in short footnotes (14.111).....	176
Asterisk, dagger, etc., to avoid ambiguity (14.96).....	175
Figures precede (14.97).....	175
Mathematical signs follow (14.97).....	175
No bearoff (14.97).....	175
Bearoff (14.103).....	175
Date columns (14.57, 14.103, 14.105).....	172, 175
Divide tables (14.102).....	175
Do. (14.67).....	172
Figure columns (14.103, 14.105).....	175
Figures for, beginning with 1 (14.95).....	175
Italic superior letters (14.96).....	175
Numbered across table (14.100).....	175
Both pages in parallel table (14.100).....	175
On right in year column (14.59).....	172
Reading columns (14.103, 14.105).....	175
Repeated (14.98).....	175
Boxheads (2.93, 14.46, 14.99).....	11, 171, 175
Continued lines (2.93, 14.99).....	11, 175

	Page
Tabular work—Continued	
Footnotes and references—Continued	
References—Continued	
Standing alone:	
Date columns (14.105).....	175
Figure columns (14.105).....	175
Reading columns (14.105).....	175
Symbol columns (14.103).....	175
Two or more, comma omitted (9.39, 14.104).....	130, 175
Fractions:	
Alinement:	
Different length (14.120).....	176
Mixed columns (14.90, 14.119).....	174, 176
Bearoff (14.16, 14.119).....	167, 176
Double-up tables (14.16).....	167
Tables in rules (14.16, 14.146).....	167, 178
Preparing (2.15, 14.92).....	6, 174
Standing alone, in figures (14.122).....	176
Spelled beginning of footnote (14.122).....	176
Whole numbers clear (14.119).....	176
Hairline rules. (<i>See</i> Rules, this section.)	
Heads:	
Box:	
Bearoff (14.20).....	168
No extra, tables in rules (14.148).....	178
Dash, reading into matter below (14.19).....	168
Centered (14.21).....	168
Hanging indentation (14.21).....	168
Continued (14.27, 14.45, 14.136).....	168, 171, 177
Depth (14.24, 14.25).....	168
Dividing short words (14.26).....	168
First line to be longer (14.26).....	168
Footnote references repeated (2.93, 14.46).....	11, 171
In 8-point table, 6-point head followed by 8-point quadline (14.29).....	168
Number, spelled (14.28).....	168
Parallel and divide tables (14.136).....	177
Period omitted after (9.98, 14.19).....	135, 168
References repeated (14.46, 14.99).....	171, 175
Repeated in parallel and divide tables (14.27, 14.136).....	168, 177
Runup (14.22, 14.23).....	168
Avoid over reading and date columns (14.22).....	168
Bearoff (14.23).....	168
Minimum depth (14.22).....	168
Three lines indented (14.23).....	168
Two lines centered (14.23).....	168
Uniformity (14.22).....	168
Need not run up in all parts of divide table (14.22).....	168
Set solid (14.20).....	168
To run crosswise (14.22).....	168
Years across (14.22).....	168
Center:	
Abbreviations and figures follow tabular style (14.31).....	169
Divide tables, heads and headnotes (14.33).....	169
Headnotes not repeated (14.33).....	169
Parallel tables (14.32, 14.33).....	169
Punctuation omitted (9.98, 14.34).....	135, 169

	Page		Page
Tabular work—Continued		Tabular work—Continued	
Heads—Continued		Leaders—Continued	
Center—Continued		From top line:	
Solid or leaded (14.31).....	169	Parallel tables (14.131).....	177
Spacing above and below, in reading		Reading columns (14.128, 14.129).....	177
columns (14.33).....	169	Tables with tracing figures (14.131).....	177
Tables in rules (14.149).....	178	In place of cipher or <i>None</i> (14.39).....	170
Continued:		Reading columns (14.127–14.129).....	177
Condensed into one line (2.92, 14.43,		When omitted (14.127).....	177
14.46).....	11, 170, 171	Figures or figures and letters (14.140).....	177
Divide tables (14.138).....	177	Units of quantity (14.154).....	179
Double-up tables (14.81).....	173	Leading:	
Headnotes not repeated (14.124).....	176	Centerheads (14.35).....	169
References repeated (14.99).....	175	Solid or leaded (14.31).....	169
Word <i>continued</i> , type set in (14.43–		Explanatory paragraphs separated from	
14.45).....	170–171	footnotes (14.118).....	176
Em dash precedes (14.43).....	170	Footnote cutoff rule (14.108, 16.7).....	175, 185
Parallel and divide tables (14.33).....	169	Footnotes and notes, solid or leaded	
Divide tables (14.138).....	177	(14.113).....	176
Parallel tables (14.134).....	177	Letterspaced words (14.132).....	177
Word division (14.135).....	177	Makeup:	
Roman, if entire column in italic (14.125).....	177	Footnotes:	
Tables without rules (14.151).....	178	Appropriate footnotes with each page	
Units of quantity (14.36, 14.156, 14.157).....	169, 179	(14.106).....	175
Headnotes:		Explanatory paragraphs separated from	
Center on parallel tables (14.134).....	177	footnotes (14.118).....	176
In brackets (2.94, 14.123).....	11, 176	Numbered, immediately below table	
Not repeated (2.94, 14.46, 14.124).....	11, 171, 176	(14.106).....	175
Parallel divide tables (14.33, 14.138).....	169, 177	Exception (14.106).....	175
Punctuation (14.123).....	176	On table of more than one page (14.107).....	175
Tables in rules (14.149).....	178	Short:	
Type size (14.123).....	176	References alined on right (14.111).....	176
Indentions:		Two or more in one line (2.98,	
Cut-in items following colon (14.142).....	178	14.110).....	12, 176
<i>Do.</i> (14.70–14.72).....	172–173	Table and text on same page (14.108).....	175
Hanging, in boxheads (14.21).....	168	Only text footnotes (14.108).....	175
Not part of bearoff (14.15).....	167	Rules on right and left on parallel tables	
Overruns:		(14.137).....	177
Figure columns (14.84).....	174	Omitted on divide tables with tracing	
Reading columns (14.133).....	177	figures (14.139).....	177
Runup boxheads (14.23).....	168	Uniform bearoff (14.93, 14.121).....	174, 176
Table in footnote (14.117).....	176	With text (2.96).....	11
Footnotes to (14.109).....	175	Mathematical signs (<i>see also</i> Symbols, this	
Italic:		section):	
<i>A. m., p. m.</i> , over figure columns (14.156).....	179	Alinement (14.86).....	174
Column heads, tables without rules		Bearoff omitted (14.17).....	167
(14.151).....	178	Position with figures (14.87).....	174
<i>Do.</i> not used under (14.65).....	172	<i>Mean.</i> (<i>See</i> Total, this section.)	
Names of legal cases (14.125).....	177	Mixed amounts. (<i>See</i> Dollar mark, this	
Scientific terms (12.8, 14.125).....	162, 177	section.)	
Superior letters as references (14.96).....	175	Mixed columns, fractions (14.119).....	176
Units of quantity (14.36, 14.156).....	169, 179	None:	
Vessels and aircraft (14.125).....	177	<i>Do.</i> , in reading columns (14.66).....	172
Exceptions (12.5, 12.6, 14.125).....	161, 177	Follow in figure columns (14.39).....	170
Quotation marks in place of (12.6, 12.9).....	161, 162	Footnote references on left in figure	
Year, as head (14.36, 14.58).....	169, 172	columns (14.103).....	175
Leaders—		Notes:	
and quads before and after <i>Do.</i> (14.69–		Explanatory paragraph (14.118).....	176
14.73).....	172–173	Type size (14.114).....	176
At least en leader after last word (14.144).....	178	When leaded (14.113).....	176
Bearoff in tables in rules (14.146, 14.147).....	178	Numerals:	
Date columns, omitted in first and last		Centerheads follow tabular style (14.31).....	169
(14.127).....	177	Figures in reading columns (14.145).....	178
From bottom line of overrun (14.128).....	177	Fractions. (<i>See</i> Fractions, this section.)	
		In footnotes (14.115, 14.116).....	176

	Page
Tabular work—Continued	
Numerals—Continued	
In parentheses, alined on right (14.90) . . .	174
Nine-unit figures (2.1)	5
Numbered streets, avenues, etc. (11.12, 14.5, 14.145)	157, 167, 178
Ordinals (11.10–11.12, 14.5, 14.145) . . .	157, 167, 178
Congressional (10.37, 14.10)	145, 167
With <i>latitude, longitude</i> (10.48, 14.8) . . .	152, 167
With mathematical signs (14.87)	174
Overruns:	
Figure columns:	
Abbreviation to save overrun (14.156) . .	179
More than one line (14.84)	174
One line (14.84)	174
Period after (14.84)	174
Reading columns:	
Indentation (14.133)	177
Leader from bottom or top (14.123) . . .	177
Period after (14.129)	177
Spacing (14.35)	169
Parallel and divide tables:	
Divide:	
Folioing and stamping copy (2.19)	6
Heads and headnotes:	
Center over each page (14.33, 14.138, 14.139)	169, 177
Heads repeated (14.33, 14.138, 14.139)	169, 177
Headnotes omitted (14.33, 14.138, 14.139)	169, 177
References across and down each page (14.102)	175
With tracing figures (14.139)	177
Heads repeated (14.139)	177
Leader from top line (14.131)	177
Rules omitted on left and right (14.139)	177
Parallel:	
Boxheads:	
Need not run up (14.22)	168
Repeated and <i>Continued</i> added (14.27, 14.136)	168, 177
Centerheads over two-page spread (14.32)	169
Words not divided (14.32)	169
Folioing and stamping copy (2.19)	6
Footnotes begin on even page (14.101) . .	175
Heads and headnotes:	
Center over two-page spread (14.32, 14.134)	169, 177
Words not divided (14.32, 14.135) . .	169, 177
<i>Continued</i> added (14.33, 14.138, 14.139)	169, 177
Leader from top line (14.131)	177
References numbered across (14.100) . .	175
Rules on right and left (14.137)	177
Parenttheses:	
Against rule on right (14.17, 14.85, 14.90)	167, 174
“Figs. against” (14.85)	174
Footnote references standing alone (14.105)	175

	Page
Tabular work—Continued	
Period:	
Before footnote references (14.12)	167
Not used after—	
Abbreviations followed by leaders (14.12)	167
Boxheads (9.98, 14.19)	135, 168
Centerheads (9.98, 14.34)	135, 169
Cipher (14.38)	170
<i>Continued</i> (9.98)	135
Final date column (14.56)	172
Headnotes (14.123)	176
Words and Roman numerals in figure columns (14.88)	174
Used after—	
Footnote references standing alone in last column (14.105)	175
Overrun:	
In figure columns (14.84)	174
In reading columns (14.129)	177
Preparing copy:	
Clear to be marked for fractions and decimals (2.15, 14.92, 14.120)	6, 174, 176
Folioing and stamping divide and parallel tables (2.19)	6
Purpose (14.1, 14.2)	167
Reading columns:	
At least an leader after last word (14.144) . .	178
Avoid runup boxheads over (14.22)	168
Bearoff (14.13)	167
Centerheads, spacing above and below (14.35)	169
Dashes across omitted (14.47)	171
<i>Do.</i> under <i>None</i> (14.66)	172
Dollar mark repeated (14.80)	173
En dash not used for <i>to</i> (14.141)	178
Figures or figures and letters (14.140) . . .	177
<i>Do.</i> not used (14.140)	177
Footnote references:	
At right (14.103)	175
Indentation of cut-in items following colon (14.142)	178
Standing alone (14.105)	175
Italic. (<i>See Italic, this section.</i>)	
Leaders omitted in last column (14.127) . .	177
Numerals. (<i>See Numerals, this section.</i>)	
Overruns. (<i>See Overruns, this section.</i>)	
Single entry runs in (14.143)	178
Colon retained (14.143)	178
Standard date column not a reading column (14.130)	177
Units of quantity, how set (14.154)	179
As head, in italic (14.36)	169
Vessels and aircraft (12.5, 14.125)	161, 177
References, footnote. (<i>See Footnotes and references, this section.</i>)	
Rules:	
Hairline, 2-point (2.1, 14.3)	5, 167
Instead of dashes (14.49)	171
Outside:	
Omitted in divide tables (14.139)	177
On right and left in parallel tables (14.137)	177
Page-width, to set off subheads (14.37) . . .	170

	Page
Tabular work—Continued	
Runup boxheads. (<i>See</i> Heads—Box, this section.)	
<i>See and see also</i> , in roman (14.126).....	177
Spacing:	
Date columns (14.53).....	171
Footnote references (14.57).....	172
Military style (14.54).....	171
Footnote references:	
Omitted after asterisk, dagger, etc. (14.97).....	175
Space after superior letters or figures (16.12).....	185
Two or more together (14.104).....	175
Letter (14.132).....	177
Quadline in 8-point table with 6-point boxhead (14.29).....	168
Units of quantity, space above and below (14.36, 14.156).....	169, 179
Year as head in—	
Date column (14.58).....	172
Reading column (14.36).....	169
Standard date columns. (<i>See</i> Date columns, this section.)	
Subentries (14.34, 14.37).....	169, 170
Double-up table (14.82).....	173
Symbols (<i>see also</i> Dollar mark, this section; Mathematical signs, this section):	
Bearoff (14.17).....	167
Centered in figure columns (14.89).....	174
Plus, minus, set flush to rule (14.87).....	174
Repeated in mixed amounts (14.76).....	173
Table as footnote. (<i>See</i> Footnotes and references, this section.)	
Tables in rules:	
Bearoff (14.16, 14.146, 14.147).....	167, 178
Boxheads, no extra (14.148).....	178
Centerheads and headnotes full measure (14.149).....	178
Figure columns (14.146, 14.147).....	178
Footnotes (14.149).....	178
Tables without rules:	
Column heads in 6-point italic, solid (14.151).....	178
Em space between columns (14.150).....	178
Same style as ruled tables (14.150).....	178
Exception (14.150).....	178
Total, Mean, Average:	
Indentation (14.152, 14.153).....	179
Parallel dashes with (14.48, 14.77).....	171, 173
Roman, in italic column (14.125).....	177
When supplied (14.152, 14.153).....	179
Tracing columns as first and last columns (14.62).....	172
Tracing figures:	
Divide tables (14.139).....	177
Leader from top line (14.131).....	177
Type size (14.3).....	167
Units of quantity:	
Abbreviated (14.156).....	179
To save overrun (14.156).....	179
Uniformity (14.156).....	179
Beginning of table as headings (14.157)....	179
Change in column (14.156).....	179
Do. used under (14.73, 14.155).....	173, 179
Not used under abbreviations (14.65, 14.73, 14.155).....	172, 173, 179

	Page
Tabular work—Continued	
Units of quantity—Continued	
Double-up table (14.157).....	179
Headings over columns (14.36, 14.156)....	169, 179
Italic (14.36, 14.156).....	169, 179
Leaders following (14.154).....	179
Mixed, alined on right in figure columns (14.90).....	174
Position (14.154, 14.156, 14.157).....	179
Reading columns (14.36).....	169
Repeated (14.157).....	179
Space above and below (14.36, 14.156)....	169, 179
Vessels and aircraft (12.5, 14.125).....	161, 177
Year—	
As head (14.36, 14.58, 14.156).....	169, 172, 179
Run across in boxheads (14.22).....	168
tactician (5.2).....	54
tan, tanh (10.44).....	151
tantalum. (<i>See</i> Chemical elements.)	
Tariff Act. (<i>See</i> Act.)	
task force. (<i>See</i> Force; Report.)	
tasseled, -ing (5.2).....	54
tattoo (5.2).....	54
Tax Court. (<i>See</i> Court.)	
tazi, plural form (5.10).....	57
taxied, -ing (5.2).....	54
TB (10.44).....	151
T-bone, T-rail (2.27).....	7
tbsp. (10.44).....	151
T. D. (10.44).....	151
technetium. (<i>See</i> Chemical elements.)	
technique (5.2).....	54
teetotaler (5.2).....	54
tellurium. (<i>See</i> Chemical elements.)	
Temperate Zone (3.21) (<i>see also</i> Zone).....	21
Temperature, abbreviations (10.50).....	152
Tenn. (10.10, 10.11, 10.44).....	142, 151
Tennessean (5.39).....	62
Tennessee Valley Authority. (<i>See</i> Authority.)	
Abbreviation (10.44).....	151
terbium. (<i>See</i> Chemical elements.)	
tercentenary (5.2).....	54
term, following expression quoted (9.111)....	136
terminus, plural form (5.10).....	57
Terms:	
Geographic. (<i>See</i> Geographic terms.)	
Geologic. (<i>See</i> Geologic terms.)	
Money.....	215
Physiographic. (<i>See</i> Physiographic terms.)	
Weight and measure:	
English (10.55).....	153, 217, 218
Metric (10.53, 10.54).....	152, 153, 217, 218
Terra Rossa. (<i>See</i> Soil names.)	
terrace (<i>see also</i> Geographic terms):	
Abbreviation (10.13, 10.44, 11.12, 14.5)....	142, 151, 157, 167
Numbers with (11.12, 14.5, 14.145)....	157, 167, 178
Territorial (3.19).....	20, 48
Territory (3.19).....	20, 48
Abbreviation (10.10, 10.11).....	142
When not abbreviated (10.12).....	142
Trust.....	48
Not abbreviated (10.12).....	142
testatrix, plural form (5.10).....	57
tete-a-tete (5.3).....	55
Tex. (10.10, 10.11, 10.44).....	142, 151

	Page		Page
<i>Texan</i> (5.39).....	62	Title page—Continued	
Text:		Part of book (2.82c).....	10
Abbreviations (10.1-10.5).....	141	Back of (2.82d).....	11
Begins with page 1 (2.82i).....	11	Period omitted at ends of lines (9.98).....	135
Broken by—		Price notices on (2.147).....	16
Illustration (2.96).....	11	Titles:	
Table, diagram, etc. (2.96).....	11	Acts (3.40).....	24, 27
Equations (13.8-13.16).....	163-164	Civil and military (10.26, 10.28).....	143, 144
Short (13.10).....	163	Abbreviations (10.26, 10.28).....	143, 144
Footnotes. (See Footnotes.)		Before names of persons (3.35, 3.38).....	22, 23
Increase of by leads, table.....	219	Hyphens (6.39, 6.40).....	68
Part of book (2.82i).....	11	Plural forms (5.6).....	56
Type size (2.1).....	5	Common-noun (3.36).....	23
Extracts (2.2).....	5	Foreign books (3.41).....	24
<i>T. H.</i> (10.10, 10.11, 10.44).....	142, 151	Heads of state.....	210
<i>thallium.</i> (See Chemical elements.)		Legal cases (3.39, 12.7, 18.13).....	23, 161, 195
<i>Thanksgiving Day.</i> (See Holidays.)		Persons (3.35, 3.36).....	22, 23
<i>The</i> , etc. (3.11, 3.12).....	18, 48	Publications, papers, documents, etc. (3.39).....	23
Legal cases (18.14).....	195	Italic not used (12.2).....	161
<i>theater</i> (5.2).....	54	Second-person, <i>Your Excellency</i> , etc. (3.38).....	23, 50
<i>European.</i> (See <i>European</i> .)		<i>t. l. o.</i> (10.44).....	151
<i>therefor</i> , <i>therefore</i> (5.2).....	54	<i>t. m.</i> (10.44).....	151
<i>therefore</i> , etc., in equations (13.13).....	164	<i>TNT</i> (10.44).....	151
<i>thesaurus</i> , plural form (5.10).....	57	to:	
<i>thesis</i> , plural form (5.10).....	57	Alinement in tabular work (14.86).....	174
<i>thiamine</i> (5.2).....	54	En dash for (9.58, 9.59, 11.9c, 11.9k, 14.14i).....	132, 156, 157, 178
<i>third world war.</i> (See <i>War</i> .)		To Whom It May Concern (9.11, 17.17).....	128, 191
Thirteen—		<i>tomb</i>	48
<i>American Colonies.</i> (See <i>Colonies</i> .)		<i>tonsillitis</i> (5.2).....	54
<i>Original States</i> (11.19).....	48, 158	<i>tormentor</i> (5.2).....	54
<i>thorax</i> , plural form (5.10).....	57	<i>Torrid Zone</i> (3.21) (see also <i>Zone</i>).....	21
<i>thorium.</i> (See Chemical elements.)		<i>Total.</i> (See <i>Leaderwork</i> ; <i>Tabular work</i> .)	
<i>thoroughfare.</i> (See <i>Geographic terms</i> .)		<i>totaled</i> , -ing (5.2).....	54
<i>thrall</i> dom (5.2).....	54	<i>touché</i> (5.4).....	55
<i>thrash</i> , <i>thresh</i> (5.2).....	54	<i>toward</i> (5.2).....	54
<i>3d</i> , etc. (See <i>2d</i> .)		<i>toweled</i> , -ing (5.2).....	54
<i>three R's</i> (5.28).....	61	<i>tower</i>	48
<i>threshold</i> (5.2).....	54	<i>township</i>	48
<i>thulium.</i> (See Chemical elements.)		Abbreviation (10.17, 10.44).....	142, 151
<i>Thurs.</i> (10.43, 10.44).....	146, 151	<i>toxemia</i> (5.2).....	54
<i>Tidal Basin.</i> (See <i>District of Columbia</i> .)		Tracing figures. (See <i>Tabular work</i> .)	
<i>tie</i> , <i>tied</i> , <i>tying</i> (5.2).....	54	Trade names (3.25).....	21, 48
<i>timber</i> , <i>timbre</i> (5.2).....	54	<i>trade union</i> , plural form (5.6).....	56
Time:		<i>trafficking</i> (5.2).....	54
Abbreviations (10.51, 10.55, 10.56).....	152, 153	<i>tragedienne</i> (5.3).....	55
eastern standard time (10.44).....	148	<i>trameled</i> , -ing (5.2).....	54
<i>Greenwich civil time</i> (10.44).....	148	<i>tranquelize</i> , <i>tranquilizer</i> , <i>tranquillity</i> (5.2).....	54
Astronomical (11.9b, 11.15).....	156, 158	<i>transatlantic</i> , <i>trans-Siberian</i> , etc. (6.34).....	48, 67
Capitalization.....	48	<i>transcendent</i> (5.2).....	54
Clock. (See <i>Clock time</i> .)		<i>transferable</i> , <i>transferor</i> , <i>transferred</i> (5.2).....	54
Military (11.9b, 11.15).....	156, 158	<i>Transjordan</i>	48
Use of figures (10.56, 11.9b, 11.9f).....	153, 156, 157	Transliteration (5.43).....	62
<i>Times</i> , <i>the</i> (3.12).....	18, 48	Classical Greek.....	363
<i>timothy grass.</i> (See <i>Derivatives</i> .)		German.....	351
<i>Timothy Light Clover Mixed</i> (hay). (See		Hebrew.....	369
Market grades.)		Russian.....	406, 407, 428
<i>tin.</i> (See Chemical elements.)		Slavic (Cyrillic).....	428
<i>tinseled</i> , -ing (5.2).....	54	Transmittal, letter of. (See <i>Letter of transmittal</i> .)	
<i>titanium.</i> (See Chemical elements.)		<i>transonic</i> (5.2).....	54
<i>titer</i> (5.2).....	54	<i>Transportation Corps.</i> (See <i>Corps</i> .)	
<i>title</i> (3.9).....	18, 48	<i>traveled</i> , -ing, -er (5.2).....	54
Title page:		<i>travelog</i> (5.2).....	54
GPO crest on (2.146).....	16	Treasurer:	
Imprint on (2.82d, 2.145, 2.146).....	11, 16	Assistant.....	48
Congressional work (2.142).....	16	of the United States.....	48
Reprints (2.139).....	16		
Year not changed (2.140).....	16		

	Page
<i>Treasury</i> , etc. (3.17)	19, 48
<i>Annex Building, Building.</i> (See <i>Building</i> .)	
<i>Department.</i> (See <i>Department</i> .)	
<i>General, Public</i> (3.17)	19, 48
<i>National</i> (3.17) (see also <i>National</i>)	19, 48
<i>notes</i> (3.17)	19, 48
<i>Register of the</i>	48
<i>Under Secretary of the.</i> (See <i>Under Secretary</i> .)	
<i>treaty</i> , etc. (3.9, 3.39)	18, 24, 48
<i>trench.</i> (See <i>Geographic terms</i> .)	
<i>Tribes, Indian.</i> (See <i>Indian</i> .)	
<i>Tribunal</i> (3.17)	19, 48
<i>Tricolor.</i> (See <i>Flags</i> .)	
<i>Triple A</i>	48
<i>triptych</i> (5.2)	54
<i>Trizonia</i> , etc. (see also <i>Zone</i>)	48
<i>trolley</i> (5.2)	54
<i>troop, troupe</i> (5.2)	54
<i>Tropic of Cancer</i> , etc.	48
<i>tropical</i> , etc.	48
<i>trough.</i> (See <i>Geographic terms</i> .)	
<i>traveled, -ing</i> (5.2)	54
<i>Trust, Power</i> , etc.	48
<i>trust territory.</i> (See <i>Territory</i> .)	
<i>Trusteeship Council.</i> (See <i>United Nations</i> .)	
<i>tryptophan</i> (5.2)	54
<i>T. Sgt.</i> (10.26, 10.44)	144, 151
<i>tsp.</i> (10.44)	151
<i>T2g.</i> (10.26, 10.44)	144, 151
<i>Tues.</i> (10.43, 10.44)	146, 151
<i>tularemia</i> (5.2)	54
<i>Tundra.</i> (See <i>Soil names</i> .)	
<i>tungsten.</i> (See <i>Chemical elements</i> .)	
<i>tunnel</i> (3.10)	18, 48
<i>tunneled, -ing, -er</i> (5.2)	54
<i>turkey red.</i> (See <i>Derivatives</i> .)	
<i>Turkish language</i>	423
<i>turkish towel.</i> (See <i>Derivatives</i> .)	
<i>turnpike</i>	48
<i>turquoise</i> (5.2)	54
<i>TV</i> (10.44)	151
<i>TVA</i> (10.44)	151
<i>Twad.</i> (10.44, 10.50)	151, 152
<i>Twin Cities</i> (see also <i>City</i>)	48
<i>2,4-D</i> (10.44)	151
<i>tying, tie, tied</i> (5.2)	54
Type:	
<i>Boldface.</i> (See <i>Boldface</i> .)	
<i>Brackets and parentheses</i> , in roman (9.131, 12.15)	139, 162
<i>Punctuation adjoining</i> (9.131, 12.15)	139, 162
Composition:	
<i>Assembly of equations.</i> (See <i>Equations</i> .)	
<i>Care in making corrections</i> (2.35)	8
<i>Clean proofs necessary</i> (2.32)	7
<i>Indentions.</i> (See <i>Indentions</i> .)	
<i>Leading.</i> (See <i>Leading</i> .)	
<i>Legends.</i> (See <i>Legends</i> .)	
<i>Makeup.</i> (See <i>Makeup</i> .)	
<i>Overruns.</i> (See <i>Indentions</i> .)	
<i>To be marked</i> (2.31)	7
<i>Pled matter, how indicated</i> (2.34)	7
<i>Queries, how treated</i> (2.33)	7
<i>Spacing.</i> (See <i>Spacing</i> .)	
<i>Tables.</i> (See <i>Tabular work</i> .)	

	Page
Type—Continued	
<i>Courtwork.</i> (See <i>Courtwork</i> .)	
<i>Extracts or quoted matter</i> (2.2)	5
<i>Indented</i> (2.2)	5
<i>Footnotes.</i> (See <i>Footnotes</i> .)	
<i>Gothic to indicate shape</i> (2.27)	7
<i>Not used</i> (2.29)	7
<i>Headnotes to tables</i> (14.123)	176
<i>Imprints, price notices</i> (2.149, 2.150)	16
<i>Indented matter</i> (2.2)	5
<i>Italic.</i> (See <i>Italic</i> .)	
<i>Leaderwork</i> (14.3)	167
<i>Legends</i> (2.58)	9
<i>Punctuation matches adjoining matter</i> (9.131, 12.15)	139, 162
<i>Roman numerals for preliminary page numbers</i> (2.84, 16.26)	11, 186
<i>Signature marks</i> (2.123)	15
<i>Size, when not indicated</i> (2.1)	5
<i>Tables, set in 6-point</i> (14.3)	167
<i>typify</i> (5.2)	54
<i>tyrannical</i> (5.2)	54
<i>tyro</i> (5.2)	54
<i>U-boat</i> (2.29, 6.48)	7, 48, 69
<i>uc.</i> (10.44)	151
<i>UHF</i> (10.44)	151
<i>Ukrainian alphabet</i>	427
<i>ultimo</i> , not abbreviated (10.46)	152
<i>UMTS</i> (10.44) (see also <i>Program</i>)	151
<i>Unanimous Consent Calendar.</i> (See <i>Calendar</i> .)	
<i>unctuous</i> (5.2)	54
<i>Underscore supplied, changed</i> (12.4, 18.25)	161, 196
<i>Under Secretary</i> (3.36)	23, 48
<i>No hyphen</i> (6.39)	68
<i>Plural form</i> (5.6)	56
<i>under-secretaryship</i> (6.39)	68
<i>UNESCO</i> (10.44) (see also <i>Organization</i>)	151
<i>Uniform Code of Military Justice</i> (3.39) (see also <i>Code</i>)	24
<i>Union</i> (3.19, 3.20)	20, 48, 49
<i>Calendar.</i> (See <i>Calendar</i> .)	
<i>Jack.</i> (See <i>Flags</i> .)	
<i>of South Africa</i> (3.20)	20
<i>of Soviet Socialist Republics.</i> (See <i>U. S. S. R.</i>)	
<i>Pan American.</i> (See <i>Organization</i> .)	
<i>Punctuation with name and number</i> (9.32)	130, 261
<i>Station</i> (3.6) (see also <i>Station</i>)	17, 49
<i>Universal Postal</i> (see also <i>Convention</i>)	49
<i>Western.</i> (See <i>Alliances</i> .)	
<i>Unit</i> (Federal, etc.)	49
<i>Unit modifiers.</i> (See <i>Compound words</i> .)	
<i>United Brethren.</i> (See <i>Religious terms</i> .)	
<i>United Nations</i> (3.17)	19, 49
<i>Abbreviations</i> (10.7, 10.44)	141, 151
<i>Educational, Scientific, and Cultural Organization.</i> (See <i>Organization</i> .)	
<i>flag.</i> (See <i>Flags</i> .)	
<i>International Labor Organization.</i> (See <i>Organization</i> .)	
<i>Permanent Court of Arbitration.</i> (See <i>Court</i> .)	
<i>Secretary General.</i> (See <i>Secretary General</i> .)	

	Page		Page
<i>United States:</i>		<i>v.</i> (versus), in names of legal cases (10.44).....	151
Abbreviation (10.8, 14.6).....	141, 167	Courtwork. (See Courtwork.)	
Army, etc., how set in addresses (17.16)....	191	Jobs other than courtwork:	
Abbreviation (10.44).....	151	Italic in names set in roman (12.7).....	161
Chamber of Commerce. (See Chamber of Commerce.)		Roman:	
Code. (See Code.)		In names set in italic (12.7).....	161
Abbreviation (10.44).....	151	In tables (14.125).....	177
Commissioner. (See Commissioner.)		Small caps in names set in caps (12.7)....	161
Court of Appeals. (See Court.)		<i>v</i> (vinylite mold), signature mark (2.131)....	15
Fleet. (See Fleet.)		<i>v.</i> (volt) (10.44, 10.54).....	151, 153
Postal Guide, spelling of geographic names (5.36).....	61, 236	<i>Va.</i> (10.10, 10.11, 10.44).....	142, 151
Reports, abbreviation (10.44, 18.17).....	151, 196	<i>vacillate</i> (5.2).....	54
Republic. (See Republic.)		<i>valance, valence</i> (5.2).....	54
<i>Units of—</i>		<i>valley</i>	49
Measure and quantity. (See Quantities and measurements.)		<i>van, von, capitalization</i> (3.13, 3.14, 3.16)....	19
Quantity. (See Leaderwork; Tabular work.)		<i>vanadium.</i> (See Chemical elements.)	
<i>Universal Postal Union. (See Union.)</i>		<i>vandyke collar.</i> (See Derivatives.)	
Convention. (See Convention.)		<i>VAR</i> (10.44).....	151
<i>universal—</i>		<i>Vari-Typer, etc.</i>	49
military training. (See Program.)		<i>vaseline.</i> (See Derivatives.)	
time. (See Time.)		<i>Vatican City State.</i> (See State.)	
<i>university</i>	49	<i>V-E Day, V-J Day.</i> (See Holidays.)	
<i>Unknown Soldier (see also Tomb)</i>	49	<i>veid</i> (5.2).....	54
<i>unwieldy</i> (5.2).....	54	<i>venetian blinds</i> (3.4) (see also Derivatives)....	17
<i>Upland Prairie</i> (hay). (See Market grades.)		<i>venturi tube.</i> (See Derivatives.)	
<i>Upper, etc.</i>	49	<i>veranda</i> (5.2).....	54
<i>upstate.</i> (See State.)		<i>Verbs—</i>	
<i>upward</i> (5.2).....	54	and adverbs, solid (6.9).....	64
<i>uranium.</i> (See Chemical elements.)		Exception (6.9).....	64
<i>uremia</i> (5.2).....	54	Capitalization (3.51).....	25
<i>U. S. A. (country)</i> (10.44).....	151	First element of infinitive (3.54).....	26
<i>USA (Army)</i> (1.44).....	151	Improvised compounds (6.45).....	68
<i>USA F</i> (10.44).....	151	<i>vermillion</i> (5.2).....	54
<i>U. S. C., U. S. C. A., U. S. C. Supp.</i> (10.44)...	151	<i>Vermonters</i> (5.39).....	62
<i>Useful tables:</i>		<i>vertebra, plural form</i> (5.10).....	57
Agricultural weights and measures, equiv- alents.....	217	<i>Very Rev.</i> (See Reverend.)	
Chemical elements (13.17).....	165	<i>Vessels and aircraft:</i>	
Foreign countries, heads of state, legislative bodies, etc.....	210	Bill style, classification of (2.8).....	6
Geologic terms.....	207	In italic (12.5).....	161
Increase of text by leads.....	219	Tabular work (14.125).....	177
Meridians, baselines, United States.....	209	Exception, lists and reading columns (14.125).....	177
Metric tables.....	217-218	Possessive <i>s</i> , in roman (12.5).....	161
Money.....	215	Quoted in type other than roman (12.6)....	161
Nouns and adjectives denoting nationality..	213	Roman, quoted, in Supreme Court record (18.12).....	195
Number of words and ems to square inch of type.....	219	<i>United States</i> abbreviated (10.8, 12.5)....	141, 161
Physical divisions, United States.....	207	<i>veteran, World War</i>	49
Picas reduced to inches.....	219	<i>Veterans' Administration.</i> (See Administra- tion.)	
<i>U. S. 40, U. S. No. 40</i> (10.44).....	151	Use of apostrophe (5.24).....	60
<i>USN, USNR</i> (10.44).....	151	<i>Veterans of World War II, American.</i> (See American.)	
<i>U. S. No. 2 Pea</i> (beans). (See Market grades.)		<i>VHF</i> (10.44).....	151
<i>U. S. P.</i> (10.44).....	151	<i>Vice Adm.</i> (10.26, 10.44).....	144, 152
<i>U. S. S.</i> (10.44, 12.5).....	151, 161	<i>vice chairman, plural form</i> (5.6).....	56
<i>U. S. S. R.</i>	49	<i>vice consul, etc.</i>	49
Abbreviation (10.9, 10.44).....	142, 151	<i>Vice President, etc.</i> (3.36) (see also President)..	23
Soviet, definition (footnote).....	214	No hyphen (6.39) (footnote).....	68
<i>Utah, not abbreviated</i> (10.10).....	142	Plural form (5.6).....	56
<i>Utahan</i> (5.39).....	62	<i>vice-presidency</i> (6.39).....	68
<i>utopia, utopian.</i> (See Derivatives.)		<i>vicissitude</i> (5.2).....	54
		<i>victoria.</i> (See Derivatives.)	
		<i>Victoria Cross.</i> (See Decorations.)	
		<i>Victory, etc.</i>	49
		<i>bond.</i> (See Bond.)	

	Page		Page
<i>victuals</i> , -ing, -er (5.2).....	54	<i>Wed.</i> (10.43, 10.44).....	146, 152
<i>vicuna</i> (5.3).....	55	<i>wedgwoodware.</i> (See Derivatives.)	
<i>vienna bread.</i> (See Derivatives.)		<i>Wednesday Calendar.</i> (See Calendar.)	
<i>vilify</i> (5.2).....	54	<i>Week, Fire Prevention, etc.</i>	50
<i>villain</i> (5.2).....	54	<i>weeviled, -ing</i> (5.2).....	55
<i>VIP</i> (10.44).....	152	<i>Weights and measures.</i> (See Quantities and measurements.)	
<i>Virgin Islands:</i>		<i>weir</i> (3.10).....	18
<i>Abbreviation</i> (10.10, 10.11, 10.44).....	142, 152	<i>Weirs, The</i> (3.11) (see also <i>The</i>).....	18
<i>Corporation.</i> (See Corporation.)		<i>welder</i> (5.2).....	55
<i>Municipalities</i>	229	<i>welfare state</i>	50
<i>Virginian</i> (5.39).....	62	<i>well.</i> (See Capitol.)	
<i>virtuoso</i> , plural form (5.10).....	57	<i>West, etc.</i> (3.21, 3.22).....	21, 50
<i>risa</i> , -ed, -ing (5.2).....	54	<i>Abbreviation</i> (10.44).....	152
<i>vis-a-vis</i> (5.3).....	55	<i>Compass directions</i> (10.47).....	152
<i>vitamin</i> (5.2).....	55	<i>Land descriptions</i> (10.17).....	142
<i>vitrify</i> (5.2).....	55	<i>Latitude and longitude</i> (10.48).....	152
<i>riz</i> (10.44).....	152	<i>Spelled out in addresses</i> (10.14).....	142
<i>VLF</i> (10.44).....	152	<i>Virginian</i> (5.39).....	62
<i>volcano.</i> (See Geographic terms.)		<i>western—</i>	
<i>volume</i> (3.9).....	18, 49	<i>farming States</i> (3.6).....	17, 50
<i>Abbreviation</i> (10.34, 10.44).....	145, 152	<i>Gulf States.</i> (See States.)	
<i>Volunteer—</i>		<i>region</i> (3.22) (see also <i>Region</i>).....	21
<i>Army.</i> (See Army.)		<i>Western, etc.</i> (3.21).....	21, 50
<i>Naval Reserve.</i> (See Reserve.)		<i>Hemisphere</i> (3.21) (see also <i>Hemisphere</i>).....	21, 50
<i>Volstead Act</i> (3.40) (see also <i>Act</i>).....	24	<i>Powers.</i> (See Alliances.)	
<i>vortex</i> , plural form (5.10).....	57	<i>States.</i> (See States.)	
<i>votable</i> (5.2).....	55	<i>Union.</i> (See Alliances.)	
<i>vs.</i> (See <i>v.</i>)		<i>Zone.</i> (See Zone.)	
<i>Vt.</i> (10.10, 10.11, 10.44).....	142, 152	<i>westward</i> (5.2).....	55
<i>rying</i> (5.2).....	55	<i>wf.</i> (10.44).....	152
<i>W.</i> (See <i>West.</i>)		<i>wharf</i> (3.10).....	18
<i>WAC</i> (10.44) (see also <i>Corps</i>).....	152	<i>Wheat.</i> (10.44, 18.17).....	152, 196
<i>w. a. c.</i> (10.44).....	152	<i>Wheat Belt.</i> (See Belt.)	
<i>WAF</i> (10.44).....	50, 152	<i>Whereas</i> , first word following not capitalized (3.46).....	25
<i>wainscoting</i> (5.2).....	55	<i>whimsey</i> (5.2).....	55
<i>Wall.</i> (10.44, 18.17).....	152, 196	<i>whip, the</i>	50
<i>War, etc.</i> (3.24).....	21, 49	<i>whisky, -ies</i> (5.2).....	55
<i>Assets Corporation.</i> (See Corporation.)		<i>Whisky Rebellion.</i> (See Rebellion.)	
<i>College, National.</i> (See College.)		<i>White House</i> (see also <i>Executive Mansion</i>)...	50
<i>Mothers, American.</i> (See American.)		<i>Police.</i> (See Police.)	
<i>of the Rebellion</i> (see also <i>Rebellion</i>).....	49	<i>white paper, British, etc.</i>	50
<i>war</i> (3.9).....	18, 49	<i>White Russian alphabet</i>	427
<i>bond, etc.</i> (See Bond.)		<i>Whitsuntide</i> (Pentecost). (See Church calendar.)	
<i>of 1914</i> (3.9, 3.24).....	18, 21, 49	<i>WHO</i> (10.44).....	152
<i>ward</i> (3.9).....	18, 49	<i>w.-hr.</i> (10.44).....	152
<i>Wash.</i> (10.10, 10.11, 10.44).....	142, 152	<i>w. i.</i> (10.44).....	152
<i>wash.</i> (See Geographic terms.)		<i>Wiesenboden.</i> (See Soil names.)	
<i>Washington</i> (see also <i>District of Columbia</i>)—		<i>willful</i> (5.2).....	55
<i>City.</i> (See City.)		<i>wilton rug.</i> (See Derivatives.)	
<i>Monument.</i> (See Monument.)		<i>Windy City.</i> (See City.)	
<i>Washingtonian</i> (5.39).....	62	<i>winter</i> (3.23).....	21, 50
<i>Washington's—</i>		<i>Wis.</i> (10.10, 10.11, 10.44).....	142, 152
<i>Birthday.</i> (See Holidays.)		<i>Wisconsinite</i> (5.39).....	62
<i>Farewell Address</i>	49	<i>WMAL, WRC</i> (10.44) (see also <i>Station</i>).....	152
<i>watershed</i> (3.10).....	18	<i>W. O., W. O. (jg.)</i> (10.26, 10.44).....	144, 152
<i>waterway, inland, etc.</i> (see also <i>Geographic terms; Intracoastal Waterway</i>).....	50	<i>woeful</i> (5.2).....	55
<i>watt</i> (3.4).....	17	<i>woman marine, etc.</i> (See Marine Corps.)	
<i>Abbreviation</i> (10.44, 10.54).....	152, 153	<i>woman writer, etc., plural form</i> (5.6).....	56
<i>WAVES</i> (10.44) (see also <i>Women's Reserve</i>)...	152	<i>Woman's—</i>	
<i>Webster's Dictionary:</i>		<i>Christian Temperance Union.</i> (See Union.)	
<i>Guide in spelling</i> (5.1, 7.5).....	51, 71	<i>Party.</i> (See National.)	
<i>Not guide to compounding of words</i> (7.5)...	71	<i>Women in the Air Force</i>	50
		<i>Abbreviation</i> (10.44).....	50, 152

	Page		Page
<i>Women's Army Corps.</i> (See Corps.)		<i>xenon.</i> (See Chemical elements.)	
Abbreviation (10.44).....	33, 152	<i>X-ray</i> (2.29, 6.48).....	7, 50, 69
<i>Women's Reserve of the Naval Reserve</i>	50		
Abbreviation (10.44).....	50, 152		
<i>Wood(s)</i> (see also Geographic terms; House).....	50	<i>Yule L. J.</i> (10.44).....	152
<i>woolen, woolly</i> (5.2).....	55	<i>yard:</i>	
Word division:		Abbreviation (10.44, 10.55).....	152, 153
Boxheads, short words (14.26).....	168	Metric equivalent.....	218
Centerheads over parallel tables (14.32).....	169	Years. (See Numerals; Tabular work—	
Words not divided (14.32, 14.135).....	169, 177	Dates.)	
Foreign languages. (See Foreign languages.)		<i>Yellow—</i>	
Hypphen to indicate (9.74).....	133	<i>dent corn.</i> (See Market grades.)	
Land descriptions (10.19).....	143	Soil name. (See Soil names.)	
Latitude and longitude, at end of line		<i>Stained cotton</i> (3.25).....	21
(10.49).....	152	<i>Young—</i>	
Supplement to STYLE MANUAL (1.17, 9.76).....	4, 133	<i>Men's Christian Association.</i> (See Associa-	
<i>word, the</i> , following expression quoted (9.111).....	136	tion.)	
Wordlists. (See Lists.)		<i>Women's Christian Association.</i> (See Asso-	
Words:		ciation.)	
Accented (5.4).....	55	<i>Your Honor, Excellency, etc.</i> (3.38).....	23, 50
Anglicized (5.3).....	55	<i>yr.</i> (10.44, 10.55).....	152, 153
Ending in—		<i>ytterbium.</i> (See Chemical elements.)	
<i>cede, cead, sede</i> (5.13).....	59	<i>yttrium.</i> (See Chemical elements.)	
<i>ible, able</i> (5.11).....	57	<i>yze, ise, ize, words ending in</i> (5.12).....	58
<i>ise, ize, yze</i> (5.12).....	58		
Foreign. (See Foreign languages.)		<i>zeppelin.</i> (See Derivatives.)	
Indian, to be followed (5.41, 18.22).....	62, 196	<i>Zero:</i>	
Plural forms. (See Plurals.)		Plural form (5.5).....	55
<i>World—</i>		When omitted or supplied. (See Ciphers.)	
<i>Health Organization.</i> (See United Nations.)		<i>zinc.</i> (See Chemical elements.)	
Abbreviation (10.44).....	152	<i>zirconium.</i> (See Chemical elements.)	
<i>New, Old</i>	50	<i>Zone</i>	50, 212
<i>War, etc.</i> (See Veteran; War.)		<i>of Interior.</i> (See Command.)	
<i>Western.</i> (See Western.)		<i>zone, eastern standard time, etc. (see also</i>	
<i>worshiped, -ing, -er</i> (5.2).....	55	Time).....	50
<i>writer's cramp</i> (5.27).....	60	<i>Zoological Park</i>	50
<i>W. Va.</i> (10.10, 10.11, 10.44).....	142, 152	<i>Zoroastrian.</i> (See Religious terms.)	
<i>Wyo.</i> (10.10, 10.11, 10.44).....	142, 152		
<i>Wyomingite</i> (5.39).....	62		

16329 Cless, J. J.

22023 Healy, A.

16320 Class, J. J.

