

UNITED STATES GOVERNMENT
PRINTING OFFICE
STYLE MANUAL



January 1959



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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 1959



WASHINGTON : 1959

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RAYMOND BLATTENBERGER

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APPROVED BY
THE JOINT COMMITTEE
ON PRINTING



CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
Washington, November 14, 1958.

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).

PREFACE

By act of Congress the Public Printer is authorized to determine the form and style of Government printing. The *STYLE MANUAL* is the product of many years of public printing experience, and its rules are based on principles of good usage and custom in the printing trade. In addition, the *MANUAL* attempts to keep abreast of and sometimes anticipate changes in orthography, grammar, and type production. It has grown with Government and the ever-expanding body of language with new terms and expressions.

Essentially, it is a standardization device designed to achieve uniform word and type treatment, and aiming for economy of word use. Such rules as are laid down for the submission of copy to the GPO point to the most economical manner for the preparation and type-setting of manuscript. Following such rules eliminates the need of additional chargeable processing by the GPO.

It should be remembered that the *MANUAL* is primarily a GPO printers stylebook. Easy rules of grammar cannot be prescribed, for it is assumed that editors are versed in correct expression. As a printers book, it necessarily uses terms which are obvious to those skilled in the graphic arts. A glossary of such printing terms to be complete would unnecessarily burden the *MANUAL*. (See bibliography on pp. 2-3.)

Its rules cannot be regarded as rigid, for the printed word assumes many shapes and variations in type presentation. An effort has been made to provide complete coverage of those elements which enter into the translation of manuscript into type.

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IDEAL COPY FOR PRINTER

Below is an example of a manuscript page showing double-spaced copy, copy preparation, type size and line width, leading, initial and display type marked, and proper placement of footnote. Page is complete and requires no copycutting. Tabular matter and illustrations should be submitted on separate sheets. (See rules 1.2, 1.5, 1.6, p. 1; 2.1, p. 7.)

10 pt

26½ pt F. I. C. Leaded

5-pica link

21

new odd page

CHAPTER 2 case 865 Cols ctr

Case 865 Cols ctr

AUTHOR'S ALTERATIONS COST MONEY AND CAUSE DELAY

□ It is very tempting to make alterations to proofs. You can delete a word here . . . change a phrase there . . . put a comma somewhere else: there seems nothing to it! □ Case 862

2 line case 867 initial

¶ In fact, each alteration or addition means laborious and therefore costly work for the printer. ¶ Every single letter and punctuation mark and space in a proof is represented by a tiny piece of metal called "type" or it may be a solid line of type (Linotype), which will be reset. Each correction may produce further errors. In addition, every time the form has to be unlocked there is always the possibility that the pieces of type will slip out of position and cause misprints. ¶

3 Leads: Expensive afterthoughts/ Case 862 F.I.C.

2 Leads

¶ Every alteration made in a proof means higher printing costs. No less important, they mean a delay which may result in postponement of publication date.

Author's alterations should be kept to the absolute minimum: printers' proofs are intended for checking, not for alteration.

It has been said that authors would dispense with most of their alterations if they had to pay on the spot for making them.

Most of the alterations made on proofs are avoidable because they ~~could~~ ^{should} have been made on the ~~typescript~~ ^{manuscript} before typesetting began. Too often an author thinks "Oh! never mind, I can always alter it on the proof." This attitude is disastrous—it leads straight to extra costs. Even the simplest ~~alteration~~ ^{change}, so easy to make on a proof, is time [#] wasting and costly to carry out. ¶

Manuscript preparation should follow this Style Manual. C + AC

6 pt. footnote

JOHN DOE, □
Printing Superintendent. □

Reprinted by courtesy of the British Federation of Master Printers, in collaboration with the Publishers Association.

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 and illustrations should be on sheets separate from the text, as each 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 the desired type, size of type page, illustrations if any, 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. To expedite work production, avoid use of limited-equipment typefaces on text composition wherever possible. Special typefaces (usually faces other than Modern roman) with few fonts delay typesetting production. Refer to GPO Specimens of Type Faces (p. 2) to determine extent of type supply.

1.15. In looseleaf or perforated-on-fold work, indicate folio sequence, including blank pages, by circling in "blue." Begin with first page of text (title). Do not folio separate covers and/or dividers.

1.16. Indicate on copy if separate or self cover. When reverse printing in whole or in part is required, indicate if solid or in tone.

1.17. Avoid use of oversize fold-ins wherever possible. This can be done by splitting a would-be fold-in and arranging the material to appear as facing pages in the text. Where fold-ins are numerous and cannot be split, consideration should be given to folding and inserting these into an envelope pasted to inside back cover.

1.18. Every effort should be made to keep complete jobs of over 4 pages to signatures (folded units) of 8, 12, 16, 24, or 32 pages. Over two blank pages at end should be avoided where possible.

1.19. Indicate alternate choice of paper on requisition. Wherever possible, confine choice of paper to general use items carried in inventory as shown in GPO Paper Catalog.

1.20. When nonstandard trim sizes and/or type areas are used, indicate head and back margins desired. Otherwise, GPO will determine margins. The GPO Letterpress and Offset Printing Standards (also included in GPO Layouts for Imposition) are to be followed wherever possible. (See "Imposition," p. 15.)

1.21. Avoid "bleed" cuts wherever possible.

1.22. On return of galley proofs for page makeup, departments should submit copy for running heads and numbering sequence of folios, including preliminary pages.

1.23. 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.

1.24. 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.

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

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.

Specimens of Type Faces in the U.S. Government Printing Office (revised edition in preparation).

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

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.

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.

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.

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.

Layouts for Flat-Bed, Rotary, and Web Press Imposition, 202 pages. Illustrated.

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

U.S. Government Correspondence Manual (in preparation).

Designed to standardize Government correspondence for uniform format, styles of addresses, salutations, and closings. Prepared by Government Interdepartmental Committee.

Bureau of the Census Manual of Tabular Presentation, 266 pages.

An outline of theory and practice in the presentation of statistical data in tables for publications.

Printer 1 & C, Navy Training Courses, NavPers 10458, 650 pages. Illustrated.

Describes various printing processes, including Linotype, coldtype composition, press, and bindery operations. Discusses typography, layout, and copy preparation. In addition, an explanation of engraving and lithographic processes. A glossary of graphics arts terms is included.

Lithographer 3 & 2, volume 1, Navy Training Courses, NavPers 10452, 584 pages. Illustrated.

Offers a brief history of lithography. Discusses copy preparation, photographic equipment and processing. Also describes stripping, plate graining, and platemaking operations, with a glossary of terms used.

Lithographer 3 & 2, volume 2, Navy Training Courses, NavPers 10453, 608 pages. Illustrated.

This volume continues the subject, with emphasis on operation and maintenance of letter and offset presses, in addition to folding machines. Glossary.

Lithographer 1 & C, Navy Training Courses, NavPers 10454, 336 pages.

Extends discussion of lithography covered in the two volumes above. Further treatment of copy preparation, dummyming, camera work, platemaking, presswork and inks, and photoengraving. Glossary.

Guide for Preparation of Air Force Publications, AF Manual 5-1, 171 pages. Illustrated.

Offers suggestions on writing. Describes graphic arts procedures, in addition to artwork preparation, pasteup, reproduction, etc.

Guide for Air Force Writing, AF Manual 11-3, 133 pages.

The U.S. Air Force Dictionary, 578 pages.

Journalist 3 & 2, Navy Training Courses, NavPers 10294, 201 pages. Illustrated.

Manual covers news writing and photography, copy editing, printing, and radio and television. A glossary of journalism, radio, and printing terms is included.

Plain Letters, National Archives and Records Service, General Services Administration, 47 pages.

Directed at those who write and sign letters. Offers writing shortcuts and how to avoid clichés in writing.

Form Letters, National Archives and Records Service, General Services Administration, 33 pages.

Basic elements of form-letter design. Describes use of form letters to replace formal correspondence.

1.26. 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.
8	Broken letter.
¶	Paragraph.
No ¶	No paragraph.
wf	Wrong font.
vy or eq. #	Equalize spacing.
≡ or caps.	Capitals.
= or s.c.	Small capitals.
lc.	Lowercase.
sup or 1	Superior or inferior.
— or ital.	Italic.
rom.	Roman.
[/]	Brackets.
(/)	Parentheses.

TYPOGRAPHICAL ERRORS

6th 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 correctors 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 printer's 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 undergone little change, was very fluctuating until after the publication of Johnson's Dictionary, and capitals, which have been used with considerable regularity for the past 80 years, were previously used on the miss or hit plan. The approach to regularity, 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 modern printing. More errors have been found in the Bible than in any other one work. For many generations it was frequently the case that Bibles were brought out stealthily, from fear of governmental interference. They were frequently printed from imperfect texts, and were often modified 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 assertions 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 England in 1632, in printing the seventh commandment. He was fined £3,000 on this account.

4/2

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 (tables in leaded matter will also be set 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, and lists 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; this does not apply to congressional work.

“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 with points (as in U.S.C., U.S., r.p.m., i.e.) close up. Abbreviations also close up in “Fol. lit.” matter, unless prepared with spaces. (See rule 10.7, p. 149.)

2.7. Paragraph or section numbers (or letters) followed by figures or letters in parentheses will close up, as “section 7(B)(1)(a),” “paragraph 23(a),” “paragraph b(7),” “paragraph (a)(2);” *but* section 9(1)(a) and (b); section 7 a and b. In case of an unavoidable break, division will be made after elements in parentheses, and no hyphen is used. However, if spaces are prepared in “Fol. lit.” matter, copy will be followed.

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, preparers must show what the spelled form should be, unless the abbreviations are common and not susceptible of more than one construction. An unfamiliar abbreviation, with spelled-out form unavailable, is not changed.

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. 213–214; for tables, see rules 14.94–14.118, pp. 190–192.)

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. 29; Specimens of Type Faces in U.S. Government Printing Office, p. 2.)

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. Sidenotes are usually set in 6 point, 4½ picas wide.

Sec. 920. Abuse of the rule. An alleged violation of the rule relating to admission to the floor presents a question of privilege (III, 2624, 2625; VI, 579), but not a higher question of privilege than an election case (III, 2626). In one case where an ex-Member was abusing the privilege * * *.

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.

Sec. 920. Abuse of the rule. An alleged violation of the rule relating to admission to the floor presents a question of privilege (III, 2624, 2625; VI, 579), but not a higher question of privilege than an election case (III, 2626). In one case where an ex-Member was abusing the privilege, he was excluded by direction of the Speaker (V, 7288). In one case where an ex-Member was abusing the privilege * * *.

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*, *V-8*, 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. 194.)

2.36.1. To aid readability, an em quad (or double space) is used at the end of a sentence. This applies to all type composition, and includes Teletypesetter, reproduction, and other printing. Unless otherwise specified, this rule will apply.

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. Center or flush heads 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 letter-spaced 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. In solid matter, "2 leads," "3 leads," and similar space designations marked on copy mean "2 leads" (4 points), "3 leads" (6 points), etc.

In leaded matter (machine-leaded Linotype, or Monotype with shoulder), "2 leads," "3 leads," etc., will include space on type; e.g., "2 leads" means a 2-point lead plus space on type.

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 which are set off from the text by smaller type or are indented on both sides 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, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (For examples, see p. 217.)

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, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (For examples, see p. 217.)

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 after legends and explanatory matter beneath illustrations. However, legends without descriptive language do not use a period. (See rule 9.95, p. 143.)

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 fill out a wrong-font notice which will be sent to typesetting 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 p. 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 (p. 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.

2.89.1. Where running heads with folios are used, heads are included in overall page depth. However, first pages of chapters and pages with bottom folios are made up with folios in margin. Bottom folios on short preliminary pages will be made up with page numbers two leads from last line.

2.89.2. Jobs made up with bottom folios will have all page numbers, including preliminary pages, alining on the bottom in the margin.

2.89.3. Jobs with both running heads and bottom folios will be treated as outlined in rule 2.89.2.

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.

2.94.1. A broadside (lengthwise) table beginning on even (left) page and which carries over to facing right page will be made up flush right for left page (if left page is less than full width) and flush left for right page.

2.94.2. A broadside table of less than page width will center on the page.

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.

2.98.1. Backstrips should run down (from top to bottom) on all publications, except when ordering agency specifies runup (from bottom to top) backstrips.

IMPOSITION

2.99. Imposition is the general term applied to the task of locking up pages of type, plates, or negatives for press. Imposing refers specifically to laying or arranging pages so that a press sheet, when printed and folded, will produce a signature with pages in proper sequence. 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 in the printed pamphlet is determined by the fold.

2.100. In the layout of pages, each page must be in its proper sequence, determined by the type of fold desired. (See Layouts for Imposition, p. 3.) Margins are governed by the trim size of finished book or pamphlet. After trim size has been established, the sheet size of stock is selected. For example, GPO standard octavo is type width, $26\frac{1}{2}$ picas; type depth, 46 picas; trim size of finished book or pamphlet, $5\frac{1}{8}$ by $9\frac{1}{8}$ inches. The number of pages to be printed is broken down into signatures of 16 pages each and the most practical layout is chosen. In this case, four rows of four pages each. Thus stock size is four times $5\frac{1}{8}$ inches for width and four times $9\frac{1}{8}$ inches for depth. As it is necessary to allow a minimum of $\frac{1}{8}$ -inch trim after signatures are folded, the sheet size will be 24 by 38 inches, standard stock size. The margins, which are the back or binding edge, head or top, outside, and foot or bottom, are then determined by allowing enough white space from the type area to give a proper balance to the finished book. It is generally agreed that a 4-pica back and a 3-pica head, after trim, are standard margins for this particular trim size on saddle stitch or sewed jobs. Other standards have been incorporated in the GPO Layout Book. These margins are followed unless requisition specifies nonstandard margins.

2.101. 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. 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. (See also rules 2.89.1-2.89.3, p. 14.)

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.)

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 uniform 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. 191.)

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 OK 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—58—4	116529—58—pt. 5—3	116529—58—vol. 1—3	92694°—58—2
92694 O—58—2	92694 OF—58—2	92694 F—58—2	92694 ^m —58—2
			92694 ^v —58—2

2.125. When allmark (O) 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. Offset-Fotosetter jobs are indicated by OF; Fotosetter by F.

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—58—2

★ 12—55—8

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

H. Doc. 73, 85-1—2
S. Doc. 57, 85-2, pt. 1—2
H. Rept. 120, 85-2—8

S. Doc. 57, 85-1—2
S. Doc. 57, 85-2, vol. 1—2
S. Rept. 100, 85-2—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—58 (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—58 (Face p. 19) No. 1
12344—58 (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.

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 : 1958.

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

2.149. On title page:

U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON : 1958

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: 1958
(16 points)

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

U.S. GOVERNMENT PRINTING OFFICE: 1958

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

☆ U.S. GOVERNMENT PRINTING OFFICE : 1958—455995

2.152. Outside-purchase jobs which are reprinted by this Office use an em dash in lieu of open star.

— U.S. GOVERNMENT PRINTING OFFICE: 1958—455995

2.153. Jobs which are set on outside purchase, but which are printed by this Office, use an asterisk in lieu of open star.

* U.S. GOVERNMENT PRINTING OFFICE: 1958—455995

NOTES

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 31 to 56 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
Brussels

John Macadam
Macadam family

Italy
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 39-40.

roman (type)
brussels sprouts
venetian blinds

macadam (crushed rock)
watt (electric unit)
plaster of paris

italicize
anglicize
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
Washington Monument; the monument
Statue of Liberty; the statue
Hoover Dam; the dam
Boston Light; the light
Modoc National Forest; the national forest
Panama Canal; the canal
Soldiers' Home of Ohio; the soldiers' home
Johnson House (hotel); Johnson house (residence)

Crow Reservation; the reservation
Federal Express; the express
Cape of Good Hope; the cape
Jersey City; *also* Washington City; *but* city of Washington; the city
Cook County; the county
Great Lakes; the lakes
Lake of the Woods; the lake
North Platte River; the river
Lower California; *but* 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. (See also rule 3.39, p. 27.)

abstract B	column 2	mile 7.5	signature 4
act of 1928	drawing 6	page 2	station 27
appendix C	exhibit D	paragraph 4	table 4
article 1	figure 7	part I	title IV
book II	first district (not congressional)	plate IV	treaty of 1919
chapter III		region 3	volume X
chart B	form 4	rule 8	war of 1914
class I	graph 8	schedule K	ward 2
collection 6	group 7	section 3	

3.10. The following terms are lowercased, even with a name or number. (For capitalized forms, see geographic terms, p. 43.)

aqueduct	dike	shipway
basin (see geographic terms, p. 43)	dock	slip
breakwater	drydock	spillway
buoy	irrigation project	tunnel (see also Tunnel, p. 54)
chute	jetty	
dam (lowercase with number or in conjunction with lock; capitalize with name, <i>but</i> Boulder Dam site; Boulder Dam and site)	levee	watershed
	lock	weir
	pier	wharf
	reclamation project	
	ship canal	

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. Individual usage, if ascertainable, should be followed.

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

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. 42)

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. 31-56.)

National governmental units:

U.S. Congress: 82d Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other congressional 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

Government Printing Office: the Office

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

U.S. 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

U.S. 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, Montgomery County; the board of health; the board
 Common Council of the City of Pittsburgh: the common council; the council
 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. 240.)

United States: the Republic; the Nation; the Union; the Government; *also* Federal, Federal Government; *but* republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace
 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* state (referring to a Federal Government, the body politic); 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)
 Crown Colony of Hong Kong, Cyprus: the colony, crown colony

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; the Governments; *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; Far Eastern; the East
Middle East, Middle Eastern, Midcast, Mideastern (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

north-central region
east coast; eastern seaboard
central Europe; south Germany; southern France
but East Germany; West Germany (political entities)

Names of calendar divisions

3.23. The names of 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; Korean war

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. (See market grades, p. 46; trade names, pp. 54, 269.)

Foamite (trade name)
Plexiglas (trade name)
Snow Crop (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. 52.)

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 237.

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
Examiner Jones

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, U.S. 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; Ambassador at Large; Minister Without Portfolio; *but* the consul general; the consul; the attaché; 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 periodicals, series of publications, annual reports, historic documents, legal cases, and works of art, the first word and all important words are capitalized.

Statutes at Large; Revised Statutes; District Code; Bancroft's History;
Journal (House or Senate) (short titles); *but* the code; the statutes
Atlantic Charter; Balfour Declaration; *but* British white paper
American Journal of Science
Saturday Evening Post; the Post
Philadelphia Inquirer

Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15, Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 85-1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; *but* Senate bill 416; House bill 61
 Annual Report of the Public Printer, 1950; *but* seventh annual report, 19th annual report (see rule 11.10, p. 167)
 Declaration of Independence; the Declaration
 Constitution (United States or with name of country); constitutional; *but* New York State constitution; first amendment, 12th amendment (see rule 11.10, p. 167)
 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. 227)
 The Blue Boy (painting)

3.39.1. All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including TV and radio programs), papers, short poems, reports (not annual reports), songs, subheadings, subjects, and themes. The foregoing are also quoted. (See rule 9.112, p. 144, for examples of capitalization and use of quotation marks.)

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; Walsh-Healey Act; Panama Canal Act; Classification Act; *but* revenue act(s); act of 1926, 1926 act; 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. En quads are used between words.

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 which would be capitalized standing alone. 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. (See also rule 9.112, p. 144.)

World in All-Out War
 Man Hit With 2-Inch Pipe
 No-Par-Value Stock for Sale
 Price-Cutting War
 Yankees May Be Winners
 Ex-Senator Is To Be 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
 Built-Up Stockpiles Are Necessary (*Up* is adverb here)

3.51.1. *Continued* heads will be set according to rule 14.44, page 186.

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 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, 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. 217.)

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.

NOTES

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
 but service academies
Act (Federal, State, or foreign), short
 or popular title or with number;
 the act:
 Classification
 Economy
 Lend-Lease Act; *but* lend-lease ma-
 terials, etc.
 Panama Canal
 Public Act 145 (see also Public Act)
 Revenue Act of 1928; *but* revenue
 act(s); act of 1928; 1928 act
 Selective Training and Service
 Tariff Act of 1930; 1930 Tariff Act
 Trademark
 Treasury Department Appropriation
 Act for the fiscal year ending June
 30, 1943
 Walsh-Healey Act; *but* Walsh-
 Healey law
Acting, if part of capitalized title
Adjutant General, the (see The)
Administration, with name; capitalized
 standing alone if referring to Fed-
 eral unit:
 Farmers Home
 Food and Drug
 Maritime
 Veterans' (follow apostrophe)
 but Roosevelt administration; admin-
 istration bill, policy, etc.
Administrator of Veterans' Affairs; the
 Administrator
Admiralty, British, etc.
Admiralty, Lord of the
Adviser, Legal (Department of State)
Africa:
 east
 East Coast
 north
 South-West
 West Coast
Agency, if part of name; capitalized
 standing alone if referring to Fed-
 eral 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; missile age; rocket
 age; space age; stone age; etc.
Agreement, with name; the agreement:
 General Agreement on Tariffs and
 Trade (GATT); the general agree-
 ment
 International Wheat Agreement; the
 wheat agreement
 Status of Forces; *but* status-of-forces
 agreements
 but the Geneva agreement; the Pots-
 dam agreement
Air Force:
 Air Explorers
 Air National Guard (see National)
 Base (see Base; Station)
 Civil Air Patrol; Civil Patrol; the
 patrol
 Command (see Command)
 Reserve
 Reserve Officers' Training Corps
 WAF (see Women in the Air Force)
Airport: La Guardia; National; the
 airport
Alien Property, 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 Economic Community
 (see also Common Market)
 Fritalux (France, Italy, Benelux
 countries)
 North Atlantic Treaty Organization
 (see Organization)
 Western Powers
 Western Union (powers); the union
Allied (World Wars):
 armies
 Governments
 Nations

Allied—Continued

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; Ambassador at Large
 amendment:
 Social Security Amendments of 1954; 1954 amendments; the social security amendments; the amendments
 Tobey amendment
 to the Constitution (U.S.); first amendment, 14th amendment, etc. (see rule 11.10)

American:

Federation of Labor and Congress of Industrial Organizations (AFL-CIO); 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 Arctic; Ocean)
 anti-New Deal
 appendix 1, A, II, etc.; the appendix; *but* Appendix II, when part of title:
 Appendix II: Education Directory
 appropriation bill (see also bill):
 deficiency
 Department of Agriculture
 for any governmental unit
 independent offices
 Arab States
 Arabic numerals
 Archipelago, Philippine, etc.; the archipelago
 Architect of the Capitol; the Architect
 Archives, the, etc. (see The)
 Archivist of the United States; the Archivist
 Arctic:
 Circle
 Current (see Current)
 Ocean
 zone
 but subarctic
 arctic (descriptive adjective):
 clothing
 conditions
 fox
 grass

arctic—continued

night
 seas
 Arctics, the
 Area, if part of name; the area:
 Cape Hatteras Recreational
 White Pass Recreation; etc.
 but area 2; free trade area; Metropolitan Washington area
 Arlington:
 Memorial Amphitheater; the Memorial Amphitheater; the amphitheater
 Memorial Bridge (see Bridge)
 National Cemetery (see Cemetery)
 Arm, Cavalry, Infantry, etc. (military); the arm
 Armed Forces (synonym for overall Military Establishment)
 armed services
 armistice
 Armory, Springfield, etc.; the armory
 Army, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Army:
 Active
 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
 Engineers (the Corps of Engineers); the Engineers; *but* Army engineer
 Establishment
 Field Establishment
 Field Forces (see Forces)
 Finance Department; the Department
 First, etc.
 General of the Army; *but* the general
 General Staff; the Staff
 headquarters, 1st Regiment
 Headquarters of the; the headquarters
 Hospital Corps (see Corps)
 Medical Museum (see Museum)
 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 Volunteer

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

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 15:² Uniform Code of
Military Justice

Articles of Confederation (U.S.)

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)

Association, if part of name; capitalized
standing alone if referring to Fed-
eral unit:

American Association for the Ad-
vancement of Science; the associ-
ation

Federal National Mortgage (Fannie
Mac); the Association

Young Men's Christian; the associ-
ation

Astrophysical Observatory (see Ob-
servatory)

Atlantic:

Charter (see Charter)

coast

Coast States

Destroyer Flotilla; the destroyer flo-
tilla; the flotilla

Fleet (see Fleet)

mid-Atlantic

North

Pact (see Pact)

seaboard

slope

South

time, standard time (see time)

but cisatlantic; transatlantic

Attorney General (U.S.); *but* attorney
general of Maine, etc.

attorney, United States

Authority, capitalized standing alone if
referring to Federal unit:

National Shipping; the Authority

Port of New York; the port author-
ity; the authority

St. Lawrence Seaway Authority of
Canada; the authority

Tennessee Valley; the Authority
autumn

Avenue, Constitution, etc.; the avenue

Award; Distinguished Service, Merit,
Mother of the Year, etc.; the award
(see also decorations, etc.)

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)

Bank, if part of name; the bank;
capitalized standing alone if refer-
ring to international bank:

Export-Import Bank of Washington
(Eximbank); Export-Import Bank;
the 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 Cum-
berland

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.

German Central; the Bank

International Bank for Reconstruc-
tion and Development; the Bank

International Monetary; the Bank

International World; the Bank

but blood bank, central reserve, soil bank

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)

Basin (see geographic terms)

Battery, the (New York City)

Battle, if part of name; the battle:

of Gettysburg; *but* battle at Gettys-
burg; 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

Bench (see Supreme Bench)

Benelux (see alliances)

Bible; Biblical; Scriptures; etc. (see
also book)

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

² See footnote 1, p. 32.

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; Bolsheviks (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

also Governments, Treasuries

book:

books of the Bible

First Book of Samuel; etc.

Good Book (synonym for Bible)

book 1, I, etc.; *but* Book 1, when part of title: Book 1:³ The Golden Legend border, United States-Mexican

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

Bridge—Continued

M Street

but Pennsylvania Railroad bridge

Brother(s) (adherent of religious order)

Budget of the United States (publication); the Budget (Bureau implied); 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 (or Senate) Office

Old House Office

Pentagon

the National Archives; the Archives

Treasury; Treasury Annex

Bulletin 420; Farmers' Bulletin No. 420

Bureau, 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

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 Gary, etc.; the camp

Canal, with name; the canal:

Isthmian

Panama

Zone (Isthmian); the zone (see also Government)

Cape (see geographic terms)

Capital, Capital City, National Capital (Washington, D.C.); *but* the capital (State)

Capitol Building (State); the capitol

³ See footnote 1, p. 32.

Capitol, the (Washington, D.C.):
 Architect of (see Architect of the Capitol)
 caucous room
 Chamber
 dome
 Grounds
 Hall of Fame; the Hall
 Halls (House and Senate)
 Halls of Congress
 Hill; the Hill
 Police (see Police)
 Power Plant
 Prayer Room
 Press Gallery, etc.
 rotunda
 stationery room
 Statuary Hall
 the well (House or Senate)
 Cemetery, if part of name: Arlington
 National; the cemetery
 Census:
 Seventeenth Decennial (title); Seven-
 teenth Census (title); the census
 1950 census
 1950 Census of Agriculture; the
 census of agriculture; the census
 the 14th and subsequent decennial
 censuses
 Center, Agricultural Research, etc.;
 the center
 central Asia, central Europe, etc.
 Central States
 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
 Committee
 Chamber of Commerce; the chamber:
 of Boston; Boston Chamber of Com-
 merce; the chamber of commerce
 of the United States; U.S. Chamber
 of Commerce; the chamber of
 commerce
 Chamber, the (Senate or House)
 channel 3 (TV); the channel (see also
 geographic terms, p. 43)
 Chaplain (House or Senate); *but* Navy
 chaplain
 chapter 5, II, etc.; *but* Chapter 5, when
 part of title: Chapter 5:⁴ 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
 cheese: Camembert, Cheddar, Roque-
 fort, etc.
 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 Fed-
 eral or District of Columbia unit
 Christian; Christian name, etc.; Chris-
 tendom; 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
 Circular 420
 cities, sections of, official or popular
 names:
 East Side
 Latin Quarter
 North End
 Northwest Washington, etc. (Dis-
 trict 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 Wash-
 ington
 Windy City
but Reserve city (see Bank)
 civil action No. 46
 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, examina-
 tion, 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 2:⁴ Leather Prod-
 ucts

⁴ See footnote 1, p. 32.

Clerk, the, of the House of Representatives; of the Supreme Court of the United States
 coal sizes: pea, barley, buckwheat, stove, etc.
 coast: Atlantic, east, gulf, west, etc.
 Coast Guard, U.S.; 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
 collection, Brady, etc.; the collection
 collector of customs
 College, if part of name; the college:
 Armed Forces Staff
 Command and General Staff
 Gettysburg
 National War
 of Bishops
 but electoral college
 college degrees: bachelor of arts, master's, etc.
 Colonials (American Colonial Army);
 but colonial times, etc.
 Colonies, the:
 Thirteen
 Thirteen American
 Thirteen Original
 but 13 separate Colonies
 colonists, the
 Colony: Cyprus, Crown Colony of
 Hong Kong; the colony, crown colony
 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
 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

Commission—Continued
 of Fine Arts
 on Civil Rights
 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; the Commissioner
 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.
 U.S. (International Boundary Commission, etc.)
 but a U.S. commissioner
 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:
 American Medical Association Committee on Education; the committee
 Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee
 Democratic National; the national committee; the committee; national committeeman
 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; *but* a joint 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; national committeeman
 Republican policy committee; the committee

Committee—Continued

- Select Committee on Astronautics and Space Exploration; the select committee
- Senate policy committee
- Subcommittee No. 5, etc.; the subcommittee
- Subcommittee on Immigration *but* Kefauver committee
- ad hoc* committee
- Committee Print No. 32; committee print
- Common Market (European Economic Community); *also* Common Market Treaty
- Commonwealth of Australia, Massachusetts, etc.; British Commonwealth; the Commonwealth
- Commune (of Paris)
- Communist; communism; communistic
- Communist government, etc. (see U.S.S.R.)
- Community, European Coal and Steel; European Economic; the Community compact, U.S. 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 (U.S.); the Comptroller
- conelrad
- Confederacy (of the South)
- Confederate Army; government; soldier; States
- Confederation, Swiss; the Confederation
- Conference, if referring to governmental (U.S.) or international conference:
 - Bretton Woods; the Conference
 - Judicial Conference of the United States; U.S. Judicial Conference; Judicial Conference; the Conference
 - Sixth Annual Conference of Southern Methodist Churches; the conference
 - but* conference of Governors; conference of mayors; Governors' conference
- 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 congressional district; the district
- Library; the Library
- Medal of Honor (see decorations) *but* congressional action, committee, etc.
- Congressman; Congressman at Large; Member of Congress; Member; membership
- Constitution, with name of country; capitalized standing alone when referring to a specific national constitution; *but* New York State constitution; the constitution
- constitutional
- consul, British, etc.
- consul general, British, etc.
- consulate, British, etc.
- Consumer Price Index (official title); the price index; the index; *but* a consumers' price index (descriptive)
- Continent, only if following name; American Continent; the continent; *but* the Continent (continental Europe)
- Continental:
 - Army; the Army
 - Congress; the Congress
 - Divide (see Divide)
 - Outer Continental Shelf
 - Shelf; the shelf
- continental:
 - care not a continental, etc.
 - Europe, United States, etc.
- Continental (Revolutionary soldiers)
- Convention, governmental (U.S.), international, or national political; the convention:
 - Constitutional (United States, 1787): the Convention
 - Democratic National
 - Genocide
 - 19th Annual Convention of the American Legion
 - on International Civil Aviation
 - Universal Postal Union; Postal Union *also* International Postal; Warsaw
- convention of 1907 (not formal name)
- Coordinator of Information; the Coordinator
- copper age (see Ages)
- Corn Belt (see Belt)
- Corporation, if part of name; the Corporation, if referring to unit of Federal Government:
 - Commodity Credit
 - Federal Deposit Insurance
 - Petroleum Reserves
 - Rand Corp.; the corporation (see also abbreviation, p. 160)
 - St. Lawrence Seaway Development Corporation

Corporation—Continued

Union Carbide Corp.; the corporation
 Virgin Islands
 Corps, if part of name; the corps (see also Reserve):
 Adjutant General's
 Army Hospital
 Artillery
 Chemical
 Counterintelligence
 Enlisted Reserve
 Finance
 Foreign Service Officer (see Foreign Service)
 Judge Advocate General's
 Marine (see Marine Corps)
 Medical
 Military Police
 Nurse
 of Engineers; Army Engineers; *but* Army engineer
 Officers' Reserve
 Ordnance
 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 Federal or international unit (see also United Nations):
 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. 225-236); capitalized if part of name of national or international court, U.S. court, district court, or, State court; lowercased if part of the name of city or county court; capitalized standing 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—Continued

Court of Appeals of the State of Wisconsin, etc.; the court of appeals; the court
 Court of Claims; the court
 Court of Customs and Patent Appeals; the court
 Court of Impeachment, the Senate; the Court
 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
 U.S. 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 colony, lands, etc. (see rule 3.19)
 Current, if part of name; the current:
 Arctic
 Humboldt
 Japan
 North Equatorial
 customhouse; customs official
 czar, czarist
 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 (see also awards):
 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

decorations—continued

Iron Cross
 Legion of Merit
 Medal for Merit
 Medal of Freedom
 Medal of Honor
 Purple Heart
 Silver Star
 Soldier's Medal
 Victoria Cross
 Victory Medal
also Carnegie Medal, etc.
 Decree (see Executive; Royal Decree)
 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 dele-
 gate; the delegation
 Delegate (U.S. Congress)
 Delta, Mississippi River; the delta
 Department, if part of name; capital-
 ized standing alone if referring to
 Federal, District of Columbia, or
 international unit:
 Highway (District of Columbia)
 Post Office
 Treasury
 Yale University Department of
 Economics; the department of
 economics; the department

department:

clerk
 legislative, executive, judicial depart-
 ments
 Depot, if part of name; the depot (see
also Station)
 Deputy, if part of capitalized title; *but*
 the deputy

derivatives of proper names:

alaska seal (fur)	britannia metal
angora wool	britannia ware
angstrom unit	brussels carpet
apache (Paris)	brussels sprouts
argyle wool	bunsen burner
artesian well	burley tobacco
astrakhan fabric	cesarean opera-
axminster rug	tion
babbitt metal	canada balsam
bakelite	(microscopy)
belleek ware	carlsbad twins
benday process	(petrography)
bessemer steel	cashmere shawl
bohemian set	castile soap
bologna sausage	chantilly lace
bordeaux mix-	chesterfield coat
ture	china clay
bourbon whisky	chinese blue
bowie knife	climax basket
braille	collins (drink)
brazil nut	congo red
brazilwood	cordovan leather
brewer's yeast	coulomb
bristolboard	curie

derivatives of proper names—con.

decauville rail	mach (no period)
degaussing ap-	number
paratus	madras cloth
delftware	maginot line
derby hat	manila paper
diesel engine,	maraschino
dieselize	cherry
dotted swiss	mason jar
epsom salt	maxwell
fedora hat	melba toast
fletcherize	mercerized fabric
frankfurt sau-	merino sheep
sage	monotype ⁵ mat-
frankfurter	ter
french chalk	morocco leather
french dressing	morris chair
french-fried po-	murphy bed
tatoes	navy blue
fuller's earth	nelson, half nel-
gargantuan	son, etc.
gauss	neon light
georgette crepe	newmarket cloak
german silver	newton
gilbert	nissen hut
glauber salt	norfolk jacket
gothic type	oriental rug
graham bread	osnaburg cloth
harderian gland	oxford shoe
harveyized steel	panama hat
herculean task	parianware
hessian fly	paris green
holland cloth	parkerhouse roll
hoolamite detec-	pasteurized milk
tor	persian lamb
hudson seal (fur)	petri dish
india ink	pharisaic
india rubber	philistine
intertype ⁵ slug	pitman arm
italic type	pitot tube
jamaica ginger	plaster of paris
japan varnish	portland cement
jersey fabric	prussian blue
johnin test	pullman car; pull-
joule	manize
kafircorn	quisling
klieg light	quixotic idea
knickerbocker	quonset hut
kraft paper	rembert wheel
lambert	roentgen
leghorn hat	roman candle
levant leather	roman cement
levantine silk	roman type
lilliputian	russia leather
linotype ⁵ slug	russian bath
logan tent	rutherford
london purple	sanforize
ludlow ⁵ type	saratoga chips
lufbery circle	scotch plaid
lynch law	scotch tape
lyonnaise pota-	shanghai
atoes	siamese twins
macadamized	simon pure
road	spanish omelet

⁵ Lowercased as adjective, but still capitalized if referring to machine itself.

derivatives of proper names—con.

stillson wrench	vaseline
stubs wire	venetian blind
surah silk	venturi tube
swiss cheese, <i>but</i>	victoria (carriage)
Swiss watch	vienna bread
tabasco sauce	virginia reel
taintor gate	wedgwoodware
timothy grass	wheatstone
turkey red	bridge
turkish towel	wilton rug
utopia, utopian	woodruff key
vandyke collar	zeppelin

deutsche mark

diplomatic corps (see also Corps; service)

Director, if referring to head of Federal,
District of Columbia, or interna-
tional unit; the Director:

District Director of Internal Revenue
of Coast and Geodetic Survey
of Fish and Wildlife Service
of the Budget
of the Mint
of Vehicles and Traffic
but director, board of directors (non-
governmental)

Director General of Foreign Service;
the Director General; the Director
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)

1st Naval; naval district

Grant County Public Utility; the
utility district

Imperial Valley Irrigation; the irri-
gation district

Los Angeles Water; the water dis-
trict

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

General Hospital; the hospital

Highway Bridge; 14th Street Bridge;
the bridge

juvenile court; the court

Mall, the

Metropolitan Police; Metropolitan
policeman; the police

Monument Grounds; the grounds

Monument, Washington; the monu-
ment

District of Columbia—Continued
municipal court

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:

Electro-Motive Division; the divi-
sion; *but* division of General Mo-
tors

of Air Services

of Parcel Post

of Railway Mail Service

of the Federal Register

Passport

Trinity River division (reclamation);
the division

Dixie; Dixiecrat

docket No. 66

Doctrine, Monroe; the doctrine; *but*
Truman, Eisenhower doctrine

Document, if part of name; the docu-
ment:

Document No. 2

Document Numbered One Hundred
and Thirty

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)

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, Mideast (Asia)

Near (Balkans)

South Central States

the East (section of United States);
also Communist political entity

east:

Africa

coast (U.S.)

Pennsylvania

Eastern:

Europe (political entity)

Far (Orient) (see Far East)

Germany (political entity)

Eastern—Continued

Gulf States
Hemisphere (see Hemisphere)
Middle, Mideastern (Asia)
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
Elizabethan Age (see Ages)
Emancipation Proclamation (see Proclamation)
Embassy, British, etc.; the Embassy
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)
Engineers, Corps of (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
Post Office; Postal
Reserve
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
Exchange, New York Stock; the stock exchange; the exchange
Executive (President of United States):
Decree No. 100; Decree 100; *but* Executive decree
Document No. 95
Mansion; the mansion; the White House

Executive—Continued

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 2:⁶ Capital Expenditures, 1935-49
Expedition, Byrd; Lewis and Clark; the expedition
Experiment Station (see Station)
Explorer I, etc.
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
the Hub (Boston)
Far East, Far Eastern (the Orient); Far West (U.S.); *but* far western
Farm, if part of name; the farm:
Johnson Farm; *but* Johnson's farm
San Diego Farm
Wild Tiger Farm
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
fellow, fellowship (academic); lower-case with name
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

⁶ See footnote 1, p. 32.

firm names:

A-C Spark Plug Co.
 Allen-A Co.
 Allen B. Du Mont Laboratories
 Allis-Chalmers Manufacturing Co.
 Aluminium, Ltd.
 American Bank Note Co.
 American Telephone & Telegraph Co.
 Appleton-Century-Crofts, Inc.
 Bausch & Lomb Optical Co.
 Beech-Nut Life Savers, Inc.
 Carson, Pirie, Scott & Co.
 Champion Paper & Fibre Co.
 Chance Vought Aircraft, Inc.
 Chicago & North Western Railway Co.
 Colgate-Palmolive Co.
 Colt's Patent Fire Arms Manufacturing Co.
 Curtiss-Wright Corp.
 D.C. Transit System, Inc.
 Deepfreeze Appliance Division
 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.
 Eagle-Picher Co., Inc.
 Electric Auto-Lite Co.
 Fibreboard Paper Products Corp.
 Great Atlantic & Pacific Tea Co. (A. & P.)
 Grumman Aircraft Engineering Corp.
 Halsey, Stuart & Co.
 Harris-Intertype Corp.
 Hart Schaffner & Marx
 Houghton Mifflin Co.
 Ingersoll-Rand Co.
 Johns-Manville Corp.
 Kennecott Copper Co.
 R. G. LeTourneau, Inc.
 Libbey-Owens-Ford Glass Co.
 Libby, McNeill & Libby
 Macmillan Co.
 Merck Sharp & Dohme Division
 Merrill Lynch, Pierce, Fenner & Smith
 Montgomery Ward & Co.
 Moore-McCormack Lines, Inc.
 Olin Mathieson Chemical Corp.
 Owens-Corning Fiberglas Corp.
 Parke, Davis & Co.
 J. C. Penney Co.
 Phelps Dodge Corp.
 Price Waterhouse & Co.
 Procter & Gamble Co.
 Rand McNally & Co.
 Sears, Roebuck & Co.
 Sperry Rand Corp.
 Sunray Mid-Continent Oil Co.
 Trans World Airlines
 First Lady (wife of President)
 First World War (see War)
 flag code

flag, U.S.:

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

floor (House or Senate)

Force(s), if part of name; the force(s):

Active Forces
 Air (see also Air Force)
 Armed Forces (synonym for overall Military Establishment)
 Army Field Forces; the Field Forces
 Fleet Marine
 Navy Battle (see Navy)
 Navy Scouting (see Navy)
 7th Task; the task force; *but* task force report (Hoover Commission)
 United Nations Emergency; the Emergency Force; the Force; *but* United Nations police force

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; the Service:

officer
 Officer Corps; the corps
 Reserve officer; the Reserve officer
 Reserve Officer Corps; the Reserve Corps; the corps
 Staff officer; the Staff officer
 Staff Officer Corps; the Staff Corps; the corps

Forest, if part of name; the national forest; the forest:

Angeles National
 Black
 Coconino and Prescott National Forests

but State and National forests

Forester (Chief of Forest Service); the Chief; *also* Chief Forester

form 2, A, II, etc.; *but* Form 2, when part of title: Form 1040; ⁷ Individual Income Tax Return; *but* withholding tax form

Fort McHenry, etc.; the fort

⁷ See footnote 1, p. 32.

Foundation, if part of name; capitalized standing alone if referring to Federal unit:
 Chemical; the foundation
 Infantile Paralysis; the foundation
 National Science; the Foundation
 Russell Sage; the foundation
 Founding Fathers (colonial)
 four freedoms
 Four Power Pact (see Pact)
 free list; *but* Title I: ⁸ Free List
 free trade area
 free world
 Frisco (for San Francisco; no apostrophe)
 Fritalux (see alliances)
 Fund, if part of name; capitalized standing alone if referring to international or United Nations fund:
 Common Market
 Development Loan Fund; the Fund (U.S. Government corporation)
 International Monetary
 Rockefeller Endowment; the fund
 Special Projects
but civil service retirement fund; mutual security fund; national service life insurance fund; revolving 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,^{9 10} capitalized if part of name; lowercased in general sense (rivers of Virginia and Maryland):
 Archipelago Bay
 Area Bayou
 Arroyo Beach
 Atoll Bench
 Bank Bend
 Bar Bight
 Basin, Upper Bluff
 (Lower) Col- Bog
 orado River, Borough (boro)
 etc. (legal en- Bottom
 tity); *but* Branch (stream)
 Hansen flood- Brook
 control basin; Butte
 Missouri Canal; the canal
 River basin (Panama)
 (drainage); Canyon
 upper Colo- Cape
 rado River Cascade
 storage proj- Cave
 ect Cavern

geographic terms—continued

Channel; *but* Mesa
 Mississippi Monument
 River chan- Moraine
 nel(s) Mound
 Cirque Mount
 Coulee Mountain
 Cove Narrows
 Crag Neck
 Crater Needle
 Creek Notch
 Crossroads Oasis
 Current (ocean Ocean
 feature) Oxbow
 Cutoff Palisades
 Dam Park
 Delta Pass
 Desert Passage
 Divide Peak
 Dome (not in Peninsula
 geologic sense) Plain
 Draw (stream) Plateau
 Dune Point
 Escarpment Pond
 Falls Pool
 Fault Port (water
 Flat(s) body)
 Floodway Prairie
 Ford Range (moun-
 Forest tain)
 Fork (stream) Rapids
 Gap Ravine
 Geyser Reef
 Glacier Reservoir
 Glen Ridge
 Gorge River
 Gulch Roads (anchor-
 Gulf age)
 Gut Rock
 Harbor Run (stream)
 Head Sea
 Hill Seaway
 Hogback Shoal
 Hollow Sink
 Hook Slough
 Hot Spring Sound
 Icefield Spit
 Inlet Spring
 Island Spur
 Isle Strait
 Islet Stream
 Keys (Florida Summit
 only) Swamp
 Knob Terrace
 Lagoon Thoroughfare
 Lake Trench
 Landing Trough
 Ledge Volcano
 Lowland Wash
 Marsh Waterway
 Massif Woods

Geological Survey (see Survey)
 German measles
 GI bill of rights
 Girl Scouts (organization); a Girl Scout;
 a Scout
 G-man

⁸ See footnote 1, p. 32.

⁹ List compiled with the cooperation of the U.S. Board on Geographic Names.

¹⁰ See also footnote on p. 58.

- 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
 Canal Zone; the government
 department, officials, -owned, publi-
 cations, etc. (U.S. Government)
 National and State Governments
 Printing Office (see Office)
 U.S.; National; Federal; Central;
 General
 government:
 Churchill
 Communist
 European governments
 Federal, State, and municipal govern-
 ments
 insular; island
 military
 seat of
 State
 State and Provincial governments
 Territorial
 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 State Governor(s); Governors'
 conference; a Governor
 Governor General of Canada; the Gov-
 ernor 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
 gross national product (GNP)
 Group:
 Military Advisory Group; the group
 Standing (see Organization)
- group 2, II, A, etc.; *but* Group 2, when
 part of title: Group II:¹¹ List of Coun-
 tries by States
 guaranteed annual wage (GAW)
 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; regi-
 mental headquarters
 32d Division Headquarters; the divi-
 sion headquarters
 Heaven (Deity); heaven (place)
 Hells (no apostrophe) Canyon
 Hemisphere, Eastern; Western; etc.;
 the hemisphere
 High Church
 High Commissioner
 High Court (see Supreme Court)
 High School, if part of name: Western;
 the high school
 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
 All Fools'
 Arbor Day
 Armed Forces Day
 Christmas Day, Eve
 Columbus Day
 D-day; D-plus-4-day
 Father's Day
 Flag Day
 Founders' Day
 Fourth of July
 Halloween
 Inauguration Day
 Independence Day
 Labor Day
 Lincoln's Birthday
 M-day

¹¹ See footnote 1, p. 32.

holidays and special days—continued
 Memorial Day (also Decoration Day)
 Mother's Day
 New Year's Day, Eve
 S-D Day (Safe-Driving Day)
 Thanksgiving Day
 V-E Day; V-J Day
 Veterans (no apostrophe) 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:
 District of Columbia General
 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 (U.S.)
 of the Woods (palace); the house
 Office Building (see Building)
 Ohio (State); the house
 but both Houses; lower (or upper)
 House (Congress)
 House of Representatives (U.S.), titles
 of officers standing alone capital-
 ized:
 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 Co.
 Hurricane Carol, etc.
 Hydrographer, the (Navy Department)

ice age (see Ages)

independence; in the year of our inde-
 pendence the one hundred and sev-
 enty-sixth

Indians:
 Absentee Shawnee
 Eastern (or Lower) Band of Chero-
 kee; the band
 Five Civilized Tribes; the tribes
 Shawnee Tribe; the tribe
 Six Nations (Iroquois Confederacy)

Inquisition, Spanish; the Inquisition

Institute, if part of name; capitalized
 standing alone if referring to Fed-
 eral or international organization:
 National Cancer; the Cancer Insti-
 tute; 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
 Smithsonian Institution; the Insti-
 tution
 insular government; island government
 intercoastal waterway (see waterway)
 interdepartmental
 International Court of Justice (see
 Court)
 International Geophysical Year (see
 Year)
 International Postal Convention (see
 Convention)
 international:
 banks (see Bank)
 date line
 law
 Morse code (see Code)
 interprovincial
 interstate
 Intracoastal Waterway; the waterway
 (see also waterway)
 intrastate
 Irish potato
 Iron Cross (see decorations)
 Iron Curtain; the curtain
 irrigation district (see District)
 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 Chiefs of Staff; Chiefs of Staff

Joint Committee on Atomic Energy
 (see Committee)

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; *but* the
 laboratory (non-Federal)

Lake: Erie, of the Woods, Salt; the lake

Lakes, Great (see Great Lakes)

Lane, if part of name: Maiden; the
 lane

Latin American States (see States)

Latter-day Saints

law of nations

law, Walsh-Healey, etc.; law 176; law
 No. 176; copyright law; Ohm's, etc.

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;
 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; the library

Franklin D. Roosevelt; 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

but Massachusetts Bay lights

Lighthouse (see Light Station)

Lightship, if part of name; the light-
 ship:

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)

Greyhound Line (bus)

Holland-America Line (steamship)

line:

DEW

Mason-Dixon line *or* Mason and
 Dixon's line

Pinetree

State

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)

Colorado River Basin

Egypt

Peninsula (of Michigan)

but lower (or upper) House of Con-
 gress; lower Mississippi

Magna Carta

Majesty, His, Her (see His Majesty)

Majority Leader Johnson; *but* the
 majority leader (U.S. Congress)

Mall (see District of Columbia)

Manager, General Manager (AEC),
 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 and classes:

U.S. grade A

Western, Mixed, Malting Two-rowed
 (barley)

Red Kidney, U.S. No. 2 Pea (beans)

Prime, Choice, Good (cattle)

Yellow, White, Mixed, Dent (corn)

Middling, Strict Good Ordinary,
 Strict Low Middling, Good Ordina-
 ry, etc. (cotton)

Timothy Light Clover Mixed, Up-
 land Prairie (hay)

White, Red, Mixed (oats)

Yellow, Black, Mixed (soybeans)

Flue-cured, Fire-cured, Cigar-wrap-
 per (tobacco)

Hard Red Spring, Red Durum,
 Durum, Hard Red Winter, White,

Mixed, etc. (wheat)

Grade 60's, or one-half blood (wool)

Marshal (see Supreme Court)

Marshall plan (see plan)

Mason-Dixon line (see line)

M-day

medals (see decorations)

Member, if referring to Senator, Rep-
 resentative, Delegate, or Resident
 Commissioner of U.S. Congress; *also*
 Member at Large; Member of Par-
 liament, etc.; *but* membership

Memorial Bridge, Arlington (see
 Bridge)

Memorial Parkway, George Washing-
 ton (see Parkway)

Merchant Marine Reserve; the Re-
 serve; *but* U.S. merchant marine; the
 merchant marine

Metropolitan Washington, etc.

midcontinent region

Middle Ages (see Ages)

Middle Atlantic States

Middle East; Mideast; Mideastern;
 Middle Eastern (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;
 Minister Without Portfolio (see also foreign cabinets)
 Ministry (see foreign cabinets)
 Minority Leader Martin; *but* the minority leader (U.S. Congress)
 Mint, Philadelphia, etc.; the mint
 minutemen (colonial)
 Mission, if part of name; the mission:
 Gospel Mission
 Mission 66
 but diplomatic mission; military mission; Jones mission
 Monroe Doctrine (see Doctrine)
 Monument:
 Bunker Hill; the monument
 Grounds; the grounds (District of Columbia)
 National (see National)
 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) 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

National—Continued
 Guard, Ohio, etc.; Air National; the National Guard; the guard; a guardsman; *but* a National Guard man; National Guardsman
 Institute (see Institute)
 Legislature (see Legislature)
 Monument, Muir, etc.; the national monument; the monument
 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:
 agency check (NAC)
 anthem, customs, spirit, etc.
 British, Mexican, etc.
 defense agencies
 stockpile
 water policy (see policy)
 Naval, if part of name:
 Academy (see Academy)
 Base, Guam Naval; the naval base
 District, 1st 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 preceding or following name): Key West Naval Station; Naval Station, Key West; the station
 Volunteer Naval Reserve
 War College; the War College; the college
 naval, in general sense:
 command (see Command)
 district (see District)
 expenditures, maneuvers, officer, 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 U.S. Navy:
 Admiral of the; the admiral
 Battle Force; the Battle Force; the force
 Establishment; the establishment

Navy—Continued

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
Network, Red, Blue; the network
New Deal; anti-New Deal
New, if part of name: New Willard
New England States
New World
Niagara Frontier; the frontier
Nike-Ajax, etc.
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:
Africa
Ohio
north-central region, etc.
northern Ohio
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
Foreign (see foreign cabinets)
General Accounting Office; the Ac-
counting Office
Government Printing; the Printing
Office
New York regional office (including
branch, division, or section there-
in); the regional office; the office
of Alien Property
of Chief of Naval Operations
of Education
of Experiment Stations
of the Secretary (Defense); Secre-
tary's Office
Patent
officer:
Army
Marine; *but* naval and marine officers
Navy; Navy and Marine officers
Regular Army; Regular; a Regular
Reserve
WAC, WAVE
Old Dominion (Virginia)
Old South
Old World
Olympic games; Olympiad; VII Olympic
games
Operation Deep Freeze, Snowdrop,
etc.; *but* Deep Freeze operation
Order of Business No. 56 (congres-
sional calendar)
Ordinance:
Corps (see Corps)
Department; the Department
Depot (see Depot)
Organization, if part of name; capital-
ized 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
of American States (formerly Pan
American Union)
United Nations (see United Nations)
Organized:
Marine Corps Reserve; Marine Re-
serve; the Reserve
Militia; the militia

- Organized—Continued
 Naval Militia; the Naval Militia; the militia
 Reserve Corps; the Reserve
 Orient, the; oriental
 Outer Continental Shelf (see Continental)
- 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
 Baghdad
 Four Power
 Kellogg
 North Atlantic; North Atlantic Defense
- pan-American
 Pan American Union (see Organization of American States)
- Panel, Atomic Energy Labor-Management Relations (Federal), etc.; the Panel
- Panhandle of Texas; Texas Panhandle; the panhandle; etc.
- papers, Woodrow Wilson, etc.; the papers; *but* white paper
- Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish
- Park, Fairmount, etc.; the park (see also National)
- Park Police, U.S. (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 2:¹² 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)
- 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:
- Colombo
 controlled materials
 5-year
 Marshall (European recovery program)
 Reorganization Plan No. 6 (Hoover Commission); plan No. 1
- Planetarium, Fels, Hayden; the planetarium
- Plant, Rockford Arsenal; the plant; *but* Savannah River (AEC) plant; United States Steel plant
- plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures
- Plaza, Union Station (Washington, D.C.); the plaza
- point 4; point 4 program
- Pole: North, South; the pole; subpolar
- Pole Star (Polaris); polar star
- Police, if part of name; the police:
 Capitol
 Metropolitan (District of Columbia)
 Park, U.S. (District of Columbia)
 White House
- policy, national water
- political parties and adherents (Party, if part of name; the party):
 Communist; a Communist; a Commie
 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 Republican
 Socialist; a Socialist
 States' Rights; States' Righter; a Dixiecrat; *but* States rights (in general sense)
- Pool, Northwest Power, etc.; the pool
- Pope; *but* papal, patriarch, pontiff, primate
- Port, if part of name; the port:
 of New York Authority (see Authority)
but Baltimore port; port of Baltimore
- Post Office (Department implied)
- Post Office Box (not abbreviated), 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

¹² See footnote 1, p. 32

- 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 Commander in Chief; the President-elect; ex-President; former President; also preceding name
 - of any other country; the President of Federal or international unit
 - but* president of the Erie Railroad
- Presidential assistant, authority, order, proclamation; *but* presidential candidate, election, timber, year
- Prime Minister (see foreign cabinets)
- Prison, Auburn, etc.; the prison
- Privy Council, His Majesty's (see Council)
- Prize, Nobel, Pulitzer, etc.; the prize
- Proclamation, Emancipation; Presidential Proclamation No. 24; Proclamation No. 24; the proclamation; *but* Presidential proclamation
- program:
- European recovery
 - mutual defense assistance
 - point 4
 - universal military training
- project:
- Central Valley
 - Manhattan
 - McNary Dam
 - Rochester atomic energy
 - University of California atomic energy
- Project Farside, Sidewinder, Vanguard, etc.; *but* Vanguard project
- Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province
- Proving Ground, Aberdeen, etc.; the proving ground
- Public Act 26; Public Law 9; Public 37; Public Resolution 3; *also* public enemy No. 1
- Public Printer; the Government Printer; the Printer
- public utility district (see District)
- Pueblo, Santa Clara; the pueblo
- Puerto Rico:
- government
 - Governor of; the Governor
 - Legislative Assembly of; the legislative 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 period (post-Civil War)
- Red army
- Red Cross, American (see American)
- Reds, the; a Red (political)
- Reformation, the
- Reformatory, Elmira, etc.; the reformatory
- Refuge, Blackwater Migratory Bird, etc.; Blackwater Bird Refuge; Blackwater refuge
- region, north-central, etc.; first region, 10th region (see rule 11.10); mid-continent
- Register of the Treasury; the Register
- Regular Army, Navy; a Regular (see also officer)
- regulation:
- ceiling price regulation 8
 - 56 (Navy)
 - supplementary regulation 22
 - Veterans Regulation 8; *but* veterans regulations
 - 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 United Brethren
 - Hebrew
 - Latter-day Saints
 - Mohammedan
 - New Thought
 - Protestant; Protestantism
 - Seventh-day Adventists
 - Seventh-Day Baptists
 - 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
 - Hoover Commission Report on Paperwork; *but* Hoover Commission report; Hoover report; task force report
 - 1950 Report of the Chief of the Forest Service
 - President's Economic Report; the Economic Report
 - Report No. 31

Report—Continued

Railroad Retirement Board Annual Report, 1950; *but* annual report of the Railroad Retirement Board
 17th Annual Report of the Public Printer; *but* 17th annual report
 U.S. Reports (publication)
 Reporter, the (U.S. Supreme Court)
 Representative; Representative at Large (U.S. Congress)
 Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:
 French
 Irish
 of Panama
 of the Philippines; Philippine Republic
 United Arab
 United States
also the American Republics; the Latin American Republics; South American Republics; the Republics
 Reservation (forest, military, or Indian), if part of name; the reservation:
 Great Sioux
 Hill Military
 Reserve, if part of name; the Reserve (see also Air Force; Army Corps; Foreign Service; Marine Corps; Merchant Marine; Naval):
 Active
 Air Force
 Army
 bank (see Bank)
 Board, Federal (see Federal)
 city (see Bank)
 Civil Air Patrol
 components
 Enlisted
 Establishment
 Inactive
 Naval
 officer
 Officers' Training Corps
 Ready
 Retired
 Standby
 Volunteer Naval
 Women's (see Women's Reserve)
 Reserves, the; reservist
 Resident Commissioner (see Member; Puerto Rico)
 Resolution, with number; the resolution:
 House Joint Resolution 3
 Public Resolution 6
 Resolution 42
 Senate Concurrent Resolution 18
but Kefauver resolution
 Revised Statutes (U.S.); Supplement 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: Benning; the road

Roman numerals, common nouns used with, not capitalized:

book II; chapter II; part II; etc.
but Book II;¹³ Modern Types (complete heading); Part XI;¹³ Early Thought (complete heading)
 route No. 12466; mail route 1742; railway mail route 1144; *but* Route 40, State Route 9 (highways)
 Royal Decree No. 24; Decree 24; the royal decree
 rule 21; rule XXI; *but* Rule 21, when part of title: Rule 21;¹³ Renewal of Motion

Ruler of the Universe (Deity)

Rules:

of the House of Representatives; *but* rules of the House
 Standing Rules of the Senate (publication); *but* rules of the Senate
also Commission rules

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 U.S. Army or Navy

Hayes

Pawnee Indian

school district (see District)

Scriptures; Holy Scriptures (the Bible)

Seabees (see Navy)

seaboard, Atlantic, eastern, etc.

Seaway (see geographic terms; Authority; Corporation)

Second World War (see War)

Secretariat (see United Nations)

Secretaries of the Army and the Navy;
but Secretaries of the military departments

Secretary, head of national governmental unit:

of Defense; of State; etc.; the Secretary

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 Commerce Commission; secretary of

state of Iowa

Secretary General: the Secretary General;

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 Construction Theory

Selective Service (see Service; System)

¹³ See footnote 1, p. 32.

Senate (U.S.), 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
 Senate, Ohio (State); the senate
 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 (see Foreign Service)
 Forest
 Immigration and Naturalization
 Internal Revenue
 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
 employment (State)
 extension (State)
 general delivery
 naval
 Navy
 parcel post
 postal
 postal field
 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(s) (adherent of religious order)
 Six Nations (see Indians)
 Smithsonian Institution (see Institution)

Socialist; socialism; socialistic (see also political parties)
 Society, if part of name; the society:
 American Cancer Society, Inc.
 Boston Medical
 of the Cincinnati
 soil bank
 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.
 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
 Atlantic
 Atlantic States
 Deep South (U.S.)
 Korea
 Midsouth (U.S.)
 Pacific
 Pole
 the South (section of United States); Southland
 southeast Asia
 southern California, southeastern California, etc.
 Southern States
 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)
 sputnik; *but* Sputnik I, etc.
 Square, Lafayette, etc.; the square
 Staff, Foreign Service (see Foreign Service)
 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
 downstate, tristate, upstate
 welfare
 State:
 government
 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
 Communitic
 Eastern; *but* eastern industrial States
 East North Central
 East South Central
 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
 Northern
 Northwestern, etc.
 Organization of American
 Pacific
 Pacific Coast
 rights
 South American
 South Atlantic
 Southern
 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; the station;
 not capitalized if referring to sur-
 veying or similar work:
 Grand Central
 Key West Naval (see Naval)
 Nebraska Experiment Station; Ex-
 periment Station, Nebraska; Ne-
 braska station

Station—Continued
 Syracuse Air Force
 television station WSYR-TV
 Union; Union Depot; the depot
 WRC station; station WRC; radio
 station WRC; broadcasting sta-
 tion WRC
 substation A
 Statue of Liberty; the statue
 Statutes at Large (U.S.) (see also
 Revised Statutes)
 stockpile, national
 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
 subcommittee (see Committee)
 Subtreasury, New York, etc.; sub-
 treasury at New York; the subtreas-
 ury
 subtropical, subtropic(s) (see tropical)
 summer
 summit meeting
 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; High Tribunal
 Supreme Court (U.S.); 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; Geo-
 logical
 System, if referring to Federal or Dis-
 trict of Columbia unit; the System:
 Alaska Communication System; the
 system
 Federal Credit
 Federal Home Loan Bank
 Federal Reserve
 National System of Interstate and
 Defense Highways; National Sys-
 tem of Interstate Highways;
 Interstate System of Highways;
 Interstate Highway System; the
 Interstate System; the National
 System; the system; *but* highway
 system; Federal road system

System—Continued

Postal Savings

Selective Service (see also Service)

but Pennsylvania Railway system;
Pennsylvania system; Bell System,
the system*also* Federal land bank systemtable 2, II, A, etc.; *but* Table 2, when
part of title: Table 2:¹⁴ Degrees of
Land Deterioration

task force (see Force; Report)

Team, USAREUR Field Assistance,
etc.; the team

television station (see Station)

Territorial, if referring to a political
subdivisionTerritory, capitalized if part of name;
capitalized standing alone if refer-
ring to a U.S. Territory:

Northwest (1799); the territory

of Hawaii; the Territory

Trust Territory of the Pacific Islands;

Pacific Islands Trust Territory;
trust territory; the territory*but* territory of Guam; the territoryTest, Otis Mental Ability Group, etc.;
the group test; the test

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 ExpressThirteen American Colonies, etc. (see
Colonies)

Thirteen Original States

Thruway, New York; the thruway
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 Pro-
visions

Tomb:

Grant's; the tomb

of the Unknown Soldier; Unknown
Soldier's Tomb; Tomb of the Un-
knowns; the tomb (see also Un-
known Soldier)

Tower, Eiffel, etc.; the tower

Township, Union; township of Union

trade names (see also list of trade
names, p. 269)

Airwick

CinemaScope

Coca-Cola

Dacron

Deepfreeze

Flexiglas

Mimeograph

Monel metal

Photostat

Plexiglas

Pyrex glass

Royal typewriter

Shredded Wheat

Snow Crop

Technicolor

Terramycin

transatlantic; transpacific; trans-Sibe-
rian, etc.; *but* TransjordanTreasurer, 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

Treasury, of the United States; Gen-
eral; National; Public; Register of the

Treaty, if part of name; the treaty:

Jay Treaty

North Atlantic; North Atlantic De-
fense

of Versailles

but treaty of 1919Tribunal, standing alone capitalized
only in minutes and official reports of
a specific arbitration; *also* High Tri-
bunal; the Tribunal (Supreme Court)

Tricolor (see flags)

Triple A (any three A group)

Trizonia; trizonal; trizone

Tropic of Cancer, of Capricorn; the
Tropicstropical; neotropic, neotropical; sub-
tropic(s), subtropical

Trust, Power, etc.

trust territory (see Territory)

Tunnel, Lincoln, etc.; the tunnel; *but*
irrigation, railroad, etc., tunnelTurnpike, 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; capi-
talized standing alone if synonym
for United States or if referring to
international unit:

European Payments; the Union

International Typographical; the
Typographical Union; the unionPan American (see Organization of
American States)Station; *but* union passenger station;
union freight station¹⁴ See footnote 1, p. 32.

Union—Continued

Teamsters Union; the Teamsters;
the union; *also* the Auto Workers,
etc.

Universal Postal; the Postal Union;
the Union

Western (see alliances)

Woman's Christian Temperance
but a 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

Children's Fund (UNICEF); the
Fund

Conference on International Organ-
ization; the Conference

Economic and Social Council; the
Council

Educational, Scientific, and Cultural
Organization (UNESCO) (see Or-
ganization)

Food and Agriculture Organization
(FAO); the Organization

General Assembly; the Assembly

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

Special United Nations Fund for Eco-
nomic Development (SUNFED)

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; Unknown of World
War II; World War II Unknown; Un-
known of Korea; Korea Unknown;
the Unknowns (see also Tomb)

Upper, if part of name:

Colorado River Basin

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

U.S.S.R.—Continued

Politburo

Red army

Reds, the; a Red

Soviet, if part of name; capitalized
standing alone if referring to
central governmental unit:

Government; *but* Communist gov-
ernment

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* vari-
typed, varityping

V-E Day; V-J Day (see holidays)

veteran, World War

Veterans' Administration (see Admin-
istration)

Veterans Day (see holidays)

vice consul, British, etc.

Vice President (same as President)

Victoria Cross (see decorations)

Victory:

bond (see bond)

ship

but victory garden, speaker, etc.

Voice of America; the Voice

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

the two World Wars

also post-World War II

war:

cold, hot

European

French and Indian wars

Indian

Korean

third world; world war III

with Mexico

with Spain

¹⁵ See footnote 1, p. 32.

- 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
 water district (see District)
 waterway, inland, intercoastal, etc.;
 but Intracoastal Waterway
 Week, Fire Prevention; etc.
 welfare state
 West:
 Coast (Africa); *but* west coast (U.S.)
 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)
 west, western Pennsylvania
 Western:
 civilization
 countries
 Europe(an) (political entity)
 Germany (political entity)
 Hemisphere; the hemisphere
 North Central States
 Powers
 States
 Union (see alliances)
 United States
 World
 but far western; western farming
 States (U.S.)
 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)
 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
 world's series
- X-ray
- Year, International Geophysical; the
 Geophysical Year; the Year
 Young Men'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)
 Canal Zone Government
 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 Arctic, eastern standard time,
 polar, tropical zone, etc.
 Zoological Park (National); the zoo;
 the park

NOTES

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 90 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. 2.)

abattoir	aline	atheneum	boulder
aberration	allottee	attester	bourgeoisie
abetter	all ready (prepared)	autogiro	breach (gap)
abettor (law)	already (previ-	awhile (for some	breach (lower
abridgment	ous)	time)	part)
absorb (take in)	all right	a while (a short	brier
adsorb (adhesion)	altogether	time)	briquet, -ted, -ting
abysmal	(completely)	ax	Britannia
a cappella	all together	aye	broadax
accede (yield)	(collectively)		bronco
exceed (surpass)	aluminum	backward	brunet (masc.,
accepter	ambidextrous	baloney (hun-	fem.)
acceptor (law)	ameba	combe)	buccancer
accessory	ampoule	bologna (sau-	buncombe
accommodate	analog	sage)	bunion
accordion	analogous	bandanna	bur
accouter	anemia	bargainer	burned
accursed	anesthetic	bargainor (law)	bus, buses
acetic (acid)	aneurysm	baritone	butadiene
ascetic (austere)	anomalous	bark (boat)	
acknowledgment	anonymous	barreled, -ing	caffeine
acoustic	antediluvian	bastille	calcareous
adapter	antibiotics (n.)	battalion	calcimine
adjurer	antibiotic (adj.)	bazaar	caldron
adjuster	anyway (adv.)	behoove	calendar (paper
ad nauseam	anywise (adv.)	beneficent	finish)
adviser	appall, -ed, -ing	benefited	caliber
adz	appareled, -ing	bettor (wagerer)	caliper
aegis	aquatic	beveled, -ing	calk
affect (influence)	aqueduct	biased, -ing	calligraphy
effect (result)	archeology	bimetallism	callus (n.)
afterward	arrester	blessed	callous (adj.)
aging	artifact	bloc (group)	calorie
aid (n., v.)	artisan	blond (masc., fem.)	canceled, -ing
aide (military)	asafetida	bluing	canceler
aide-de-camp	ascendence, -ant	bombazine	cancellation
airplane	ascend (rise)	born (birth)	candor
albumen (egg)	assent (consent)	borne (carried)	canister
albumin (chem-	assassinate	bouillon (soup)	cannot
istry)		bullion (metal)	cantaloup

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

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

forbear (endur- ance, etc.)	hemorrhage	labeled, -ing	meter
forebear (ances- tor)	heterogeneous	lacquer	mil ($\frac{1}{1000}$ inch)
foresee	hiccup	lacrimal	mill ($\frac{1}{1000}$ dollar)
forgettable	highfalutin	landward	mileage
forgo (relinquish)	hijack	lath (wood)	miliary (tubercu- losis)
forego (precede)	Hindu	lathe (machine)	milieu
forswear	homeopath	laureled	milk cow
fortissimo	homeward	leitmotiv	millenary (1,000)
fricassee	homogeneity	lengthwise	millinery (hats)
fuchsia	homolog	leukemia	millennium
fucler	hypocrisy	leveled, -ing	minable
fulfill, -ed, -ing,	hypotenuse	leveler	misspell
-ment	idiosyncrasy	liaison	miter
fulsome	idyl	libelant	moccasin
fungus (n., adj.)	impaneled, -ing	libeled, -ing	modeled, -ing
funneled, -ing	impassé	libelee	modeler
furor	imperiled, -ing	libeler	mold
fuse (all meanings)	impostor	license	molt
fuze (follow	impresario	licorice	moneys
copy in Army	imprimatur	likable	monogrammed, -ing
printing)	indict (to accuse)	lilliputian	monolog
fuselage	indite (to com- pose)	linage (lines)	mortise
fusillade	inequity (unfair- ness)	lineage (descent)	Moslem
gage	iniquity (sin)	liquefy	movable
gaiety	inferable	liquor	mucilage
gaily	infold	liqueur	mucus (n.)
galosh	ingenious (skillful)	liter	mucous (adj.)
gamboled, -ing	ingenuous (sim- ple)	livable	mustache
garrote	innocuous	loath (reluctant)	naphtha
gasoline	innuendo	loathe (detest)	Navaho (<i>but fol-</i> <i>low copy in</i> <i>congressional</i> <i>printing</i>)
gazetteer	inoculate	lodestar	nazism
gelatin	inquire	lodestone	niacin
generalissimo	inquiry	lodgment	nickel
germane	install, -ed, -ing,	logistics (n.)	niter
glamorous	-ment	logistic (adj.)	nonplused
glamour	installation	louver	northward
glycerin	instill, -ed, -ing	luster	numskull
gobbledygook	insure	madam	obligato
goodby	intelligentisia	maize (corn)	obloquy
gram	interceptor	maze (labyrinth)	ocher
graveled, -ing	intelligentisia	maneuver	octet
gray	interment (burial)	manifold	offal
grievous	internment (de- tention)	manikin	offense
groveled, -ing	intern	mantel (shelf)	omelet
gruesome	intervener	mantle (cloak)	oneself
guarantee (n., v.)	intervenor (law)	manywise (adv.)	onward
guaranty (law)	intransigent (n., adj.)	marbleize	ophthalmology
guerrilla (preda- tory)	inward	margarin (chemis- try)	opossum
gorilla (ape)	iridescent	margarine (but- ter substitute)	orangutan
guttural	isosceles	marihuana	orbited, -ing
gypsy	italic	marshaled, -ing	ordinance (law)
hallelujah	jalopy	marshaler	ordinance (mili- tary)
Halloween	jeweled, -ing, -er	marveled, -ing	organdie
hara-kiri	judgment	marvelous	orthopedia
harass	jujitsu	meager	overseas (adv.)
harebrained	kerneled, -ing	medaled, -ing	oversea (adj.)
harken	kerosene	medalist	pajamas
healthful (produc- ing health)	kidnaped, -ing	medieval	paleontology
healthy (with health)	kidnap	metaled, -ing	paneled, -ing
heinous	kilogram	metalize	paraffin
hemoglobin	kopek	meteorology	paralleled, -ing
		(weather)	paralelepiped
		metology	
		(weights and measures)	

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

veld	villain	wainscoting	withe
veranda	visa, -ed, -ing	weeviled, -ing	woeful
vermilion	vitamin	welder	woolen
vicissitude	vitrify	westward	woolly
victualled, -ing	votable	whimsey	worshiped, -er,
victualer	vying	whisky, -ies	-ing
vilify		willful	

Anglicized and foreign words

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

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

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

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

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
prisoners of war
rights-of-way
secretaries general
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

Significant word last—Continued

assistant commissioners
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
secretaries-treasurers
women aviators
women students
women writers

No word significant in itself:

forget-me-nots
hand-me-downs
jack-in-the-pulpits
man-of-the-earths
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	lens, lenses
adieu, adieus	lira, lire
agendum, agenda	locus, loci
alga, algae	madam, mesdames
alumnus, alumni (masc.); alumna, alumnae (fem.)	Marys
antenna, antennae (antennae, zoology)	matrix, matrices
appendix, appendixes	maximum, maximums
aquarium, aquariums	medium, mediums <i>or</i> media
automaton, automatons	memorandum, memorandums
axis, axes	minimum, minimums
bandeau, bandeaus	minutia, minutiae
basis, bases	monsieur, messieurs
beau, beaus	nucleus, nuclei
cactus, cactuses	oasis, oases
calix, calices	octopus, octopuses
chassis (singular and plural)	opus, opera
cherub, cherubs	parenthesis, parentheses
cicatrix, cicatrices	phenomenon, phenomena
Co., Cos.	phylum, phyla
coccus, cocci	plateau, plateaus
crisis, crises	podium, podiums
criterion, criteria	procès-verbal, procès-verbaux
curriculum, curriculums	radius, radii
datum, data	radix, radices
desideratum, desiderata	referendum, referendums
dilettante, dilettanti	sanatorium, sanatoriums
dogma, dogmas	sanitarium, sanitariums
ellipsis, ellipses	septum, septa
equilibrium, equilibriums (equilibria, scientific)	sequela, sequelae
erratum, errata	seraph, seraphs
executrix, executrices	seta, setae
flambeau, flambeaus	ski, skis
focus, focuses	stadium, stadiums
folium, folia	stimulus, stimuli
formula, formulas	stratum, strata
fungus, fungi	stylus, styluses
genius, geniuses	syllabus, syllabuses
genus, genera	symposium, symposia
gladiolus (singular and plural)	synopsis, synopses
helix, helices	tableau, tableaux
hypothesis, hypotheses	taxi, taxis
index, indexes (indices, scientific)	terminus, termini
insigne, insignia	testatrix, testatrices
Kansas Citys	thesaurus, thesauri
lacuna, lacunae	thesis, theses
larva, larvae	thorax, thoraxes
larynx, larynxes	vertebra, vertebrae (vertebrae, zoology)
	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	apprehensible	cohesible	compatible
accendible	audible	collapsible	compossible
accessible	avertible	collectible	comprehensible
addible	bipartible	combustible	compressible
adducible	circumscribable	comestible	conducibile
admissible	coctible	committible	conductible
affectible	coercible	commonsensible	confluxible
appetible	cognoscible	compactible	congestible

connectible	extendible	indivisible	plausible
contemptible	extensible	indocible	possible
contractible	fallible	inducible	prehensible
controvertible	feasible	ineffervescible	prescriptible
convertible	fencible	ineligible	producible
(conversable)	flexible	ineludible	productible
convertible	fluxible	inevasible	protrusible
convincible	forcible	inexhaustible	putrescible
corrigible	frangible	inexpansible	receptible
corrodible	fungible	inexpressible	redemptible
corrosible	fusible	infallible	redressible
corruptible	gullible	infeasible	reducible
credible	horrible	inferrible	reflectible
crucible	ignitable	(inferable)	reflexible
cullible	illegible	inflexible	refrangible
decoctible	immersible	infractible	remissible
deducible	immiscible	infrangible	renascible
deductible	impartible	infrangible	rendible
defeasible	impassible	innascible	reprehensible
defectible	(impassable)	inscriptible	repressible
defensible	impartible	insensible	reproducible
delible	impedible	instructible	resistible
deprehensible	imperceptible	insubmergible	responsible
depressible	impermisable	insuppressible	reversible
descendible	imperscriptible	insusceptible	revertible
destructible	impersuadable	intactible	risible
diffangible	implausible	intangible	runcible
diffusible	impossible	intelligible	sconcible
digestible	imprescriptible	interconvertible	seducible
dimensible	impressible	interruptible	sensible
discernible	imputrescible	intervisible	sponsible
discerpible	inaccessible	inventible	suasible
discerptible	inadmissible	invertible	subdivisible
discussible	inapprehensible	invincible	submergible
dispersible	inaudible	invisible	submersible
dissectible	incircumscribable	irascible	subvertible
distensible	includible	irreducible	suggestible
distractible	incoercible	irrefragible	supersensible
divertible	incognoscible	irremissible	suppressible
divestible	incombustible	irreprehensible	susceptible
divisible	incommiscible	irreprehensible	suspensible
docible	incompatible	irreprehensible	tangible
edible	incomprehensible	irresistible	tensible
educible	incompressible	irresponsible	terrible
effectible	inconcussible	irreversible	thurible
effervescible	incontrovertible	legible	traducible
eligible	inconvertible	mandible	transfusible
eludible	inconvincible	marcescible	transmissible
enforcible	incorrigible	miscible	transvertible
erodible	incorrodible	negligible	tripartible
evadible	incorruptible	nexible	unadmissible
eversible	incredibile	omissible	uncorruptible
evincible	indefeasible	ostensible	unexhaustible
exemptible	indefectible	partible	unexpressible
exhaustible	indefensible	passible	unintelligible
exigible	indelible	(passable)	unresponsive
expandible	indeprehensible	perceptible	unsusceptible
expansible	indestructible	perfectible	vendible
explosible	indigestible	permissible	vincible
expressible	indiscernible	persuadable	visible
	indivertible	pervertible	vitrescible

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 ap- praise)	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	<i>but</i> 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
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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 herbseller	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, u, 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

Possessives and apostrophes

5.20. The possessive case of a singular or plural noun not ending in *s* is formed by adding an apostrophe and *s*; the possessive case of a singular or plural noun ending in *s* or with an *s* sound is formed by adding an apostrophe only.

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

5.21. In compound nouns, the 's is added to the element nearest the object possessed.

comptroller general's decision
attorneys general's appointments
Mr. Brown of New York's motion
attorney at law's fee
John White, Jr.'s (no comma) account

5.22. Joint possession is indicated by placing an apostrophe on the last element of a series, while individual or alternative possession requires the use of an apostrophe on each element of a series.

soldiers and sailors' home	editor's or proofreader's opinion
Brown & Nelson's store	Roosevelt's or Truman's administration
men's, women's, and children's clothing	Mrs. Smith's and Mrs. Allen's children
St. Michael's Men's Club	the Army's and the Navy's work
	master's and doctor's degrees

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

Harpers Ferry; Hells Canyon	Court of St. James's
Masters, Mates & Pilots' Association	St. Peter's Church
Dentists' Supply Co. of New York	St. Elizabeths Hospital
International Ladies' Garment Workers' Union	Johns Hopkins University
	Hinds' Precedents

5.24. The apostrophe should not be used after names of countries and other organized bodies ending in *s*, or after words more descriptive than possessive (not indicating personal possession), except when plural does not end in *s*.

United States control	editors handbook
United Nations meeting	sirup producers manual
Southern States industries	technicians guide
Massachusetts laws	teachers college
Bureau of Ships report	merchants exchange
Actors Equity Association	children's hospital
House of Representatives session	Young Men's Christian Association
Teamsters Union	but Veterans' Administration (in conformity with enabling statute)

5.25. Possessive pronouns do not take an apostrophe.

its

theirs

5.26. Possessive indefinite or impersonal pronouns require an apostrophe.

each other's books	someone's pen
one's home	but somebody else's proposal

5.27. The singular possessive case is used in such general terms as the following:

author's alterations	distiller's grain	printer's ink
confectioner's sugar	fuller's earth	traveler's checks
cow's milk	miner's inch	writer's cramp

5.28. An apostrophe is used to indicate contractions, the omission of figures or letters (see also "Courtwork," rule 18.9, p. 225), and the coined plurals of letters, figures, and symbols.

don't	the 1920's or the	TV's	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>	OK's	2 by 4's (lumber)
it's (it is)	20's	YMCA's	<i>but</i> 10s (yarn and thread)
class of '92	4-H's	A B C's	4½'s (bonds)
spirit of '76	49's	three R's	3s (golf)

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

Dan'l., <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 U.S. Board on Geographic Names. In the absence of such a decision, the U.S. Directory of Post Offices 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 243 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
Alaskan	Kansan	Nevadan	South Carolinian
Arizonian	Kentuckian	New Hampshireite	South Dakotan
Arkansan	Louisianian	New Jerseyite	Tennessean
Californian	Mainer	New Mexican	Texan
Coloradan	Marylander	New Yorker	Utahan
Connecticuter	Massachusettsan	North Carolinian	Vermonteer
Delawarean	Michiganite	North Dakotan	Virginian
Floridian	Minnesotan	Ohioan	Washingtonian
Georgian	Mississippian	Oklahoman	West Virginian
Idahoan	Missourian	Oregonian	Wisconsinite
Illinoisan	Montanan	Pennsylvanian	Wyomingite
Indianian			

5.40. Observe the following forms:

Guamanian	Part-Hawaiian (applies to
Hawaiian	Hawaii only)
Puerto Rican	<i>but</i> 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. 243.)

NOTES

6. COMPOUND WORDS

(See also Guide to Compounding; Word Division (supplement to *STYLE MANUAL*), description on p. 2)

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. (See also rule 6.15.1, p. 71.)

banking hours
blood pressure
book value
census taker
day laborer

eye opener
fellow citizen
living costs
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.

coldbloodedness
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 rules 6.28, 6.31, p. 73.)

cooperation
deemphasis
preexisting

anti-inflation
micro-organism
semi-independent

brass-smith
Inverness-shire
thimble-eye

ultra-atomic
shell-like
hull-less

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
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
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 rules 8.5, p. 127; 8.7, p. 131.)

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
power
proof
room
shop
smith
stone
store
tail
tight
time (not clock)
ward
weed

wide
wise
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

thysself
yourself
yourselves

6.14. Print as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast
southwest

north-northeast
south-southwest

Unit modifiers

(See also rule 9.57, p. 138.)

6.15. Print a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified, except as indicated in rule 6.15.1 and elsewhere throughout this chapter. This applies particularly to combinations in which one element is a present or past participle.

Baltimore-Washington road	long-term-payment loan
collective-bargaining talks	lump-sum payment
contested-election case	most-favored-nation clause
drought-stricken area	multiple-purpose uses
English-speaking nation	no-par-value stock
fire-tested material	part-time personnel
Federal-State-local cooperation	rust-resistant covering
German-English descent	service-connected disability
guided-missile program	1-inch diameter; 2-inch-diameter pipe
hard-of-hearing class	10-word telegram
high-speed line	a 4-percent increase; <i>but</i> 4 percent [of]
large-scale project	hydrochloric acid, 4 percent [of] in-
law-abiding citizen	terest
long-term loan	U.S.-owned property; U.S.-flag ship

6.15.1. Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

atomic energy power	mutual security funds
bituminous coal industry	national defense appropriation
child welfare plan	natural gas company
civil rights case	per capita expenditure
civil service examination	portland cement plant
durable goods industry	production credit loan
flood control study	public utility plant
free enterprise system	real estate tax
high school student; elementary	small businessman
school grade	social security pension
income tax form	soil conservation measures
interstate commerce law	special delivery mail; parcel post delivery
land bank loan	speech correction class
land use program	<i>but</i> no-hyphen rule (readability aided); <i>not</i>
life insurance company	no hyphen rule

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 shale was oil bearing.
The effects were far reaching.	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.	This material is fire tested.
The paper is fine grained.	The cars are higher priced.
The boy is freckle faced.	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	<i>but</i> uppercrust society
best liked books	lowercase, uppercase type (printing)
higher level decision	undercoverman
highest priced apartment	upperclassman
larger sized dress	bestseller (noun)
better paying job	lighter-than-air craft
lower income group	higher-than-market price

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

eagerly awaited moment	often heard phrase
heavily laden ship	<i>but</i> ever-normal granary
unusually well preserved specimen	ever-rising flood
very well defined usage	still-new car
longer than usual lunch period	still-lingering doubt
very well worth reading	well-known lawyer
not too distant future	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	Afro-American program
North Carolina roads	Anglo-Saxon period
South American trade	Franco-Prussian War
United States laws	<i>but</i> Indochina ¹ border
Red Cross nurse	Minneapolis-St. Paul region
Winston-Salem festival	North American-South American sphere
Washington-Wilkes-Barre route	French-English descent

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

elderly clothesman	old-clothes man
competent shoemaker	wooden-shoe maker
field canning factory	tomato-canning factory
gallant serviceman	service men and women
light blue hat	light-blue hat
average taxpayer	income-tax payer
American flagship	American-flag ship
well-trained schoolteacher	elementary school teacher
<i>but</i> common stockholder; small businessman	

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- to 3- and 4- to 5-ton trucks
 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
 American owned and managed companies
 preoperative and postoperative examination

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. 145.)

"blue sky" law "good neighbor" policy "tie-in" sale *but* right-to-work law

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

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

bluish green
dark green

orange red
bluish-green feathers

iron-gray sink
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
Anglomania
antedate
antislavery
biweekly
bylaw
circumnavigation
cisalpine
cooperate
contraposition
countercase
deenergize
demitasse
excommunicate
extracurricular

foretell
heroicomic
hypersensitive
hypoacid
inbound
infrared
interview
intraspinal
introvert
isometric
macroanalysis
mesothorax
metagenesis
microphone
misstate

monogram
multicolor
neophyte
nonneutral
offset
outbake
overactive
pancosmic
paracentric
particoated
peripatetic
planoconvex
polynodal
postscript
preexist

proconsul
pseudoscholastic
reenact
retrospect
semiofficial
stepfather
subsecretary
supermarket
thermocouple
transonic
transship
tricolor
ultraviolet
unnecessary
underflow

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

portable
coverage
operate
plebiscite
twentyfold
spoonful

kilogram
geography
manhood
selfish
pumpkin

meatless
outlet
wavelike
procurement
innermost

partnership
lonesome
homestead
northward
clockwise

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
lilylike

bell-like
girllike

Florida-like
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
co-op
mid-ice
non-civil-service position
non-tumor-bearing tissue

re-cover (cover again)
re-sorting (sort again)
re-treat (treat again)
un-ionized
un-uniformity

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
ex-serviceman
ex-trader
ex-vice-president

self-control
self-educated
but selfhood
selfsame

quasi-academic
quasi-argument
quasi-corporation
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> nongovernmental
pro-British	overanglicize
un-American	prezeppelin
non-Government	transatlantic
post-World War II or post-Second World War	

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. (See also rule 11.23, p. 170.)

twenty-one	3-to-1 ratio	<i>but</i> one hundred and twenty-one
twenty-first	5-to-4 vote	100-odd
6-footer	.22-caliber cartridge	foursome
24-inch ruler	2-cent-per-pound tax	threescore
3-week vacation	four-in-hand tie	foursquare
8-hour day	three-and-twenty	\$20 million airfield
10-minute delay	two-sided question	
20th-century progress	multimillion-dollar fund	

6.36. Print without a hyphen a modifier consisting of a possessive noun preceded by a numeral. (See also rule 5.31, p. 67.)

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. 62.)

ambassador at large	notary public
assistant attorney general	secretary general
commander in chief	under secretary; <i>but</i> under-secretaryship
comptroller general	vice president; ² <i>but</i> vice-presidency
Congressman at large	secretary-treasurer
major general	treasurer-manager
sergeant at arms	

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

President-elect	ambassador-designate
Vice-President-elect	minister-designate

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.

Scientific and technical terms

6.41. Do not print a hyphen in scientific terms (names of chemicals, diseases, animals, insects, plants) used as unit modifiers if no hyphen appears in their original form. (See list of plant names, p. 127, and insect names, p. 131.)

carbon monoxide poisoning
guinea pig raising
hog cholera serum
methyl bromide solution
stem rust control

whooping cough remedy
but screw-worm raising
Russian-olive plantings
white-pine weevil
Douglas-fir tree

6.41.1. Chemical elements used in combination with figures do not use a hyphen, even as a unit modifier.

polonium 210 uranium 235; *but* U²³⁵; Sr⁹⁰; ₉₂U²³⁴ Freon 12

6.41.2. Note use of hyphens and closeup punctuation in chemical formulas.

9-nitroanthra(1,9,4,10)bis(1)oxathiazone-2,7-bisdioxide
Cr-Ni-Mo
2,4-D

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

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
hard-and-fast rule

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
officer in charge

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

cold-shoulder

blue-pencil

cross-brace

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

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

7. GUIDE TO COMPOUNDING

7.1. The following list is based on the rules for compounding given on pages 69 to 76. Manifestly, such a list cannot be complete. However, by analogy with listed words of like prefixes or suffixes, with consideration given to length and readability, and the application of the rules, fuller treatment of unlisted compounds will be achieved. 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. 57-61), 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. 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 as a predicate adjective; 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. This list does not include the large group of plant and insect names which are covered in separate lists, pages 127 to 132.

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.

[Words printed flush are combined with the words which follow to form solid or hyphenated compounds; a spacemark (#) indicates a two-word form (note that two-word forms in the adjective position use a hyphen, except as laid down in rule 6.15.1, p. 71)]

A	add	air—con.	air—con.	along
#B #C (n.)	bolt	craft	strip	ship
-B-C (u.m.)	fish	crew	tight	shore
-bomb	addie	crewman	#time (radio and TV)	side
-day	brain	-dried (u.m.)	#train	alpen
-flat	head	-driven (u.m.)	#twist	glow
#1 (rating)	pate	drome	ward	stock
-sharp	adeno (c.f.)	drop	wave	alpha
A	<i>all one word</i>	-dry (u.m., v.)	way	-cellulose
-frame	aero (c.f.)	#duct	wayman	-iron
-pole	-otitis	field	#well	-naphthol
a	<i>rest one word</i>	-floated (u.m.)	wise	#ray
borning, etc.	afore	flow	woman	#test
foot	<i>all one word</i>	foil	worthy	also-ran (n., u.m.)
piece (adv.)	Aframerican	-formed (u.m.)	alder	altar
sea	Afro-American	frame	-leaved (u.m.)	piece
shipboard	after (c.f.)	freight	man	wise
while (adv.)	<i>all one word</i>	freighter	woman	alto
abdomino (c.f.)	agar-agar	gap	cup	cumulus
<i>all one word</i>	agateaware	glow	-fed (u.m.)	#horn
able	age	hammer	glass	relievo
-bodied (u.m.)	less	head	house	stratus
-minded (u.m.)	long	hole	yard	amber
about-face	-old (u.m.)	hose	alkali #land	-clear (u.m.)
above	-stricken (u.m.)	lane	all	-colored (u.m.)
board	-weary (u.m.)	lift	-absorbing (u.m.)	fish
-cited (u.m.)	agencywide	#line (line for air)	-aged (u.m.)	-tipped (u.m.)
deck	ague	line (aviation)	-American	ambi (c.f.)
-found (u.m.)	-faced (u.m.)	liner	-clear (n., u.m.)	<i>all one word</i>
-given (u.m.)	-plagued (u.m.)	link	-fired (u.m.)	amidships
ground (u.m.)	proof	load	-flotation (mining)	amino
mentioned (u.m.)	-sore (u.m.)	mail	#fours	#acid
-mentioned (u.m.)	aide-de-camp	man	#hail	<i>as prefix, all one word</i>
proof	air	mark (v.)	#in	ampere
-said (u.m.)	base	marker	mark (printing)	-foot
-water (u.m.)	#bends	mass	mouth (fish)	-hour
-written (u.m.)	bill	minded	-out (u.m.)	meter
absentminded	blast	#navigation	over (n., u.m.)	-minute
ace-high (u.m.)	-blasted (u.m.)	park	-possessed (u.m.)	-second
acid	blown	path	#right	amphi (pref.)
#bath	borne	photo	-round (u.m.)	<i>all one word</i>
fast	bound	plane	spice	amylo (c.f.)
proof	braided	port (all mean-ings)	-star (u.m.)	<i>all one word</i>
-treat (v.)	brake	power	time (u.m.)	anchor
worker	brush	scoop	wise	hold
works	burst	show	alleyway	#light
ack-ack	cargo	sleeve	allo (c.f.)	plate
acre	-clear (u.m.)	ship	<i>all one word</i>	angel
-foot	coach	sick	aims	cake
-inch	-condition (v.)	sickness	giver	-eyed (u.m.)
actino (c.f.)	-conditioned (u.m.)	-slaked (u.m.)	giving	-faced (u.m.)
<i>all one word</i>	-conditioning (u.m.)	space	house	fish
ad	-cool (v.)	speed	man	food
man	-cooled (u.m.)	stream		angio (c.f.)
smith		strike		<i>all one word</i>

angle hook #iron meter sight wing wise worm Anglo (c.f.) -American, etc. <i>rest one word</i> anhydr(o) (c.f.) <i>all one word</i> ankle bone -deep (u.m.) jack ant eater hill ante (pref.) #bellum, etc. -Christian, etc. #mortem mortem (non-literal) <i>rest one word</i> antero (c.f.) <i>all one word</i> anthra (c.f.) <i>all one word</i> anthropo (c.f.) <i>all one word</i> anti (pref.) -American, etc. -hog - cholera (u.m.) -icer, -imperial, -inflation, etc. -missile-missile (u.m.) missile, person-nel, trust, etc. -New #Deal, etc. <i>rest one word</i> antro (c.f.) <i>all one word</i> anvil -faced (u.m.) -headed (u.m.) maker smith any body how #more one place (adv.) thing way(s) where wise aorto (c.f.) <i>all one word</i> apo (pref.) <i>all one word</i> apple cart grower jack juice sauce -scented (u.m.) 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 lift load piece pit plate rack rest -shaped (u.m.) armor #bearer #belt -clad (u.m.) -piercing (u.m.) plate -plated (u.m.) arm's-length (u.m.) army man woman arrow head headed -leaved (u.m.) maker plate -shaped (u.m.) shot smith stone -toothed (u.m.) worm arseno (c.f.) <i>all one word</i> ari -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 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 attorney #at #law audio frequency gram meter visual auger #box #drill auro (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 #food sit (v.) sitter sitting back ache band bite (v.) board bone boned breaker cap chain charge -country (u.m.) cross date dated down (n., u.m.) drop face feed fill fire flap	back—con. flash flow -focus (v.) furrow ground hand handed haul hauled -in (n., u.m.) land(s) lash list (v.) log lotter pack paddle (v.) pay payment pedal (v.) piece plate rest road room run saw scatter 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 way woods yard yarder backer -down -off -up badland(s) (geol.) bag -checked (u.m.) house maker making man pipe reef room -shaped (u.m.) worm baggage man master #rack #room #train	bail out (n., u.m.) picce wood bailisman bake board house pan shop stove bold #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 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
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barge board #course house -laden (u.m.) line load man master	battle—con. field front ground #jacket line plane -scarred (u.m.) ship #star stead wagon wise	bed—con. light #linen load maker man mate pad pan plate post quilt rail ridden rock room screw sheet sick side sore spread spring stand stead straw #timber time ward way	bell—con. making man mouthed ringer ringing wether bellows maker making man belly ache band bound buster button -fed (u.m.) land (v.) piece pinch belowstairs belt -driven (u.m.) maker making man saw bench board fellow -hardened (u.m.) made (u.m.) man mark (nonliteral) #mark (surveying) warmer work bent wing (n., u.m.) wood benzo (c.f.) <i>all one word</i> berry -brown (u.m.) #cone picker picking best #clad #dressed #known #man seller (n.) selling (u.m.) beta -glucose #ray #test tron #wave between brain decks whiles bi (pref.) -ilic <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	bill—con. board book broker broking bug fish fold head heading holder hook poster posting sticker billet -doux head man billingsgate bio (c.f.) -eration -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 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
bark bound cutter peel peeler #rot -tanned (u.m.) barley corn field mow #water barn #dance man stormer yard barracksmate barrel head maker making -roll (v.) -shaped (u.m.) base ball ball #bat baller board hearted line #line (surveying) load 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 bath house mat robe room #towel tub bats man wing (c oth) batter cake man battle ax #cruiser dore -fallen (u.m.)	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 #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	bee bread -eater herd hive house keeper keeping line man way beech nut wood beef eater #extract -faced (u.m.) head steak tongue beer #cellar maker #yeast bees wax wing beet field #pulp #sugar beetle -browed (u.m.) head 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 crank -crowned (u.m.) hanger hop house maker	bell—con. making man mouthed ringer ringing wether bellows maker making man belly ache band bound buster button -fed (u.m.) land (v.) piece pinch belowstairs belt -driven (u.m.) maker making man saw bench board fellow -hardened (u.m.) made (u.m.) man mark (nonliteral) #mark (surveying) warmer work bent wing (n., u.m.) wood benzo (c.f.) <i>all one word</i> berry -brown (u.m.) #cone picker picking best #clad #dressed #known #man seller (n.) selling (u.m.) beta -glucose #ray #test tron #wave between brain decks whiles bi (pref.) -ilic <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	bill—con. board book broker broking bug fish fold head heading holder hook poster posting sticker billet -doux head man billingsgate bio (c.f.) -eration -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 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

black —con. board -bordered (u.m.) damp -eyed (u.m.) face faced fire fish guard hearted jack leg #letter list mail #market (n.) -market (u.m., v.) -marketeer -marketer mouthed out (n., u.m.) plate (printing) print -robed (u.m.) #sheep shirted smith snake strap (n.) #widow blameworthy blank book #check blanket maker making blast hole plate blasto (c.f.) <i>all one word</i> bleach field ground house man works yard blear eye -eyed (u.m.) -witted (u.m.) blepharo (c.f.) <i>all one word</i> blight bird -resistant (u.m.) blind -boinb (v.) fish -flying (u.m.) fold -loaded (u.m.) #man #pig spot stitch 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	block —con. ship blood #bank beat borne #count curdling -drenched (u.m.) fin (fish) -giving (u.m.) guilty -hot (u.m.) bound letting line mobile #pressure -red (u.m.) ripe shed shot spiller spilling spot stain stock stone stream sucker sucking #test thirst thirsty #type -warm (u.m.) bloody hearted (u.m.) -nosed (u.m.) -red (u.m.) blossom bill (duck) -bordered (u.m.) head (duck) -laden (u.m.) time blow back box by (n., u.m.) cock down (n., u.m.) fish gun hard (n.) hole iron lamp line off (n., u.m.) out (n., u.m.) outproof pipe proof spray through (u.m.) torch 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 gill grass -gray (u.m.) -green (u.m.)	blue —con. 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 hole walk boarding house #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 sled stay tail white bobby pin -soxer body bearer bending builder -centered (u.m.) guard maker making -mind plate #politic work bog -eyed (u.m.) #iron land man trot (v.)	bog —con. trotter way 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.) bolsterwork bolt cutter head header heading hole maker -shaped (u.m.) smith strake work bomb #bay drop fall line proof shell sight thrower -throwing (u.m.) bond holder man #paper slave stone woman bonds man woman bone ache #ash black breaker -bred (u.m.) dog (fish) -dry (u.m.) -eater fish -hard (u.m.) head beaded lace meal set setter shaker -white (u.m.) work booby #hatch trap boogie-woogie book binder bindery binding board	book —con. case craft dealer #end fair -fed (u.m.) fold keeper keeping -learned (u.m.) #learning -lined (u.m.) list lore lover maker making man mark mate mobile plate rack rest 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 bose jack lace last leg legger lick maker making strap #top #tree border land line bore hole safe sight bosom -deep (u.m.) -folded (u.m.) maker -making (u.m.) bottle bird -fed (u.m.) holder maker making neck
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bottle —con. nose (fish) -nosed (u.m.) tight #wasber	brake —con. shoe #wheel brandnew (u.m.) brandy -burnt (u.m.) man wine brass -armed (u.m.) #band -bold (u.m.) bound #hat -smith ware #winds worker works brave hearted -looking (u.m.) -minded (u.m.) brazen -browed (u.m.) face faced bread basket board box crumb earner earning fruit #knife line liner maker making man plate seller stuff #tray winner winning break away (n., u.m.) ax back (n., u.m.) bone (fever) #circuit down (n., u.m.) -even (u.m.) fast fast #room front -in (n., u.m.) #iron line (printing) neck off (n., u.m.) 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.) -high (u.m.) hook mark piece pin plate plov	breast —con. rail rope wise wood work breath -blown (u.m.) -tainted (u.m.) taking bredstitch breech block cloth loader -loading (u.m.) lock 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 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	bridle —con. 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 band (n., u.m.) (radio) -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.) <i>all one word</i> bronchio (c.f.) <i>all one word</i> broncho (c.f.) <i>all one word</i> brincobuster bronze bound -clad (u.m.) -covered (u.m.) -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	brow —con. piece point post brown back #bread -eyed (u.m.) line (n., 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 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 #rot time wood buff -tipped (u.m.) ware -yellow (u.m.) bulbalo 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.) <i>all one word</i>
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bulk head headed -pile (v.) weigh (v.)	bush—con. making man master ranger ranging whacker whacking wife woman wood	C -sharp -star C-tube cab driver driving fare man #owner stand	camera #lucida man #obscura	cap—con. shore stone
bull back baiting cart dog doze dozer -faced (u.m.) #fiddle fight fighter fighting finch frog head headed hide man -mouthed (u.m.) neck nose nosed pen ring skin #terrier toad -voiced (u.m.) whack whacker whip	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.)	cabbage fly head worm cabin #car house cabinet maker making work worker working cable #car holder -laid (u.m.) man #ship way caco (c.f.) <i>all one word</i> cage #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 calk-weld (v.) call back (n., u.m.) box boy down (n., u.m.) -in (n., u.m.) #market note -off (n., u.m.) out (n., u.m.) -over (n., u.m.) #rate up (n., u.m.) cam shaft #switch #wheel camel back (rubber) -backed (u.m.) driver -faced (u.m.) keeper man camel's #hair (n.) -hair (u.m.)	camp #bed #chair craft fire #follower ground #meeting site stool ward can #buoy capper maker making not #opener canal boat man side candle bomb box fish -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 #sugar work canker bird -eaten (u.m.) -mouthed (u.m.) #sore cannon ball proof canoe load man canvas back -covered (u.m.) maker making man #shoe #stitch work worker cap -flash (v.) maker making nut screw sheaf	car barn borne boy break builder fare #ferry #float goose hop line load lot man -mile port shop sick wash washing #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 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 #cleaner -cleaning (u.m.) -covered (u.m.) fitter fitting layer laying #loom maker making -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 earrierborne

carrot -colored (u.m.) head (nonliteral) juice top (nonliteral)	catch—con. cry land line (printing) penny plate #title up (n., u.m.) water weight word work	cerato (c.f.) <i>all one word</i> cerebro (c.f.) -ocular <i>rest one word</i> cervico (c.f.) -occipital -orbicular <i>rest one word</i> cess pipe pit pool chaffcutter chain #bag #belt -driven (u.m.) #gang maker making man stitch store work chair borne fast maker making man mender mending -shaped (u.m.) warmer woman chalk cutter -eyed (u.m.) line stone -white (u.m.) worker chamber maid woman change house over (n., u.m.) chap book fallen chapel going man char coal coaled coaling pit woman charge #book man off (n., u.m.) out (n., u.m.) Charley horse chart house room chatter box mark cheapskate check bird bite book hook -in (n., u.m.) line list mark mate nut off (n., u.m.) out (n., u.m.) passer (n.) passing	check—con. point rack rail rein ring roll roller room rope row rowed rower sheet strap string up (n., u.m.) valve washer weigher weighman work writer writing checker board breast (bird) -in -off -out -up wise work cheek bone piece strap cheerleader cheese board box burger cake cloth curd cutter head headed #knife lip maker making parer paring plate #press chemico (c.f.) <i>all one word</i> chemo (c.f.) <i>all one word</i> cherry bird -colored (u.m.) picker picking #pie #pit stone (nonliteral) #stone (literal) #wine chess board man wise choke bore bored boring damp out (n., u.m.) point strap chokerman chole (c.f.) <i>all one word</i> chondro (c.f.) -osseous <i>rest one word</i> chop -chop house	chicken—con. #wire #yard chief #justice -justiceship #mate child bearing bed birth crowing hearted hood kind life -minded (u.m.) ridden wife chill -cast (u.m., v.) room chin band -bearded (u.m.) -chin cloth cough -high (u.m.) piece rest #shield strap china #bark -blue (u.m.) #shop ware China man town woman chip board munk #shot chiro (c.f.) <i>all one word</i> chisel #bit -cut (u.m.) -edged (u.m.) #grinder #maker mouth (fish) chitchat chitter-chatter chloro (c.f.) <i>all one word</i> chock ablock -full (u.m.) chocolate -brown (u.m.) -coated (u.m.) #maker choir boy man #master #school wise choke bore bored boring damp out (n., u.m.) point strap chokerman chole (c.f.) <i>all one word</i> chondro (c.f.) -osseous <i>rest one word</i> chop -chop house
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catch
all (n., u.m.)
-as-catch-can
(u.m.)

chop —con. stick #suey chow chow line #mein Christ -given (u.m.) -inspired (u.m.) like chromo (c.f.) <i>all one word</i> chrono (c.f.) <i>all one word</i> chuck hole plate #rib wagon chuckle head headed chunkhead church craft #door goer going like man manlike ward way woman work yard churn -butted (u.m.) milk cider maker making cigar box case cutter fish holder maker making -shaped (u.m.) store cigarette #case #holder #maker -making (u.m.) #paper cine (c.f.) <i>all one word</i> circuit #breaker 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.) folk #man scape wide clam bake cracker (fish) shell worm	clampdown (n., u.m.) clans man woman clap board net trap clasp book #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 man 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.) -eyed (u.m.) headed hearted -sighted (u.m.) starch (v.) up (n., u.m.) wing clearinghouse cleft -footed (u.m.) -graft (v.) clergy man woman cliff bound dweller -dwelling (u.m.) #face side top -worn (u.m.) cliffsman climbpath clinch -built (u.m.) work cling fish stone clink -clank stone clinker -built (u.m.) work clip -clap -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 -connected (u.m.) cross crossed crossing -cut (u.m.) -fertilize (v.) fisted handed beaded hearted minded mouthed out (n., u.m.) up (n., u.m.) closed -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 #hay leaf seed sick sickness worm club #car #chair	club —con. foot footed hand haul house #link man mobile ridden room root -shaped (u.m.) #steak woman clutch man #shaft co (pref.) -op exist, operate, etc. <i>rest one word</i> coach -and-four builder building maker making man whip woman work coal bag bagger bed bin -black (u.m.) boat box breaker #car dealer digger -faced (u.m.) field fish #gas hole -laden (u.m.) #loader #mine #miner #oil pit rake sack (astron.) shed ship #tar #truck yard coast guardsman land line side wise coat hanger rack room tail tailed cob head meal web webbed webbing work cobblestone cock bill bird brain crow crowing eye	cock —con. eyed fight fighting head pit roach #robin spur sure tail -tailed (u.m.) up (n., u.m.) cockle boat shell cocks comb combed cod bank fish fishery fishing head headed #liver man pitchings smack worm codebook 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 box #packing smith #spring coin box holder maker making -operated (u.m.) #silver coke #dust #iron man #oven cold blooded -chisel (v.) #cream -draw (v.) finch -flow (v.) -forge (v.) frame #front -hammer (v.) -hammered (u.m.) hearted pack -press (v.)
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cold —con. proof -roll (v.) -rolled (u.m.) room (n.) -short (u.m.) -shortness -shoulder (v.) store type (printing) #war #wave -work (v.) cole seed slave 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 fast -free (u.m.) #guard #line maker making man type (printing) (n.) -washed (u.m.) comb #brush #case holder maker making -toothed (u.m.) come -along (tool) back (n., u.m.) -between (n.) down (n.) -off (n., u.m.) -on (n., u.m.) -out (n.) -outer uppace comic #book #opera commander #in #chief commandoman committee man woman common #law place sense sensible weal wealth companion ship way companywide concertmaster cone -in-cone (u.m.)	cone —con. maker making -shaped (u.m.) speaker conference #room Congress man man #at #large woman contra (pref.) -acting -approach -ion <i>rest one word</i> cook book house maid oil (n., u.m.) out (n. u.m.) room shack shop stove cool headed house coonskin cooped -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 sidesman smith ware wing (butterfly) worker works copy book cat cutter cutting desk #editor fitter fitting holder holding man reader right righter writer coral -beaded (u.m.) bound -red (u.m.) #reef #stitch cord maker wood core #drill maker making #print cork board -lined (u.m.) maker making screw wing (bird)	corn bin bird bread cake cob -colored (u.m.) cracker crib crusher cutter dodger -fed (u.m.) field grower house husk husker land loft meal picker #pit (market) #pone stalk starch #stover worm corner bind piece stone wise corpsman costo (c.f.) <i>all one word</i> cotter #pin way cotton -clad (u.m.) -covered (u.m.) field grower -growing (u.m.) #mill month (snake) packer picker #print seed sick tail council man woman count down (n., u.m.) -down (v.) #wheel counter #check (banking) #septum -off act, propaganda, etc. <i>as combining form,</i> <i>one word</i> countinghouse country -born (u.m.) -bred (u.m.) folk man people #seat side ward wide woman county #seat wide court bred craft house like -martial	court —con. #plaster room ship work yard cousin -german hood -in-law cover alls #crop let side up (n., u.m.) cow barn bell boy catcher -eyed (u.m.) fish gate girl hand hearted herd hide hitch keeper lick man path pen #pony pex puncher shed skin sucker tail yard crab cake catcher eater eating faced hole man meat stick -yaws (n.) crack ajack (n., u.m.) brained down (n., u.m.) jaw pot -the-whip (n., u.m.) up (n., u.m.) crackleware cracksman cradle board land maker man side #snatcher song time craft #union work crafts man woman crane #driver man way cranio (c.f.) <i>all one word</i> crank bird case	crank —con. -driven (u.m.) man pin pit shaft #wheel crape fish hanger crash boat dive (v.) land (v.) crawfish crawl -a-bottom (fish) up (n., u.m.) crayon board stone crazy bone cat beaded #quilt cream cake #cheese -colored (u.m.) maker making ware credit man #union creek bed fish side creep hole mouse crepe #de #chine #paper #rubber #suzette crest fallen line crew cut #list man mate member crib -bite (v.) -biter strap work crime buster busting wave criss cross crossed crockeryware crook <i>all one word</i> -foot (n.) -legged (u.m.) -nosed (u.m.) -toothed (u.m.) crop -bound (u.m.) -haired (u.m.) head #index land man cross -appeal arm armed band
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cross—con. banded banding bar barred beak (bird) beam bearer bedded bedding belt bench #bias bill (bird) #bill (legal) bind bolt bond bones #brace bred breed breeding -bridge (v.) -brush (v.) #bun -carve (v.) -channel (u.m.) -check -claim -compound (v.) -connect (v.) -country (u.m.) -cultivate (v.) -cultivation current -curve (math.) (u.) cut cutter cutting -date (v.) -drain (v.) -dye (v.) -dyeing (n.) -examination -examine (v.) -examiner -eye (n., u.m.) -eyed (u.m.) fall feed -fertile (u.m.) -fertilization -fertilize (v.) -fiber (u.m.) field file fire flow foot -grained (u.m.) hair band handed batch hatching haul head -immunity -index (u.m.) -interrogate (v.) -interrogatory -invite (v.) legged legs -level (v.) -license (v.) lift (v.) light line lock lots mark mate (v.) member over (n., u.m.) patch path piece	cross—con. plow (v.) -pollinate (v.) -pollination -purpose (n.) -question rail -reaction -refer (v.) -reference -referring road row #rule #section -service -shaft -slide -spalo -staff -sterile -sterility -stitch -stone -stratification -sue (v.) -surge (v.) tail (n.) talk tie tied -time (v.) -tined (u.m.) town track trail tree under (n., u.m.) -vote -voting walk way web wind wise word crow bait bar #flight foot footed hop crow's -fiber (nonliteral) -nest (nonliteral) crow'n bar maker making piece #plate #post #sheet #wheel work crybaby crypto (c.f.) -Christian, etc. <i>rest one word</i> crystal -clear (u.m.) -girded (u.m.) -smooth (u.m.) cub master #shark cubbyhole cuddyhole cullboard cumulo (c.f.) <i>all one word</i> cup bearer board cake #custard ful #grease	cup—con. head headed holder #hook maker making stone curb #bit #market #roof #sending #signaling stone stoner cure-all (n., u.m.) curly head headed locks (n.) currycomb cussword custom -built (u.m.) house -made (u.m.) -tailored (u.m.) work worker cut away (n., u.m.) back (n., u.m.) glass #hole -in (n., u.m.) lips (fish) off (n., u.m.) out (n., u.m.) over (n., u.m.) rate (u.m.) throat -toothed (u.m.) -under (u.m.) -up (n., u.m.) water work worm cutter -built (u.m.) -down head man -off -ont -rigged (u.m.) -up cuttle bone fish cyano (c.f.) <i>all one word</i> cycle car smith cyclo (c.f.) -olefin <i>rest one word</i> cysto (c.f.) <i>all one word</i> cyto (c.f.) <i>all one word</i> D -day -major -plus 4-day D-handle dairy #farm -fed (u.m.) -made (u.m.) maid man woman damsite	damp proof proofing -stained (u.m.) damping-off (n., u.m.) dance #band hall danger -fearing (u.m.) #line #point dare -all (n., u.m.) devil deviltry say dark -eyed (u.m.) hearted horse (nonliteral) room skin (n.) -skinned (u.m.) dash board light line (printing) maker plate pot wheel date line lined mark #stamp daughter-in-law dawn -gray (u.m.) light streak day beam bed book break -bright (u.m.) dawn dream dreamer dreaming -fly (aviation) (v.) -flying (u.m.) going #letter light lighted lit long (u.m.) man mark #nurse room #school #shift side star time work worker de (pref.) -air ice icer -ion centralize, ener- gize, etc. <i>rest one word</i> dead -alive beat (n.) born -burn (v.) #center -cold (u.m.) -dip (v.) -drunk (u.m.)	dead—con. #end -onder eye (n.) -eyed (u.m.) fall head headed hearted #heat -heated (u.m.) -heater -heavy (u.m.) house latch devil #letter light line #load lock man (n.) melt pan pay -roast (v.) weight (n., u.m.) wood deaf -dumb -dumbness -mute -muteness deal fish worker yard death bed blow day -divided (u.m.) -doom (v.) #house like #rate -struck (u.m.) trap watch -weary (u.m.) deck band house -land (v.) load swabber deep -affected (u.m.) -cut (u.m.) -engraved (u.m.) -felt (u.m.) -freeze (u.m., v.) -freezing (u.m.) -frying (u.m.) going -grown (u.m.) -laid (u.m.) most mouthed -rooted (u.m.) #sea -seated (u.m.) -set (u.m.) -sunk (u.m.) -voiced (u.m.) water (u.m.) waterman deer drive (n.) -eyed (u.m.) food herd hound keeper #lick meat skin stalker stalking
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deer—con. stand stealer yard degree -day (measure) wise dehydr(o) (c.f.) all one word demi (pref.) -Christian, etc. -incognito rest one word departmentwide depth #charge dermato (c.f.) all one word derrick #boat #crane man desert -bred (u.m.) #fox land #ship desk #helper man #room work dessert #fork #knife spoon spoonful deutero (c.f.) all one word devil bird -devil -diver (bird) dog (a marine) fish -inspired (u.m.) -ridden (u.m.) dew beam cap -clad (u.m.) claw damp -drenched (u.m.) drop fall -fed (u.m.) -laden (u.m.) lap lapped point dextro (c.f.) all one word di (pref.) all one word dia (pref.) all one word diamond back -backed (u.m.) #dust -shaped (u.m.) work diaz (c.f.) -oxide rest one word dice box board #coal cup man play die -away (u.m.) back case -cast (u.m., v.) caster casting	die—con. -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 rest one word dinner #hour time ware dip -dye (v.) -grained (u.m.) head heading #slip stick ware dipper-in direct -connected (u.m.) -indirect direction #finder -finding (u.m.) dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road dirty -faced (u.m.) -minded (u.m.) #work dis (pref.) all one word dish board cloth #cover #drainer 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 worker yard doctor bird fish doe bird skin dog bite -bitten (u.m.) bolt breeder cart catcher #days -drawn (u.m.) -ear (v.) -eared (u.m.) face (infantry- man) -faced (u.m.) fall fight fish food head -headed (u.m.) hole house leg #owner race racing shore #show skin sled tail -tired (u.m.) tooth -toothed (u.m.) #trainer trick trot vane watch -weary (u.m.) doll beer face -faced (u.m.)	doll—con. fish house maker making #post dollar bird fish #mark dolly head man way donkey back -drawn (u.m.) -eared (u.m.) 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 dope book sheet dorsi (c.f.) all one word dorso (c.f.) -occipital rest one word 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 -leaded (u.m.) #play -quick (u.m.) #space #stitch talk #thread #time tone (printing) #track tree -trouble -up (u.m., v.) #work 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 east check coast come comer coming -covered (u.m.) crier cry curved cut dale draft drag face fall fallen feed flow fold folded grade gradient growth hanging haul headed hearted hill lead line lock (n.) look most payment pour rate right river rush shore side sitting slip slope -soft (u.m.)
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down—con. spout stage stairs state stream street stroke sun (adv., u.m.) swing take throw thrust time town trampling trend trodden turn valley ward way weigh weight wind	draw—con. head horse knife knot link loom net off (n., u.m.) out (n., u.m.) pin plate point sheet span stop string tongs tube #well drawer -down -in -off -out drawing #board -in (n., u.m.) #room #table dray #horse man dream -haunted (u.m.) land lit lore world dredge boat #chain man #net dress #goods maker making up (n., u.m.) dressing #room drift #boat bolt meter -mining (u.m.) piece pin way weed wind wood drill book case #clamp holder -like maker man master #pin #press #rack #rest room stook worker yard drip board box cock #cup -drip sheet stick stone #tank	drive away (n., u.m.) boat bolt cap head -in (n., u.m.) pipe screw #shaft way #wheel drop away (n., u.m.) #bar bolt #bomb #folio (printing) -forge (v.) -forger front hammer head kick leaf (n., u.m.) leg light line man off (n., u.m.) out (n., u.m.) sonde stitch worm drug -addicted (u.m.) man mixer seller store drum beat fire fish head line #saw stick -up (n., u.m.) #winding dry -burnt (u.m.) #cell clean cleaned cleaner cleaning -cure (v.) dock docked -dye (v.) -farm (v.) farming (n., u.m.) #goods goodsman house #kiln land (u.m.) lot -pack (u.m., v.) #rot -rotted (u.m.) -salt (v.) wash #weight worker duck bill -billed (u.m.) blind board boat foot (tool) -footed (u.m.) hearted house #hunter -hunting (u.m.) pin	duck—con. pond #soup walk due -in (n., u.m.) out (n., u.m.) duffelbag dug out (n.) -up (u.m.) way dull brained -edged (u.m.) head headed hearted -looking (u.m.) -witted (u.m.) dumdum dumb bell head waiter #well dump car cart #heap #truck dunder bead headed dung beck bird hill duo (c.f.) <i>all one word</i> dust bin box brush cloth #counter -covered (u.m.) fall -gray (u.m.) -laden (u.m.) pan proof storm tight #well woman duster man -off duty bound -free (u.m.) dwelling #house dye house maker making mixer stone stuff #vat ware works dynamo #brush electric genesis metamorphosed phone static dys (pref.) <i>all one word</i> eagle #eye -eyed (u.m.) stone -winged (u.m.)	ear acho cap drop drum flap guard hole lap mark -minded (u.m.) #muff phone pick piece -piercing (u.m.) plug ring screw shot sore splitting tab wax wig witness earth bank board born bound -bred (u.m.) #crust fall fast -fed (u.m.) fill grubber #hole #house kin light lit maker making mover moving nut quake -shaking (u.m.) slide #spring -stained (u.m.) wall ward wide work earthen hearted ware east bound -central (u.m.) #end going land -northeast #side -sider -southeast ward Easter tide time easy going hearted mark (n.) -rising (u.m.) -spoken (u.m.) eaves drop dropper dropping #molding edge maker making man
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edge —con. #plane shot stone ways wise	ender -on -up endo (c.f.) <i>all one word</i> engine -driven (u.m.) #driver house maker man room #shop -sized (u.m.) smith work #worker #yard entero (c.f.) <i>all one word</i> entry #book man way envelope #holder #maker epe (pref.) <i>all one word</i> equi (c.f.) -gram-molar <i>rest one word</i> ere long now errorproof erythro (c.f.) <i>all one word</i> even glow handed minded -numbered (u.m.) song -tempered (u.m.) tide time ever -abiding (u.m.) bearing blooming -constant (u.m.) -fertile (u.m.) glade going green lasting more -normal (u.m.) -present (u.m.) -ready (u.m.) sporting (biol.) which wise every body day (n., u.m.) #day (each day) how one (all) #one (distributive) thing #time where evil doer doing #eye -eyed (u.m.) -faced (u.m.) hearted -looking (u.m.) minded (u.m.) sayer speaker speaking wishing	ex #cathedra cathedral communicate -governor #libris #oficio #post #facto #rights -serviceman -trader express man #train way extra -alimentary #allowance -American #binding bold bound -Britannic -condensed (u.m.) #current curricular -fine (u.m.) hazardous judicial -large (u.m.) -long (u.m.) marginal mural ordinary polar -strong (u.m.) territorial vascular eye #appeal ball bank bar blink -blurred (u.m.) bolt brow -conscious (u.m.) cup flap glance glass hole lash lens lid light 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 #weariness wink winker witness witnessing	F -flat -horn -sharp fable #book land maker teller 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 up (n., u.m.) wise work fact book finding 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 tale 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 -bottomed (u.m.) #face -faced (u.m.) hearted hood #keel -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.) hand hold house land owner place stead steading work worker yard fashion -led (u.m.) monger #piece (naut.) #plate -setting (u.m.) fast -anchored (u.m.) bound -died (u.m.) going hold -moving (u.m.) -read (v.) -reading (u.m.) #time (daylight saving) fat #acid back backed -bellied (u.m.) brained -free (u.m.) head headed hearted -soluble (u.m.)
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father -confessor -in-law land	fern -clad (u.m.) grower land leaf -leaved (u.m.)	fill -in (n., u.m.) out (n., u.m.) -up (n., u.m.)	fire—con. lit man pit place plow plug -polish (v.) power proof -red (u.m.) -resistant (u.m.) room safe safety side spout stone #test trap truck wall warden water wood work worker	fisher boat boy folk girl man people woman fishyback (n., u.m.)
fault finder finding line slip faux #pas	ferro (c.f.) -carbon-titanium -uranium <i>rest one word</i>	filler cap -in -out -up #wall	firm -footed (u.m.) hearted -set (u.m.) -up (n., u.m.)	fit out (n.) strip
fear -free (u.m.) nought -pursued (u.m.) -shaken (u.m.)	ferry boat #bridge #car house man master #slip way	film cutter goer going land #paper slide strip -struck (u.m.)	first #aid -aider -born (u.m.) -class (u.m.) corner hand (adv., u.m.) line (u.m.) -made (u.m.) -named (u.m.) -nighter -rate (u.m.) -rater	five bar fold -ply (u.m.) -pointed (u.m.) -reeler score -shooter
feather bed (v.) bedding bone brain brained edge edged -footed (u.m.) head headed -leaved (u.m.) man stitch -stitched (u.m.) -stitching -tongue (v.) way weight wing (moth) work worker	fever #heat less like -stricken (u.m.) trap -warm (u.m.)	fin back fish foot (bird) #keel -shaped (u.m.)	firm -footed (u.m.) hearted -set (u.m.) -up (n., u.m.)	flag bearer boat maker making pole post -raising (u.m.) ship -signal (v.) staff stick stone #stop worm
fed-up (u.m.)	fibro (c.f.) -osteoma <i>rest one word</i>	fine -cut (u.m., v.) -draw (v.) -drawn (u.m.) -featured (u.m.) -looking (u.m.) -set (u.m.)	fish back backed bed -bellied (u.m.) berry bolt bone cake #day eater eye -eyed (u.m.) fall -fed (u.m.) food garth hook house -joint (v.) line man #market meal monger mouth plate pond pool pet pound skin #stick tail trap way weir wife woman works yard	flame -colored (u.m.) -cut (v.) proof thrower tight
feeble -bodied (u.m.) brained hearted minded	fickle hearted minded (u.m.)	finger breadth -cut (u.m.) fish hold hole hook mark nail parted post print shell spin stall stone tip work	flange #nut way	flannel mouth mouthed
feed back (n., u.m.) bag bin board box crusher cutter head lot mixer pipe rack store stuff #tank #truck #valve way #wire	fiddle back -fiddle head headed maker -shaped (u.m.) stick string	fire arm back (n.) ball bell bird board 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 fighter fighting fly guard -hardened (u.m.) hose house light lino	flange #nut way	flare back (n., u.m.) board light out (n., u.m.) path up (n., u.m.)
feeder -in -up	field ball bird book #corn fare (bird) glass goal house man piece work worker	fierce -eyed (u.m.) hearted -looking (u.m.)	flash back (n., u.m.) board bulb card gun lamp light over (n., u.m.) pan point power proof	flat back (bookbind- ing) bed (printing) boat -bottomed (u.m.) car -compound (v.) fish fold foot (n.) footed hat head headed iron
fellow craft ship <i>rest two words</i>	fiery -flaming (u.m.) -hot (u.m.) -red (u.m.) -tempered (u.m.)	fig bar eater leaf shell		
felt cutter -lined (u.m.) maker making packer #roller #roofer work worker	figure head -of-eight (u.m.) #work (printing)	file card fish #grinder -hard (u.m.) maker making setter smith -soft (u.m.)		
fen bank land man				
fence maker post #row				

flat —con. land nose out (n., u.m.) -rolled (u.m.) #silver top -topped (u.m.) ware way wise woods work yard	floor beam board cloth head lamp line load man mat mop #plug #show space stain walker ward #wax -waxing (u.m.) way wise work flopouse flour bag 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.) extract (pharm.) (n.) glycerate #bunce fluo (c.f.) <i>all one word</i> fluoro (c.f.) <i>all one word</i> flush bound -cut (u.m.) -decked (u.m.) -decker gate #head (printing) #tank flute bird like mouth (fish) work fluvio (c.f.) <i>all one word</i> fly away back ball -bitten (u.m.) blow	fly —con. blown boat boy -by-night (n., u.m.) catcher catching eater -fish (v.) -fisher -fisherman #fishing flap flapper -free (u.m.) leaf line man over (n., u.m.) paper proof sheet speak -specked (u.m.) tail tier trap way weight wheel winch flying #boat #bomb #fish foam bow -erected (u.m.) #rubber -white (u.m.) fog horn bound bow dog eater -hidden (u.m.) horn -ridden (u.m.) fold -in up (n., u.m.) folk craft #dance free (u.m.) lore song way follow through (n., u.m.) up (n., u.m.) follower-up food grower packer shop sick stuff fool fish hardy headed proof foolscap foot -and-mouth (u.m.) ball band bath blower board brake breadth bridge -candle fall -free (u.m.) gear	foot —con. -grain halt bill hold -lambert lieker 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.) <i>all one word</i> fore -age -and-aft (n., u.m.) -and-after (n.) -edge -end -exercise <i>rest one word</i> forest bound -clad (u.m.) -covered (u.m.) craft #land side fork head lift 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 #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 bound #hunting skin skinned tail tailed #terrier trot fracto (c.f.) <i>all one word</i> frame house maker making smith up (n., u.m.) work worker frankhearted free board boot booter born drop -for-all (n., u.m.) -grown (u.m.) band (drawing) handed hearted bold holder lance lancer loader loading man martin -minded masonry #port -spoken (u.m.) standing (u.m.) stone thinker thinking #trade trader way (highway)
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free—con. wheel (u.m., v.) wheeler wheeling #will (n.) will (u.m.) woman	fuel #line #oil wood full back -bellied (u.m.) blooded bloodedness -bound (u.m.) 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 fund holder raising funnel form maker -shaped (u.m.) fur -clad (u.m.) coat -lined (u.m.) #lining -trimmed (u.m.) fuse #block board #gage plug	game bag cock craft #owl keeper keeping room gang land man master plank #press saw way wayman gape seed worm garageman garbage #can man #truck garnet -brown (u.m.) work gas bag -driven (u.m.) field -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 #well worker works gastro (c.f.) -ornamental <i>rest one word</i> gate house keeper leg (u.m.) legged (u.m.) man pin post tender ward way wayman wise woman works gay cat -colored (u.m.) #dog -looking (u.m.) gear box case -driven (u.m.) fitter maker man -operated (u.m.) set shift wheel	gelatin -coated (u.m.) maker -making (u.m.) gelatino (c.f.) bromide chloride gem cutter -set (u.m.) #stone work genito (c.f.) <i>all one word</i> gentle folk hearted -looking (u.m.) man (n.) -mannered (u.m.) mouthed -spoken (u.m.) woman (n.) geo (c.f.) <i>all one word</i> 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.) ghost craft -haunted (u.m.) land #town write (v.) writer giddy brain brained head headed -paced (u.m.) gilt -edge (u.m.) -edged (u.m.) head (fish) tail gin house -run (u.m.) ginger #ale bread -colored (u.m.) snap spice work give -and-take (n., u.m.) away (n., u.m.) glacio (c.f.) <i>all one word</i> glad -cheered (u.m.) hearted -sad glass blower blowing cutter cutting -eater -eyed (u.m.) fish -hard (u.m.) house maker making man #paper ware	glass—con. #wool work worker working works glauco (c.f.) <i>all one word</i> glaze #wheel work glidepath globe fish holder trotter trotting glosso (c.f.) <i>all one word</i> glove maker making #silk glow fly lamp meter worm gluc(o) (c.f.) <i>all one word</i> glue maker making pot stock glycero (c.f.) <i>all one word</i> glyco (c.f.) <i>all one word</i> go -ahead (n., u.m.) -around (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.) goal keeper mouth (fish) post goat -bearded (u.m.) -drunk (u.m.) -eyed (u.m.) fish herd land #milk skin stone sucker (bird) goat's -hair -horn 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 god child daughter father head
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fruit
cake
fly
grower
growing
man
picker
#shop
stalk
#sugar
time
wise
woman
frying #pan

god —con. hood less like mother parent send ship son sonship wit (bird)	goose —con. rump rumped skin step stepper wing winged gospel like -true (u.m.) gourdhead Government (U.S. or foreign) -in-exile -owned (u.m.) -wide (u.m.) governmentwide (State, city, etc.)	grass —con. 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 out (n., u.m.) pate (bird)	green —con. wood (forest) yard greyhound grid iron #leak line griddlecake grill room work grindstone grip man sack wheel gristmill gross -minded (u.m.) #weight grotto work ground bird borne #glass hog man mass nut path plot power #sluice -sluicer speed #swell time ward wave #water work group -connect (v.) #insurance grown up (n., u.m.) upness grub #hoe stake guard house line (printing) plate rail room #wire guardsman guess rope warp work guest chaniber house room rope guide board book craft line post #rail way #word guided-missile (u.m.) guider-in guinea #fowl #hen #pig gum #arabio boil chewer digger drop	gum —con. 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 #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 #pelorus plane, compass, etc. <i>as combining form,</i> <i>one word</i>
good —con. hood less like mother parent send ship son sonship wit (bird)	goose —con. rump rumped skin step stepper wing winged gospel like -true (u.m.) gourdhead Government (U.S. or foreign) -in-exile -owned (u.m.) -wide (u.m.) governmentwide (State, city, etc.)	grass —con. 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 out (n., u.m.) pate (bird)	green —con. wood (forest) yard greyhound grid iron #leak line griddlecake grill room work grindstone grip man sack wheel gristmill gross -minded (u.m.) #weight grotto work ground bird borne #glass hog man mass nut path plot power #sluice -sluicer speed #swell time ward wave #water work group -connect (v.) #insurance grown up (n., u.m.) upness grub #hoe stake guard house line (printing) plate rail room #wire guardsman guess rope warp work guest chaniber house room rope guide board book craft line post #rail way #word guided-missile (u.m.) guider-in guinea #fowl #hen #pig gum #arabio boil chewer digger drop	gum —con. 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 #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 #pelorus plane, compass, etc. <i>as combining form,</i> <i>one word</i>

hall	half—con.	hand—con.	hard—con.	hay
#fellow	-weekly (u.m.)	mold (v.)	pan	band
stone	wit	off (n., u.m.)	-pressed (u.m.)	bird
storm	-witted (u.m.)	out (n., u.m.)	#rubber	cap
hair	-yearly (u.m.)	pick (v.)	-set (u.m.)	cart
band	hall	picked	#shell (n.)	cock
bird	boy	post	ship	#fever
breadth	mark	press	spun	field
brush	way	pressman	stand	fork
-check (n.)	ham	print	standing	grower
cloth	shackle	rail	tack	lift
cut (n.)	string	railing	tail (fish)	loft
do	hammer	reading	top (auto)	maker
dresser	bird	saw	#up	making
dressing	cloth	scrape (v.)	ware	market
-fibered (u.m.)	dress (v.)	set	wareman	mow
line	-hard (u.m.)	shake	way (beach)	rack
lock	-harden (v.)	shaking	#wheat	rake
pin	-hardened (u.m.)	spade	-won (u.m.)	raker
#raiser	#hardening	spike	wood	rick
#ribbon	head	splice	#work	-scented (u.m.)
space (printing)	headed	split	wrought	seed
splitter	lock	spring	hare	stack
splitting	maker	spun	brain	time
spring	man	-stamp (v.)	brained	ward
stone	proof	stand	foot	wire
streak	smith	stitch	footed	hazel
stroke (printing)	stone	stone	hearted	-eyed (u.m.)
#trigger	#thrower	stroke	hound	nut
work	toe	stuff	lip	he-man
worm	-weld (v.)	-tailored (u.m.)	lipped	head
half	work	tap	-mad (u.m.)	ache
-and-half (n., u.m.)	-wrought (u.m.)	tight	harness	aching
-afraid	hand	tool	maker	achy
-alive	bag	-tooled (u.m.)	-making (u.m.)	band
-angry	ball	-tooling (u.m.)	#race	bander
back (football)	baller	truck	harum-scarum	block
-backed (u.m.)	bank (v.)	wear	harvest	board
-baked (u.m.)	barrow	weave	#lice	cap
beak (fish)	bill	wheel	man	chair
#binding	book	work	time	cheese
blood (n.)	-bound (u.m.)	worked	has-been (n.)	chute
blooded	bow	worker	hash	cloth
-bound (u.m.)	brake	working	house	dress
-bred (u.m.)	breadth	woven	mark	-ender
breed	-built (u.m.)	write (v.)	hat	first
caste	car	writing	band	fish
#cent	-carry (v.)	written	box	foremost
-clear	cart	wrought	brim	frame
cock (v.)	-carve (v.)	handie-talkie	brush	gate
cocked (nonlit- eral)	clap	handlebar	cleaner	gear
-dark	clapping	hang	#hook	house
#day	clasp	back (n.)	maker	hunt
deck	-clean (v.)	bird	making	hunter
-decked (u.m.)	craft	dog	piece (cap)	hunting
-decker	crank	fire	pin	lamp
-feed (v.)	cuff	man	rack	land
headed	cuffed	nail	rail	ledge
hearted	-cut (v.)	nest (bird)	shop	light
#hour	#drill	net	stand	lighting
-hourly (u.m.)	-embroidered	out (n., u.m.)	store	line
#load	(u.m.)	over (n., u.m.)	#tree	liner
-loaded (u.m.)	-fed (v.)	worm	hatch	lock
-mast	#fishing	hanger	man	long
#measure	fold	-back	way	man
#mile	grasp	-on	work	master
-miler	grip	-up	happy-go-lucky	mistress
-monthly (u.m.)	guard	hara-kiri	hatchet	mold
#moon	gun	harbor	#face	most
#nelson	-high (u.m.)	master	-faced (u.m.)	note
-on (n., u.m.)	hold	side	fish	-on (u.m.)
pace	hole	hard	man	phone
paced	-in-hand (u.m.)	and-fast (u.m.)	#stake	piece
#past	kerchief	back (beetle)	haul	plate
penny	-knit (v.)	-baked (u.m.)	about (n., u.m.)	post
pennyworth	-knitter	-bitten (u.m.)	away (n., u.m.)	quarters
-ripe	laid	-boiled (u.m.)	back (n.)	rail
-shy	-letter (v.)	fast (n.)	haulageway	reach
-sole (v.)	#lever	fisted	have-not (n., u.m.)	rest
#speed	lift (truck)	handed	haversack	ring
stitch	like	hat (n.)	hawk	room
-strength (u.m.)	line	head	-billed (u.m.)	rope
title	liner	headed	-nosed (u.m.)	sail
tone (printing)	made	hearted	haws	set
track	maid	-hit (u.m.)	hole	setting (printing)
-true	-me-down (n., u.m.)	-looking (u.m.)	#hook	shake
-truth	mill	mouth (fish)	man	sill
way	mix (v.)	mouthed	piece	skin
			pipe	space

head —con.	heavy	hen —con.	high —con.	hold
spin	back	pecked	-up (u.m.)	all (n., u.m.)
spring	-duty (u.m.)	peeking	#water	back (n., u.m.)
stall	-eyed (u.m.)	roost	way	-clear (n., u.m.)
stand	-footed (u.m.)	wife	wayman	down (n., u.m.)
start	handed	woodite	higher-up (n.)	fast (n., u.m.)
stick	beaded	yard	hill	off (n., u.m.)
stock	hearted	hence	billey	out (n., u.m.)
stone	-looking (u.m.)	forth	bird	over (n., u.m.)
stream	-set (u.m.)	forward	#country	up (n., u.m.)
strong	#water	hepato (c.f.)	culture (farming)	upman
strongly	weight (n., u.m.)	<i>all one word</i>	man	holder
#tax	hecto (c.f.)	hepta (c.f.)	sale	-forth
wall	<i>all one word</i>	<i>all one word</i>	salesman	-on
waiter	hedge	here	side	-up
water	born	about	top	hole
way	bound	after	hind	-high (u.m.)
wear	breaker	at	brain	man
wind	hog	by	cast	through
work	hop	from	foremost	hollow
worker	hopper	in	gut (n.)	back (bookbind-
working	maker	inabove	head	ing)
yard	making	inafter	leg	-backed (u.m.)
header-up	pig	inbefore	most	-eyed (u.m.)
beal-all (n., u.m.)	row	into	quarter	faced
healthcraft	#trimmer	of	saddle	-ground (u.m.)
hearing #aid	heel	on	#shank	hearted
heart	ball	to	sight	ware
ache	band	tofore	wing	helo (c.f.)
aching	block	under	hip	<i>all one word</i>
beat	cap	unto	bone	holy
bird	fast	upon	mold	#day
block	grip	with	shot	stone
blood	#lift	heroicomic	hippo (c.f.)	tide
bound	maker	berringbone	<i>all one word</i>	#year
break	making	hetero (c.f.)	histo (c.f.)	home
breaker	pad	-ousia, etc.	<i>all one word</i>	-baked (u.m.)
breaking	path	<i>rest one word</i>	hit	body
broken	piece	hexa (c.f.)	-and-miss (u.m.)	born
burn	plate	<i>all one word</i>	-and-run (u.m.)	bound
burning	post	hi	-or-miss (u.m.)	bred
deep	print	-fi	hitch	brew
felt	ring	jaacked	hiker	builder
free (u.m.)	stay	jacker	hiking	building
grief	strap	jacking	hoarfrost	corner
heavy	tap	hide	hoary	coming
land	helio (c.f.)	-and-seek (n., u.m.)	-haired (u.m.)	craft
leaf	<i>all one word</i>	away (n., u.m.)	headed	-fed (u.m.)
-leaved (u.m.)	hell	bound	hob	felt
line	bender	out (n., u.m.)	goblin	freeze (u.m., v.)
nut	bent	high	nail	freezer
quake	born	ball	nalled	freezing
seed	bound	binder	naller	front
sick	box (printing)	born	nob	furnishing(s) (n.)
sickening	bred	boy	nobbed	goer
sickness	eat	bred	nobbing	going
sore	-dark (u.m.)	brow (nonliteral)	hobbyhorse	growing
string	diver	-caliber (u.m.)	hockshop	grown
struck	dog	-class (u.m.)	hocus-pocus	keeper
throb	fire	#climber	hod	keeping
-throbbing (u.m.)	hole	flier (n.)	#carrier	land
-weary (u.m.)	hound	flying (u.m.)	man	lander
wood	-red (u.m.)	-foreheaded (u.m.)	hodgepodge	life
hearth	ship	#frequency	hog	like
man	help	handed	back	made
rug	mate	-hat (v.)	-backed (u.m.)	maker
stone	meet	beaded	#cholera	making
warming	helter-skelter	hearted	-faced (u.m.)	ownership
heat	hem	jinks	fat	owning
drops	stitch	land (n., u.m.)	fish	plate
maker	stitching	lander	frame	room
making	hema (c.f.)	#light (literal)	hide	seeker
proof	<i>all one word</i>	light (nonliteral)	nose (machine)	sick
#pump	hemato (c.f.)	-minded (u.m.)	-nosed (u.m.)	sickness
#rash	<i>all one word</i>	#pass	pen	site
-resistant (u.m.)	hemi (pref.)	-power (u.m.)	skin	spun
stroke	<i>all one word</i>	-pressure (u.m., v.)	sty	stead
treat (v.)	hemo (c.f.)	-priced (u.m.)	-tie (v.)	steadier
-treating (u.m.)	<i>all one word</i>	#proof	tight	stretch
#wave	hemp	-reaching (u.m.)	wash	town
heathland	seed	-rigger (n.)	-wild (u.m.)	ward
heaven	string	road	yard	work
-inspired (u.m.)	hen	#school (u.m.)	hog's-back (geol.)	worker
-sent (u.m.)	bill	#seas	hogshhead	woven
ward	coop	stepper	hoist	homeo (c.f.)
wide	-feathered (u.m.)	stepping	away (n.)	<i>all one word</i>
heaver	fish	tail (v.)	man	homo
-off	hearted	-tension (u.m.)	way	#legalis
-out	house	#tide		#sapiens
-over				

homo (c.f.) -ousia, etc. <i>rest one word</i>	horn —con. tail tip work	hound —con. man shark	hundred —con. -pounder weight	idle headed -looking (u.m.) -minded (u.m.) #wheel ileo (c.f.) <i>all one word</i>
honey -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	horny handed head (fish)	hour glass #hand #wheel	hunger -up (u.m.) -mad (u.m.) -worn (u.m.)	ilio (c.f.) <i>all one word</i>
honor bound #man worthy	horse back breaker car cloth craft dealer fair fight fish flesh hair baird head herd hide hoof -hour jockey keeper keeping laugh laughter load man manship meat mint play pond power power-hour power-year pox race racer racing sense shoe shoer tail thief #trade whip whipper woman	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 owner parent pest -raising (u.m.) ridden room smith top wares warming wear wife work wright	hush -hush #money up (n., u.m.) hydro (c.f.) electric, plant, power, etc. #station <i>rest 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-oophorectomy <i>rest one word</i>	in -and-in (u.m.) -and-out (u.m.) -and-outer -being (adv., u.m.) -flight (u.m.) -law (n.) asmuch, sofar #re, #rem, #situ, etc. (Latin) in (pref.) active, servive, etc. <i>rest one word</i> inch -deep (u.m.) -long (u.m.) meal -pound -ton index-digest india #ink #paper #rubber indigo -blue (u.m.) -carmine (u.m.) Indo (c.f.) china ² -European, etc. industrywide infra (pref.) -anal -auricular -axillary -esophageal -umbilical <i>rest one word</i>
hood cap mold wink winked winking			I -bar -beam -iron -rail	ingot #iron maker man
hoof beat bound mark print -printed (u.m.)			ice berg bird blind #blindness blink block boat bone bound box breaker breaking cap -clad (u.m.) -cold (u.m.) -cooled (u.m.) -covered (u.m.) craft #cream fall field fish #fishing -free (u.m.) house land line maker making man pack plant plow quake #shelf ¹ #storm #water work	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
hook ladder maker making man nose -nosed (u.m.) pin smith up (n., u.m.) worm			how -do-you-do (n.) ever soever	
hooker -off -on -out -over -up	hook ladder maker making man nose -nosed (u.m.) pin smith up (n., u.m.) worm	hub cap -deep (u.m.) maker making	human kind like	
hoop maker making stick		hump back backed -shouldered (u.m.) humpty-dumpty	humdrum humero (c.f.) -olecranal <i>rest one word</i>	
hop about (n., u.m.) off (n., u.m.) seotch toad yard		humble bee hearted -looking (u.m.) mouthed -spirited (u.m.)	hunch back backed	
hope #chest		hum back backed -shouldered (u.m.) humpty-dumpty	hundred fold -legged (u.m.) -percent	
hopper burn #car dozer man		hunch back backed		
horehound		hundred fold -legged (u.m.) -percent		
hormono (c.f.) <i>all one word</i>				
horn bill blende blower book -eyed (u.m.) pipe stay stone				

¹ See note on p. 111.² Decision of U.S. Board on Geographic Names.

ink—con. well writer	J-bolt	jib—con. man	kerato (c.f.) <i>all one word</i>	kittenhearted
inn keeper yard	jack ass bird box fish bammer head -in-the-box knife light line man -of-all-trades -o'-lantern -plane (v.) pot rabbit screw shaft snipe stay straw tar	-o-jib stay	kettle drum drummer stitch	Klans man woman
inner #man spring	jail bird house	jig -a-jig back -drill (v.) man saw sawed sawing	key board bolt #drawing (printing) holder hole lock man note noter ring seat seater smith stone stop way word work worker	knap sack sacked sacking
ino (c.f.) <i>all one word</i>	jam nut pack packed	job holder #lot man #press #printer seeker #shop site #ticket #type work	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.)	knee -braced (u.m.) brush cap -deep (u.m.) #halter -high (u.m.) hole #jerk pad pan piece stone strap
insect-borne (u.m.)	jaw bone breaker breaking fish foot -locked (u.m.) smith twister	joggle #piece work	kid #point skin	knick knack point knife
instrumentman	jay hawk hawker walk walker walking	joint maker #owner	kill deer (bird) devil joy time (n., u.m.)	knife board #edge #grinder like man smith way
inter (pref.) -American, etc. <i>rest one word</i>	jelly bean fish roll	joke book smith joulemeter	kiln -dry (v.) eye hole man rib stick tree	knight -errant head hood
intra (pref.) -atomic, etc. <i>rest one word</i>	jerk #pump water	joy hop killer ride stick jukebox	kilo (pref.) gram-meter volt-ampere watt-hour <i>rest one word</i>	knit back #goods wear work
intro (pref.) <i>all one word</i>	jerry -build (v.) builder -built (u.m.)	jump master off (n., u.m.) rock	kind heart hearted	knob kerrie #lock stick stone
Irish -American -born (u.m.) man woman	jestbook	jungle -clad (u.m.) -covered (u.m.) side	king bird bolt #crab craft fish fisher head hood hunter like maker making piece pin #post	knock about (n., u.m.) away (n., u.m.) down (n., u.m.) -knee (n.) -knead (u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) stone up (n., u.m.)
iron #age back bound -braced (u.m.) #casing clad fisted -free (u.m.) handed hard headed hearted like -lined (u.m.)	jet #airliner #airplane black (u.m.) #bomber liner plane power -powered (u.m.) prop -propelled (u.m.) #propulsion stream ware wash	jury #box #fixer -fixing (u.m.) man -rigged (u.m.) woman	kins folk man people woman	knot hole horn work
#lung maker making man master mold monger -red (u.m.) shod shot (mineral) (u.m.) #shot (golf) side sided smith stone ware work worked worker working works	jew bird fish stone	juxta (c.f.) -ampullar -articular <i>rest one word</i>	king bird bolt #crab craft fish fisher head hood hunter like maker making piece pin #post	know -all (n., u.m.) -how (n., u.m.) -it-all (n., u.m.) -little (n., u.m.) -nothing (n., u.m.)
ironer-up	jewel -bright (u.m.) house -studded (u.m.) jew's-harp	K -ration -term	kniss-off (n., u.m.)	knuckle bone -deep (u.m.) #duster -knead (u.m.)
island -born (u.m.) -dotted (u.m.) man wide	jib head headed header	keel block boat boatman fat haul hauling -laying (u.m.) #line man	kitchen maid man #servant ware wife work	Ku #Klux #Klan
iso (c.f.) -octane -oleic -osmosis <i>rest one word</i>		keep sake worthy	kite flier flying	L -bar -beam -block -square
ivory board bound -tinted (u.m.) #tower type (photog.) -white (u.m.)		kelp fish ware		labio (c.f.) <i>all one word</i>
ivy bound -clad (u.m.) -covered (u.m.)				labor saving #union

lace bug -edged (u.m.) #edging maker making man #paper piece wing (insect) -winged (u.m.) woman work worked worker	land—con. -grant (u.m.) holder holding #horse lady line locked look looker lord lubber man mark mass #measure mine #office owner ownership owning plane -poor (u.m.) power right scape sick side site slide slip #snail spout storm #tax #taxer ward wash wire wrack yard	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 woman law -abiding (u.m.) book breaker breaking #court craft -fettered (u.m.) giver giving maker making #office proof suit suing lawnmower 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 lead -burn (v.) -filled (u.m.) -gray (u.m.) -in (n., u.m.) line #line (med., naut. only) man off (n., u.m.) out (n., u.m.) #pencil time way work leaden -eyed (u.m.) hearted pated -souled (u.m.)	leader #line work leaf boy bud bug -clad (u.m.) -eating (u.m.) girl hopper #mold -red (u.m.) -shaped (u.m.) stalk work lean -faced (u.m.) -looking (u.m.) -to (n., u.m.) leap frog frogger frogging #year lease back (n., u.m.) hold holder holding leather back -backed (u.m.) board -bound (u.m.) -brown (u.m.) -covered (u.m.) craft fish head headed maker making neck side ware wing work worker working leavetaking lee #anchor board -bow (v.) fang #shore #tide ward way #wheel leech eater #rope left -bank (v.) -hand (u.m.) -handed (u.m.) -handr most over (n., u.m.) -sided (u.m.) ward wing (political) winger (political) wingism (politi- cal) 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 leuc(o) (c.f.) <i>all one word</i> level headed #line liberal #arts -minded (u.m.) lieutenant #colonel -colonelcy #governor -governorship life belt blood boat boatman #buoy drop #everlasting float giver giving guard hold holder jacket like line long #mask #net raft #rate ring saver saving -size (u.m.) -sized (u.m.) span spring stream tide time timer vest weary (u.m.) work lift-off (n., u.m.) light -armed (u.m.) borne brained #buoy -clad (u.m.) -colored (u.m.) -drab (u.m.) -draft (u.m.) face (printing) faced -footed (u.m.) handed headed hearted
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lance
#corporal
man
-oblong (u.m.)
land
#base
-based (u.m.)
#bird
blink
born
borne
fall
fast
flood
form
girl
grabber
grabbing

land
-born (u.m.)
-cited (u.m.)
-ditcher
-named (u.m.)
latch
bolt
key
man
string
late
-born (u.m.)
comer
coming
-lamented (u.m.)
-maturing (u.m.)

lark
-colored (u.m.)
spur
laryngo (c.f.)
all one word
last
-born (u.m.)
-cited (u.m.)
-ditcher
-named (u.m.)
latch
bolt
key
man
string
late
-born (u.m.)
comer
coming
-lamented (u.m.)
-maturing (u.m.)

lance
#corporal
man
-oblong (u.m.)
land
#base
-based (u.m.)
#bird
blink
born
borne
fall
fast
flood
form
girl
grabber
grabbing

light —con. 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	live —con. #wire wire (nonliteral) liver -brown (u.m.) -colored (u.m.) hearted wurst living #room load #displacement line master meter loan monger word lob fig lolly tail lobster #pot proof -tailed (u.m.) lock box fast hole jaw maker making man nut out (n., u.m.) pin #pouch ring smith step stitch up (n., u.m.) washer work locker man #room lode star stone stuff lodginghouse log hook 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.) heard (n.) -heard (u.m.) bill (bird) -billed (u.m.) boat borne bow cloth -distance (u.m.) -drawn (u.m.) felt fin (fish) hair (n.) -haired (u.m.) hand (nonliteral) -handed (u.m.) -handled (u.m.)	long —con. 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.) play (records) playing (records) (u.m.) run (u.m.) shoreman spun spur (bird) standing (u.m.) stitch tail time (u.m.) #ton wave (radio) ways wise wool (sheep) work 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.) -down (n., u.m.) -downer #frequency land (n., u.m.) -lived (u.m.) -lying (u.m.) -power (u.m.) -pressure (u.m.)	low —con. #tide #water lower case (printing) cased (printing) #class classman #deck #grade most #world lug holt mark #rig sail lukewarm lumber jack man #room yard lumbo (c.f.) -ovarian <i>rest one word</i> lumen-hour lump fish sucker lunchroom lung #lever fish -grown (u.m.) motor worm lying-in (n., u.m.) lyre bird man tail -talled (u.m.) M-day mace bearer #oil machine -finished (u.m.) gun -hour -made (u.m.) man #shop #stitch #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 -spinnelite magneto (c.f.) -optics <i>rest one word</i> mahjong maid #of #honor servant maiden hair head hood #name	mail bag box clad guard man -order (u.m.) plane pouch room truck 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 make -believe (n., u.m.) fast (n.) ready (printing) shift up (n., u.m.) weight maker -off -up making #up mal (c.f.) <i>oil 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 (u.m.) -minute -of-war (ship) power rope servant -size (u.m.) slaughter slayer slaying stealer stealing stopper stopping trap ward way
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man —con. wise -woman -year manic-depressive mantel piece shelf tree many -colored (u.m.) fold -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.) man off (n., u.m.) shot up (n., u.m.) marker -down -off -up marketplace marks man manship woman marrowbone marsh buck field land mallow (confection) #mallow (plant) man masonwork mass -minded (u.m.) -produce (v.) mast -brown (u.m.) head man master #at #arms #bedroom #key #map #mason mind #of #ceremonies piece ship #stroke work #workman mat board -covered (u.m.) maker making match board book box #joint -lined (u.m.) maker	match —con. making mark safe stick wood May #Day -day pole tide time may be (adv.) beetle bird day (radio) fish fowl hap meadow land lark meal man time mealy bug mouth mouthed mean -acting (u.m.) -spirited (u.m.) time (meanwhile) #time (astronomical) tone (u.m.) while meat ball bird cutter -eater -fed (u.m.) hook -hungry (u.m.) man packer packing works mechanico (c.f.) <i>all one word</i> medico (c.f.) <i>all one word</i> medio (c.f.) <i>all one word</i> medium -brown (u.m.) #frequency -size (d) (u.m.) weight (n., u.m.) meek -eyed (u.m.) hearted -spirited (u.m.) meetinghouse megal (c.f.) <i>all one word</i> melon grower -laden (u.m.) like monger -shaped (u.m.) melt down (n., u.m.) #water men folk kind meningo (c.f.) <i>all one word</i> merchant like man #ship (vessel) merry -go-round maker	merry —con. making man meeting -minded (u.m.) wing (duck) mesh bag #knot work meso (c.f.) <i>all one word</i> mess hall kit man mate room tin -up (n., u.m.) meta (pref.) <i>all one word</i> 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.) <i>all one word</i> mezzo graph relievo soprano tint tinter micro (c.f.) -organism <i>rest one word</i> mid (c.f.) -American, etc. -April -dish -ice -1958 -Pacific, etc. -Victorian, etc. <i>rest one word</i> middle #age -aged (u.m.) breaker brow (nonliteral) -burst (v.) buster #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 -fed (u.m.) #fever fish head house maid man #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 #wheel work worker wright milli (c.f.) gram-hour <i>rest one word</i> mince meat #pie mind #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 minute #book #band man #mark	mirror -faced (u.m.) scope mirthmaking mis (pref.) <i>all one word</i> mischief maker making missile maker man work 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 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 pot shine tail #wrench mono (c.f.) -ideistic -lodo
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mono -con. -iodohydrin -ion -ousian <i>rest one word</i> month -end (u.m.) long (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 path rise sail set shade shine shiner shiuing shot sick stone stricken struck tide walker walking -white (u.m.) moor ball bird fowl #hen tetter (bird) moose bird call 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 holder mosquito #boat #fleet -free (u.m.) #net moss back backed bound bunker (fish) -clad (u.m.) -green (u.m.)	moss -con. -grown (u.m.) head -lined (u.m.) most-favored-nation (u.m.) moth ball balled bailing -eaten (u.m.) hole proof mother hood -in-law land #lode -of-pearl #ship moto (c.f.) <i>all one word</i> motor bike boat bus cab cade car #court cycle cyclist -driven (u.m.) drome jet #lifeboat man -minded (u.m.) ship #torpedo #boat truck van way mound builder building maker making work mountain -high (u.m.) side top -walled (u.m.) mouse bird -brown (u.m.) -eared (u.m.) -eaten (u.m.) fish hawk hole proof trap mouth breeder (fish) -filling (u.m.) -made (u.m.) piece wash movie goer land maker making mow burn burnt land muck rake (v.) raker sweat mucco (c.f.) <i>all one word</i> mud bank bath boat	mud -con. cap #color -colored (u.m.) fish flat flow guard head hole house land lark sill skipper (fish) slinger slinging -splashed (u.m.) stain stained 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> multiple-purpose (u.m.) muscle bound maker making power 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 bin brush head -headed (u.m.) #hole maker making print proof puller rod -shaped (u.m.) shop	nail -con. sick smith -studded (u.m.) name board -calling (u.m.) -dropping (u.m.) 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 near -acquainted (u.m.) -bordering (u.m.) by -miss sight sighted neatline neat's-foot (u.m.) neck band -breaking (u.m.) cloth -deep (u.m.) fast guard -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	nerve -con. #cell -celled (u.m.) -racked (u.m.) net ball braider 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 born corner -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 fall fish flit (bird)
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night —con. -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	noon day light tide time north borne bound -central (u.m.) east east-bound (u.m.) easter eastern #end going land light most -northeast #shore #side -sider ward west-bound (u.m.) nose bag bleed bone dive down (n., u.m.) gay guard -high (u.m.) hole -led (u.m.) over (n., u.m.) piece pipe ring -thumbing (u.m.) up (n., u.m.) wheel notch board wing (moth) note book head holder #paper worthy notwithstanding novel craft maker making #reader -reading (u.m.) #writer -writing (u.m.) nucleo (c.f.) <i>all one word</i> nut bird #buoy nurse girl hound (fish) maid nursery maid man #school nut breaker -brown (u.m.) cake #coal cracker #dash (printing) hatch hook pecker pick #quadr (printing) -shaped (u.m.) shell sweet	oak -beamed (u.m.) -clad (u.m.) -green (u.m.) #leaf -leaved (u.m.) wood (color) oar fish -footed (u.m.) lock oars man woman oat bin cake -fed (u.m.) field land meal seed oath bound breaker worthy oblong -elliptic (u.m.) -leaved (u.m.) -linear (u.m.) -ovate (u.m.) -shaped (u.m.) -triangular (u.m.) occipito (c.f.) -otic <i>rest one word</i> ocean -born (u.m.) borne bound -girdled (u.m.) going side -spanning (u.m.) #trade wide wise octo (c.f.) <i>all one word</i> odd -jobber -jobman -looking (u.m.) #lot man (arbitrer) #number -numbered (u.m.) woman off -and-on (u.m.) beat cast center (u.m.) color (u.m.) -colored (u.m.) cut (printing) day -fall (v.) -flavor (n., u.m.) -flow -go (n.) going grade hand handed look -lying (u.m.) peak print put -reckoning (n.) saddle scape scour scouring scum set shoot	off —con. shore side -sorts (n.) spring stage street 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 meal 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 -maish (u.m.) #man -new #rose style (printing) time (u.m.) timer wife (fish) #woman -young oleo #butter #gear #oil #strut <i>as combining form, one word</i> olive -brown (u.m.) -clad (u.m.) -drab (u.m.) -growing (u.m.)	olive —con. #oil -skinned (u.m.) wood #wood (color) omni (c.f.) -ignorant <i>rest one word</i> on -and-off (n., u.m.) -go (n.) <i>as noun and adjective, one word</i> once -over (n.) -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 (formerly) (u.m.) -time (one action) (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 -faced (u.m.) handed handedly handedness hearted #house minded mouthed #pit #shop side (u.m.) -sided (u.m.) work worked opera goer going #house ophthalmo (c.f.) <i>all one word</i> orange ade bird blossom -colored (u.m.) grower man peel #pekoe -red (u.m.) stick woman wood
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as prefix, one word
none
such
theless

orchard #house land man orderly #room organ bird #grinder maker #pipe organo (c.f.) <i>all one word</i> ornitho (c.f.) <i>all one word</i> orrisroot ortho (c.f.) <i>all one word</i> osteo (c.f.) <i>all one word</i> other wise #world worldliness worldly oto (c.f.) <i>all one word</i> 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.) <i>as prefix, one word</i> outer #man most wear outward -bound (u.m.) -boulder ovate -acuminate (u.m.) -oblong (u.m.) ovato (c.f.) -oblong -orbicular <i>rest one word</i> oven baked bird dried dry drying man peel stone ware wise over age (surplus) age (older) (n., u.m.) all (all meanings) -the-counter (u.m.) <i>as combining form, one word</i> owl #car -eyed (u.m.) head (bird) light wide ox bird biter blood (color) bow boy brake cart cheek eye -eyed (u.m.) gall harrow	ox—con. hide horn house like man shoe skin tail #team oxy (c.f.) <i>all one word</i> oyster bed bird #catcher (bird) #crab fish house man root seed shell -white (u.m.) woman pace board maker making #setter -setting (u.m.) pachy (c.f.) <i>all one word</i> pack board builder cloth horse house #ice -laden (u.m.) maker making man plane sack saddle staff thread up (n., u.m.) ware way packing #box house pad cloth lock #saw stone tree paddle #beam #box fish foot #wheel page -for-page (u.m.) #proof (printing) palnkiller pains taker taking worthy paint box brush #filler maker making mixer pot room -stained (u.m.) work	pale belly -blue (u.m.) breast (bird) 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 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 mill mouth (fish) #pulp shell (n., u.m.) -shelled (u.m.) -thin (u.m.) weight -white (u.m.) work paper #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 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 passageway passenger #car -mile passer(s)-by passion -driven (u.m.) -feeding (u.m.) -filled (u.m.) #play paste board down (n., u.m.) pot up (n., u.m.) pastry #cook man pastureland patch head (bird) #test word work patent-in-fee 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 pay back (n., u.m.) check day dirt #envelope load master mistress off (n., u.m.) out (n., u.m.) roll sheet pea bird chick	pea—con. #coal coat cock cod field fowl -green (u.m.) hen jacket like nut shooter -sized (u.m.) #soup stick sticking peace -blessed (u.m.) breaker breaking -loving (u.m.) maker making man monger mongering #pipe time peach bloom blow -colored (u.m.) peakload pear #age -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 man manship master #name point pusher
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pen —con. rack script -shaped (u.m.) #sketch stock tail trough wiper woman work worker	phase meter out (n., u.m.) -wound (u.m.) pheno (c.f.) all one word philo (c.f.) -French, etc. rest one word phlebo (c.f.) all one word phono (c.f.) all one word phospho (c.f.) all one word photo (c.f.) -offset -oxidation -oxidative rest one word phreno (c.f.) all one word phrase book maker making man mark (music) monger phyllo (c.f.) all one word phylo (c.f.) all one word physico (c.f.) all one word physio (c.f.) all one word phyto (c.f.) all one word piano forte graph player 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 picket boat #line picklo -cured (u.m.) man worm picture #book craft maker making #writing pie bald crust -eater -eyed (u.m.) house maker making man marker #meat pan plant #plate shop -stuffed (u.m.)	pie —con. #tin woman piece -dye (v.) #goods meal mold #rate work worker pier #dam drop head #table piezo (c.f.) -oscillator rest one word pig -back (v.) -backed (u.m.) #bed -bellied (u.m.) belly -eyed (u.m.) face -faced (u.m.) fish foot -footed (u.m.) head headed herd #iron -jump (v.) -jumper #lead maker making man pen root skin stick sticker sticking sty tail tailed tight #tin wash yard pigeon #blood #breast gram hearted hole holed holer holing -livered (u.m.) man tail -toed (u.m.) wing piggyback pike -eyed (u.m.) man staff tail pile driver -driving (u.m.) hammer #saw up (n., u.m.) #weave work worm woven pill box (military) bug maker making	pill —con. -rolling (u.m.) -taking (u.m.) worm pillow case made slip work pilot #boat #burner #chart house #light man #pin 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 paper point prick proof rail setter spot stripe tail -tailed (u.m.) up (n., u.m.) #valve wheel -wing (v.) work pinch back bar beck cock fist gut -hit (v.) -hitter penny pine apple -bearing (u.m.) -clad (u.m.) #come -fringed (u.m.) land #needle #oil -shaded (u.m.) #tar wood(s) pink -blossomed (u.m.) eye (n.) -eyed (u.m.) fish foot -footed (u.m.) #violet pipe #ashes #clay -drawn (u.m.)	pipe —con. dream dreamer dreaming fish fitter fitting layer laying line lined lining maker making man mouth (fish) -shaped (u.m.) stem stone walker work pisci (c.f.) all one word pistol gram graph proof piston head #pin #rod #valve 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 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.) over (n., u.m.) #pipe stone under (n., u.m.) up (n., u.m.) work place card kick maker making man plague -infested (u.m.) proof plain back (fabric) -bodied (u.m.) -clothed (u.m.) clothes (u.m.) clothesman -headed (u.m.) hearted -looking (u.m.) -spoken (u.m.) tail
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plain —con. ward work woven (u.m.) plane #curve load -mile -parallel (u.m.) table (surveying) plani (c.f.) all one word plano (c.f.) oll one word plant #food house life wide plaster bill (brld) board work plat band book plate #glass holder -incased (u.m.) layer maker making man mark #press #printing #proof (printing) -roll (v.) -rolled (u.m.) way #wheel work worker platy (c.f.) all one word play -act (v.) back (n., u.m.) bill book box boy broker craftsman day down (n., u.m.) fellow field folk goer going ground housa maker making man mate off (n., u.m.) pen reader reading room script suit thing time work wright writer writing #yard pleasure -bent (u.m.) #boat bound man -seeking (u.m.)	pleasure —con. -tired (u.m.) -weary (u.m.) pledge bound -free (u.m.) making pleo (c.f.) all one word pleuro (c.f.) all one word plow back (n., u.m.) boy -bred (u.m.) fish hand horse land line maker making man pan point -shaped (u.m.) share shoe sole staff #tail wise woman wright plug board #fuse hole -in (n., u.m.) man tray -ugly (n., u.m.) plumblin plume -crowned (u.m.) maker making pluri (c.f.) all one word pluto (c.f.) all one word pneumato (c.f.) -hydato-genetic (u.m.) rest one word pneumo (c.f.) all one word pock house mark -marked (u.m.) -pit (v.) pocket #battleship book (purse) #book (book) -eyed (u.m.) knife #lighter piece -sized (u.m.) -veto (v.) poet -artist #laureate -painter point blank #hole (printing) #lace #system wise poison -dipped (u.m.) #gas maker poke #check hole	pole arm -armed (u.m.) ax axer burn cat -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 #dog mau woman policy holder maker making #racket politico (c.f.) -orthodox rest one word poll book #parrot #tax polo #coat #shirt poly (c.f.) all one word 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 #chop eater fish #pie port crayon cullis #duty fire folio hole hook man manteau -mouthed (u.m.) side	port —con. 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.) haste #horn #horse #hospital (military) #insulator #locust #meridiem #mortem mortem (non-literal) #note #oak #obit #octavo #office #partum #race #road #route #school (military) #term #town #trader audit, graduate, etc. as prefix, one word pot ash bellied 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 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 saw #shovel site prairie #chicken #dog #schooner praise -deserving (u.m.) -spoiled (u.m.) worthiness worthy pre (pref.) -Incan, etc. audit, existing, etc. rest one word president -elect #pro #tempore press #agent -agency board fat feeder feeding -forge (v.) -made (u.m.) man mark pack (v.) plate #proof (printing) #revise room woman work worker preter (pref.) all one word price #cutter -cutting (u.m.) #fixer -fixing (u.m.)
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price—con. #index list -support (u.m.)	proof—con. sheet #spirit prop jet wash 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 <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) puft 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 mill stone wood pulsejet pump #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 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.) up (n., 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.) -put (n.) -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 -bloom (u.m.)	quarter—con. #boards -bound (u.m.) -breed (u.m.) -cast (u.m.) -cut (u.m.) #day deck decker man master -miller #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 born -change (u.m., v.) -drawn (u.m.) #fire #firer foot freeze (u.m., v.) freezing (u.m.) -handed (u.m.) batch 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.) skin race about (n., u.m.) course goer	race—con. going horse like 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 frequency, iso- tope, etc. <i>as combining form,</i> <i>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 how -bright (u.m.) burst check coat drop fall #forest fowl #gage light maker making proof -soft (u.m.) spout
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rain —con. storm tight wash water	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 evaluate, process, etc. <i>rest one word</i> reading #room ready -built (u.m.) -handed (u.m.) made (u.m.) #reference room -witted (u.m.)	red —con. #rot 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 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> rhod (o) (c.f.) <i>all one word</i> rhomb (o) (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 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.) -hand (u.m.) -handed (u.m.) -handler -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 Loned bound craft dove eye (n.) 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 sight #spot	ring —con. stand stick tail -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 flow -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 maker making man map master #runner (bird) #scraper #show side sider stead stone -test (v.) track way -weary (u.m.) wise worthy rock aby #bass bird born bottom (nonlit- eral) bound #climber -climbing (u.m.) craft #crusher #drill #dust fall (n.) -fallen (u.m.) fast fill firm fish
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rock —con. hearted man pile -ribbed (u.m.) #salt shaft slide staff #wool work	rope —con. 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	round —con. #trip -tripper up (n., u.m.) row boat lock off (n., u.m.) port rub -a-dub down (n., u.m.) stone rubber band -down -lined (u.m.) neck necker nose (fish) -off #plant proofed -set (u.m.) stamp (nonliteral) (n., u.m., v.) #stamp (u.) -stamped (u.m.) stone rubble stone work ruby -hued (u.m.) -cloaked (u.m.) -set (u.m.) tail throat (bird) -throated (u.m.) rudder #brake head hole post stock 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.)	rust —con. #fungus proof proofing -resistant (u.m.) -stained (u.m.) rye #bread #field 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 Sabrejet 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 sore soreness #stitch -stitched (u.m.) #stitcher tree -wire (u.m.) wise safe blower blowing breaker breaking	safe —con. cracker cracking -deposit (u.m.) guard guarded guarding #bit 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 plane room yard sailor fish -laborer man -minded (u.m.) proof saint like maker making sale goer note room work yard sales book clerk lady man manship people person room #tax woman salmon -colored (u.m.) #fishing -red (u.m.) saloon #deck keeper salpingo (c.f.) -oophorectomy -oophoritis -ovariotomy -ovariitis <i>rest one word</i> salt box catch cellar -cured (u.m.) #fish house #lick maker making man #marsh master mouth pack pan peter
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rod
maker
man
mill
-shaped (u.m.)
roe
buck
#deer
stone
roentgeno (c.f.)
all one word
roll
about (n., u.m.)
back (n., u.m.)
call
-fed (v.)
film
#leaf
mop (herring)
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
over (n., u.m.)
top
up (n., u.m.)
way
roller
#backer
#coaster
-made (u.m.)
maker
making
man
-milled (u.m.)
#press
#skate
Romano (c.f.)
-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
rope
bound
dance
dancer
dancing
-fastened (u.m.)
house
layer
laying
maker
making
stitch
#twine

rotten
-dry (u.m.)
hearted
-minded (u.m.)
stone
rough
-and-ready (u.m.)
-and-tumble (n., u.m.)
cast (u.m., v.)
-coat (v.)
-cut (u.m.)
draw (v.)
dress (v.)
dry (u.m., v.)
-face (v.)
-faced (u.m.)
hearted
hew
beyer
hewn
house
houser
housing
leg (hawk)
-legged (u.m.)
-looking (u.m.)
neck
necked
ride
rider
setter
shod
-sketch (v.)
slant (n.)
string
stuff
tailed
#work (n.)
work (v.)
wrought
rougher
-down
-out
-up
roughing-in (u.m.)
round
about (n., u.m.)
about-face
-faced (u.m.)
fish
head
headed
house
line
-made (u.m.)
mouthed
nose (tool)
out (n., u.m.)
ridge (v.)
robin (petition)
seam
table (panel)
tail (fish)
-tailed (u.m.)
-topped (u.m.)

run
-set (u.m.)
stamp (nonliteral)
(n., u.m., v.)
#stamp (u.)
-stamped (u.m.)
stone
rubble
stone
work
ruby
-hued (u.m.)
-cloaked (u.m.)
-set (u.m.)
tail
throat (bird)
-throated (u.m.)
rudder
#brake
head
hole
post
stock
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.
rest one word
rust
-brown (u.m.)
-eaten (u.m.)

rust—con.
#fungus
proof
proofing
-resistant (u.m.)
-stained (u.m.)
rye
#bread
#field

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
Sabrejet
saccharo (c.f.)
all one word
sack
bearer
cloth
clothed
#coat
-coated (u.m.)
#duty
maker
-making (u.m.)
man
-shaped (u.m.)
time
sacro (c.f.)
all one word
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
sore
soreness
#stitch
-stitched (u.m.)
#stitcher
tree
-wire (u.m.)
wise
safe
blower
blowing
breaker
breaking

safe—con.
cracker
cracking
-deposit (u.m.)
guard
guarded
guarding
#bit
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
plane
room
yard
sailor
fish
-laborer
man
-minded (u.m.)
proof
saint
like
maker
making
sale
goer
note
room
work
yard
sales
book
clerk
lady
man
manship
people
person
room
#tax
woman
salmon
-colored (u.m.)
#fishing
-red (u.m.)
saloon
#deck
keeper
salpingo (c.f.)
-oophorectomy
-oophoritis
-ovariotomy
-ovariitis
rest one word
salt
box
catch
cellar
-cured (u.m.)
#fish
house
#lick
maker
making
man
#marsh
master
mouth
pack
pan
peter

salt —con. pit pond #pork room shaker spoon spoonful sprinkler #water worker works yard	sap bush #flow -green (u.m.) head headed #rot -stain sucker (bird) wood sapphire -blue (u.m.) -colored (u.m.) wing (bird) sarco (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 #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 bark #beam board book -bright (u.m.) down (n., u.m.) drake fish maker making man pan -reading (u.m.) smith	scale —con. tail 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.) scare bird crow devil fish 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 bus child children craft dame day fellow girl going house keeper keeping ma'am -made (u.m.) maid man master mate miss mistress room ship -taught (u.m.) teacher teaching time	school —con. -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 scrap basket book box #heap #iron man #paper works scraps -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 line maker making man #plate	screen —con. play writer screw ball barrel bolt bound cap #collar down (u.m.) drive (v.) -driven (u.m.) driver head hook jack -lifted (u.m.) maker making man nut plug post #propeller ship stock #thread -threaded (u.m.) -turned (u.m.) #wheel 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.) coast #cow craft -deep (u.m.) dog #dragon -driven (u.m.) drome -ear (mollusk) -encircled (u.m.) fare (food) farer (traveler) faring fighter folk fowl front #gate girt goer going -green (u.m.)
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sea—con. hoond #level lift like #lion man mark #mile #mule #otter piece plane port power quake #room scape #scout scouting shell shine shore sick sickness side stroke #time (clock) #train wall -walled (u.m.) ward ware #water way weed weedy wide wife (fish) wing 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 plane room seat #cover maker making -mile work second -class (u.m.) -degree (u.m.) -foot -guess (v.) hand (adv., u.m.) #hand (n.) #in #command -rate (u.m.) -rater #sight -sighted (u.m.) secret monger #service #society secretary #general	secretary—con. -generality -generalship ship -treasurer section #crew #gang #hand #man see catch saw seed bed bird borne box cake case coat eater (bird) kin lac #plant #pod stalk time seer band fish hand sucker seismo (c.f.) <i>all one word</i> selectman self dom hood less ness same ward <i>reflexive prefix, use</i> <i>hyphen</i> sell off (n., u.m.) out (n., u.m.) semi -armor-piercing (u. m.) -Christian, etc. -idleness, -indi- rect, etc. -winter-hardy (u. m.) annual, arid, etc. <i>rest one word</i> send off (n., u.m.) out (n., u.m.) senso (c.f.) <i>all one word</i> sentence #maker -making (u.m.) #monger septi (c.f.) <i>all one word</i> septo (c.f.) <i>all one word</i> sergeant #at #arms fish #major serio (c.f.) <i>all one word</i> sero (c.f.) <i>all one word</i> serrate -ciliate (u.m.) -dentate (u.m.) serveout (n., u.m.) service -connected (u.m.) man	service—con. #stripe wide woman serve amplifier control mechanism motor system 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 line man #pipe sex annulate, radiate, etc., <i>all one word</i> , <i>as combining</i> <i>form</i> #cell #hormone #intergrade -limited (u.m.) #linkage shad -bellied (u.m.) belly bird 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.) sharkskin 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	sheep—con. herding hook keeper keeping -knead (u.m.) land 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 rock ways wise work writing shelf #ice 1 #life #list piece #plate shell back bound burst 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 borne
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¹ By international agreement, "shelf ice" was dropped in 1953. Use "ice shelf." Approved by U.S. Board on Geographic Names.

ship —con. bound boy breaker breaking broken broker builder building #fever keeper lap load man mast master mate owner owning plane -rigged (u.m.) shape side smith way work worm wreck wrecked wright yard	shop —con. man mark mate owner -soiled (u.m.) talk walker wear window woman work worn shore #bird #boat fast going land #leave line man side short -armed (u.m.) bread cake change (v.) changer #circuit -circuited (u.m.) corner 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 -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	show —con. room through (print- ing) (n., u.m.) up (n., u.m.) yard shower #bath proof shredout (n., u.m.) shrimp #catcher fish -pink (u.m.) shroud -laid (u.m.) line 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 (n.m.) off (n., u.m.) out (n., u.m.) up (u.m.) shuttle cock #race wise sick -abed (n., u.m.) bay bed #call hearted #leave list room sickle bill -billed (u.m.) man -tailed (u.m.) side arms band board bone burns car check -out (u.m.) dress (v.) flash head (printing) bill hook kick lap #light (literal) light (nonliteral) #line (literal) line (nonliteral) long note piece plate play #road saddle shake show slip splitter splitting step stitch -stitched (u.m.) sway swipe swiwer	side —con. track walk wall way ways -wheeler winder wise sieve like maker making sight #edge hole proof read reader reading saver saving see seeing seer setter worthy sign board man off (n., u.m.) -on (n., u.m.) #painter post up (n., u.m.) writer signal man #tower -towed (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.) fin (fish) fish #fox -gray (u.m.) -haired (u.m.) -lead (n.m.) -leaved (u.m.) 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	simple —con. -minded (u.m.) -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.) 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 -cylindrical (u.m.) fold penny (nail) -ply (u.m.) score -shooter -wheeler sizeup (n., u.m.) sketch book #plan skew back backed bald #table wise ski #jump plane #suit skid #chain #fin lift (truck) proof road way sklm #mlk skin bound -clad (u.m.) deep
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skin—con. diver diving flint -graft (v.) #test tight 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 lift light line look (v.) man #map #pilot rocket sail scape scraper shine #train #truck ward wave 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 #trade #worker Slavo (c.f.) -Hungarian, etc. sledge #hammer -hammered (u.m.) meter sleep -filled (u.m.) marken (fish) talker walker walking sleepy -eyed (u.m.) head headed -looking (u.m.) sleet proof storm #wheel sleeve band board fish #nut sleuth dog hound slide film head knot man #rule #valve way sling ball shot stone slinkskin 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 slit -eyed (u.m.) shell #skirt	slop -built (u.m.) maker making man -molded (u.m.) over (n., u.m.) room seller shop stone work worker slope -faced (u.m.) ways wise slow belly down (n., u.m.) -footed (u.m.) going headed hearted -motion (u.m.) mouthed poke #time up (n., u.m.) -witted (u.m.) worm slug -cast (v.) caster casting sluice box #gate way slum gullion gum land slumber -bound (u.m.) land small #arms -ankled (u.m.) #businessman hearted -hipped (u.m.) mouthed por -scale (u.m.) sword talk time (u.m.) town (u.m.) ware smart #sleek -sleeky (u.m.) -looking (u.m.) #set -tongued (u.m.) smash board up (n., u.m.) smear case #culture smoke -blinded (u.m.) bound box -brown (u.m.) chaser -dried (u.m.) -dry (v.) -died (u.m.) -filled (u.m.) house jack jumper jumping -laden (u.m.) proof room	smoke—con. screen shop stack tight smoking #room smooth bore bored -browed (u.m.) -cast (u.m.) mouthed -tongued (u.m.) -working (u.m.) snackbar snail eater (bird) -paced (u.m.) -slow (u.m.) snail's #pace snake bird bite -bitten (u.m.) #doctor -eater -eyed (u.m.) fish head hole holing neck (bird) piece pit skin stone snap back dragon #fastener head holder hook ring roll shooter shooting shot shotted shotter shotting -up (u.m.) snapper -back -up snipe bill #eel fish -nosed (u.m.) suiperscope snooperscope snow ball bank berg bird blind blinded #blindness blink block -blocked (u.m.) bound break #bunting (bird) cap capped -choked (u.m.) -clad (u.m.) #cover -covered (u.m.) craft drift fall field flake hammer (bird) house	snow—con. land line melt -melting (u.m.) mobile pack pit plow scape shade shed shine shoe shoer sled slide slip storm suit -topped (u.m.) #water -white (u.m.) snuff box maker making -stained (u.m.) so -and-so beit (n., conj.) -called (u.m.) -seeming (u.m.) -so soap box bubble bubbly dish fast #fat fish flakes maker making #opera rock stock stone suddy suds sob proof #sister #story #stuff sober -minded (u.m.) sided sides social #work #worker socio (c.f.) -official economic, etc. <i>rest one word</i> sock eye maker making sod bound buster culture #grass #house work soda #granite jerk #pop #water sofa #bed #maker -making (u.m.) -ridden (u.m.) #seat
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soft ball -boiled (u.m.) brained #coal #drink #goods head hearted like -pedal (v.) -shelled (u.m.) -soap (nonliteral) (v.) -soaper (nonliteral) -spoken (u.m.) tack wood soldier bird -fashion (u.m.) fish hearted like proof sole cutter cutting piece plate print somato (c.f.) <i>all one word</i> some body day how one (anyone) #one (distributive) place (adv.) thing time (adv., u.m.) #time (some time ago) times way what where son -in-law #of #man song bird book craft fest land maker making man worthy wright writer writing sonobuoy sooth fast say sayer saying sore -eyed (u.m.) foot (n.) -footed (u.m.) head (n., u.m.) beaded bearded #throat sorry hearted -looking (u.m.) soul -deep (u.m.) mate -searching (u.m.) sick sound -absorbing (u.m.) board	sound—con. #field film headed hearted -minded (u.m.) off (n., u.m.) proof #wave soup bone bouse like #plate spoon #stock sour belly bread dough (n.) faced #grapes beaded hearted -natured (u.m.) -sweet sourcebook south -born (u.m.) borne bound -central (u.m.) east east-bound (u.m.) eastern #end going land lander paw #side -sider -southeast ward west west-bound (u.m.) western sow back backed belly bug space band bar craft -cramped (u.m.) #key man mark #rule (printing) ship #time writer spade -dug (u.m.) fish foot -footed (u.m.) #handle maker making man -shaped (u.m.) work span -long (u.m.) -new (u.m.) piece Spanish #American -Arab -born (u.m.) -speaking (u.m.) spar #buoy #deck	spare -bodied (u.m.) rib #room spark back #coil #gap over (n., u.m.) #plug (literal) plug (nonliteral) spatter dash work speakeasy (n.) spear bound cast fish 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 -read (v.) #reading writer writing speed boat boating boatman #cop letter trap up (n., u.m.) way writing spell bind binder binding bound craft down (n., u.m.) -free (u.m.) proof word work spelling down (n.) #match 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> sphinxlike sphygmo (c.f.) <i>all one word</i> spice box -burnt (u.m.) cake house -laden (u.m.) land	spider #crab -legged -spun (u.m.) #web (n.) web (u.m., v.) #wheel work spike bill -billed (u.m.) fish born -kill (v.) like #nail -pitch (v.) tail spile hole worm spill over (n., u.m.) way spindle -formed (u.m.) head -legged (u.m.) legs shanks tail worm spine #ache bill bone -broken (u.m.) -pointed (u.m.) tail spinning #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 spatter faced work spray board foot footed mouth mouthed spleen -born (u.m.) sick -swollen (u.m.) spleno (c.f.) <i>all one word</i> splinter #bar proof beak (bird) finger (crustacean) #flap	split—con. fruit mouth saw #second tail (fish) -tongued (u.m.) up (n., u.m.) worm spoilsport spoils man monger 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 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.)
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spring—con. #lever finger fish -grown (u.m.) halt head house like #lock maker making -plow (v.) -plowed (u.m.) tail tide (season) time trap 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 #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 room stand up (n., u.m.) yard staff -herd (v.) man stag -handled (u.m.) head -headed (u.m.)	stag—con. horn -horned (u.m.) hound hunt hunter hunting skin stage coach craft hand land like line man #set -struck (u.m.) wise worthy stair builder building case head step stepper way #well work stake head holder master stale mate -worn (u.m.) stall board -fed (u.m.) -feed (v.) keeper man stamp book -licking (u.m.) man #tax stand by (n., u.m.) down (n., u.m.) fast (n., u.m.) -in (n., u.m.) oil (n., u.m.) oilish out (n., u.m.) pat patter pattism pipe point post still (n., u.m.) up (n., u.m.) standard #bearer bred #breed #gag #time stander-by staphylo (c.f.) <i>all one word</i> star blind board bright craft dust finch fish gaze gazer gazing -led (u.m.) light like lit lite (gem)	star—con. nose (mole) proof shake #shell shine shoot -spangled (u.m.) stone stroke -studded (u.m.) throat (bird) #time #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 wire steam boat boating boatman car -cooked (u.m.) -driven (u.m.)	steam—con. #engine fitter fitting #heat #gag pipe piping plant power -pocket (v.) -propelled (u.m.) roll (v.) roller (u.m., v.) room ship table tight tightness 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 plate proof ware #wool work worker works yard steep land (geol.) -rising (u.m.) -to (u.m.) -up (u.m.) -walled (u.m.) steeples chase chaser -high (u.m.) jack top steerageway stem #blight #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 sunt brother child dance dancer dancing daughter down (n., u.m.) father	step—con. grandchild grandfather grandson -in (n., u.m.) ladder mother nephew off (n., u.m.) -on (n., u.m.) over (n., u.m.) parent relation relationship sister 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 castle -faced (u.m.) foremost -heavy (u.m.) -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.) birth born -burn (v.) -fish (v.) house -hunt (v.) #life man -recurring (u.m.) room stand water (u.m.) sting bull (fish) fish
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sting —con. ray tail (fish)	stone —con. cutting -dead (u.m.) -deaf (u.m.) -eyed (u.m.) fish fly hand (printing) hatch (bird) head hearted layer laying lifter man mason pecker (bird) #proof (printing) shot #wall (n.) wall (u.m.) ware work worker #writing yard	stout —con. heartedness -minded (u.m.) wood	stream bank bed flow head line lined liner side ward way	stucco —con. work worker
stink ball bird bomb bug damp pot stone	stitch bird down (n., u.m.) up (n., u.m.) work	stove brush -heated (u.m.) house #length maker making man pipe wood	street -bred (u.m.) car cleaner -cleaning (u.m.) -sold (u.m.) sweeper sweeping walker walking way	stuck up (n., u.m.) -upper -upish (u.m.)
stir about (n., u.m.) -up (n., u.m.)	stock #block board book breeder breeding broker brokerage broking #car father feeder feeding fish holder holding house jobber jobbing judging keeper keeping list maker making man owner pile piled piling pot proof raiser raising room -still (u.m.) stone taker taking work wright yard	stow away (n., u.m.) bord down (n., u.m.) #net wood	strepto (c.f.) <i>all one word</i>	sturdy hearted -limbed (u.m.) stylebook style (c.f.) <i>all one word</i>
stitch bird down (n., u.m.) up (n., u.m.) work	stop back (n.) block board clock cock gap hound #key light list log -loss (u.m.) off (n., u.m.) over (n., u.m.) watch water work	straddle back bug -face (v.) -legged (u.m.) wise	stretch #bearer man stretchout (n., u.m.)	sub (pref.) -Himalayan, etc. machinegun #rosa, #specie, etc. -subcommittee polar, standard, etc. <i>rest one word</i>
stock #block board book breeder breeding broker brokerage broking #car father feeder feeding fish holder holding house jobber jobbing judging keeper keeping list maker making man owner pile piled piling pot proof raiser raising room -still (u.m.) stone taker taking work wright yard	stop back (n.) block board clock cock gap hound #key light list log -loss (u.m.) off (n., u.m.) over (n., u.m.) watch water work	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	striker -in -out string board course halt halted maker making man piece #plate #proof (density) ways	subject -object -objectivity subter (pref.) <i>all one word</i>
stoke hold hole	storage #room	strainer man	strike breaker breaking -in (n., u.m.) out (n., u.m.) over (n., u.m.)	such -and-such like wise
stomach #ache -filling (u.m.) #pump -shaped (u.m.) -sick (u.m.) -weary (u.m.)	store house keeper keeping man room ship wide	strain -chested (u.m.) jacket laced lacing	stripe cropping	suck -egg (n., u.m.) fish fly hole -in (n., u.m.) stone
stomato (c.f.) <i>all one word</i>	storm -beaten (u.m.) bird bound cock flow -laden (u.m.) proof #sash -swept (u.m.) tight -tossed (u.m.) #trooper ward wind #window	strainslip	strike -in -out string board course halt halted maker making man piece #plate #proof (density) ways	sugar #beet bird #bowl cake cane -coat (v.) -coated (u.m.) -cured (u.m.) house loaf maker making plum spoon sweet #water works suitease sulfa (c.f.) <i>all one word</i>
stone bird biter blind boat brash breaker breaking broke brood cast chat (bird) -cold (u.m.) #crab crusher cutter	story book #hour land maker making teller telling time work writer writing	strait -bolt (v.) hanger head -shaped (u.m.) watch work	striper -arm (u.m., v.) back (nautical) -backed (u.m.) box brained headed hearted hold #man -minded (u.m.) point (n.) room	sulf (c.f.) <i>all one word</i> sulfon (c.f.) <i>all one word</i> sullen hearted -natured (u.m.)
	stray away (n., u.m.) #line mark	stranglehold	strut -arm (u.m., v.) back (nautical) -backed (u.m.) box brained headed hearted hold #man -minded (u.m.) point (n.) room	summer bird castle (naut.) -clad (u.m.) #day -dried (u.m.) -fallow (v.) house land -made (u.m.) #school

summer —con. tide time (season) #time (daylight saving) wood	supra —con. -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.) surface man #printing #water surgeon #dentist fish #general swallow bird pipe tail -tailed (u.m.) -wing (bird) swamp #fever land side swan -bosomed (u.m.) dive herd mark marking neck necked skin song swansdown swash buckle buckler buckling #letter plate way work sway back (n., u.m.) -backed (u.m.) bar -brace (v.) swearer-in swearword sweat band box #gland #pad #shirt shop sweep back (aviation) (n., u.m.) forward (aviation) (n., u.m.) stake through (n., u.m.) washer washings sweet bread -breathed (u.m.)	sweet —con. brier faced fish heart hearted maker meat mouthed -piekle (v.) shop -sour -sweet water (u.m.) swell -budded (u.m.) doodle (fish) fish head toad swelled-headed (u.m.) swept back (n., u.m.) forward (n., u.m.) wing (n., 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 #iteh pipe (bird) pox stone sty swing back (n., u.m.) bar #beam devil (bird) dingle #door #gate #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	sword —con. #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 -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	tail —con. -ender first foremost gate head -heavy (u.m.) hook lamp light piece pin pipe plane race spin stock -tied (u.m.) twister twisting -up (n., u.m.) ward wheel 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.) tall 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.) bearded -looking (u.m.) -natured (u.m.)
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tan bark house wood works yard tangent #arc -cut (v.) -saw (v.) tangle fish foot -haired (u.m.) tank buster #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.) werks yard tariff bound maker	tariff—con. 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 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.) taxi auto bus cab #dancer #driver man meter metered plane way (aviation) tea ball board box cake cart #chest -colored (u.m.) cup cupful dish house kettle maker making man #party pot room #rose -scented (u.m.) shop spoon spoonful #table taster tasting time #wagon ware team mate play wise work	tear bomb -dimmed (u.m.) down (n., u.m.) drop #gas -oil (n., u.m.) -out (n., u.m.) pit proof sheet stain -stained (u.m.) teen age (u.m.) ager teeter board tail -totter tele (c.f.) <i>all one word</i> 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.) tenement #house tent -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 -fly (v.) house man 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.) -eycd (u.m.) maker -making (u.m.) man rig rigged rigger	thimble—con. rigging -shaped (u.m.) thin brained -clad (u.m.) down (n., u.m.) set (u.m.) skinned -voiced (u.m.) thio (c.f.) <i>all one word</i> thir -class (u.m.) -degree (u.m.) hand (adv., 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 -blind (v.) bred -dried (u.m.) fare foot going -made (u.m.) paced pin thought -bewildered (u.m.) -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 worn 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 thriftbox
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throat band cutter cutting latch strap thrombo (c.f.) <i>all one word</i> through out put #rate #road way throw away (n., u.m.) back (n., u.m.) -in (n., u.m.) #line off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) thrust -pound power thumb bird #hole -made (u.m.) mark -marked (u.m.) nail piece print screw -shaped (u.m.) stall string sucker sucking tack worn thunder bearer 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.) thwart man ship thymo (c.f.) <i>all one word</i> thyro (c.f.) <i>all one word</i> tibio (c.f.) <i>all one word</i> tick bird #fever seed seeded tacktoe tick tock ticket holder maker	ticket—con. 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 water #wave way work -worn (u.m.) tie back (n.) #band #bar #beam #bolt #cord down (n., u.m.) -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 wiggled tierlift (truck) 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	tilt—con. 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 clock -consuming (u.m.) -honored (u.m.) keep (v.) keeper killer killing lag lock out (n., u.m.) piece pleaser proof saver saving server serving sheet span -stamp (v.) table taker taking waster wasting work worker worn 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 spot stone type typer ware -white (u.m.) work	tin—con. 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.) head -in (n., u.m.) man most off (n., u.m.) over (n., u.m.) proof staff stock tail tank -tap tilt (v.) tilted tilting toe toed toeing top topper -up (u.m.) 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.) <i>all one word</i> 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	toad—con. 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 #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 gate gatherer house keeper #line man master payer paying 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.) -producing (u.m.) proof up (n., u.m.) tongue -baited (u.m.) bird #bit -bound (u.m.)
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tongue—con. craft -dumb (u.m.) fish -free (u.m.) -lash (v.) #lashing play proof -shaped (u.m.) shot sore tack tacked tie tied tip #twister -twisting (u.m.) work	top—con. dress (v.) dressing flight (u.m.) full gallant (n., u.m.) -graft (v.) hat -hatted (u.m.) heavy kick knot knotted light lighted line liner 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 torquemeter 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.) tow boat #car	tow—con. -haired (u.m.) head headed #hook line mast net #net -netter path rope #team tower #chime -high (u.m.) house man proof -shaped (u.m.) work town bound -bred (u.m.) #clerk #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 #gauge hound layer laying man mark master -mile shifter sick side walker walking way work trade #board bound craft -in (n., u.m.) -laden (u.m.) -made (u.m.)	trade—con. mark #name #school #union #unionism #unionist #wind work trades folk man people #union #unionism woman traffic -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 crew line load man master -mile 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.) a. pine atlantic -Canadian, etc. pacific uranic <i>rest also one word</i> transit man #time trap ball door fall #hatch light line maker making #nest -ncster rock shoot shooter shooting stick	trashrack travel -bent (u.m.) book time -tired (u.m.) way -worn (u.m.) trawl boat net tray #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 making man nail -ripe (u.m.) scape #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.) state, etc. <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
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trinitro (c.f.) <i>all one word</i>	trunk back fish line maker nose room #steamer way	tune maker making out (n., u.m.) up (n., u.m.)	twelve fold month penny (nail) score	U-boat U
trip -free (u.m.) #gear hammer #rate sill wire	truss #beam bound maker making work	tunnel -boring (u.m.) maker making man -shaped (u.m.) way	twenty -first fold leaf -one penny (nail)	-cut -magnet -rail -shaped -tube
tripestone		turbo (c.f.) -ramjet (u.m.) <i>rest one word</i>	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 #frequency -high-speed (u.m.) #valorem, #vires, etc. <i>rest one word</i>
triple -acting (u.m.) back (sofa) -branched (u.m.) -edged (u.m.) fold #play tail (fish) -tailed (u.m.) tree (n.)	trust breaking buster busting -controlled (u.m.) maker -ridden (u.m.) woman worthy	turf bound -built (u.m.) -clad (u.m.) -covered (u.m.) man	twin #boat born -engined (u.m.) fold -jet (u.m.) -motor (u.m.) -screw (u.m.) #ship	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>
trolley #bus #car #line maker man	truth -filled (u.m.) lower seeker -seeking (u.m.) teller telling	turkey back #buzzard #gobbler -red (u.m.) #trot	twine bound -colored (u.m.) cutter holder maker making #spinner	under age (deficit) age (younger) (n., u.m.) #contract coverman #cultivation (till- age) cultivation (insuf- ficient) (pref.)
troop fowl ship #train	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 pike pin plate plow round (n., u.m.) row screw server sheet skin sole spit stille stitch stone (bird) table tail -to (n.) under (n., u.m.) up (n., u.m.) wrest	two -a-day (u.m.) -along (bookbind- ing) (n.) -decker -faced (u.m.) fold -handed (u.m.) penny (nail) -piece (u.m.) -ply (u.m.) score -seater some -spot -step (dance) -striper -suiter -thirder -up (n., u.m.) -way (u.m.) -wheeler	#contract coverman #cultivation (till- age) cultivation (insuf- ficient) (pref.) #oath #obligation #orders #secretary -secretaryship #suspicion way <i>as prefix, one word</i>
tropho (c.f.) <i>all one word</i>				uni (c.f.) -univalent <i>rest one word</i>
tropo (c.f.) <i>all one word</i>				union #card -made (u.m.) man #shop
trouble -free (u.m.) -haunted (u.m.) maker making man proof shooter shooting some	tub #butter fast fish maker making man -shaped (u.m.) #thumper			unit #fraction #price -set (u.m.)
trough room way	tube -eyed (u.m.) -fed (u.m.) form (u.m.) head hearted maker making man -nosed (u.m.) #plate #sheet smith work works			up along (adv.) -anchor (u.m., v.) -and-coming (u.m.) #and #up beat bow coast country (adv., u.m.) end (v.) grade gradient keep lift lock #oars -over (u.m.) patient rate river stairs state stream street swing take -to-date (u.m.) town trend turn wind
trout bird -colored (u.m.) -famous (u.m.) fly	trough room way			
stream				
trowel beak (bird) man				
truce breaker breaking maker making -seeking (u.m.)				
truck borne (u.m.) driver #farm 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				
trundle #bed head				

upper case (printing) cased (printing) #class classman crust (n., u.m.) cut #deck #grade #hand handism most #world urano (c.f.) all one word uretero (c.f.) all one word urethro (c.f.) all one word uro (c.f.) all one word utero (c.f.) all one word	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 vent #drill hole ventri (c.f.) all one word ventro (c.f.) all one word verse -commemorated (u.m.) craft maker making man monger mongering smith vertebro (c.f.) all one word vesico (c.f.) all one word vibro (c.f.) all one word vice #admiral -admiralty #consul -consulate -consulship gerency gerent #governor -governorship #minister -ministry -presidency #president -president-elect -presidential #rector -rectorship regal -regency #regent royal royalty #versa #warden -wardenship view #angle finder point vile hearted -natured (u.m.) vine -clad (u.m.) -covered (u.m.) dresser growing land stalk yard vinegar -flavored (u.m.) -hearted (u.m.) maker -making (u.m.) -tart (u.m.) violet -blue (u.m.) -colored (u.m.)	violet—con. -ear (bird) -eared (u.m.) #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.) all one word vitreo (c.f.) all one word vitro (c.f.) -clarain -di-trina rest one word vivi (c.f.) all one word volley ball #fire volt ammeter -ampere -coulomb meter ohmmeter -second volta (c.f.) -like all one word vote -casting (u.m.) getter -getting (u.m.) monger vow -bound (u.m.) breaker breaking maker making -pledged (u.m.) valvo (c.f.) all one word W -engine -shaped -type W—surface wafer #cutter maker making #sheet mouth (fish) path plane proof ship wit wage #earner -earning (u.m.) #scale work worker working wagon -headed (u.m.) load maker making man master smith #train	wagon—con. way 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 girt -like -painting (u.m.) paper papering piece plate -sided (u.m.) work walled -in (u.m.) -up (u.m.) war bird book craft #dance -disabled (u.m.) -flamed (u.m.) fare head horse (nonliteral) like -made (u.m.) maker making monger mongering mouth (fish) 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 -clad (u.m.) hearted house (hothouse) up (n., u.m.) warmed-over (u.m.) wash basin basket beard bowl brush cloth -colored (u.m.) day down (n., u.m.) #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 proof way weir wood word worker yard watch #bell #bill boat box case #chain cry dog -free (u.m.) glass #hand house keeper maker
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watch -con. making man mate #spring tower woman word work water bag bailage bank bearer -bearing (u.m.) -beaten (u.m.) -bind (v.) blink #blister bloom board #body bok borne #bottle bound boy buck 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 plant pot power proof proofed proofer proofing quaske -rot (v.)	water -con. scape shed shoot sick side skin #snake -soak (v.) -soaked (u.m.) -soaking (u.m.) -soluble (u.m.) spout stain stained #table tight tightness #tower #tube #wagon wall #wave way #wheel wise work worker works worn watt -hour meter -second wattle bird work wave #antenna -cut (u.m.) form guide -lashed (u.m.) length line making mark meter -moist (u.m.) -on (n., u.m.) off (n., u.m.) #rule (printing) -swept (u.m.) -worn (u.m.) wax bill -billed (u.m.) bird chandler cloth -coated (u.m.) -headed (u.m.) hearted maker making man #paper #stone work worker working worm -yellow (u.m.) way back (n., u.m.) beam bill book #car down (n., u.m.) farer faring fellow #freight going house laid lay layer	way -con. laying leave maker man mark mate post side -sore (u.m.) #train -up (n., u.m.) ward -wearied (u.m.) -weary (u.m.) wise worn weak -backed (u.m.) brained -eyed (u.m.) fish handed headed hearted -kneed (u.m.) minded mouthed #side #sister wealth maker making monger -producing (n.m.) -proud (u.m.) weapon maker making proof weasel -faced (u.m.) skin -words (u.m.) #words weather beaten blown board boarding -borne (u.m.) bound break cock #eye fish #gage glass going -hardened (u.m.) #house maker making man #map -marked (u.m.) most proof proofed proofing -stain (v.) strip -stripped (u.m.) -stripping (u.m.) tight wise worn web -fingered (u.m.) foot -footed (u.m.) maker making #press work wedge bill -billed (u.m.) like	wedge -con. -shaped (u.m.) wise weed -choked (u.m.) -hidden (u.m.) hook killer killing week day end -ender -ending (u.m.) long (u.m.) -old (u.m.) work weigh bridge bridgeman house -in (n., u.m.) lock man master out (n., u.m.) shaft well -being (n.) -beloved (u.m.) -born (u.m.) -bound (u.m.) -bred (u.m.) -clad (u.m.) curb -deserving (u.m.) -doer -doing (n., u.m.) -drained (u.m.) -drilling (u.m.) #field -grown (u.m.) head -headed (u.m.) hole house -informed (u.m.) -known (u.m.) -looking (u.m.) maker making man -meaner -nigh (u.m.) -off (u.m.) -read (u.m.) -set-up (u.m.) -spring -spoken (u.m.) -stead -thought-of (u.m.) -thought-out (u.m.) -to-do (u.m.) -wisher -wishing (u.m.) -worn (u.m.) yard welt geist politik schmerz #seam welterweight were -animal -ass bear calf folk wolf west bound -central (u.m.) #end -faced (u.m.) going land	west -con. most -northwest #side -sider ward wet back bird (finch) #bulb -cheeked (u.m.) -clean (v.) land (u.m.) -nurse (v.) pack wash whale back -backed (u.m.) bird boat bone boned -built (u.m.) head (bird) -headed (u.m.) like man -mouthed (u.m.) #oil ship wharf #boat hand head holder land man master owner #rat side worker what abouts (n.) ever -is-it (n.) not (n.) soever -you-may-call-it (n.) wheat bird cake -colored (u.m.) ear eared -fed (u.m.) field grower land #pest -rich (u.m.) #rust stalk wheel band barrow base bird box chair -cut (u.m.) going horse (nonliteral) house #load -made (u.m.) maker making man plate power race road #scraper smith spin stitch
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wheel —con.	whisk	wicket	wind —con.	wine —con.
way	broom	keeper	firm	shop
work	#tail	keeping	fish	skin
-worn (u.m.)	whistlestop	wide	flow	taster
wright	white	-angle (u.m.)	#force	tester
when	back	-awake (u.m.)	gall	vat
abouts (n.)	bait (fish)	#gale	-galled (u.m.)	wise
ever	beard (n.)	-banded (u.m.)	#gale	wing
-issued (u.m.)	belly	hearted	hole	band
soever	bill	mouthed	house	bar
whencesoever	bird	-open (u.m.)	-hungry (u.m.)	#bay
where	#book (diplomatic)	spread	jammer	beat
abouts	cap (n.)	-spreading (u.m.)	jamming	bolt
after	capper	work	lass	bone
as	coat (n.)	widow	line	borne
at	-collar (u.m.)	#bird	load	bow
by	-collared (u.m.)	hood	mill	#car
for	comb (n.)	maker	pipe	#case
fore	corn	man	-pollinated (u.m.)	#cell
from	#count	width	power	#chair
in	-ear (bird)	way	proof	#collar
insoever	-eared (u.m.)	wise	#puff	cut
into	-eye (bird)	wife	#pump	#dam
of	-eyed (u.m.)	bound	-rode (u.m.)	#deck
on	face	hood	row	fish
over	-faced (u.m.)	killer	screen	#flap
soever	fish	-ridden (u.m.)	-shaken (u.m.)	-footed (u.m.)
through	#flag	wig	shield	handed
to	foot (n.)	maker	shock	-heavy (u.m.)
under	-footed (u.m.)	making	side	#jam
upon	#gold	tail	sleeve	load
with	#goods	wag	sock	-loading (u.m.)
withal	handed	wagger	speed	-loose (u.m.)
wherever	-bard (u.m.)	wild	stop	man
whet	head	#boar	storm	mate
#slate	-headed (u.m.)	cat (n.)	stream	#net
stone	#heat	catter	sucker	nut
whew	-hot (u.m.)	-eyed (u.m.)	sucking	over (n., u.m.)
beard	#lead	fire	sweet	#pad
-bearded (u.m.)	like	fowl	throw	piece
face	#line	-grown (u.m.)	tight	#plow
faced	minded	#land	#tunnel	power
which	out (u.m., v.)	life	up (n., u.m.)	#rail
ever	pot	#man	ward	#sac
soever	rump (bird)	wind	way	#screw
whiffletree	#slave	wood	worn	seed
whip	smith	will	winder	-shaped (u.m.)
bird	stone (mineral)	-less	-on	#shell
cord	tail	maker	#rod	-shot (u.m.)
crack	-tailed (u.m.)	making	window	#slot
cracker	throat (bird)	-o'-the-wisp	-breaker	span
craft	-throated (u.m.)	power	-breaking (u.m.)	spread
-graft (v.)	tip	-strong (u.m.)	#cleaner	stub
#band	top (n.)	willinghearted	-cleaning (u.m.)	-swift (u.m.)
lash	vein	willow	#dresser	#tie
maker	ware	-grown (u.m.)	-dressing (u.m.)	tip
making	wash	like	#glass	top
man	washed	-shaded (u.m.)	maker	walker
-marked (u.m.)	washer	ware	making	wall
post	washing	wilt	man	-weary (u.m.)
saw	way	#disease	pane	wide
sawed	wing	-resistant (u.m.)	peeper	winter
sawing	who	wind	#shade	-beaten (u.m.)
sawyer	ever	bag	-shop (v.)	bound
-shaped (u.m.)	so	bagged	#shopper	-clad (u.m.)
#snake	soever	bagger	-shopping (u.m.)	-fallow (v.)
socket	whole	ball	#work	-fed (u.m.)
staff	-headed (u.m.)	blown	wine	feed
stalk	hearted	borne	bag	#green (color)
stall	#hog	bound	ball	green (plant, etc.)
stick	-hogger	brace	bibber	#hardiness
stitch	sale	bracing	bibbing	-hardy (u.m.)
stock	saler	break	-black (u.m.)	kill
tail	-skinned (u.m.)	breaker	#cask	killed
-tailed (u.m.)	some	breaking	-colored (u.m.)	killing
-tom-kelly (bird)	-souled (u.m.)	broach	conner	-made (u.m.)
whipper	-spirited (u.m.)	broken	-drinking (u.m.)	#oats
-in	#stitch	burn	proof	proof
snapper	#works	catcher	#rye	#rye
tail	whom	-chapped (u.m.)	-sown (u.m.)	tide
whirl	so	chill	time	#wheat
about (n., u.m.)	soever	clothes	-hardy (u.m.)	-worn (u.m.)
blast	whooping #cough	#cloud	house	wire
#drill	wicker	#cone	maker	bar
pool	ware	#drift	making	bird
-shaped (u.m.)	work	fall	pot	borne
wig	-woven (u.m.)	fallen	#press	bound
wind		fast	-red (u.m.)	
whirlybird		-fertilized (u.m.)	seller	

wire —con. -caged (u.m.) #cloth -cut (u.m.) cutter cutting dancer dancing draw (v.) drawer drawing drawn #edge -edged (u.m.) #gag hair (dog) -haired (u.m.) house less #line maker making man #mark photo puller pulling #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 #hazel #hunt #hunter -hunting (u.m.) man work with draw drawal drawer drawing hold holding in Indoors (adv.) out outdoors (adv.) stand wither band tip -wrung (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 womenfolk wonder land -stricken (u.m.) strong -struck (u.m.) work worker working worthy wood bark (color) bin bined block 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.) 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	wood —con. working yard wooden head (n.) headed -hulled (u.m.) ware -weary (u.m.) woodsmen 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 -clad (u.m.) #class craft craftsman -deaf (u.m.) jobber list maker making man manship monger mongering -perfect (u.m.) 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	work —con. flow 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 power room sheet shoe shop -shy (n., u.m.) -shyness site #song space spacing -stained (u.m.) stand stone stream table time up (n., u.m.) ways -weary (u.m.) week wise woman worn yard working #day #load man #room woman world beater beating -conscious (u.m.) #consciousness #line maker making #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.) whiteness	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 back (n., u.m.) -in (n., u.m.) off (n., u.m.) up (n., u.m.) writing #desk stand #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 yachts man woman Yankee -Doodle land
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yard	yellow	yellow—con.	young—con.	zero—con.
arm	back	throat (bird)	-looking (u.m.)	-dimensional (u.m.)
-deep (u.m.)	-backed (u.m.)	-throated (u.m.)	-manlike	gravity
-long (u.m.)	-bellied (u.m.)	top	-old	#hour
man	belly	ware	-womanhood	zig
master	#berry	yes	youth	zag
stick	bill (bird)	-man	like	zagged
-wide (u.m.)	-billed (u.m.)	-no	tide	zinc
yaw	bird	yester	yule	-coated (u.m.)
meter	crown (bird)	day	#log	#etching
-sighted (u.m.)	#fever	year	tide	-white (u.m.)
year	fin (fish)	yoke		zoo (c.f.)
bird	fish	fellow		<i>all one word</i>
hook	-green (u.m.)	mate	Z-bar	zoologico (c.f.)
day	hammer (bird)	mating	Z-chromosome	<i>all one word</i>
end	head (bird)	-toed (u.m.)	zebra	zygo (c.f.)
-hour (u.m.)	-headed (u.m.)	wood	fish	<i>all one word</i>
long (u.m.)	legs (bird)	young	like	zygomatico (c.f.)
-old (u.m.)	#race	-eyed (u.m.)	zero	-orbital
-round (u.m.)	rump (bird)	-headed (u.m.)	axial	<i>rest one word</i>
	tail (fish)	hearted	#beat	zymo (c.f.)
	-tailed (u.m.)	-ladylike		<i>all one word</i>

NOTES

8. PLANT AND INSECT NAMES

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. 21.) However, in plant names, if the capital letter is retained, either the hyphen 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, unless the preceding word is a proper name which retains its capitalized form. (See rule 8.2.) All 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	batterdock	black-mangrove	bowstring-hemp
airpotato	baycedar	black #medic	boxelder
alfilaria	beakrush	blackpurple	bracken
alpencress	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.)
		bluebells	brownstain
		blueblossom	brownstem
		bluebunch	brush-cherry
		bluecrown	brushtip
		bluecurls	buckbeard
		bluedicks	backeye
		blue-eyed-grass	buckhorn
		blue-eyed-mary	buckwheat
		blueflag	buckwheat-tree
		bluegreen	buffalo-bur
		bluejoint	bullfast
		bluelips	bullfoot
		bluestar	bullhoof
		bluestern	bullhorn
		bluetop	bullnettle
		bog-orchid	bullbistle
baby-blue-eyes			
babysbreath			
baytears			
baldecypress			
baldhip			
baldrush			
ballmustard			
balm-of-Gilead			
balsam-apple			
balsam-of-Peru			
balsam-pear			
banana-shrub			
Barbados-cherry			
barestem			

- bunnymouth
 burclover
 burdock
 bur-marigold
 bur-ragweed
 burreed
 bur-sage
 bur-snakeroot
 bushclover
 bush-cranberry
 bush-honeysuckle
 bushmint
 bushpepper
 bushpoppy
 bushrope
 butchersbroom
 butter-and-eggs
 butter #bean
 butterbough
 butterfly-pea
 butter-rose
 buttonball
 buttonclover
 button-snakeroot

 cajeput-tree
 calabash-tree
 calaba-tree
 calamondin
 calkill
 California-laurel
 California-nutmeg
 California-poppy
 camphor-tree
 canarybalm
 candlenut-tree
 candytuft
 canistel
 Canterbury-bells
 canyon-poppy
 cape-cowslip
 cape-gooseberry
 cape-honeysuckle
 cape-jasmine
 cape-marigold
 cape-pondweed
 cape-weddingflower
 Carolina-jessamine
 Carolina-vanilla
 cassabanana
 cassiabark-tree
 cassiaflower-tree
 castor-aralia
 catbrier
 catchfly-gentian
 catclaw
 catjang-pea
 cats-ear
 catsfoot
 cattail
 cavenia
 celandine-poppy
 chaff-flower
 chainfern
 chalice-vine
 chaste-tree
 checkerbloom
 checkermallow
 cherryblossom
 cherry-laurel
 cherry-orange
 cherrystone
 chickpea
 chicory
 Childs (gladiolus, etc.)
 Chille-ageratum
 Chile-bells
 Chile-guava
 Chile-jasmine
 Chile-nettle
 Chiloe (strawberry,
 etc.)
 China-aster
 China-fir
 China-laurel
 Chinese-houses
 Chinese-poppy

 chokecherry
 Christ-eye
 Christ-thorn
 Christmas-rose
 cigarbox-cedar
 cinquefoil
 cleavers
 cliffbrake
 cliffrose
 cloth-of-gold
 cloven-lip
 clubmoss
 cluster-amaryllis
 cobblerthumb
 cocaine-tree
 cockscomb-yam
 cocks-eggs
 cocoplum
 comfrey
 conehead
 confederate-jasmine
 coontail
 cootamundra
 coppertip
 coralbells
 coralblow
 coraldrops
 corkwing
 corncockle
 cornelian-cherry
 corn-marigold
 cornsalad
 cotton-sedge
 cottonthistle
 Coventry-bells
 cowcockle
 cowheel
 cowitch
 cowparsley
 cowparsnip
 cowpea
 cowslip
 cowntongue
 cow-tree
 cowwheat
 crabapple
 cradle-orchid
 cranberry-gourd
 cranesbill
 crape-jasmine
 crapemyrtle
 crawfoot
 creamcups
 creamfruit
 creamsacs
 creeping-charlie
 creeping-devil
 creeping-jenny
 Cretan-mullein
 cricketbat
 crimson-eye
 crimson-flag
 crocos
 crowfoot
 crownbeard
 crowndaisy
 crown-impella
 crownvetch
 crowwisp
 crucifixion-thorn
 crystal-tea
 cucumber-root
 culvers-physic
 Cupids-dart
 custard-apple
 cutcollar
 cypress-pine

 Dall's (grass, etc.)
 dames (rocket, etc.)
 dammarpine
 danesblood
 darkeye
 darling-plum
 dasheen
 dateplum
 datil
 dawnrose

 dayglow
 deadnettle
 deathcamas
 deerhair
 deerstongue
 deervetch
 desertbeauty
 desertcandle
 desertholly
 desertprimrose
 desert-willow
 devilsclaw
 devilsclub
 devils-paintbrush
 devils-pincushion
 devils-shoestring
 devilstongue
 devils-walkingstick
 Diels (cotoneaster, etc.)
 dimplecone
 ditchfoot
 ditch-sunflower
 dock
 dogbrier
 dogfennel
 dogtail
 doublefile
 doubleflowering
 doubleray
 doubletooth
 Douglas-fir
 dovefoot
 doveplum
 dracena
 dragonhead
 duckpotato
 duncecap
 dusty-miller
 Dutchmans-breeches
 Dutchmans-pipe
 dwarf-dandelion

 eardrops
 earthgall
 earthstar
 earthtongue
 Easter-bells
 Eca (rose, etc.)
 elephanthead
 elksp
 epaulette-tree
 evening-primrose
 evening-snow
 evening-star
 evergold
 evergreen-grape
 everlasting
 eyebalm
 eyebright

 fairybells
 fairywand
 fall-daffodil
 fall-dandelion
 false-arborvitae
 false-azalea
 false-camomile
 false-carrot
 false-dragonhead
 falseflax
 false-hellebore
 false-indigo
 false-mastic
 false-mesquite
 false-olive
 false-spirea
 false-tamarix
 false-yarrow
 fanscale
 farewell-to-spring
 featherfleece
 featherfoil
 feather-hyacinth
 featherpetal
 feathertop
 fernbrake
 fernshaw

 fernspray
 feterita
 fieldcress
 fieldmadder
 figmarigold
 finetooth
 firemoss
 firepink
 fishhooks
 fishpoison-tree
 fiveblade
 fivecoil
 fivefinger
 fivestamen
 flamboyant-tree
 flamepoppy
 flameray
 flat-sedge
 floatingheart
 floptop
 Florida-boxwood
 flowerfence
 flowering-rush
 flower-of-an-hour
 flower-of-Jove
 fogfruit
 forget-me-not
 fourcolor
 four-o'clock
 fourstamen
 fourwing
 foxchop
 foxfeet
 foxglove
 foxtail #grass
 Franciscan-nightshade
 fringebell
 fringe-orchid
 frogbit
 frogfoot
 fullers #teasel
 fullmoon

 gallwind
 garmabullo
 gayfeather
 gaywings
 ghostpipe
 giantfennel
 giantgroundsel
 gill-over-the-ground
 giltedge
 globe-amaranth
 globe-cone
 globedaisy
 globemallow
 globethistle
 globe-tulip
 gloriosa
 glorybower
 goatsbeard
 goatsrue
 goldband
 goldbeard
 goldblotch
 goldilust
 goldedge
 golden-aster
 goldenback
 goldenball
 goldenbeard
 goldenbowl
 goldenchain
 goldenclub
 golden-eyed-grass
 goldenfeather
 goldenfleece
 goldenglow
 goldenlarch
 goldenlocks
 goldenmoon
 goldenpert
 goldenplume
 goldenrain-tree
 goldenrod
 goldenseal
 golden-shower
 goldenstar

- goldentop
 goldentuft
 goldentwig
 goldenwave
 goldenyarrow
 goldeye-grass
 goldfields
 goldhair
 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

 hair-grass
 hairyhead
 halfhigh
 halfmoon
 halfskirt
 hardbeam
 hardhack
 hard-iron
 hardshell
 harebell
 harebottle
 hares-ear-mustard
 harestail
 hartstongue
 hawkbit
 hawksbeard
 heal-all
 healbite
 heartpetal
 hedgehog-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
 honeysuckle
 hophornbeam
 hopsage
 hornbeam
 hornpoppy
 horsebalm
 horsechestnut
 horse-eye
 horsegentian
 horsemint
 horse-nettle
 horsepipe
 horseradish
 horseradish-tree
 horsetail
 horsetail-tree
 houndstongue
 house-amaryllis
 houseleek
 hummingbird-trumpet
 hyacinth-bean
 hydrangea-vine

 ilama
 incense-cedar
 India-almond
 India-elm
 India-hawthorn
 India-mulberry
 Indian-flg
 Indian-physic
 Indian-pipe
 Indian-potato
 Indian-tobacco
 Indian-warrior
 Indian-wheat
 ironhead
 ivory-leaves
 ivy-arum
 ivy-bells
 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
 jethead
 jobs-tears
 joe-pye-weed
 jointfir
 jointvetch
 Josephcoat
 Joshua-tree
 Judas-tree
 jungle-plum
 jungle-rice
 Jupiters-beard

 kafi-corn
 karanda
 karo
 Kartaba (iris, etc.)
 kasumi (cherry, etc.)
 katsura-tree
 kauri-pine
 kei-apple
 kidney bean
 kidneyvetch
 kittentails
 knawel
 koehia
 kohlrabi
 kolomikta
 kousa

 kudzu
 kwanso (daylily, etc.)
 kyushu (azalea, etc.)

 Labrador-tea
 lacquer-tree
 ladies-tresses
 ladybell
 ladyslipper
 ladysmantle
 ladythumb
 lambkill
 lambsquarters
 lap-love
 largetooth
 lavender-cotton
 leaf-flower
 lemon-verbena
 lignumvitae
 lilybasket
 lily-of-the-valley
 lima bean
 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
 mame (cherry, etc.)
 mandacaru
 Mangles (everlasting,
 etc.)
 mangrove
 maretail
 Mardin (iris, etc.)
 Maries (fir, etc.)
 marshcress
 marsh-elder
 marshfire
 marshmallow
 marshmarigold
 Martins (selaginella,
 etc.)
 Mascarene (grass, etc.)
 matilija-poppy
 Matred
 matrimony-vine
 mayapple
 maybloom
 maypear
 maypop
 Mays (brake, etc.)
 mayten
 maywings
 meadowbeauty
 meadowfoam
 meadowrue

 meadowsweet
 mealyrat
 Melwa (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
 Moores (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
 mullein
 mundi-root
 Mupin (cotoneaster,
 etc.)
 muskphlox
 musk #rose
 myrtle-of-the-river

 Narbonne (flax, etc.)
 narihira
 Natal-ebony
 navy #bean
 needle-and-thread
 needlerush
 netvein
 niggerhead
 nightblooming
 nightcups
 nightjasmine
 nightphlox
 nightshade
 nightstock
 nimblewill
 ningala
 Nippon-bells
 noadrit
 nosesmart
 nutgall

 ocean-spray
 Oonce-bells
 ohelo
 oldman (fern, etc.)
 onespike
 orache
 orange-eye
 orange-jasmine
 orange-rose

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

star-apple	tangletail	two-row	white-ironwood
starbloom	tanoak	two-wing	whitemat
star-bur	tansymustard		white-sapote
starfruit	tansy-ragwort		whitespike
starglory	tea-olive	udo	whitespot
star-gooseberry	tearthumb	umbrella-pine	whitestem
star-grass	Teas (catalpa, etc.)	umbrella-sedge	whitestrip
starjasmine	teaselgourd	umbrella-tree	whitetop
starlights	tea-tree	undergreen	wildbergamot
star-of-Bethlehem	telegraph-plant	urn #moss	wildcabbage
star-thistle	Tennessee-indigo		wild #carrot
steershead	tequila		wildcelery
sticktight	tether-devil	valley-mahogany	wildginger
stiffstem	Texas-plume	Vanhoutte (elm, etc.)	wildgoose
stinging-nettle	thickspike	vegetable-oyster	wild-indigo
stinkbell	thimble #lily	Venus-button	wildrice
stinkhorn	thintail	vervain	wildrye
stonebreak	thornapple	vi-apple	wildrye
stonecress	thoroughgrowth	vinca	wingstem
stonecrop	thoroughstem	vincespinach	winter-aconite
stonegall	thoroughwax	violet-bloom	winterbloom
stonemint	threadstalk	Virginia-creeper	wintercreeper
storksbill	three-awn	virgins-bower	wintercress
straightstem	threecoil		winterfat
strawberry-blite	threecolor		winterhazel
strawberry-tree	threelobe		wintersweet
string #bean	three-seed	wakerobin	wirelettuce
sugar-apple	threespine	walkingstick	wirestem
sugar #beet	threetip	wallcress	witchbells
sugarbird	throughgrow	wandering-Jew	witch-hazel
sugarcane	tickclover	waterchestnut	wolftail
sugar #corn	tick-trefoil	waterclover	woodbetony
sugar #maple	tidemarsh	watercreeper	wood-gossip
sugar-root	tigerfoot	watercress	woodlandstar
summer-cypress	tigertail	water-elm	woodnymph
summer-fir	timberline	waterhemlock	woodruff
summer-hyacinth	tipu-tree	waterhemp	woodrush
summer #squash	toadflax	water-hyacinth	Woods (rose, etc.)
summersweet	toadpipe	waterhyssop	woodsorrel
sundew	toadstool	waterlemon	woodwaxen
sundrops	tobira	waterlettuce	woollybutt
sunh-hemp	tomatillo	waterlocust	woollyhead
sunray	tonka-bean	watermarigold	woolwitch
sunrose	toringo	watermeal	woundworth
supplejack	towelgourd	watermilfoil	
Surinam-cherry	trailing-arbutus	waterparsnip	yam-bean
swampbay	travelers-joy	waterpepper	yangtao
swampcandle	travelers-tree	waterplantain	yarrow
swamp-laurel	treacle-mustard	waterpoppy	yate-tree
swamp-pink	treebeard	waterprimrose	Yeddo-hawthorn
swamp-privet	treehair	watershield	yellowband
swan-orchid	treemallow	watershrub	yellowbeard
sweet-anise	tree poppy	water-snowflake	yellowbell
sweetbay	tree-spiraea	watersoldier	yellow-cedar
sweetbells	tree-tomato	waterstar	yellowcress
sweetbrier	truedwarf (box)	water-stargrass	yellow-edge
sweet-cala-bash	trumpetcreeper	waterwillow	yelloweye
sweetclover	tuberose	waxgourd	yellow-eyed-grass
sweet #corn	tumblemustard	waxmallow	yellowflag
sweetflag	tung-oil tree	waxmyrtle	yellowflax
sweetgale	turbantop	wayfaring-tree	yellowfruit
sweetgum	turkeymullein	weakleaf	yellowheart
sweetpea	turkeysbeard	weaselsnout	yellownet
sweetpotato	Turks-cap	weavers-broom	yellow-oleander
sweetshrub	Turks-rug	wedgescale	yellow-poplar
sweetsop	turnip-chervil	Welsh-poppy	yellow-rocket
sweetspire	turtlebloom	whisperingbells	yellowspot
sweet-sultan	turtlehead	whitebeam	yellowstripe
sweetvetch	twinbloom	whiteblow	yellowtip
sweetwater	twinspur	whitebottle	yellowvein
sweet-william	twist-arum	whitebud	yellow-vetch
Syrian-privet	twisted-stalk	white-cedar	yerba-buena
	two-color	whiteclover	yerba-del-venado
tailgrape	two-groove	white-edge	yerba-santa
tanglehead		white-eye	Youngs (cypress, etc.)

INSECT NAMES

8.6. The following list of insect names is taken from the list of names approved by the Entomological Society of America and serves as a guide to compounding for these specialized terms.

8.7. Except as indicated in the list, names ending in *bug*, *fly*, *hopper*, *roach*, and *worm* are set solid; names with a final element of *ant*, *aphid*, *beetle*, *borer*, *caterpillar*, *louse*, *maggot*, *midge*, *miner*, *mite*, *mosquito*, *moth*, *roller*, *scale*, *thrips*, *tick*, and *weevil* are set as two words.

achemon sphinx	cranberry girdler	Japanese broad-winged katydid	resplendent shield bearer
African mole cricket	currant fruit fly	Jerusalem cricket	rhododendron lace bug
alfalfa looper	currant stem girdler		rhubarb curculio
alfalfa plant bug			rice stink bug
angular-winged katydid	dog flea	lantana gall fly	ring-legged earwig
apple and thorn skele-tonizer	Douglas-fir engraver	lantana lace bug	rose chafer
apple curculio	dusky stink bug	lantana seed fly	rose curculio
apple leaf skeletonizer		larch casebearer	rose root gall
apple red bug		large aspen tortrix	rose-slug
apple seed chalcid	eastern subterranean termite	large milkweed bug	rose stem girdler
apple sucker	eggplant lace bug	latrine fly	
Argentine ant	eight-spotted forester	leaf crumpler	
Arizona cotton stainer	elm calligrapha	leaf-footed bug	saddled prominent
ash plant bug	elm casebearer	lesser bulb fly	sagebrush defoliator
azalea lace bug	elm cockscorn gall	linden looper	Say stink bug
	elm lace bug	little house fly	screw-worm
	elm sphinx		secondary screw-worm
bald-faced hornet	eupatorium gall fly	Madeira roach	sheep bot fly
balsam-fir sawyer	European chafer	maple leaf cutter	sheep ked
banded woollybear	European chicken flea	maple petiole-borer	silverfish
basswood lace bug	European earwig	maple trumpet skele-tonizer	silver-spotted skipper
basswood leaf roller	European fruit leca-nium	masked hunter	small milkweed bug
bean leaf skeletonizer	European mantis	meadow plant bug	snowy tree cricket
bed bug		Mediterranean fruit fly	southern buffalo gnat
beech scale	false chinch bug	melon fly	southern green stink bug
birch casebearer	false stable fly	Mexican fruit fly	southern masked chafer
birch skeletonizer	field cricket	Mormon cricket	southern mole cricket
birch tube maker	fiery hunter	mossy rose gall	southern pine sawyer
black blow fly	fig wasp		Spanish-fly
black cherry fruit fly	filament bearer	narcissus bulb fly	spice-bush swallowtail
black-horned tree cricket	firebrat	narrow-winged mantis	spined soldier bug
	fir engraver	negro bug	spotted garden slug
black horse fly	forage looper	northeastern sawyer	spotted Mediterranean roach
black swallowtail	fork-tailed bush katy-did	northern cattle grub	spotted pine sawyer
black widow spider	Formosan subterranean termite	northern masked chafer	spotted-wing antlion
bloodsucking conenose	four-lined plant bug	northern mole cricket	squash bug
blue hornail	four-spotted tree cricket	northern rat flea	stable fly
booklouse	frit fly	nose bot fly	sticktight flea
boxelder bug	garden springtail	oak lace bug	striped horse fly
boxelder psyllid	garden symphylid	oak skeletonizer	Surinam roach
boxwood psyllid	giant hornet	olive fruit fly	swallow bug
bristly rose-slug	giant water bug	omnivorous leaf tier	sycamore lace bug
broad-winged katydid	golden-eye lacewing	one-spot stink bug	
brown-banded roach	grape cane gall maker	onion plant bug	tarnished plant bug
brown stink bug	grape colaspis	orange-dog	three-cornered alfalfa hopper
bumelia fruit fly	grape curculio	orange tortrix	throat bot fly
	grape leaf folder	Oregon fir sawyer	tiger swallowtail
cabbage curculio	grape leaf skeletonizer	oriental fruit fly	tile-horned prionus
cabbage looper	grape phylloxera	oriental house fly	toad bug
cabbage seedstalk cur-culio	grape seed chalcid	oriental rat flea	tomato psyllid
cadelle	grapevine looper		turkey gnat
California pear-slug	grasshopper bee fly	painted beauty	twig girdler
California prionus	great ash sphinx	painted-lady	twig pruner
California tortoise-shell	greenhouse leaf tier	palm leaf skeletonizer	two-spotted stink bug
caragana plant bug	greenhouse orthezia	papaya fruit fly	two-striped walking-stick
Carolina mantis	greenhouse stone cricket	pea leaf miner	
carpenter bee	green meadow locust	pear plant bug	
carrot rust fly	green rose chafer	pear psylla	
catalpa sphinx	green stink bug	pear-slug	
cat flea		pecan cigar casebearer	vagabond crambus
celery leaf tier	hackberry engraver	pecan leaf casebearer	vedalia
celery looper	hackberry lace bug	pecan leaf phylloxera	vetch bruchid
chain-spotted geometer	hackberry nipple gall	pecan nut casebearer	viceroy
changa	hairy chinch bug	pecan phylloxera	Virginia-creeper sphinx
cheese skipper	harlequin bug	periodical cicada	
cherry casebearer	hawthorn lace bug	persimmon psylla	walkingstick
cherry fruit fly	hellgramite	phlox plant bug	walnut husk fly
chigger	hemlock looper	pigeon fly	walnut sphinx
chigoe	hessian fly	pigeon tremex	waterlily leaf cutter
chinch bug	hickory horned devil	pine chafer	western chicken flea
Chinese mantis	hickory plant bug	pine engraver	western chinch bug
chrysanthemum lace bug	hollyhock plant bug	pipevine swallowtail	western grape leaf skeletonizer
	honey bee	pistol casebearer	western hemlock looper
clar casebearer	hop looper	plum curculio	western oak looper
Clear Lake gnat	hop plant bug	plum gouger	West Indian fruit fly
clouded sulphur	horned passalus	poplar tent maker	wheat straw-worm
clover looper	horned squash bug	potato psyllid	wheel bug
clover root curculio	horn fly	potato scab gnat	white-lined sphinx
clover seed chalcid	horse bot fly	poultry bug	white-spotted sawyer
cluster fly	house centipede	pyramid ant	
cochineal insect	house cricket		
common cattle grub	house fly	quince curculio	
conchuela	human bot fly	ragweed plant bug	yellow woollybear
cotton lace bug	human flea	range crane fly	yucca plant bug
cotton leaf perforator		rapid plant bug	
cotton stainer		red-admiral	zebra caterpillar
coulée cricket			
cowpea curculio			

NOTES

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. The MANUAL can only offer general rules of text treatment. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, must be consistent and be based on sentence structure.

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. 66-67.)

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 183.

Supervision of timber sales.	{	1-hour jobs {	District 1	} 1½ hours' travel-----	} Sales conducted monthly from May to July.
		2-hour jobs {	District 7		
			District 6		
			District 4		
			District 2		
		3-hour jobs {	District 3	} 2 hours' travel-----	
			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. (For use of parentheses, see rule 9.77, p. 140.)

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]:

I do not know. [Continues reading:]

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.)

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 added.] or [Emphasis added.]

The statue [sic] was on the statute books.

The WITNESS. This matter is classified. [Deleted.]

[Deleted.]

Mr. JONES. Hold up your hands. [Show of hands.]

Answer [after examining list]. Yes; I do.

Q. [Continuing.]

A. [Reads:]

A. [Interrupting.]

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 p. 176.)

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 extends or amplifies preceding matter. (See also rule 9.48, p. 138.)

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 which forms a complete sentence, question, or quotation.

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. 138.)

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; if not available, do not use thin space on right of 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.

9.15.1. To separate book titles and subtitles.

Financial Aid for College Students: Graduate

Germany Revisited: Education in the Federal Republic

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

U.S. 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 9.10, p. 134.)

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 and after *Jr.*, *Sr.*, *Esq.*, *Ph. D.*, *F.R.S.*, etc., within a sentence.

Henry Smith, Jr., chairman
Peter Johns, F.R.S., London
Washington, D.C., schools
Motorola, Inc., factory

Brown, A. H., Jr. (*not* Brown, Jr.,
A. H.)
but John Smith 2d (*or* II)
Mr. Smith, Junior, also spoke (where
only last name is used)

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.
 James Roosevelt, Democrat, of California.

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 with an independent clause.

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. 137.)

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

9.32. Inside closing quotation mark. (This is not intended to change existing practice in bills and other legislative work.) (See also rules 9.122, p. 145; 9.123, p. 146.)

He said "four," not "five."
 "Freedom is an inherent right," he insisted.
 Items marked "A," "B," and "C," inclusive, were listed.

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

4,230 50,491 1,000,000

9.34. After year in complete dates within sentence.

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

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

Cleveland 21, Ohio Washington 11, D.C.

The comma is omitted—

9.36. 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)

9.37. Between the name and number of an organization.

Columbia Typographical Union No. 101
General U. S. Grant Post No. 25

9.38. In built-up fractions, in decimals, and in serial numbers, except patent numbers.

$\frac{1}{2500}$
1.0947
page 2632
Metropolitan 5-9020 (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 bestseller.

9.41. Before ampersand (&). (For exception, see rule 16.31, p. 215.)

Brown, Wilson & Co.
Mine, Mill & Smelter Workers

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 U.S. currency
\$3.50 Mexican
Executive Order No. 21
General Order No. 12; *but* General Orders, No. 12
Public Law 85-1
My age is 30 years 6 months 12 days
John Lewis 2d (*or* II)
Johnson of Colorado; Johnson of Texas; *but* Lyndon 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. 141.)

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. 134.)

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; and
 That we submit them for review.

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. 142.)

9.54. To separate run-in questions and answers in testimony. (See also rule 18.27, p. 226.)

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.) (See also rule 6.41.2, p. 75.)

exhibit 6-A
 5-20 bonds
 DC-14; but Convair 340
 Public Law 85-1, but Public Laws 85-1—
 85-20 (note em dash between two
 elements with en dashes)

4-H Club
 LK-66-A(2)-74
 \$15-\$20
 CBS-TV network
 AFL-CIO merger
 but ACF-Brill Motors Co.

9.58. In the absence of the word *to* when denoting a period of time. (See also rule 11.9c, p. 166.)

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. (See also rule 11.9c, p. 166.)

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

9.61. Three asterisks, separated by en quads, are used to denote an ellipsis within a sentence, at the beginning or end of a sentence, or in two or more consecutive sentences (see also rule 9.67). If periods are used instead of asterisks, they are also separated by en quads. To achieve faithful reproduction of excerpt material, editors should indicate placement of terminal period in relation to an ellipsis at the end of a sentence.

He called * * * and left.## * * * When he returned the * * *.

* * * called * * * and left.## * * * he returned the * * *.

He called * * * and * * *.□ When he returned the * * *.

He called * * * and * * * he returned the * * *. (Two or more consecutive sentences, including intervening punctuation)

9.61.1. Three periods may be used to indicate ellipsis; four periods, when sentence is brought to a close.

He called . . . and left.##. . . When he returned the

. . . called . . . and left.##. . . he returned the

He called . . . and□ When he returned the

He called . . . and . . . he returned the (Two or more consecutive sentences, including intervening punctuation)

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 (or periods) 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 aligned 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 omission of question mark.)

"Great!" he shouted. (Note omission of comma.)

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. 69-76.)

9.74. To indicate continuation of a word divided at end of a line. (See Word Division, supplement to STYLE MANUAL; for brief description of supplement, see p. 2. For foreign languages, see separate foreign languages.)

9.75. Between the letters of a spelled word.

c-e-n-t-s

h-o-l-d-u-p

9.76. To separate elements of chemical formulas. (See rule 6.41.2, p. 75.)

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. (For use of brackets, see rule 9.4, p. 133.)

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

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

The United States is the principal purchaser (by value) of these exports (23 percent in 1955 and 19 percent in 1956).

(Discussion off the record.)

The WITNESS (interrupting). It is known * * *.

Mr. JONES (continuing). Now let us take the next item.

Mr. SMITH (presiding).

Mr. JONES (interposing).

(The matter referred to is as follows:)

The CHAIRMAN (to Mr. Smith).

The CHAIRMAN (reading):

Mr. KELLEY (to the chairman).

(Objected to.)

(Mr. Smith nods.)

(Mr. Smith aside.)

Mr. JONES (for Mr. SMITH).

A VOICE FROM AUDIENCE. (Use of caps and small caps in hearings.)

SEVERAL VOICES. (Use of caps and small caps in hearings.)

9.78. To enclose a parenthetical clause where the interruption is too great to be indicated by commas. (See also rule 9.45, p. 137.)

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.

Paragraph 7(B)(1)(a) will be found on page 6. (Note parentheses closed up (see rule 2.7, p. 7))

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. 169.)

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, no 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.

9.85.1. Note position of period relative to closing parenthesis:

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc.).

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc. (sometimes ice cream)).

The vending stand sells a variety of items. (These include sandwiches, beverages, cakes, etc. (6).)

9.85.2. To enclose bylines in congressional work.

(By Sylvia Porter)

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. (See rule 9.61.1, p. 139.)

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.

9.91.1. Paragraphs and subparagraphs may be arranged according to the scheme below. The sequence is not fixed, and variations, in addition to the use of center and side heads or indented paragraphs, may be adopted, depending on the number of parts.

I. (Roman numeral)

A.

1.

a.

(1)

(a)

(i) (lowercase Roman numeral)

(aa)

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. 149.)

gal.
qt.

NE.
N.Y.

m. (meter)
kc. (kilocycle)

9.95. After legends and explanatory matter beneath illustrations. However, legends without descriptive language do not require periods.

FIGURE 1.—Schematic drawing.

FIGURE 1.—Continued.

but FIGURE 1 (no period)

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. After—

Lines in title pages.

Center, side, and running heads.

Continued lines.

Boxheads of tables.

Scientific, chemical, or other symbols.

This rule does not apply to abbreviation periods.

9.99. After a quotation mark that is preceded by a period. (See also rule 9.123, p. 146.)

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. 151.)

Alex

Ed

Sam

9.103. After Roman numerals used as ordinals.

George V

9.104. After words and incomplete statements listed in columns. Full-measure matter is not to be regarded as a column.

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. (No space before question mark)

The statue(?) was on the statute books.

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 document will be marked "Exhibit No. 21"; *but* The document may be made exhibit No. 2.

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. To enclose titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including TV and radio programs), papers, short poems, reports (not annual reports), songs, subheadings, subjects, and themes. All principal words are to be capitalized. (See also rule 3.51, p. 29.)

An address on "Uranium 235 in the Atomic Age"

The article, "Germany Revisited," appeared in the last issue

"The Conquest of Mexico," a published work (book)

Under the caption "Long-Term Treasuries Rise"

The subject was discussed in "Courtwork" (chapter heading)

It will be found in "Part XI: Early Thought"

The editorial "Haphazard Budgeting"

"Compensation," by Emerson (essay)

"United States To Appoint Representative to U.N." (heading or headline)

In "Search for Paradise" (motion picture); "South Pacific" (play)

A paper on "Constant-Pressure Combustion" was read

"O Captain! My Captain!" (short poem)

The report "Atomic Energy: What It Means to the Nation"; *but* annual report of the Public Printer

This was followed by the singing of "The Star-Spangled Banner"

Under the subhead, "Sixty Days of Turmoil," will be found * * *

The subject (or theme) of the conference is "Peaceful Uses of Atomic Energy"

also 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 indention, and the quotation marks should be cleared. Poems are centered on the longest line.

"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.

9.114.1. To enclose a letter or other communication, which bears both date and signature, within a letter. (See rule 9.118.)

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. 72.)

He voted for the "lameduck" 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. (See rule 9.32, p. 136.)

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, and in courtwork with quoted language, 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, U.S. 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 clauses 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, brackets, and superior reference figures are always set in roman, not in italic. All other punctuation marks match the type of the words which they adjoin. A lightface dash is used after a run-in boldface sidehead followed by lightface matter. In boldface matter, punctuation, parentheses, brackets, dashes, shilling marks, and fractions are all set in boldface, if available. (See rule 12.15, p. 174.)

NOTES

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. Some scientific, technical, and industrial groups have adopted definite forms of abbreviations in their specialized fields. These forms, which omit internal and terminal punctuation, are acceptable for use in publications falling within the respective classes. In such cases, abbreviations are to be marked "Follow." This does not apply to such common abbreviations as in., No., ft. b.m., ft.-c., ft.-lb., etc., even when used in a technical connotation.

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.

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. Abbreviations with points are set without spaces. However, initials as part of a personal name, or abbreviations composed of contractions and initials or numbers, will retain space.

U.S.
U.S.S.R.
U.N.
U.S.C. (*but* Rev. Stat.)
N.Y. (*but* N. Mex.)
r.p.m. (*but* ft. b.m.)
B.S., LL.D. (*but* Ph. D., B. Sc.)
H.R. 116 (*but* S. 116, S. Con.
Res. 116)
C.A.D.C. (*but* App. D.C.)

A. B. Seerest, D.D.S.
A.F. of L.-CIO (*or* AFL-CIO
preferred)
A.T. & T.
Texas A. & M.
R. & D.
A.D., B.C.
e.s.t.
i.e., e.g. (*but* op. cit.)
N.Y., N.H. & H. RR.; B. & O.

10.7.1. 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. 155.)

MIT	AFL-CIO	<i>but</i> A.F. of L.-CIO
NLRB	ARC	A.T. & T.
TVA	ASTM	U.N.

Geographic terms

10.8. *U.S.* (for United States) will be used when preceding the word *Government* or the name of a Government organization, except in formal writing (treaties, Executive orders, proclamations, etc.); congressional bills; legal citations and courtwork; covers and title pages (unless abbreviation is requested); and in association with name or names of other countries.

U.S. Government
 U.S. Congress
 U.S. Senate
 U.S. Treasury
 U.S. Department of Agriculture
 U.S. Department of Health, Education, and Welfare
 U.S. district court
 U.S. Supreme Court (*but* Supreme Court of the United States)
 U.S. Army (*but* Army of the United States)
 U.S. monitor *Nantucket*
 U.S.S. *Brooklyn* (note abbreviation for ship)

U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.

but British, French, and United States Governments; United States-British talks

10.8.1. With the exceptions in the above rule, the abbreviation *U.S.* is used in the adjective position, but is spelled out when used as a noun.¹

U.S. foreign policy	<i>but</i> Foreign policy of the United States
U.S. farm-support program	Farm-support program of the United States
U.S. dollars	The United States is dedicated to peace
U.S. economy	United States Code (official title)
U.S. attorney	United States Steel Corp. (legal title)
U.S. attitude	

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 Alaska, Idaho, Iowa, Maine, Ohio, and Utah) are abbreviated when used immediately after any geographic term, including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

Richmond, Va.	Arlington National Cemetery, Va.
Anne Arundel County, Md.	Aberdeen Proving Ground, Md.
Mount Rainier National Forest, Wash.	Friendship Airport, Md.
Stone Mountain, Ga.	Redstone Arsenal, Ala.
National Naval Medical Center, Bethesda, Md.	<i>but</i> Leavenworth freight yards, Kansas
	Altoona sidetrack, Wisconsin

¹ The adjectival use of *U.S.* received careful and serious consideration. The adoption of this form recognizes current usage and word-treatment trends. It extends the fluidity of the language without burdening the text or lowering the dignity of the U.S. Government in its printing. Also, Government editors overwhelmingly endorsed this usage. The exceptions laid down in rule 10.8 are deemed sufficiently broad to avoid objection.

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, and *Long Island*, *Staten Island*, etc., are not abbreviated.

10.12.1. The names of Canadian Provinces and other foreign political subdivisions are not abbreviated.

Addresses

(For use of numerals in addresses, see rule 11.12, p. 168.)

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.

14th 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
Alex

Ben
Ed

Fred
Sam

Will

10.21. In signatures the form used by the signer must be retained.

George Wythe

Geo. Taylor

10.22. In company and other formal names, if it is not necessary to preserve the full legal title, the forms *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&* are used. *Association* and *Manufacturing* are not abbreviated.

Smith & Bro.
Jones Bros. & Co.
American Telephone & Telegraph Co.
Hough Shade Corp.
Vie Sport Shop, Inc.
Maryland Steamship Co., Ltd.
Chesapeake & Delaware Canal
Fairmount Building & Loan Association
Electronics Manufacturing Co.
Texas College of Arts & Industries
National Barrel & Drum Association
Robert Wilson & Associates, Inc.

U.S. News & World Report
Baltimore & Ohio Railroad
Mine, Mill & Smelter Workers
Radio Corp. of America
Aluminum Co. of America
Standard Oil Co. of New Jersey
but Little Theater Company
Department of Health, Education, and Welfare
Senate Banking and Currency Committee
Federal Savings and Loan Insurance Corporation (Federal unit)

10.23. *Company* and *Corporation* are not abbreviated in names of Federal Government units.

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*), *motorship* (*MS*), etc., 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.
Adj. Gen.
Adm. (admiral)
A1c. (airman, first class)
Asst. Surg.
Brig. Gen.
Bvt. (brevet)
Capt.
Col.
Comdr.
Cpl.
CWO (chief warrant officer)
Ens.
1st Lt.
1st Sgt.
Gen.
Gov.
Hosp. Sgt.
Hosp. Steward
Insp. Gen.

Judge Adv. Gen.
Lt.
Lt. Col.
Lt. Comdr.
Lt. Gen.
Lt. Gov.
Lt. (jg.)
Maj.
Maj. Gen.
M. Sgt.
Orderly Sgt.
Ord. Sgt. (ordnance sergeant)
Passed Asst. Surg.
Pfc. (private, first class)
PO (petty officer)
Prof.
Pvt.
Q.M. Gen.
Q.M. Sgt.

Rear Adm.
Slc. (seaman, first class)
2d Lt.
Sfc. (sergeant, first class)
Sgt.
Sp3c. (specialist, third class)
S. Sgt.
Supt.
Surg.
Surg. Gen.
T2g. (technician, second grade)
T. Sgt.
Vice Adm.
WO (warrant officer)
WO (jg.)

10.27. The titles *Senator*, *Representative*, *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. (See also rule 9.24, p. 135.)

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.

10.32.1. Academic degrees standing alone may be abbreviated.

John was graduated with a B.A. degree; *but* bachelor of arts degree (lowercase if spelled out).
 He earned his Ph. D. by hard work.

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. 217.)

Parts of publications

10.34. For parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leader-

work, and followed by figures, letters, or Roman numerals, the following abbreviations are used:

app., apps. (appendix, appendixes)	pt., pts. (part, parts)
art., arts. (article, articles)	sec., secs. (section, sections)
bull., bulls. (bulletin, bulletins)	subch., subchs. (subchapter, subchapters)
ch., chs. (chapter, chapters)	subpar., subpars. (subparagraph, subparagraphs)
col., cols. (column, columns)	subsec., subsecs. (subsection, subsections)
ed., eds. (edition, editions)	supp., supps. (supplement, supplements)
fig., figs. (figure, figures)	vol., vols. (volume, volumes)
No., Nos. (number, numbers)	
p., pp. (page, pages)	
par., pars. (paragraph, paragraphs)	
pl., pls. (plate, plates)	

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.	Public Law 64, 74th Cong.
1st sess., 82d Cong.	Private Law 64, 86th 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)	H. Doc. 35 (House document)
S. 116 (Senate bill)	S. Doc. 62 (Senate document)
H. Res. 5 (House resolution)	H. Rept. 214 (House report)
H. Con. Res. 10 (House concurrent resolution)	S. Rept. 410 (Senate report)
H.J. Res. 21 (House joint resolution)	Ex. Doc. B (Executive document)
S. Res. 50 (Senate resolution)	Ex. F (79th Cong., 2d sess.)
S. Con. Res. 17 (Senate concurrent resolution)	Ex. Rept. 9 (79th Cong., 1st sess.)
S.J. Res. 45 (Senate joint resolution)	Misc. Doc. 16 (miscellaneous document)
	Public Res. 47

10.39. References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated as follows (see also rule 18.33, p. 227):

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801
Supp. Rev. Stat. (Supplement to the Revised Statutes)
Stat. L. (Statutes at Large)

but Public Law 85-1

Calendar divisions

10.40. Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, and sidenotes, and in bibliographies. (See examples, rule 10.41.) *May*, *June*, and *July* are always spelled out. Preferred forms follow:

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

10.41. In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Op. Atty. Gen., Dec. 4, 1925)

(Congressional Record, Dec. 15, 1950)

[From the New York Times, Mar. 4, 1958]

[From the Mar. 4 issue]

On Jan. 25 (we had commenced on Dec. 26, 1957) the work was finished.

(In footnotes, tables, leaderwork, and sidenotes)

On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 1925).

(Text, but with citation in parentheses)

but On January 25 (we had commenced on December 26, 1957) the work was finished. (Not a citation or reference in text)

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. (See also "Coined words and symbols," rule 10.44.1, p. 162.)

(For a comprehensive list of standard abbreviations of legal and other Latin phrases, see pp. 431-434; for similar abbreviations in other languages, see section on abbreviations in the language desired, pp. 375-476.)

10.44. If abbreviations are required, use these forms:

a., ampere; are	Am. Dec., American Decisions
Å., angstrom	AMG, Allied Military Government
AA, antiaircraft	Am. Repts., American Reports
AAA, antiaircraft artillery	AMVETS, American Veterans of World
A.B. or B.A., bachelor of arts	War II; Amvet(s) (individual)
abbr., abbreviation	antilog (no period), antilogarithm
ABC, atomic, biological, and chemical	API, American Petroleum Institute
abs., absolute; abstract	APO (no periods), Army post office
a.c., alternating current	app., apps., appendix, appendices
acet., account	App. D.C., District of Columbia Ap-
ACTH, adrenocorticotrophic hormone	peal Cases
A.D. (anno Domini), in the year of	App. Div., Appellate Division
our Lord	APPR, Army package power reactor
Adj., adjutant	approx., approximately
Adj. Gen., Adjutant General	Apr., April
Adm., admiral	ARC, American Red Cross
AEC, Atomic Energy Commission	Ariz., Arizona
AEF, American Expeditionary Forces	Ark., Arkansas
AF, audiofrequency	ARPA, Advanced Research Projects
AFB, and similar military symbols	Agency
(with name), Air Force Base	art., article
Afc., airman, first class	ASME, American Society of Mechan-
AFL-CIO, American Federation of	ical Engineers
Labor and Congress of Industrial	A.S.N., Army service number
Organizations	Asst. Surg., assistant surgeon
a.k.a., also known as	A.s.t., Atlantic standard time
Ala., Alabama	ASTM, American Society for Testing
A.L.R., American Law Reports	Materials
AM (no periods), amplitude modulation	A.t., Atlantic time
A.M. (anno mundi), in the year of the	Atl., Atlantic Reporter; A. (2d), At-
world	lantic Reporter, second series
A.M. or M.A., master of arts	atm., atmosphere
a.m. (ante meridiem), before noon	at. wt., atomic weight
A.M.C., American Maritime Cases	Aug., August

AUS, Army of the United States	c.f.s., cubic feet per second
avdp., avoirdupois	cg., centigram
Ave., avenue	ch., chapter
a.w.l., absent with leave	c.-h., candle-hour
a.w.o.l., absent without official leave	CIA, Central Intelligence Agency
B., Baumé	CIC, Counterintelligence Corps
B&E, Bureau of Agricultural Economics	c.i.f., cost, insurance, and freight
bbl., barrel	C.J. (corpus juris), body of law; Chief Justice
B.C., before Christ	cl., centiliter
BCG (bacillus Calmette-Guérin), anti-tuberculosis vaccine	c.m., circular mil (wire measure)
bd.-ft., board-foot	cm., centimeter
BDSA, Business and Defense Services Administration	cm. ² , square centimeter
BEC, Bureau of Employees' Compensation	cm. ³ , cubic centimeter
Bev., billion electron volts	CO, commanding officer
bf., boldface	Co., company
b. hp., brake horsepower	c.o.d., cash on delivery
BIS, Bank for International Settlements	Col., colonel
Blatch. Pr. Cas., Blatchford's Prize Cases Bldg., building	col., column
B. Lit(t). or Lit(t). B., bachelor of literature	Colo., Colorado
BLS, Bureau of Labor Statistics	Comdr., commander
Blvd., boulevard	Comp. Dec., Comptroller's Decisions (Treasury)
b.m., board measure	Comp. Gen., Comptroller General Decisions
b.o., buyer's option	con., continued
b.p., boiling point	conelrad, control of electromagnetic radiation (civil defense)
b.p.d., barrels per day	Conn., Connecticut
Brig. Gen., brigadier general	Corp., corporation
B.S. or B. Sc., bachelor of science	cos (no period), cosine
B.t.u., British thermal unit	cosh (no period), hyperbolic cosine
bu., bushel	cot (no period), cotangent
bull., bulletin	coth (no period), hyperbolic cotangent
Bvt., brevet	cp., candlepower
C., Celsius ¹ (also centigrade)	c.p., chemically pure
c., cycle (kc. only); curie	CPA, certified public accountant
¢, c., ct., cent(s)	CPI, Consumer Price Index
ca. (circa), about; centiare	Cpl., corporal
CAB, Civil Aeronautics Board	c.p.m., cycles per minute
Calif., California	c.p.s., cycles per second
c. and s.c., caps and small caps	Cr., Cranch (U.S. Supreme Court Reports)
Capt., captain	cr., credit; creditor
CARE, Cooperative for American Remittances to Europe	CRP, C-reactive protein
c.b.d., cash before delivery	csc (no period), cosecant
cc., cubic centimeter	csch (no period), hyperbolic cosecant
C.C.A., Circuit Court of Appeals	CSS, Commodity Stabilization Service
CCC, Commodity Credit Corporation	c.s.t., central standard time
C. Cls., Court of Claims	Ct., court
C. Cls. R., Court of Claims Reports	c.t., central time
C.C.P.A., Court of Customs and Patent Appeals	cu. ft., cubic foot
CCR, Commission on Civil Rights	cu. in. or in. ³ , cubic inch
cd.-ft., cord-foot	GWO, chief warrant officer
C.E., Common Era	ewt., hundredweight
CEA, Council of Economic Advisers	C.Z., Canal Zone
cf. (confer), compare	d., dyne; pence
c.f.m., cubic feet per minute	Dall., Dallas (U.S. Supreme Court Reports)
CFR, Code of Federal Regulations	DAR, Daughters of the American Revolution
CFR Supp., Code of Federal Regulations Supplement	DATA, Defense Air Transportation Administration
	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

¹ Preferred form approved by Ninth General Conference on Weights and Measures, October 1948.

- D.D., doctor of divinity
 D.D.S., doctor of dental surgery
 DDT, dichlorodiphenyltrichloroethane
 Dec., December
 Del., Delaware
 DEW, distant early warning (DEWline)
 dg., decigram
 Dist. Ct., District Court
 dkg., dekagram
 dkl., dekaliter
 dkm., dekameter
 dkm.², square dekameter
 dkm.³, cubic dekameter
 dl., deciliter
 DLF, Development Loan Fund
 D. Lit(t). or Lit(t). D., doctor of literature
 dm., decimeter
 dm.², square decimeter
 dm.³, cubic decimeter
 DMB, Defense Mobilization Board
 DMEA, Defense Minerals Exploration Administration
 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
 DV, distinguished visitor (Air Force) (see also VIP)
 D.V.M., doctor of veterinary medicine
 d.w.t., deadweight tons
 dwt., pennyweight
 E., east
 e., erg
 e.d.t., eastern daylight time
 ed., eds., edition, editions
 EEE, eastern equine encephalitis
 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
 Euratom, European Atomic Energy Community
 Ex. Doc. (with letter), executive document
 F., Fahrenheit
 f., farad
 f., ff., and following page (pages)
 FAA, Federal Aviation Agency
 FAO, Food and Agriculture Organization
 f.a.s., free alongside ship
 FAS, Foreign Agricultural Service
 FCA, Farm Credit Administration
 FCC, Federal Communications Commission
 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
 FHLBB, Federal Home Loan Bank Board
 FICA, Federal Insurance Contributions Act
 fig., figure
 1st Lt., first lieutenant
 1st Sgt., first sergeant
 Fla., Florida
 FM (no periods), frequency modulation
 FMB, Federal Maritime Board
 FMCS, Federal Mediation and Conciliation Service
 FNMA, Federal National Mortgage Association (Fannie Mae)
 fo, folio
 f.o.b., free on board
 4°, quarto
 FPC, Federal Power Commission
 FPIS, forward propagation ionospheric scatter
 f.p.m., feet per minute
 FPO (no periods), fleet post office
 f.p.s., feet per second; frames per second
 FPV, free piston vessel
 F.R., Federal Register
 Fri., Friday
 F.R.S., Fellow of the Royal Society
 FRS, Federal Reserve System
 FS, Forest Service
 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
 g., gram; gravity
 Ga., Georgia
 gal., gallon
 GAO, General Accounting Office
 GAR, Grand Army of the Republic
 GARIOA, Government and Relief in Occupied Areas
 GAW, guaranteed annual wage
 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
 G.m.a.t., Greenwich mean astronomical time
 G.M. & S., general, medical, and surgical

G.m.t., Greenwich mean time	IQ, intelligence quotient
GNP, gross national product	IRAC, Interdepartment Radio Advisory Committee
Gov., governor	IRBM, intermediate range ballistic missile
g.p.m., gallons per minute	IRE, Institute of Radio Engineers
g.p.s., gallons per second	IRO, International Refugee Organization
gr., grain; gross	IRS, Internal Revenue Service
gr. wt., gross weight	ITO, International Trade Organization
GSA, General Services Administration	ITU, International Telecommunication Union; International Typographical Union
GTS, gas turbine ship	j, joule
h., henry	Jan., January
ha., hectare	jato (no periods), jet-assisted takeoff
H.C., House of Commons	J.D. (jurum doctor), doctor of laws
h.c.f., highest common factor	kg., junior grade
H. Con. Res. (with number), House concurrent resolution	Jr., junior
H. Doc. (with number), House document	Judge Adv. Gen., Judge Advocate General
HE (no periods), high explosive	K., Kelvin
HEW, Department of Health, Education, and Welfare	Kans., Kansas
HF (no periods), high frequency	kc., kilocycle
hg., hectogram	K.C.B., Knight Commander of the Bath
HHFA, Housing and Home Finance Agency	Kev., kilo electron volts
H.J. Res. (with number), House joint resolution	kg., kilogram
H.L., House of Lords	kl., kiloliter
hl., hectoliter	km., kilometer
hm., hectometer	km. ² , square kilometer
hm. ² , square hectometer	km. ³ , cubic kilometer
hm. ³ , cubic hectometer	kt., carat; kiloton
Hosp. Sgt., hospital sergeant	kv., kilovolt
Hosp. Steward, hospital steward	kv.-a., kilovolt-ampere
How., Howard (U.S. Supreme Court Reports)	kw., kilowatt
hp., horsepower	kw.-hr., kilowatt-hour
hp.-hr., horsepower-hour	Ky., Kentucky
H.R. (with number), House bill	l., liter
hr., hour	La., Louisiana
H. Rept. (with number), House report	lat., latitude
H. Res. (with number), House resolution	lb., pound
IADB, Inter-American Defense Board	lb. ap., pound, apothecary's
IAEA, International Atomic Energy Agency	lb. av., pound, avoirdupois
ibid. (ibidem), in the same place	lc., lowercase
ICA, International Cooperation Administration	l.c.l., less-than-carload lot
ICBM, intercontinental ballistic missile	l.c.m., least common multiple
ICC, Interstate Commerce Commission	L. Ed., Lawyer's edition (U.S. Supreme Court Reports)
id. (idem), the same	lf., lightface
i.e. (id est), that is	LF (no periods), low frequency
IF (no periods), intermediate frequency	LL.B., bachelor of laws
IFC, International Finance Corporation	LL.D., doctor of laws
IFF (no periods), identification, friend or foe	loc. cit. (loco citato), in the place cited
i. hp., indicated horsepower	log (no period), logarithm
Ill., Illinois	long., longitude
ILO, International Labor Organization	loran (no periods), long-range navigation
IMCO, International Maritime Consultative Organization	lox (no periods), liquid oxygen
in., inch	LPG, liquefied petroleum gas
Inc., incorporated	L.S. (locus sigilli), place of the seal
Ind., Indiana	l.s.t., local standard time
in.-lb., inch-pound	l.t., local time
Insp. Gen., Inspector General	Lt., lieutenant
I O U (spaces, no periods), I owe you	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
 M, more
 ma., milliamperes
 m.², square meter
 m.³, cubic meter
 MA, Maritime Administration
 m.a.f., moisture and ash free (coal)
 MAG, Military Advisory Group
 Maj., major
 Maj. Gen., major general
 Mar., March
 Mass., Massachusetts
 MATS, Military Air Transport Service
 mb., millibar
 M b.m., thousand (feet) board measure
 mc., megacycle
 M (no period) c.f., thousand cubic feet
 M.D., doctor of medicine
 Md., Maryland
 MDAP, mutual defense assistance program
 memo (no period), memorandum
 meq., milliequivalent
 Mev., million electron volts
 MF (no periods), medium frequency
 mf., millifarad
 mg., milligram
 mG, milligauss
 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
 Mmes., mesdames
 m.m.f., magnetomotive force
 mmfd., micromicrofarad
 Mo., Missouri
 mo., month
 mol. wt., molecular weight
 Mon., Monday
 Mont., Montana
 MOS, military occupational specialty
 M.P., Member of Parliament
 MP (no periods), military police
 m.p., melting point
 m.p.h., miles per hour
 Mr., mister
 Mrs., mistress
 ms., megasecond
 M.S., master of science
 MS, motorship
 MS., MSS., manuscript, manuscripts
 msec., millisecond
 Msgr., monsignor
 M. Sgt., master sergeant
 m.s.l., mean sea level
 m.s.t., mountain standard time
 mt., megaton
 m.t., mountain time
 MV, motor vessel
 mμ, millimicron
 μ, micron
 μa., microampere
 μf., microfarad (one-millionth of a farad)
 μg., microgram
 μsec., microsecond
 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
 N, normal
 NAC, national agency check
 NASA, National Aeronautics and Space Administration
 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.-f.e., nitrogen-free extract
 N.H., New Hampshire
 N.J., New Jersey
 n.l., natural log or logarithm
 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
 NOVS, National Office of Vital Statistics
 NS, nuclear ship
 NSA, National Shipping Authority
 NSC, National Security Council
 NSF, National Science Foundation
 n.s.p.f., not specifically provided for
 NW., northwest
 N.Y., New York
 OASI, old-age and survivors insurance
 Oct., October
 OD, officer of the day
 o.d., olive drab
 OIT, Office of International Trade
 OK, OK'd, OK'ing, OK's
 Okla., Oklahoma

OMCD, Office of Mobilization and Civil Defense	Public Res. (with number), public resolution
Op. Atty. Gen., Opinions of the Attorney General	Pvt., private
op. cit. (opere citato), in the work cited	PX (no periods), post exchange
Orderly Sgt., orderly sergeant	q., qq., question, questions
Ord. Sgt., ordnance sergeant	ql., quintal
Oreg., Oregon	Q.M. Gen., Quartermaster General
OSD, Office of the Secretary of Defense	Q.M. Sgt., quartermaster sergeant
OTC, Organization for Trade Cooperation	qt., quart
oz., ounce	R., Reaumur
p., pp., page, pages	racon (no period), radar beacon
Pa., Pennsylvania	radar (no period), radio detection and ranging
PA (no periods), public-address system	Rand Corp. (research and development)
Pac., Pacific Reporter; P. (2d), Pacific Reporter, second series	R. & D., research and development
par., paragraph	rato, rocket-assisted takeoff
Passed Asst. Surg., passed assistant surgeon	RB, Renegotiation Board
PBS, Public Buildings Service	Rd., road
pct., percent	RDB, Research and Development Board
Pet., Peters (U.S. Supreme Court Reports)	REA, Rural Electrification Administration
pF, water energy (p, logarithm; F, frequency)	Rear Adm., rear admiral
Pfc., private, first class	r.e.p., roentgen equivalent physical
Ph, phenyl	Rev., reverend
pH, hydrogen-ion concentration	Rev. Stat., Revised Statutes
ph., phase	RF (no periods), radiofrequency
PHA, Public Housing Administration	R.F.D., rural free delivery
Phar. D., doctor of pharmacy	Rh, Rhesus (blood factor)
Ph. B. or B. Ph., bachelor of philosophy	R.I., Rhode Island
Ph. D. or D. Ph., doctor of philosophy	r.m.s., root mean square
Ph. G., graduate in pharmacy	ROP, run of paper
PHS, Public Health Service	ROTC, Reserve Officers' Training Corps
pk., peck	r.p.m., revolutions per minute
Pl., place	r.p.s., revolutions per second
pl., plate; plural	RR., railroad
p.m. (post meridiem), afternoon	RRB, Railroad Retirement Board
PO, petty officer	Rt. Rev., right reverend
p.o.d., pay on delivery	Ry., railway
p.o.r., pay on return	s., shilling
POW (no periods), prisoner of war	S., south; Senate bill (with number)
PP (no periods), pellagra preventive (factor)	SAC, Strategic Air Command
PPI (no periods), plan position indicator	SACEUR, Supreme Allied Commander Europe
p.p.i., policy proof of interest	SAE, Society of Automotive Engineers
p.p.m., parts per million	SAGE, semiautomatic ground environment
p.q., previous question	s. and s.c., sized and supercalendered
P.R., Puerto Rico	SAR, Sons of the American Revolution
Private Res. (with number), private resolution	Sat., Saturday
Prof., professor	SBA, Small Business Administration
pro tem (pro tempore), temporarily	sc. (scilicet), namely (see also ss)
P.S. (post scriptum), postscript	s.c., sized and calendered; small caps
p.s.f., pounds per square foot	S.C., South Carolina
p.s.i., pounds per square inch	SCAP, Supreme Commander for the Allied Powers (Japan)
p.s.i.a., pounds per square inch absolute	S. Con. Res. (with number), Senate concurrent resolution
p.s.i.g., pounds per square inch gage	s.d. (sine die), without date
P.s.t., Pacific standard time	S. Dak., South Dakota
P.t., Pacific time	S. Doc. (with number), Senate document
pt., part; pint	SE., southeast
PTA (no periods), parent-teachers' association	SEATO, Southeast Asia Treaty Organization
p.t.o., please turn over	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
 S1c., seaman, first class
 Sept., September
 ser., series
 Sf, Svedberg flotation
 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
 SOP, standard operating procedure
 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
 Sp3c., specialist, third class
 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.)
 SSA, Social Security Administration
 S.S.F., standard Saybolt furoil
 S. Sgt., staff sergeant
 SSS, Selective Service System
 S.S.U., standard Saybolt universal
 St., Ste., SS., Saint, Sainte, Saints
 St., street
 Stat., Statutes at Large
 std. c.f., standard cubic foot (feet)
 subch., subchapter
 subpar., subparagraph
 subsec., subsection
 Sun., Sunday
 SUNFED, Special United Nations Fund for Economic Development
 Sup. Ct., Supreme Court Reporter
 supp., supplement
 Supp. Rev. Stat., Supplement to the Revised Statutes
 Supt., superintendent
 Surg., surgeon
 Surg. Gen., Surgeon General
 S.U.S., Saybolt universal second(s)
 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
 TDN, total digestible nutrients
 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
 UNICEF, United Nations Children's Fund
 U.S., U.S. Supreme Court Reports
 U.S.A., United States of America
 USA, U.S. Army
 USAF, U.S. Air Force
 USAREUR, U.S. Army, Europe
 U.S.C., United States Code
 U.S.C.A., United States Code Annotated
 U.S.C. Supp., United States Code Supplement
 USCG, U.S. Coast Guard
 USES, U.S. Employment Service
 U.S. 40, U.S. No. 40, U.S. Highway No. 40
 USIA, U.S. Information Agency
 USMC, U.S. Marine Corps
 USN, U.S. Navy
 USNR, U.S. Naval Reserve
 U.S.P., United States Pharmacopoeia
 U.S.S., U.S. Senate; U.S. ship
 U.S.S.R., Union of Soviet Socialist Republics
 u.t., universal time
 v., volt
 v. or vs. (versus), against
 Va., Virginia
 VA, Veterans' Administration
 VAR, visual-aural range
 VHF (no periods), very high frequency
 V.I., Virgin Islands
 Vice Adm., vice admiral
 VIP (no periods), very important person (see also DV)
 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; a Waf
 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
 WO, warrant officer
 WO (jg.), warrant officer (junior grade)
 w.o.c., without compensation
 W. Va., West Virginia
 Wyo., Wyoming
 Yale L.J., Yale Law Journal
 yd., yard
 yr., year

Coined words and symbols

10.44.1. To obtain uniform treatment in the formation of coined words and symbols, the following formula, which conforms to current usage, will be applied:

When only first letter of each word is used to make up symbol, use all caps:
 APPR (Army package power reactor)
 MAG (Military Advisory Group)

When proper names are used in shortened form any word of which uses more than first letter of each word, use caps and lowercase:
 Pepco (Potomac Electric Power Co.)
 Inco (International Nickel Co.)
 Aramco (Arabian-American Oil Co.)

In common-noun combinations made up of more than first letter of lower-cased words, use lowercase:
 loran (*long-range navigation*)
 sonar (*sound navigation ranging*)

10.45. The words *infra* and *supra* are not abbreviated.

10.46. Even in commercial correspondence do not abbreviate *instant*, *primo*, 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 Celsius² (also centigrade)
 F., Fahrenheit
 R., Reaumur
 K., Kelvin
 abs., absolute

B., Baumé
 API, American Petroleum Institute
 Twad., Twaddell
 32° F.¹
 273.1° K.
 18° API

¹ Without figures preceding it, ° C. or ° F. (note space) should be used only in boxheads and over figure columns in tables.

² See footnote 1 on p. 156.

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. (See rule 11.9b, p. 166.)

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)
g.	gram (for weight or mass)
l.	liter (for capacity)

Length

mym.	myriameter
km.	kilometer
hm.	hectometer
dkm.	dekameter
m.	meter
dm.	decimeter
cm.	centimeter
mm.	millimeter
μ	micron (0.001 mm.)
m μ	millimicron

Area

mya.	myriare
km. ²	square kilometer
hm. ²	square hectometer
dkm. ²	square dekameter
m. ²	square meter
dm. ²	square decimeter
cm. ²	square centimeter
mm. ²	square millimeter
μ^2	square micron

Volume

km. ³	cubic kilometer
hm. ³	cubic hectometer
dkm. ³	cubic dekameter
m. ³	cubic meter
dm. ³	cubic decimeter
cm. ³	cubic centimeter
mm. ³	cubic millimeter
μ^3	cubic micron

Weight

myg.	myriagram
kg.	kilogram
hg.	hectogram
dkg.	dekagram
g.	gram
dg.	decigram
cg.	centigram
mg.	milligram
μ g.	microgram

Land area

ha.	hectare
a.	are
ca.	centiare

Capacity of containers

myl.	myrialiter
kl.	kiloliter
hl.	hectoliter
dkl.	dekaliter
l.	liter
dl.	deciliter
cl.	centiliter
ml.	milliliter

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)	μ f.	microfarad (one-millionth of a farad)
c.	cycle (kc. only)	v.	volt	$\mu\mu$	micromicron (one-millionth of a micron)
d.	dyne	w.	watt	$\mu\mu$ f.	micromicrofarad (one-millionth of a millionth)
e.	erg	kc.	kilocycle		
f.	farad	kv.	kilovolt		
h.	henry	kv.-a.	kilovolt-ampere		
j.	joule	kw.	kilowatt		
mc.	megacycle	m μ f.	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:

Length

in.,	inch
ft.,	foot
yd.,	yard
mile(s),	not abbreviated

Area and volume

sq. in.,	in. ² , square inch
cu. in.,	in. ³ , cubic inch
sq. mile(s),	square mile(s)
cu. ft.,	cubic foot

<i>Time</i>	<i>Weight</i>	<i>Capacity</i>
yr., year	gr., grain	gill(s), not abbreviated
mo., month	dr., dram	pt., pint
day, not abbreviated	oz., ounce	qt., quart
hr., hour	lb., pound	gal., gallon
min., minute	cwt., hundredweight	pk., peck
sec., second	dwt., pennyweight	bu., bushel
	ton(s), not abbreviated	bbL., barrel

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. 166.)

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. 244.)

NOTES

11. NUMERALS

(See also Tabular Work; Leaderwork)

11.1. Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, 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. A figure is used for a single number of 10 or more within a sentence. (See also rules 11.9, 11.24.)

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 numbers, or for related numbers, any one of which is 10 or more. The sentence will be regarded as a unit for the use of figures.

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.
but Each of nine major commodities (five metal and four nonmetal) was in supply.

Petroleum came from 16 fields, of which 8 were discovered in 1956.
but Petroleum came from nine fields, of which eight were discovered in 1956.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.
but That man has three suits, two pairs of shoes, and four hats.

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.
but Only nine of these were among the large manufacturing companies, and only three 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 20 men. (See rule 11.22, p. 170.)
There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by nine 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.
At the hearing, only one Senator and one Congressman testified.
There are four or five things which can be done.

11.6. A unit of measurement, time, or quantity (as defined in rule 11.9), which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

A team of four men ran the 1-mile relay in 3 minutes 20 seconds.

This usually requires from two to five washes and a total time of 2 to 4 hours.

This usually requires 9 to 12 washes and a total time of 2 to 4 hours.

The contractor, one engineer, and one surveyor inspected the 1-mile road.

but There were two 6-room houses, three 4-room houses, and four 2-room cottages, and they were built by nine men in thirty 5-day weeks. (See rule 11.22, p. 170.)

11.7. Figures are used for serial numbers.

Bulletin 725	290 U.S. 325
document 71	Genesis 39: 20 (full space after colon)
pages 352-357	Metropolitan 5-9020 (telephone number)
lines 5 and 6	the year 1931
paragraph 1	1721-1727 St. Clair Avenue
chapter 2	<i>but</i> Letters Patent No. 2,189,463

11.8. A colon preceding figures does not affect their use.

The result was as follows: 12 voted yea, 4 dissented.

The result was as follows: nine voted yea, four dissented.

Measurement, time, and quantity

11.9. Units of measurement, time, and quantity 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.); 12 m. (noon); 12 p.m. (midnight)
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'; 35°30' N.
 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' (preferred); *also* 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
 8- by 12-inch page
 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 (see also rule 11.23)

i. Money:

\$3.65; \$0.75; 75 cents; 0.5 cent
 \$3 (*not* \$3.00) per 200 pounds
 75 cents apiece
 Rs.32,25,644 (Indian rupees)
 2.5 francs *or* fr.2.5

£2 4s. 6d.
 T£175
 65 yen
 ₱265

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. 67)
 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
 10 years 3 months 29 days
 8 days
 7 minutes
 1 month

but four centuries; three decades;
 three quarters (9 months)
 Statistics of any one year
 In a year or two

m. Unit modifiers:

5-day week
 8-year-old wine
 8-hour day
 10-foot pole
 ½-inch pipe
 5-foot-wide entrance

10-million-peso loan
 a 5-percent increase
 20th-century progress
but two-story house
 five-man board
 \$20 million airfield

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.

Military units are expressed in figures at all times, except *Corps*. (For ordinals in addresses, see rule 11.12.)

29th of May, *but* May 29
First Congress; 82d Congress
ninth century; 20th century
Second Congressional District;
20th Congressional District
seventh region; 17th region
eighth parallel; 38th parallel
fifth ward; 12th ward
ninth birthday; 66th birthday
2d Infantry Division
323d Fighter Wing

77th Regiment
9th Naval District
7th Fleet
7th Air Force
7th Task Force

but XII Corps (Army usage)
Court of Appeals for the Tenth
Circuit
Seventeenth Decennial Census
(title)

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.

11.11.1. Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 11.4, 11.5, 11.10, 11.11, 11.24.)

The fourth group contained three items.

The fourth group contained 12 items.

The 8th and 10th groups contained three and four items, respectively.

The eighth and ninth groups contained 9 and 12 items, respectively.

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. 151.)

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. 171.)

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; *not* one-half-inch pipe

$\frac{1}{4}$ -mile run

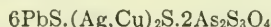
$\frac{3}{8}$ -point rise

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

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. (See also rules 6.41.2, p. 75; 13.17, p. 177.)



NUMBERS SPELLED OUT

11.17. Numerals are spelled out at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures.

Five years ago * * *; *not* 5 years ago * * *

Five hundred and fifty men are employed * * *; *not* 550 men are employed * * *
 "Five-Year Plan Announced"; *not* "5-Year Plan Announced" (head)

Although 1965 may seem far off, it * * *; *not* 1965 may seem far off, it * * *

Government employees numbering 207,843 * * *; *not* 207,843 Government employees * * *

Benefits amounting to \$69,603,566 * * *; *not* \$69,603,566 worth of benefits * * *

11.17.1. In testimony, hearings, transcripts, and Q. and A. matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 1958), sums of money, decimals, street numbers, and for numerical expressions beginning with 101.

Mr. SMITH. 1957 was a good year.

Mr. JONES. \$1 per share was the return. Two dollars in 1956 was the alltime high. Nineteen hundred and fifty-eight may be another story.

Mr. JONES. 92 cents.

Mr. SMITH. 12.8 percent.

Mr. JONES. 1240 Pennsylvania Avenue.

Mr. SMITH. Ninety-eight persons.

Q. 101 years? *But* Q. One hundred years?

A. 200 years.

Mr. SMITH. Ten-year average would be how much?

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.

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

three 4-room houses
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

twelfefold; fortyfold; hundredfold
but 1 to 3 million
mid-1951
40-odd people; nine-odd people
40-plus people
100-odd people
250-fold; 2.5-fold; 41-fold

The words *nearly*, *about*, *around*, *approximately*, etc., do not constitute indefinite expressions.

11.24. Except as indicated in rule 11.9 (p. 166), a single number less than 10 is spelled out within a sentence. (See also rules 11.4, 11.5.)

six horses
five wells
eight times as large

but 3½ cans
2½ times *or* 2.5 times

11.25. For typographic appearance and easy grasp of large numbers beginning with *million*, the word *million* or *billion* is used.

The following are guides to treatment of figures as submitted in copy.

If copy reads—

\$12,000,000, *change to* \$12 million
2,750,000,000 dollars, *change to* \$2,750 million
2.7 million dollars, *change to* \$2.7 million
2¾ million dollars, *change to* \$2¾ million
two and one-half million dollars, *change to* \$2½ million
but \$2,700,000, *do not change to* \$2.7 million
also \$10 to \$20 million; 10 or 20 million; between 10 and 20 million
4 millions of assets
amounting to 4 millions
\$1,270,000
\$1,270,200,000
\$2¾ billion; \$2.75 billion; \$2,750 million
\$500,000 to \$1 million
300,000; *not* 300 thousand
½ billion to \$1¼ billion; \$1¼ to \$1½ billion
three-quarters of a billion dollars

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

two thousand million dollars
less than a million dollars

¹ Better: Between 200 and 300 horses.

11.28. Fractions standing alone, or if preceded by *of a* or *of an*, are generally spelled out. (See also rule 11.14, p. 168.)

three-fourths of an inch; <i>not</i>	one-tenth
$\frac{3}{4}$ inch <i>nor</i> $\frac{3}{4}$ of an inch	one-hundredth
one-half inch	two one-hundredths
one-half of a farm; <i>not</i> $\frac{1}{2}$ of a farm	one-thousandth
one-fourth inch	five one-thousandths
<i>or</i> , if copy so reads:	thirty-five one-thousandths
three-quarters of an inch	<i>but</i> $\frac{1}{2}$ to $1\frac{1}{4}$ pages
half an inch	$\frac{1}{2}$ -inch pipe
a quarter of an inch	$\frac{1}{2}$ -inch-diameter pipe
	$3\frac{1}{2}$ cans; $2\frac{1}{2}$ times

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 MDCCC.....	1900	MCMXL.....	1940		

NOTES

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. 226.)

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."

12.4.1. When copy is submitted with instructions to set "all roman (no italic)," these instructions will not apply to *Ordered*, *Resolved*, *Be it enacted*, etc.; titles following signatures or addresses; or the parts of datelines which are always set in italic.

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.

SS *America*; the liner *America*
the *Friendship*
the Bermuda *Clipper*
U.S.S. *Nautilus* (submarine)
U.S.S. *Wisconsin*
ex-U.S.S. *Savannah*
USCGS (U.S. Coast and Geo-
detic Survey) ship *Pathfinder*
USCG (U.S. Coast Guard) cutter
Thetis; CG cutter *Thetis*
the U-7
destroyer *31*
H.M.S. *Hornet*

MS (motorship) *Richard*
FPV (free piston vessel) *James*
GTS (gas turbine ship) *Alexander*
NS (nuclear ship) *Savannah*
MV (motor vessel) *Havtroll*
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)
LST-1155
DD-822

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. (See rule 18.33, p. 227.)

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.
Smith Bros. case (172 App. Div. 149)
Smith Bros. case, supra
Smith Bros. case
 As cited in *Smith Bros.*

John Doe v. Richard Roe
 but John Doe against Richard Roe
 the Cement case
 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

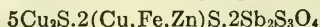
12.10. The words *Resolved*, *Resolved further*, *Provided*, *Provided, however*, *Provided further*, *And provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued*, *Continued on p. —*, *Continued from p. —*, and *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 rules 6.41.2, p. 75, and 13.8, p. 175.)

*n*th degree; *x* dollars

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



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, brackets, and superior reference figures adjoining italicized words are always 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. 147.)

NOTES

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 $+$, $-$, \pm , \times , \div).

13.3. The Government Printing Office will furnish at cost new special symbols for technical matter when necessary.

13.4. The signs $+$, $-$, \pm , \times , and \div , etc., are closed against accompanying figures and 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.

i-viii + 1-288 pages
The equation $A+B$
The result is 4×4

$20,000 \pm 5,000$
Early June \times Bright (crossed with)
 $\times 4$ (magnification)

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.
 30μ and 50μ
 $\$5$ to $\$8$ price range
 $5'-7'$ long, not $5-7'$ long

3¢ to 5¢ (no spaces)
 ± 2 to ± 7 ; $2^{\circ} \pm 1^{\circ}$; 3 ohms ± 1
but $\$ 12$ (thin space)
from 15 to 25 percent

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 before $+$, $-$, $=$, etc. However, the equal sign is to clear on the left of other beginning mathematical signs. (See example (6), p. 176.)

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 begin on 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.

$$\sqrt{\Phi} = \sum_{k=0}^m (A_k \cos k\psi + B_k \sin k\psi) \quad (1)$$

$$\frac{e}{e_0} = \frac{1}{\sqrt{\left[1 - (f/f_M)^2 + \frac{C_M}{c}\right]^2 + \left[\frac{r}{Xc_M}\right]^2}} \quad (2)$$

$$\begin{aligned} Q &= A_2 \rho^1 \left(\frac{p_2}{p_1}\right)^{\frac{1}{\gamma}} \left\{ 2g p_1 v_1 \left(\frac{\gamma}{\gamma-1}\right) \left[1 - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma-1}{\gamma}}\right] \right\}^{\frac{1}{2}} \\ &= A_2 \left\{ 2g \frac{p_1}{v_1} \left(\frac{\gamma}{\gamma-1}\right) \left[\left(\frac{p_2}{p_1}\right)^{\frac{2}{\gamma}} - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma+1}{\gamma}} \right] \right\}^{\frac{1}{2}} \end{aligned} \quad (3)$$

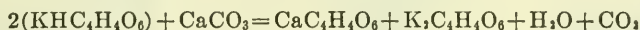
$$\begin{aligned} \omega_n(x, \theta_x) &= \frac{1}{\sqrt{r_1 r_2}} \int_0^x dx_2 \int_0^{x_2} dx_1 \cos n\psi_x(x_1, x_2) \\ &\quad \left[\frac{r_1 r_2}{p_1 p_2} (\phi_{n-1}(k_1) + \phi_{n+1}(k_1)) + 2\phi_n(k_1) \right] \end{aligned} \quad (4)$$

$$\begin{aligned} m_{s_1 s_2} &= \int_{x_{i_1}}^{x_{s_1}} dx_1 \int_{x_{i_2}}^{x_{s_2}} dx_2 \int_0^{2\pi} \frac{d\theta_1}{2\pi} \\ &\quad \int_0^{2\pi} \frac{d\theta_2}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos(\theta_2 - \theta_1) + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\theta_2 - \theta_1)}} \\ &= \int_{x_{i_1}}^{x_{s_1}} dx_1 \int_{x_{i_2}}^{x_{s_2}} dx_2 \int_0^{2\pi} \frac{d\psi}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos \psi + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\psi)}} \end{aligned} \quad (5)$$

$$\begin{aligned} \sum_2 (\psi_n, c_n) &= 2c_2 \frac{\tan(2\psi_2 - \psi_1)}{\cos(2\psi_3 - \psi_2)} + 6c_3 \frac{\tan(2\psi_3 - \psi_2)}{\cos(2\psi_4 - \psi_3)} \\ &\quad + 14c_4 \frac{\tan(2\psi_4 - \psi_3)}{\cos(2\psi_5 - \psi_4)} + \dots \\ &\quad + 2(2^{1+n} - 1)c_{n+2} \frac{\tan(2\psi_{n+2} - \psi_{n+1})}{\cos(2\psi_{n+3} - \psi_{n+2})} \dots \end{aligned} \quad (6)$$

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. (For treatment of symbols, see rule 6.41.1, p. 75.)



Chemical elements

[Accepted names, symbols, atomic numbers, and atomic weights, as officially approved by the International Union of Pure and Applied Chemistry, 1957]

Element	Symbol	Atomic number	Atomic weight	Element	Symbol	Atomic number	Atomic weight
Actinium.....	Ac	89	(¹)	Mercury.....	Hg	80	200.61
Aluminum.....	Al	13	26.98	Molybdenum.....	Mo	42	95.95
Americium.....	Am	95	(¹)	Neodymium.....	Nd	60	144.27
Antimony.....	Sb	51	121.76	Neon.....	Ne	10	20.183
Argon.....	Ar	18	39.944	Neptunium.....	Np	93	(¹)
Arsenic.....	As	33	74.91	Nickel.....	Ni	28	58.71
Astatine.....	At	85	(¹)	Niobium.....	Nb	41	92.91
Barium.....	Ba	56	137.36	Nitrogen.....	N	7	14.008
Berkellum.....	Bk	97	(¹)	Nobelium.....	No	102	(¹)
Beryllium.....	Be	4	9.013	Osmium.....	Os	76	190.2
Bismuth.....	Bi	83	209.00	Oxygen.....	O	8	¹⁶
Boron.....	B	5	10.82	Palladium.....	Pd	46	106.4
Bromine.....	Br	35	79.916	Phosphorus.....	P	15	30.975
Cadmium.....	Cd	48	112.41	Platinum.....	Pt	78	195.09
Calcium.....	Ca	20	40.08	Plutonium.....	Pu	94	(¹)
Californium.....	Cf	98	(¹)	Polonium.....	Po	84	(¹)
Carbon.....	C	6	12.010	Potassium.....	K	19	39.100
Cerium.....	Ce	58	140.13	Praseodymium.....	Pr	59	140.92
Cesium.....	Cs	55	132.91	Promethium.....	Pm	61	(¹)
Chlorine.....	Cl	17	35.457	Protactinium.....	Pa	91	(¹)
Chromium.....	Cr	24	52.01	Radium.....	Ra	88	(¹)
Cobalt.....	Co	27	58.94	Radon.....	Rn	86	(¹)
Copper.....	Cu	29	63.54	Rhenium.....	Re	75	186.22
Curium.....	Cm	96	(¹)	Rhodium.....	Rh	45	102.91
Dysprosium.....	Dy	66	162.51	Rubidium.....	Rb	37	85.48
Einsteinium.....	Es	99	(¹)	Ruthenium.....	Ru	44	101.1
Erbium.....	Er	68	167.27	Samarium.....	Sm	62	150.35
Europium.....	Eu	63	152.0	Scandium.....	Sc	21	44.96
Fermium.....	Fm	100	(¹)	Selenium.....	Se	34	78.96
Fluorine.....	F	9	19.00	Silicon.....	Si	14	28.09
Francium.....	Fr	87	(¹)	Silver.....	Ag	47	107.880
Gadolinium.....	Gd	64	157.26	Sodium.....	Na	11	22.991
Gallium.....	Ga	31	69.72	Strontium.....	Sr	38	87.63
Germanium.....	Ge	32	72.60	Sulfur.....	S	16	^{32.066}
Gold.....	Au	79	197.0	Tantalum.....	Ta	73	180.95
Hafnium.....	Hf	72	178.50	Technetium.....	Tc	43	(¹)
Helium.....	He	2	4.003	Tellurium.....	Te	52	127.61
Holmium.....	Ho	67	164.94	Terbium.....	Tb	65	158.93
Hydrogen.....	H	1	1.0080	Thallium.....	Tl	81	204.39
Indium.....	In	49	114.82	Thorium.....	Th	90	232.05
Iodine.....	I	53	126.91	Thulium.....	Tm	69	168.94
Iridium.....	Ir	77	192.2	Tin.....	Sn	50	118.70
Iron.....	Fe	26	55.85	Titanium.....	Ti	22	47.90
Krypton.....	Kr	36	83.80	Tungsten.....	W	74	183.86
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	131.30
Lutetium.....	Lu	71	174.99	Ytterbium.....	Yb	70	173.04
Magnesium.....	Mg	12	24.32	Yttrium.....	Y	39	88.92
Manganese.....	Mn	25	54.94	Zinc.....	Zn	30	65.38
Mendelevium.....	Md	101	(¹)	Zirconium.....	Zr	40	91.22

¹ These values are omitted because the elements do not occur in nature, and their atomic weight depends on which isotope is made.

² This is a defined value rather than an indicated one.

³ 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	[] brackets	⊕ rain
− minus	{ } braces	* snow
± plus or minus	° degree	☒ snow on ground
∓ minus or plus	' minute	← floating ice crystals
× multiplied by	" second	▲ hail
÷ divided by	HP horsepower	△ sleet
= equal to	Δ increment	∇ frostwork
≠ or ≠ not equal to	ω ohm	⊥ hoarfrost
≈ or ≈ nearly equal to	Ω microhm	≡ fog
≡ identical with	MΩ megohm	∞ haze; dust haze
≠ not identical with	Φ magnetic flux; farad	⤵ thunder
≈ equivalent	Ψ dielectric flux; elec-	↙ sheet lightning
≠ difference	trostatic flux	☼ solar corona
≡ congruent to	ρ resistivity	⊕ solar halo
> greater than	γ conductivity	☳ thunderstorm
⋈ not greater than	Λ equivalent conduc-	↖ direction
< less than	tivity	○ or ○ or ① annual
⋈ not less than	R reluctance	⊙ or ② biennial
≧ or ≥ greater than or	→ direction of flow	♂ or ♂ male
≡ equal to	⇌ electrical current	♀ female
≦ or ≤ less than or equal	⬡ benzene ring	□ male, in charts
to	→ yields	○ female, in charts
absolute value	⇌ reversible reaction	℞ take (from Latin
∪ logical sum or union	↓ precipitate	<i>Recipe</i>)
∩ logical product or in-	↑ gas	ĀĀ or Ā or āā of each
∩ tersection	‰ salinity	(doctor's prescrip-
⊂ is contained in	☉ or ☉ Sun	tion)
∈ is a member of; dielec-	☾ or ☾ New Moon	℔ pound
tric constant; mean	☽ First Quarter	℥ ounce
error	☾ Full Moon	℥ dram
: is to; ratio	☾ Last Quarter	℥ scruple
:: as; proportion	☿ Mercury	℥ pint
≈ approaches	♀ Venus	℥ fluid ounce
→ approaches limit of	♂ or ♂ Earth	℥ fluid dram
α varies as	♂ Mars	℥ minim
∥ parallel	♂ Jupiter	& or & and; ampersand
⊥ perpendicular	♂ Saturn	℥ per
∠ angle	♂ Uranus	# number
└ right angle	♂ or ♀ Neptune	/ virgule; solidus; sepa-
△ triangle	♂ Pluto	atrix; shilling
□ square	♂ Aries	% percent
▭ rectangle	♂ Taurus	© copyright
▭ parallelogram	♂ Gemini	% care of
○ circle	♂ Cancer	% account of
⌒ arc of circle	♂ Leo	@ at
⊥ equilateral	♂ Virgo	¢ cent
△ equiangular	♂ Libra	* asterisk
√ radical; root; square	♂ Scorpio	† dagger
root	♂ Sagittarius	‡ double dagger
√ cube root	♂ Capricornus	§ section
√ fourth root	♂ Aquarius	¶ index
Σ sum	♂ Pisces	/ acute
! or ! factorial product	♂ conjunction	∖ grave
∞ infinity	♂ opposition	˜ tilde
∫ integral	♂ trine	^ circumflex
f function	□ quadrature	˘ macron
∂ or ∂ differential; vari-	* sextile	˘ breve
ation	♂ dragon's head, ascend-	.. dieresis
π pi	ing node	˘ cedilla
∴ therefore	♂ dragon's tail, descend-	^ caret
∴ because	ing node	
— vinculum (above let-	① Ceres	
ter)	② Pallas	
() parentheses	③ Juno	
	④ Vesta	

NOTES

14. TABULAR WORK

(See also Abbreviations; Leaderwork)

(See pp. 202-203 for sample table and tabular terms)

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 6-point solid, and 2-point hairline rules will be used.

Abbreviations

14.4. To avoid burdening tabular text, commonly known abbreviations (see rule 10.44, p. 155, and rules for abbreviations) are used in tables. Metric and unit-of-measurement abbreviations must be used with figures.

14.4.1. 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 rules 14.36, p. 184; 14.53, p. 186; 14.55, p. 187; p. 202.)

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*, the name of any Government organization, or as an adjective generally. (See rules 10.8, 10.8.1, p. 150.)

14.7. Use the abbreviations *RR.* and *Ry.* following name (except as indicated in rule 10.24, p. 152), and *SS*, *MS*, etc., 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. 153.)

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. 154), *Rev. Stat.*, etc.

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. (See p. 202 and examples throughout chapter.)

14.13. An en space 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 14.120, page 192, except in double-up tables in column preceding parallel rule and in tables in rules. (See rules 14.81, p. 189; 14.147, p. 197.)

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

Horizontal

14.19. Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the following matter.

14.20. Boxheads run crosswise wherever practicable.

14.21. In 6- and 8-point modern boxheads, all horizontal rules are to be set with inferior low-line dashes. The shoulder on these dashes will take the place of the usual quad line above a rule.

14.22. Boxheads are set solid (even in leaded tables), and bear off an em space above and no bearoff below.

14.23. Boxheads are centered in columns up to 12 ems, inclusive, in width. The first line should be the longest, and should be set as full as possible; good appearance must not be sacrificed by dividing short words or making two-letter divisions.

14.24. Boxheads in columns over 12 ems in width are centered, with hanging indention for heads of 3 lines or more. (See also rule 14.132, p. 194.)

14.25. Boxheads requiring leaders are set in the same style as the stub column. However, where the item consists of only one word or is very short, it may be centered linewise in the column, and followed by leaders.

Hours in additional storage.....	Percent moisture content					
	75	¹ 125	210	315	365	550
Package combustions:						
Impregnated—single lam.....	3.5	3.9	4.6	² 3.5	7.1	6.6
Plain—single lam.....	3.8	5.1	7.8	6.5	12.8	7.6

¹ Stored at intervals.

² Slight variance.

Moisture.....	Hours in storage					
	¹ 3.5	3.9	4.6	5.1	5.9	6.2
Package combustions:						
Impregnated—single lam.....	75	² 80	85	90	95	100
Plain—single lam.....	78	83	88	93	98	103

¹ Moisture content reduced under 75 hours' duration.

² Stored in 2 intervals of 40 hours each.

14.26. To avoid use of scabbard (dividing a quad line), boxheads will not be centered vertically with equal division of space top and bottom when such centering will require dividing a quad line. In such cases, scabbard will not be used, and the head will be offcenter 3 points in 6-point tables. Inferior low-line dashes will be used.

Function	Ore containing 35		Ore and residuum also containing 10 to 35		Ore containing 5	
	Tons	Mn content	Short tons (percent)	Mn content (short tons)	Mn content	Mn content analysis (short tons)
Domestic.....	126, 135	56	22. 11	200	151	227

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

14.28. 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 indentation, as it is over 12 ems in width and over 2 lines deep]				
	Number	Distribution	June to August		September to May		Not reported
			Number	Distribution	Number	Distribution	
Boys (12 to 14).....	3, 869	Percent 45. 5	1, 415	Percent 9. 6	2, 405	Percent 15. 8	49

TABLE 9.—*Mine production of gold, silver, copper, lead, and zinc in 1953, by classes of concentrates and crude materials, in terms of recoverable metals*

Class of material	Concentrate shipped to smelters and recoverable metals					
	Short tons	Gold (fine ounces)	Silver (fine ounces)	Copper (pounds)	Lead (pounds)	Zinc (pounds)
Copper.....	220, 346	763	70, 357	114, 242, 346	9, 950	6, 260
Lead.....	3, 931	392	45, 326	72, 500	5, 044, 750	290, 980
Zinc.....	25, 159	269	41, 073	263, 400	581, 590	26, 441, 270
Total:						
1953.....	249, 436	1, 424	159, 756	114, 578, 246	5, 636, 290	26, 738, 510
1952.....	367, 430	1, 789	432, 122	110, 622, 155	13, 544, 875	101, 923, 060
	Crude material shipped to smelters					
Dry gold, dry gold-silver ore.....	134	52	2, 839	2, 200	-----	-----
Copper:						
Crude ore.....	107, 270	844	39, 861	2, 442, 882	124, 100	2, 290
Slag.....	421	10	165	285, 421	-----	-----
Lead.....	528	12	1, 693	5, 950	110, 870	300
Mill cleanings (lead-zinc).....	31	-----	254	1, 450	8, 100	4, 300
Total:						
1953.....	125, 749	919	45, 444	30, 375, 754	249, 710	6, 890
1952.....	166, 184	1, 042	47, 176	41, 601, 845	497, 125	26, 940

TABLE 6.—*Mine production of gold, silver, copper, lead, and zinc in 1953, by counties, in terms of recoverable metals*

County	Mines producing		Material ¹ sold or treated (short tons)	Gold (lode and placer)		Silver (lode and placer)	
	Lode	Placer		Fine ounces	Value	Fine ounces	Value
Catron.....	2	-----	48	37	\$1, 295	2, 433	\$2, 202
Grant.....	11	-----	7, 888, 727	988	34, 580	81, 444	73, 711
Guadalupe.....	1	-----	28, 985	-----	-----	-----	-----
Santa Fe.....	4	1	119	3	105	685	620
Sierra.....	8	1	1, 301	271	9, 485	907	821
Socorro.....	15	-----	64, 904	98	3, 430	18, 357	16, 614
Total:							
1953.....	55	2	8, 070, 056	2, 614	91, 490	205, 309	185, 815
1952.....	66	1	9, 120, 841	2, 949	103, 215	479, 318	433, 807
		Copper		Lead		Zinc	
		Short tons	Value	Short tons	Value	Short tons	Value
Catron.....							\$3, 497
Grant.....	69, 871	\$40, 105, 954	1, 524	\$399, 288	12, 837	\$2, 952, 510	43, 566, 043
Guadalupe.....	537	308, 238	-----	-----	-----	-----	308, 238
Santa Fe.....	2	1, 148	13	3, 406	10	2, 300	7, 579
Sierra.....	-----	-----	4	1, 045	5	1, 150	12, 504
Socorro.....	55	31, 570	1, 327	347, 674	519	119, 370	518, 658
Total:							
1953.....	72, 477	41, 601, 798	2, 943	771, 066	13, 373	3, 075, 790	45, 725, 959
1952.....	76, 112	36, 838, 208	7, 021	2, 260, 762	50, 975	16, 923, 700	56, 559, 692

¹ Does not include gravel washed or tonnage of precipitates shipped.

14.29. In parallel tables, and when so prepared in divide tables, a boxhead that is divided is repeated on subsequent pages with the word *Continued*. (See p. 205.)

14.29.1. In referring to quantity of things, the word *Number* in boxheads is spelled if possible.

14.29.2. In an 8-point table with a 6-point boxhead, an 8-point quadline 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.

14.29.3. Column numbers or letters in parentheses may be set over or under boxheads and are separated by a quadline above or below the deepest head. These column references aline across the table. (See also rule 14.29.5.)

States, Territories, etc.	Department of Agriculture				Department of Commerce		
	Commodity Credit Corporation, value of com- modities donated	Special schoolmilk program ¹	Value of commodi- ties dis- tributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in drought- stricken areas) □	Civil Aero- nautics Adminis- tration— Federal airport program— regular grants	Bureau of Public Roads: Highway construction	
						Regular grants ²	Emer- gency grants ³
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Alabama.....	\$4, 730, 154	\$1, 520, 362	\$7, 970, 875	-----	\$79, 284	\$1, 176, 401	\$247, 515
Arizona.....	393, 484	269, 274	591, 487	-----	297, 266	12, 366, 106	472, 749
Arkansas.....	4, 545, 983	823, 136	6, 512, 639	-----	127, 749	9, 317, 853	-----

Runup

14.29.4. Runup boxheads are to be reduced to the minimum practical 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 stub, reading, and date columns is to be avoided. Boxheads need not run up in all parts of a divide table.

14.29.5. Runup heads are set flush, with en bearoff on top. However, heads of 12 ems or less are set ragged at the top to avoid letterspacing; heads over 12 ems are set full. All overruns, including heads making only two lines, are set with 1-em hanging indention. (See rule 14.132, p. 194; also p. 202.)

State and division	Number					Production		Cash income from sales of cattle, calves, beef, and veal	Gross income	Value of cattle and calves slaughtered for foreign consumption	Cost of cattle shipped in for feeding
	Shipments and local slaughter		Cattle shipped for feeding and breeding	Farm slaughter		Quantity live weight	Value				
	1945	1946		1945	1946						
	Thou- sands	Thou- sands	Thou- sands	Thou- sands	Thou- sands	1,000 lbs.	1,000 dol.	1,000 dol.	1,000 dol.	1,000 dol.	1,000 dol.

[1947-49=100]

Year and month	(1) All commodities	(2) Farm products	(3) Processed foods	(4) All commodities other than farm and foods	(5) Textile products and apparel	(6) Furniture and other household durables	(7) Fuel, power, and lighting materials	(8) Chemicals and allied products	(9) Rubber and rubber products	(10) Lumber and wood products	(11) Pulp, paper, and allied products
1947.....	96.4	100.0	98.2	95.3	100.0	101.0	90.9	101.4	99.0	93.7	98.6
1948.....	104.4	107.3	106.1	103.4	104.4	102.1	107.1	103.8	102.1	107.2	102.9
1949.....	99.2	92.8	95.7	101.3	95.5	96.9	101.9	94.8	98.9	99.2	98.5

Braces

14.30. Braces are avoided if possible; if used, they are placed on the right of a rule and should extend to the complete depth of the group, including overruns. (See examples at top of p. 185.)

New Jersey		659,425	659,425	62.35		649,374	649,374	62.35			
New York											
Pennsylvania, Delaware, Maryland, and the District of Columbia.	}	2,900,499	(1)	2,900,499	{	66.56 39.73	3,312,610	(1)	3,312,610	{	66.92 39.64
Tennessee											
Virginia	}	23,187		23,187	{	47.24 54.32				{	53.60 46.00
South Dakota											
Texas	}	640		640	{	51.03	19,718		19,718	{	52.50 47.10
Oklahoma											
Utah	}	5,453		5,453	{	51.50	208		208	{	54.47
	}	326,500		326,500	{	45.02	355,006		355,006	{	

Centerheads, flush entries, and subentries

14.31. Centerheads over solid tables are set solid, except heads set entirely in caps, which are leaded; heads are leaded over leaded tables. Heads follow the style of the tables as to the use of figures and abbreviations.

14.32. 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. (See pp. 204-205.)

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. (See also rules 14.124.1-14.124.2, pp. 192-193.)

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 powerplant 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.....	753,248.97
	Other.....	15,335.81
	Total.....	768,584.78
	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. 187.)

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
			Apr. 2.....	40.9	15	July 24.....	45.9	16
1942			Apr. 28.....	47.7	13	Aug. 6.....	46.5	16
Jan. 3.....	43.9	15						

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----- PKCa----- NPKCa-----	2.58 2.45 2.54	9.13 8.78 10.08	1.62 1.24 .95	0.255 .257 .240	2.21 2.30 2.07	0.95 .95 .89
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SOILS DERIVED FROM ORGANIC MATERIAL

C-303----	Peat-----	1	{Check----- P----- PK----- PKCa-----	3.31 3.14 3.92 3.84	7.77 6.66 7.25 8.44	1.41 1.42 1.49 1.40	0.268 .358 .310 .289	1.14 .83 1.78 1.83	0.55 .73 .59 .64
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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	+\$. 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

14.38.1. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

14.38.2. Where column consists of single decimal, supply cipher on right.

0. 6
0
3. 0
4. 2
5. 0

14.38.3. Where column has mixed decimals of two or more places, do not supply ciphers but follow copy (see table on p. 248).

0. 22453
1. 263
4
2. 60
3. 4567
5. 3
7
78
12. 6
114. 44423

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.

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 lightface 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 examples, see rules 14.35, p. 184; 14.77, p. 188; 14.124.5, p. 193; 14.139.1, p. 195; 14.151.1, p. 199.)

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.	
Cayuga Creek, N.Y.-----	do-----	do-----	do-----	Do.
Oazenovia Creek, Erie County, N.Y.-----	Flood Control Com- mittee resolution, Apr. 23, 1942.	do. ² -----		
Chagrin River and tribu- taries, Ohio.-----	Flood Control Act, June 28, 1938.	-----	-----	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

14.54.1. In 6-, 8-, and 10-point tables, military-style date columns are $5\frac{1}{2}$ ems wide for outside columns and 6 ems for inside columns.

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 (see p. 202); 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. (See rule 14.36, p. 184.)

14.59. In columns consisting entirely of single or double years, figures are centered in columns without leaders.

1898 ¹
1898
1899-1900 ²
1901-2

Ditto

(See also "Units of quantity," rule 14.153, p. 201.)

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 examples, see rules 14.53, p. 186; 14.152, p. 201; p. 202.)

14.64. In mixed columns made up of figure and reading-matter items, *do*. is used only under the latter items.

14.65. *Do*. is not used—

- (1) in a figure or symbol 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*; and
- (7) under an abbreviated unit of quantity or other abbreviations.

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. 186; pp. 202-203.)

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 14.152, p. 201.)

14.74. When so prepared, inverted commas may be used instead of the abbreviation *do.*

Divide tables. (See "Parallel and divide tables," p. 194.)

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 nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only.

	1958	1957
Water supply available..... gallons..	4, 000, 000	3, 000, 000
Wheat production..... bushels..	9, 000, 000	8, 000, 000
Operations:		
Water-dispatching operations.....	\$442, 496	\$396, 800
Malaria control.....	571, 040	426, 600
Plant protection.....	134, 971	58, 320
Total.....	1, 148, 507	881, 720
Number of plants.....	642	525
Percent of budget.....	96.8	78.8

NOTE.—Preliminary figures.

[2 leads]

Source: Department of Commerce, Bureau of the Census.

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. 196.)

\$7-	\$9	\$15	\$10 to \$12
10-	12	\$16- 18	14 to 20
314-	316		
1, 014-1, 016			

14.79. Dollar mark is omitted from a first item consisting of 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.

TABLE 14.—*Production of crude petroleum, 1952-53, by districts and fields, in thousand barrels*

[Oil & Gas Journal]

District and field	1952	1953	District and field	1952	1953
Southeast:			Southeast—Continued		
Arrowhead.....	809	953½	Lovington and East.....	1, 136	2, 472½
Grayburg-Jackson.....	1, 353	1, 162	Other.....	14, 648	22, 183
Hare.....	2, 627	2, 047	Northwest ².....	566	755
Hobbs.....	(¹)	(¹)	Total.....	22, 174	31, 042
Langlie-Mattix.....	1, 635	1, 669			

¹ Included in "Other" fields.

² Bureau of Mines data.

[2 leads]

Source: Department of Commerce, Bureau of the Census.

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. 192.)

XII.....	4, 530	6, 270	7, 000	XIV—Con..	7, 620	10, 550	11, 750
	(8, 710)	(13, 560)	(15, 060)		(13, 330)	(18, 480)	(20, 500)
XIII.....	5, 620	7, 770	8, 660	XV.....	8, 450	11, 700	13, 000
	(10, 900)	(15, 080)	(16, 750)		(15, 060)	(20, 900)	(23, 180)
XIV.....	6, 170	8, 550	9, 520	XVI.....	10, 500	14, 610	16, 270
	(11, 890)	(16, 500)	(18, 300)		(16, 090)	(22, 300)	(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 ("Figs. against"); but if only a few figures will touch the rule on the left, it is preferable to retain the bearoff on the right. The whole table, including all parts of a divided table, must be treated alike. (For example, see rule 14.30, p. 183.)

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. Thin commas and justifying spaces are used.

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. 185.)

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	25	17	-----
Median age	percent		5.5
Median value	years		\$144
Fraternal membership:			
Men		IV	486
Women			None

14.89. For symbols and letters in columns, see rules 14.146-14.146.3, pages 196-197.

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 rules 14.81, 14.82, p. 189.)

Footnotes and references

14.94. Footnotes to tables are numbered independently from footnotes to text.

14.95. Superior 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. 214.) 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 examples, see pp. 202-205.)

14.101. Footnotes to a parallel table begin on the even page unless there are no references on that page. With references on each page, footnotes are made up in approximately equal depth on both pages.

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. 187; p. 202.)

14.104. Two or more footnote references occurring together are separated by spaces, not commas. (For example, see rule 14.152, p. 201.)

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. Numbered footnotes are placed immediately beneath the table. However, if a sign or letter reference in the heading of a table is to 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 and indented tables and tables in rules 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. (See rule 2.98, p. 14.)

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 or leader-work, the 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.

Total length.....	40 $\frac{3}{4}$	41	0.42	43	44	0.455	46	47	48	$\frac{1}{2}$ inch.
Sleeve length.....	10 $\frac{3}{8}$	10	10	10	11	11	11	11	11	1 inch.
Armhole length.....	8 $\frac{3}{8}$	8 $\frac{1}{2}$	9	9 $\frac{1}{2}$	9 $\frac{1}{2}$	10	10 $\frac{1}{2}$	10 $\frac{1}{2}$	11	Do.
Sleeve cuff length (if cuff is used).....	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	Maximum.
Neck opening.....	26 $\frac{1}{2}$	26	27 $\frac{1}{2}$	28 $\frac{1}{2}$	28	29 $\frac{1}{2}$	30	30	31	2 inches.
Waist:										
7, 8, 9, 10 cut.....	23 $\frac{1}{2}$	24	25 $\frac{1}{2}$	27 $\frac{1}{2}$	28	29 $\frac{1}{2}$	31	32	33 $\frac{1}{2}$	6 percent.
11, 12, 14 cut.....	22 $\frac{1}{2}$	23 $\frac{1}{2}$	25	26 $\frac{1}{2}$	27 $\frac{1}{2}$	29	30 $\frac{1}{2}$	31 $\frac{1}{2}$	33	Do.

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. (See examples, rules 14.81, 14.82, p. 189.)

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. (See rule 14.139.1, p. 195.)

Indentions and overruns

Subentries

14.124.1. The indention of subentries is determined by the width of the stub or reading column. Subentries in columns more than 15 ems wide are indented in 2-em units; in columns 15 ems or less, with short entry lines and few overruns, 2-em indentions are also used. All overruns are indented 1 em more.

Italic

14.125. Names of vessels and aircraft (except in reading columns consisting entirely of such names), titles of legal cases (except *v. 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 rule 16.21, p. 214.)

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. 186; pp. 202-203.)

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. 186; pp. 202-203.)

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. (See example, pp. 202-203.)

Letterspaced words

14.132. To avoid letterspacing of lines, reading columns and runup heads of 12 ems or less are to be set ragged on right, with uniform 3-em spacing between words throughout. Lines are to be set as full as possible, in conformity with proper word division. (See also rules 14.23-14.25, p. 180.)

In columns over 12 ems in width, words in a line are letterspaced if more than 1½ ems would be required between words. All of a short word is letterspaced rather than only part of a long one.

769	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
770	-----do-----	-----do-----	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
	← 10 ems →	← 12 ems →	← over 12 ems—set full →

Numerals in tables

14.133. Figures, ordinals, and fractions are used in all parts of a table, except fractions which will be spelled out at the beginning of a footnote. (See also rules 14.116, 14.122, p. 192; 14.145, p. 196.)

Overruns. (See "Indentions and overruns," p. 192.)

Parallel and divide tables

Parallel tables. (For examples, see pp. 204-205.)

14.134. Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page.

14.135. Heads and headnotes center across the pair of pages, with 2-em hanging indention for 3 or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of

pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.

14.136. Boxheads are set as described on pages 180-183. Boxheads and horizontal rules aline across both pages.

14.137. Boxheads are not divided but are repeated, with *Continued* added.

14.138. Vertical rules are used on the right of even pages and on the left of odd pages.

14.139. Tracing figures are carried through from the outside columns of both pages and are set to "leader from the top line."

Divide tables

14.139.1. In divide tables that are made up parallel, with stub column repeated, the head but not the headnote repeats on each succeeding page, with *Continued* added.

TABLE 1.—Data available in *Source Book of Statistics of Income from corporation returns for the years 1956-57*

[Excludes consolidated returns of inactive corporations]

Division and State	All industries	Agriculture, forestry, and fishery ¹	Mining	Construction	Manufacturing	Transportation, communication, and other public utilities	Wholesale and retail trade
United States.....	34,627,905	7,988,243	902,061	2,032,023	8,250,690	2,768,267	5,509,228
New England.....	328,287	54,315	841	20,801	118,074	22,664	50,112
Maine.....	204,215	38,756	533	11,906	68,160	15,062	31,473
New Hampshire.....	124,072	15,559	308	8,895	49,914	7,602	18,639
Middle Atlantic.....	7,059,570	442,137	235,385	453,940	2,210,034	700,217	1,329,225
New York.....	3,521,163	206,354	8,614	235,763	968,453	363,343	739,295

TABLE 1.—Data available in *Source Book of Statistics of Income from corporation returns for the years 1956-57*—Continued

[Headnotes are not repeated with continued headings unless necessary to make table clear]

Division and State	Finance, insurance, and real estate	Business and repair service	Personal service	Amusement, recreation, and related services	Professional and related services	Government	Industry not reported
United States.....	1,013,297	789,377	1,133,585	316,063	1,472,453	1,414,069	450,570
New England.....	5,900	9,369	10,973	2,310	13,815	13,735	6,376
Maine.....	3,586	5,179	6,504	1,457	8,253	9,295	4,029
New Hampshire.....	2,314	3,170	4,469	853	5,562	4,440	2,347
Middle Atlantic.....	341,574	183,586	290,986	14,541	374,017	309,917	123,832
New York.....	216,106	101,091	172,664	47,231	212,765	182,687	65,807

14.139.2. Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables. Over such tables the heads are repeated, with *Continued* added. Outside vertical rules are not used.

Reading columns

14.140. Figures or combinations of figures and letters used to form a reading column aline on left and are followed by leaders. *Do.* is not used under such items. (See rule 14.146.2, below.)

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. 151, and rules 11.10–11.12, pp. 167–168.)

Symbol columns

14.146. A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be remembered that a line or lines of reading matter changes the character of a symbol column into a reading column. A symbol column is not centered, except in tables in rules and where specifically requested. Blank lines in a last column are cleared. *Do.* is not used in a symbol or figure column.

14.146.1. In columns 5 ems or less in width, symbols, including columns consisting entirely of letters, are set flush on left, and spaces, not leaders, are used to complete line. Blank lines in a last column are cleared. No closing period is used.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Specification symbol
GM(2)	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G. & D.
CG	Ball and roller bearing grease.....	G075	N	Extreme pressure.....	BR
CW ¹	Wheel-bearing grease.....	OE20 ²	Xdo.....	WBG ³
	Grease not typified.....			Further tests being conducted.	
G090	Universal gear lubricant.....	S. & T.	B	Water-pump grease.....	S0D
(5 ems or less)	(Stub or reading column)	(5 ems or less)	(5 ems or less)	(Reading column)	(5 ems or less)

14.146.2. In columns over 5 ems in width, symbols are set flush on left, with leaders used to complete line. However, a last column is set with spaces to complete line and blank lines are cleared. Use closing period.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Description or specification symbol
GM(2).....	Gasoline and diesel engine oil, SAE grade.	OR10.....	A.....	Fuel, grease, chassis, or soap base.	G. & D.
Not listed....	Ball and roller bearing grease.	41-X-593...	A.....	Extreme pressure.....	Awaiting further analysis.
Do.....	Wheel-bearing grease...	W.....	G.....do.....	Do. ⁴
WGL.....	Heavy-duty oil.....	PLE.....	N.....	Highly refined oil.....	
HJB.....	Hydraulic jack lubricant.	APS.....	X.....	Low-temperature grease.	GKB.
(Reading column) (over 5 ems)	(Stub or reading column)	(Reading column) (over 5 ems)	(Reading column) (over 5 ems)	(Reading column)	(Reading column) (over 5 ems)

14.146.3. Columns composed of both symbols and figures are treated as figure columns and are set flush on right. In case of blank lines in a last column, leaders will be used as in figure columns.

Symbol or catalog No.	Typical commercial designation	Symbol or product No.	Symbol or filing order symbol	General description	Symbol or specification No.
WBD	Chassis grease, cup grease, under pressure.	961	A	Especially adapted to very cold climates.	1359
14L88	Water-pump bearing grease.....	SWA	352	Under moderate pressure.....	
5190	Exposed gear chain lubricant.....	12L	N	High-speed use.....	AE10
	E.P. hypoid lubricant.....	863	X	For experimental use only.....	NXL
376	Special grade for marine use.....		468	Free flowing in any weather.....	749
(Treat as figure column) (5 ems or less)	(Stub or reading column)	(Treat as figure column) (5 ems or less)	(Treat as figure column) (5 ems or less)	(Reading column)	(Treat as figure column) (5 ems or less)

Tables in rules

14.147. In tables consisting entirely of figure columns, including fractions, figures are centered in each column and aligned on right. Leader and dash lines are borne off 1 em from each side. In narrow columns, figures, leaders, and dashes are borne off an en space. First and last columns must always bear off a full em quad from outside rules.

The following statistics cover the average cost per head for the State after taxes in 1950

	Cattle and calves	Hogs	Sheep
Manager's salary ¹	\$0.0409	\$0.0259	\$0.0054
Yarding expenses.....	.1231	.0536	.0182
Office expenses.....	.0981	.0622	.0131
<input type="checkbox"/> Administrative and general expense ²0973	.0617	.0129
Total unit costs.....	<input type="checkbox"/> .3594 <input type="checkbox"/>	<input type="checkbox"/> .2034 <input type="checkbox"/>	<input type="checkbox"/> .0496 <input type="checkbox"/>
Number of head.....	110, 305	91, 330	103, 221

¹ Manager's salary will be higher after Jan. 1, 1951.

² Administrative and general expenses which involve the construction of all necessary new buildings.

Statistical tables of performance and results—Bureau of School Medical Inspection

SCHOOL ENROLLMENT

	1946-47	1945-46	1944-45	1943-44	1942-43
<input type="checkbox"/> Enrollment, October:					
White.....	63,360	61,825	62,118	63,965	52,693
Colored.....	41,355	39,532	38,786	37,462	35,400
Total.....	# 104,715	# 101,357	# 100,904	# 101,427	# 88,093 <input type="checkbox"/>
Number medical inspections during 1 year:					
White.....	19	19	19	19	19
Colored.....	10	10	10	10	10
Total.....	29	29	29	29	29
Pupils per inspection:					
White.....	3,334	3,254	(1)	#	4,086
Colored.....	4,135	3,953	3,879	3,746	-----

¹ Records incomplete for 1944-45.

TABLE 2.—*Variation of motor method ratings with pressure*¹

Chamber pressure	Venturi diameter	Detonation meter giving the octane number and micrometer reading		Bouncing pin	
		Rating octane No.	Micrometer	Rating octane No.	Micrometer
FUEL 1					
<i>Inch</i> Hg	<i>Inch</i>		<i>Inch</i>		<i>Inch</i>
29.6	$\frac{9}{16}$	70.1	0.510	-----	-----
29.6	$\frac{9}{16}$	□-----□	-----	69.4	0.527
29.0	$\frac{9}{16}$	70.8	.484	69.4	.509
28.0	$\frac{9}{16}$	70.0	.450	68.5	.479
27.0	$\frac{9}{16}$	69.2	.420	68.2	.449
26.0	$\frac{3}{4}$	68.9	.506	69.3	.499
25.0	1	68.6	.462	68.9	.472
23.0	$\frac{3}{4}$	68.0	.391	68.2	.398
21.0	$\frac{3}{4}$	-----	-----	67.8	.314

¹ Variation to nearest thousandth.

14.147.1. In a table with one or more reading columns, including stub column, the text is borne off an en space from all inside rules, but first and last columns must be borne off an em quad from outside rules. Leader and dash lines in stub or reading columns are set without bearoff, as in regular tabular composition.

TABLE 1.—*Fuels used in test program*

No.	Fuel composition	Nominal octane number	
		Motor method	Research method
1	#60% X-6, 40% <i>n</i> -heptane-----	69.6	80.3
2	86% X-6, 14% <i>n</i> -heptane-----	-----	100.0
3	52% isooctane, 48% <i>n</i> -heptane, 2 ml TEL blend/gallon-----	75.6	74.7
4	74% isooctane, 26% <i>n</i> -heptane, 2 ml TEL blend/gallon-----	75.3	-----
5	80 octane number commercial gasoline; catalytic cracked, thermal cracked, and straight-run components without lead	60.8	60.9

TABLE 2.—*Nutrient solution in relation to pycnospore of M. melonis*

Medium	Germination	Description of germ tubes
□ Modified Duggar's solution-----	<i>Percent</i> 45	Spores swollen only slightly; germ tubes □ short and no branches.
2-percent orange extract in modified Duggar's solution.	73	Spores swollen moderately; germ tubes longer than above and occasionally branched.
2-percent orange extract in distilled water.	98	Spores swollen normally; germ tubes vigorous, long and profusely branched.

14.147.2. In half-measure, double-up table, the inside stub or reading column on right half of table is borne off an em quad from the parallel dividing rule.

TABLE 2.—*Varietal reactions of pea and bean to the Wisconsin pea stunt virus tested in 1950*¹

Bean variety	Plants inoculated	Plants diseased	Bean variety	Plants inoculated	Plants diseased
	<i>Number</i>	<i>Number</i>		<i>Number</i>	<i>Number</i>
<input type="checkbox"/> Alaska.....	29	2	<input type="checkbox"/> Bountiful.....	8	7
Alderman.....	25	11	Dwarf Horticultural.....	13	1
Bonneville.....	19	6	Great Northern University of Illinois No. 1.....	3	5
Canner King.....	19	9	Idaho Refugee.....	3	3
Delwiche Commando University of Wisconsin No. 1.....	18	6	Michelite.....	5	12
Glacier.....	21	14	Pinto.....	17	6

¹ Tests made in Illinois and Wisconsin.

14.148. Matter in boxheads takes no extra bearoff.

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. (See rule 14.147, p. 197.)

Tables without rules

14.150. In tabular matter set without down rules, the same arrangement and bearoff for figures prevails as in ruled tables, except that leaders and dashlines also bear off an en space on both sides. Thus a full em space appears between columns. Unless otherwise specified, tables without rules are set in 6 or 8 point.

14.151. Column heads over figure columns in 6- or 8-point tables are set in 6-point italic, solid. These heads aline on bottom across the table, with 1 lead separating head from table.

14.151.1. Horizontal cutoff dashes (or rules or braces) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings. An en-space bearoff on either side of the spread measure must be allowed to separate it from any adjacent columns not a part of the same group heading.

TABLE 9.—*Changes in fixed assets and related allowances*

	<i>Fixed assets</i>					
	<i>Balance</i>	<i>Investment</i>		<i>Operations</i>		
	<i>June 30, 1955</i>	<i>Current</i>	<i>Adjust-</i>	<i>Trans-</i>	<i>Retire-</i>	<i>Balance</i>
	<i>(table 9-a)</i>	<i>additions</i>	<i>ments</i>	<i>fers</i>	<i>ments</i>	<i>June 30, 1956</i>
Supporting and general facilities:						
<input type="checkbox"/> Transportation and utilities:						
<input type="checkbox"/> Panama Railroad.....	12, 123, 197	306	-----	(539)	(284, 358)	11, 838, 606
Motor Transportation Division.....	2, 242, 999	122, 597	-----	2, 143	(147, 561)	2, 220, 178
Steamship line.....	13, 653, 989	10, 247	-----	-----	-----	13, 664, 236
Power system.....	19, 364, 373	366, 311	-----	(342)	(290, 174)	19, 440, 168
Communication system.....	2, 739, 012	151, 819	(113, 261)	-----	(26, 100)	2, 751, 470
Water system and hydroelectric facilities.....	10, 590, 820	104, 039	-----	1, 661	(48, 920)	10, 647, 600
<input type="checkbox"/> Total transportation and utilities.....	60, 714, 390	755, 319	(113, 261)	2, 923	(797, 113)	60, 562, 258
<input type="checkbox"/> Employee service and facilities:						
<input type="checkbox"/> Commissary Division.....	7, 012, 701	105, 952	(130, 891)	21, 777	(36, 418)	6, 973, 121
Service centers.....	3, 684, 670	29, 086	-----	530	(230, 276)	3, 484, 010
Housing Division.....	35, 729, 465	(10, 336)	-----	(485, 548)	(937, 916)	34, 295, 665
<input type="checkbox"/> Total employee services and facilities.....	46, 426, 836	124, 702	(130, 891)	(463, 241)	(1, 204, 610)	44, 752, 796
<input type="checkbox"/> Grand total.....	107, 141, 226	880, 021	(244, 152)	(466, 164)	(2, 001, 723)	105, 315, 054

14.151.2. More than one figure column, also illustrating use of dollar mark, dashline, bearoff, etc. (Note clearance in figure columns.)

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

Subtotal..... 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.....

522

For construction work in progress, recorded money outlay..... 933, 605

Total..... □ 1, 244, 119

Use:	Quantity (million cubic feet)	Value at point of consumption
Residential.....	34, 842 □	\$21, 218, 778
Commercial.....	14, 404	5, 257, 468
Industrial:		
Field (drilling, pumping, etc.).....	□ 144, 052	10, 419, 000
All other industrial:		
Fuel for petroleum refineries.....	96, 702	
Other, including electric utility plants...	346, 704	61, 440, 000
	636, 704	98, 335, 246

General account:	1953	Estimated 1957	Change
Receipts.....	□ \$64, 800	□ \$69, 800	□ +\$5, 000
Expenditures.....	(70, 300)	(67, 100)	(-3, 200)
Net improvement, 1957 over 1953.....			1, 800
Deduct 1953 deficit.....			1, 500
Net surplus, estimated for 1957.....			□ 300

[In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 1954.....	□ \$165, 367, 704. 85
Receipts:	
Collections.....	□ \$564, 944, 502. 99
Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 1953.....	4, 450, 577. 07
Total receipts.....	569, 395, 080. 06
Total available.....	734, 762, 784. 91

Total, mean, and average lines. (See rules 14.124.3–14.124.5, p. 193.)

Units of quantity

14.152. Units of quantity in stub columns are set in lowercase and 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 a 1-em leader.

Aluminum, molybdenum, titanium, ferromanganese, and other metals.....	pounds.....	(1 2)	(1 2)	179, 177, 116 ¹	² 32, 700, 000
Cement.....	short tons.....	³ 6, 853, 796	³ 9, 866, 102	³ 8, 251, 038	³ 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) ⁵	long tons.....	(1)	(1)	(1)	(1)
Ferroalloys.....	short tons.....	183, 465	² 18, 358, 766	259, 303	² 30, 719, 756

Aluminum, molybdenum, titanium, ferromanganese, and other metals.....	Port of New York.....	(1 2)	179, 177, 116	² 32, 700, 000
Cement.....	do.....	³ 9, 866, 102	³ 8, 251, 038	³ 11, 687, 089
Clay products (other than pottery, refractories).....	Baltimore.....	⁴ 6, 883, 109		⁴ 5, 820, 000
Coke.....	do.....	² 25, 526, 646	5, 080, 403	² 29, 519, 871
Diatomite.....	do.....	(1)	(1)	(1)
Emery.....	do.....	6, 828	1, 046	9, 349
Feldspar (crude) ⁵	Norfolk.....	(1)	(1)	(1)
Ferroalloys.....	do.....	² 18, 358, 766	259, 303	² 30, 719, 756

14.153. *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.

14.154. 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. (See examples, p. 202.)

14.155. 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.

DEFINITION AND PARTS OF A TABLE

To define and describe fully all of the many parts, terms, and details which enter into tabular presentation is difficult to explain in a few words or to understand readily without an accompanying visual example. The example shown is directed at those concerned with the construction and makeup of tables, with guidelines identifying tabular terms and details. Many of the terms can be applied to any form of tabular matter.

TABLE 10.—*Heading or headline*

[Headnote or bracket line]									
Head rule—usually single		Spanner head ¹				Standard date column head		Reading column head	
Boxhead	Boxhead cutoff rule—usually inferior dashes	Column head		Stubhead		Subspanner head		Units of quantity over figure columns— <i>italic</i>	Clear
		Runup column over 12 ems deep ¹	Runup column making more than 2 lines	Runup column or less head 12 ems	Runup column head	Thous- ands of pounds	Num- ber		
Boxhead cutoff rule—usually inferior dashes		Millions of dollars	Tons	Tons	Tons			Feb. 12, 1958 ⁴	Reading column. ⁵
Centerline in stub column		1,988	965	881	1,338	6,927	Do. ⁷	(6).	Same reading column. Do.
The line		1,057	(6)	286	2,673	1,891	July 19, 1958		
Ditto or "do." line		769	156	112	1,114	3,821	May 3, 1958	Do. ⁷	Reading column.
Single dashline		258	387	596	342	2,297	June 15, 1958		
Parallel dashline		Total line	Total line	Total line	Total line	Total line	June 15, 1958	Do. ⁷	Reading column.
Block or group		1,057	(6)	286	2,673	1,891	July 19, 1958		
Total line		769	156	112	1,114	3,821	May 3, 1958	Do. ⁷	Reading column.
Quadline		258	387	596	342	2,297	June 15, 1958		
Cutoff rule		Total line	Total line	Total line	Total line	Total line	June 15, 1958	Do. ⁷	Reading column.

Cutoff rule	Stub column	Figure columns	Figures against	Reading columns	
	2 READING COLUMNS (Leader from top line)				
1 Colon line	Dairy products:	1, 485, 692	380	462	3, 264 Mar. 3, 1958
2 Subentry	In cartons.....pounds..	263, 491	198	198	5, 783 Dec. 17, 1957
3 Flush line	Clay products□barrels..	325, 000	621	621	1, 926 Nov. 26, 1957
4 Runover indentation	(other than pottery, re- fractories).				
5	Ferrous alloys short tons..	163, 381	556	276	1, 985 112, 812 do.....
					Same reading column.
	1 READING COLUMN (Leader from bottom line)				
1	A short line.....boxes..	13, 092	748	365	2, 421 986 Jah. 6, 1958
2	A long, crowded line thousands of tons..	5, 692	345	721	2, 679 3, 542 Apr. 17, 1958
8	A very long line that runs over.....crates..	386, 591	475	582	13, 503 12, 297 June 6, 1958
					17, 304, 298 18, 591, 763
Foot or bottom rule	2	14 3	Units of quantity in stub column — roman	5 3 3 4	7½ 6½ 6.3
Cost	Tracer- figure rule (line number)			Hairline rule	Standard date column
				Turned rule	Figure columns
				Parallel rule	

PARALLEL

CHART I.—Data available in the Source Book of Statistics

(For list of major and minor

NOTE.—Under each classification data are shown (1) in composite,

Fiscal year or month	Budget receipts and expenditures ¹			Trust account and other transactions, net receipts, or expenditures (—) ⁴	Clearing account ⁵
	Net receipts ²	Expenditures ³	Surplus, or deficit (—)		
1932.....	\$1,923,913,117	\$4,659,202,825	—\$2,735,289,708	¹¹ —\$5,178,050	-----
1933.....	2,021,212,943	4,622,865,028	—2,601,652,085	—5,009,989	-----
1934.....	3,064,267,912	6,693,899,854	—3,629,631,943	834,880,108	-----

PARALLEL TABLE WITH

TABLE 6.—Corporation returns with balance sheets,¹ 1949, by total assets classes, no net income:³ Number of returns, selected assets and liabilities, selected in cash and assets other than own stock; also, for returns with net income, the

[Total assets classes and money

		Major industrial groups				
		Finance, insurance, real estate, and lessors of real property in 1957			Services	
		Insurance carriers, agencies, and agents	Real estate, except lessors of real property other than buildings	Lessors of real property, except buildings	Total services	Hotels and other lodging places
		Insurance agents and brokers				
1	Number of returns ⁴	5,341	76,010	3,589	29,468	3,584
2	Receipts:					
3	Gross sales ⁷		23,089	-----	1,314,378	437,633
3	Gross receipts from operations ⁸	349,983	1,065,196	-----	5,823,484	714,254
	Interest on Government obligations (less amortizable bond premium):					
4	Wholly taxable ⁹	373	8,631	4,084	4,075	1,194
5	Subject to surtax only ¹⁰	24	314	70	123	8
6	Wholly tax exempt ¹¹	17	621	117	652	12

TABLE

of Income from corporation returns for the years 1926-49

industrial groups, see chart II)

(2) for returns with net income, and (3) for returns with no net income

Public debt, net increase or decrease (-)	Cash balance in account of the Treasurer of the United States, net increase or decrease (-)	Amount, end of period				
		Cash balance in account of the Treasurer of the United States	Debt outstanding ⁶			
			Public debt ⁷	Guaranteed obligations ⁸	Total ⁹	Subject to limitation ¹⁰
\$2,685,720,952	—\$54,746,805	\$417,197,178	\$19,487,002,444	-----	\$19,487,002,444	(12)
3,051,670,116	445,008,042	862,205,221	22,538,672,560	-----	22,538,672,560	(12)
4,514,468,854	1,719,717,020	2,581,922,240	27,053,141,414	\$680,767,817	27,733,909,231	(12)

TRACING FIGURES

and by major industrial groups,² for returns with net income and returns with receipts, compiled net profit or net loss, net income or deficit, and dividends paid income tax

figures in thousands of dollars]

Major industrial groups—Continued							
Services—Continued							Nature of business not allocable
Personal services	Business services	Automotive repair services and garages	Miscellaneous repair services, hand trades	Motion pictures	Amusement, except motion pictures	Other services, including schools	
\$ 6, 689	6, 067	2, 488	\$ 1, 190	3, 558	2, 822	3, 070	902
312, 555 865, 090	181, 732 1, 599, 119	113, 906 157, 940	88, 304 113, 000	72, 602 1, 480, 924	51, 215 431, 053	56, 431 462, 104	57, 971 17, 938
259 11 12 34	734 69 40	126 1 1	24 3 -----	1, 041 7 542	358 6 2	339 18 21	41 15 23

TABLE OF MONOTYPE MEASURES FOR MOST FREQUENTLY USED SET SIZES

[Lightface denotes flat measures—boldface denotes measures including squeeze]

Measure	6-Set	7-Set	8-Set	8½-Set	9-Set	10-Set	10½-Set	12-Set
Picas Pts.	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units
1½	1	0.15	0.14	0.13	0.12	0.11	0.10	0.9
1	2	1.13	1.9	1.7	1.6	1.4	1.3	1
1½	3	2.10	2.4	2.2	2	1.14	1.13	1.9
2	4	3.8	3	2.15	2.12	2.7	2.5	2
2½	5	4.5	3.13	3.10	3	3	2.15	2.9
3	6	5.3	4.9	4.4	4	3.11	3.8	3
3½	7	6	5.4	4.17	4.12	4.4	4	3.9
4	8	6.15	6	5.12	5.6	4.14	4.10	4
4½	9	7.13	6.13	6.6	6	5.7	5.3	4.9
5	10	8.10	7.9	7.1	6.12	6	5.13	5
5½	11	9.8	8.4	7.14	7.7	6.11	6.6	5.9
6	12	10.5	9.1	8.8	8.1	7.4	7.5	6.1
6½	13	11.3	9.13	9.3	8.13	7.14	7.15	6.9
7	14	12	10.9	9.16	9.7	8.7	8.8	7.1
7½	15	12.15	11.4	10.11	10.12	9	9.1	7.9
8	16	13.13	12.1	11.5	11.6	9.11	9.12	8
8½	17	14.10	12.13	12	12.1	10.4	10.5	8.9
9	18	15.8	13.9	12.13	12.14	10.14	10.15	9
9½	19	16.5	14.4	13.7	13.8	11.7	11.8	9.9
10	20	17.3	15	14.2	14.3	12	12.1	10
10½	21	18	15.13	14.15	14.17	12.11	12.13	10.9
11	22	18.15	16.9	15.10	15.12	13.4	13.6	11
11½	23	19.13	17.4	16.4	16.6	13.14	13.16	11.9
12	24	20.10	18	16.7	17.1	14.7	14.9	12
12½	25	21.8	18.13	17.12	17.14	15	15.2	12.9
13	26	22.5	19.9	18.6	18.8	15.11	15.13	13
13½	27	23.3	20.4	19.1	19.3	16.4	16.6	13.9
14	28	24	21	19.14	19.16	16.14	16.16	14
14½	29	24.15	21.13	20.8	20.10	17.7	17.9	14.9
15	30	25.13	22.9	21.3	21.5	18	18.2	15
15½	31	26.10	23.4	21.16	22	18.11	18.13	15.9
16	32	27.8	24.2	22.11	22.13	19.4	19.6	16
16½	33	28.5	24.13	23.5	23.8	19.14	19.17	16.9
17	34	29.3	25.9	24	24.3	20.7	20.10	17
17½	35	30	26.4	24.13	24.16	21	21.3	17.9
18	36	30.15	27	25.7	25.10	21.11	21.14	18
18½	37	31.13	27.13	26.2	26.5	22.4	22.7	18.9
19	38	32.10	28.9	26.15	27	22.14	22.17	19
19½	39	33.8	29.4	27.9	27.12	23.7	23.10	19.9
20	40	34.5	30	28.4	28.7	24	24.3	20
20½	41	35.3	30.14	28.17	29.2	24.11	24.14	20.9
21	42	36	31.9	29.12	29.15	25.4	25.7	21
21½	43	36.15	32.4	30.6	30.9	25.14	25.17	21.9
22	44	37.13	33	31.1	31.4	26.7	26.10	22
22½	45	38.10	33.14	31.14	31.17	27	27.3	22.9
23	46	39.8	34.9	32.8	32.11	27.11	27.14	23
23½	47	40.5	35.4	33.3	33.6	28.4	28.7	23.9
24	48	41.3	36	33.16	34.1	28.14	28.17	24
24½	49	42	36.13	34.11	34.15	29.7	29.11	24.9
25	50	42.15	37.9	35.5	35.9	30	30.4	25
25½	51	43.13	38.4	36	36.4	30.11	30.15	25.9
26	52	44.10	39	36.13	36.17	31.4	31.8	26
26½	53	45.8	39.13	37	37.11	31.14	32	26.9
27	54	46.3	40.9	38.2	38.6	32.7	32.11	27
27½	55	47.3	41.4	38.15	39.1	33	33.4	27.9
28	56	48	42	39.9	39.13	33.11	33.15	28
28½	57	48.15	42.14	40.4	40.8	34.4	34.8	28.9
29	58	49.13	43.9	40.17	41.3	34.14	35	29.3
29½	59	50.10	44.4	41.12	41.6	35.7	35.11	29.9
30	60	51.8	45	42.6	42.10	36	36.4	30

TABLE OF MONOTYPE MEASURES FOR MOST FREQUENTLY USED SET SIZES—Continued

[Lightface denotes flat measures—boldface denotes measures including squeeze]

Measure	6-Set	7-Set	8-Set	8½-Set	9-Set	10-Set	10½-Set	12-Set
Picas Pts.	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units
30½	61	52.5 52.10	45.13 46	43.1 43.5	40.12 40.16	36.11 36.15	34.15 35	30.9 30.12
31	62	53.3 53.8	46.9 46.14	43.14 44	41.6 41.10	37.4 37.8	35.8 35.11	31 31.3
31½	63	54 54.5	47.4 47.9	44.8 44.12	42 42.4	37.14 38	36 36.3	31.9 31.12
32	64	54.15 55.2	48 48.5	45.3 45.7	42.12 42.16	38.7 38.11	36.10 36.13	32 32.3
32½	65	55.13 56.1	48.13 49.1	45.16 46.4	43.6 43.11	39 39.5	37.2 37.6	32.9 32.13
33	66	56.10 56.16	49.9 49.15	46.11 46.17	44 44.5	39.11 39.16	37.13 37.17	33 33.4
33½	67	57.8 57.14	50.4 50.10	47.5 47.11	44.12 44.17	40.4 40.9	38.5 38.9	33.9 33.13
34	68	58.5 58.11	51 51.6	48 48.6	45.6 45.11	40.14 41.1	38.15 39.1	34 34.4
34½	69	59.3 59.9	51.13 52.1	48.13 49.1	46 46.5	41.7 41.12	39.7 39.11	34.9 34.13
35	70	60 60.6	52.9 52.15	49.7 49.13	46.12 46.17	42 42.5	40 40.4	35 35.4
35½	71	60.15 61.3	53.4 53.10	50.2 50.8	47.6 47.11	42.11 42.16	40.10 40.14	35.9 35.13
36	72	61.13 62.1	54 54.6	50.15 51.3	48 48.5	43.4 43.9	41.2 41.6	36 36.4
36½	73	62.10 62.16	54.13 55.1	51.9 51.15	48.12 48.17	43.14 44.1	41.13 41.17	36.9 36.13
37	74	63.8 63.14	55.9 55.15	52.4 52.10	49.6 49.11	44.7 44.12	42.5 42.9	37 37.4
37½	75	64.5 64.11	56.4 56.10	52.17 53.5	50 50.5	45 45.5	42.15 43.1	37.9 37.13
38	76	65.3 65.9	57 57.6	53.12 54	50.12 50.17	45.11 45.16	43.7 43.11	38 38.4
38½	77	66 66.6	57.13 58.1	54.6 54.12	51.6 51.11	46.4 46.9	44 44.4	38.9 38.13
39	78	66.15 67.3	58.9 58.15	55.1 55.7	52 52.5	46.14 47.1	44.10 44.14	39 39.4
39½	79	67.13 68.1	59.4 59.10	55.14 56.2	52.12 52.17	47.7 47.12	45.2 45.6	39.9 39.13
40	80	68.10 68.16	60 60.6	56.8 56.14	53.6 53.11	48 48.5	45.13 45.17	40 40.4
40½	81	69.8 69.16	60.13 61.2	57.3 57.10	54 54.6	48.11 48.16	46.5 46.10	40.9 40.14
41	82	70.5 70.13	61.9 61.16	57.16 58.5	54.12 55	49.4 49.9	46.15 47.2	41 41.5
41½	83	71.3 71.11	62.4 62.11	58.11 59	55.6 55.12	49.14 50.1	47.7 47.12	41.9 41.14
42	84	72 72.6	63 63.7	59.5 59.12	56 56.6	50.7 50.12	48 48.5	42 42.5
42½	85	72.15 73.5	63.13 64.2	60 60.7	56.12 57	51 51.5	48.10 48.15	42.9 42.14
43	86	73.13 74.3	64.9 64.16	60.13 61.2	57.6 57.12	51.11 51.16	49.2 49.7	43 43.5
43½	87	74.10 75	65.4 65.11	61.7 61.14	58 58.6	52.4 52.9	49.13 50	43.9 43.14
44	88	75.8 75.16	66 66.7	62.2 62.9	58.12 59	52.14 53.1	50.5 50.10	44 44.5
44½	89	76.5 76.13	66.13 67.2	62.15 63.4	59.6 59.12	53.7 53.12	50.15 50.12	44.9 44.14
45	90	77.3 77.11	67.9 67.16	63.9 63.16	60 60.6	54 54.5	51.7 51.12	45 45.5
45½	91	78 78.8	68.4 68.11	64.4 64.11	60.12 61	54.11 54.16	52 52.5	45.9 45.14
46	92	78.15 79.5	69 69.7	64.17 65.6	61.6 61.12	55.4 55.9	52.10 52.15	46 46.5
46½	93	79.13 80.3	69.13 70.2	65.12 66.1	62 62.6	55.14 56.1	53.2 53.7	46.9 46.14
47	94	80.10 81	70.9 70.16	66.6 66.13	62.12 63	56.7 56.12	53.13 54	47 47.5
47½	95	81.8 81.16	71.4 71.11	67.1 67.8	63.6 63.12	57 57.5	54.5 54.10	47.9 47.14
48	96	82.5 82.13	72 72.7	67.14 68.3	64 64.6	57.11 57.16	54.15 55.2	48 48.5
48½	97	83.3 83.11	72.13 73.2	68.8 68.15	64.12 65	58.4 58.9	55.7 55.12	48.9 48.14
49	98	84 84.8	73.9 73.16	69.3 69.10	65.6 65.12	58.14 59.1	56 56.5	49 49.5
49½	99	84.15 85.5	74.4 74.11	69.16 70.5	66 66.6	59.7 59.12	56.10 56.15	49.9 49.14
50	100	85.13 86.3	75 75.7	70.10 70.17	66.12 67	60 60.5	57.2 57.7	50 50.5
50½	101	86.10 87	75.13 76.2	71.4 71.11	67.6 67.12	60.11 60.16	57.13 58	50.9 50.14
51	102	87.8 87.16	76.9 76.16	71.17 72.6	68 68.6	61.4 61.9	58.5 58.10	51 51.5
51½	103	88.5 88.13	77.4 77.11	72.12 73.1	68.12 69	61.14 62.1	58.15 59.2	51.9 51.14
52	104	89.3 89.11	78 78.7	73.6 73.13	69.6 69.12	62.7 62.12	59.7 59.12	52 52.5
52½	105	90 90.8	78.13 79.2	74.1 74.8	70 70.6	63 63.5	60 60.5	52.9 52.14
53	106	90.15 91.5	79.9 79.16	74.14 75.3	70.12 71	63.11 63.16	60.10 60.15	53 53.5
53½	107	91.13 92.3	80.4 80.11	75.8 75.15	71.6 71.12	64.4 64.9	61.2 61.7	53.9 53.14
54	108	92.10 93	81 81.7	76.3 76.10	72 72.6	64.14 65.1	61.13 62	54 54.5
54½	109	93.8 93.16	81.13 82.2	76.16 77.5	72.12 73	65.7 65.12	62.5 62.10	54.9 54.14
55	110	94.5 94.13	82.9 82.16	77.11 78	73.6 73.12	66 66.5	62.15 63.2	55 55.5
55½	111	95.3 95.11	83.4 83.11	78.5 78.12	74 74.6	66.11 66.16	63.7 63.12	55.9 55.14
56	112	96 96.8	84 84.7	79 79.7	74.12 75	67.4 67.9	64 64.5	56 56.5
56½	113	96.15 97.5	84.13 85.2	79.13 80.2	75.6 75.12	67.14 68.1	64.10 64.15	56.9 56.14
57	114	97.13 97.3	85.9 85.16	80.7 80.14	76 76.6	68.7 68.12	65.2 65.7	57 57.5
57½	115	98.10 99	86.4 86.11	81.2 81.9	76.12 77	69 69.5	65.13 66	57.9 57.14
58	116	99.8 99.16	87 87.7	81.15 82.4	77.6 77.12	69.11 69.16	66.5 66.10	58 58.5
58½	117	100.5 100.13	87.13 88.2	82.9 82.16	78 78.6	70.4 70.9	66.15 67.2	58.9 58.14
59	118	101.3 101.11	88.9 88.16	83.4 83.11	78.12 79	70.14 71.1	67.7 67.12	59 59.5
59½	119	102 102.8	89.4 89.11	83.17 84.6	79.6 79.12	71.7 71.12	68 68.5	59.9 59.14
60	120	102.15 103.5	90 90.7	84.12 85.1	80 80.6	72 72.5	68.10 68.15	60 60.5

NOTES

15. LEADERWORK

(See also Abbreviations; Tabular Work)

15.1. Leaderwork is a simple form of tabular work without boxheads or rules. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, alining on the top line. 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. (See also "Tables without rules," p. 199.)

Bearoff

15.2. No bearoff is required at the right in a single 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. Dashlines are to be the full width of the figure column.

Year:	Pounds
1952.....	255, 939, 000
1953 (out-of-State deliveries of natural gas from Louisiana, Mississippi, South Dakota, and Texas).....	376, 818, 000
1954.....	368, 233, 000
Total.....	#1, 000, 990, 000

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.

Particulars	Artist
To the French Government: The entire collection of French paintings on##Degas. loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour).	
Avant la Course.....	Do.
To Col. Axel H. Oxholm, Washington, D.C.: Martha Washington, George Washington, and Thomas Jefferson.	Attributed to Jonathan E. Earl, Los Angeles, Calif.
Roses.....	#Renoir.
Do.....	Forain.
Roses in a Chinese Vase and Sculpture by Maillol.	Vuillard.
Maternity.....	Gauguin.

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. 186.)

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. (See rules 15.4, 15.22.)

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 nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only. (See rule 14.77, p. 188.)

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. (See "Footnotes and references," p. 190.)

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.¹

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. These heads aline on the bottom. (See examples in rule 14.151.1, p. 199.)

Examples

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 RR.:	
Freight carried:	<i>Tons</i>
May.....	#150, 000
June.....	152, 000
Coal carried.....	900, 000
Pennsylvania RR.: Freight carried Jan. 1, 1938.....	121, 000

¹ Livestock not included.

¹ This shows the relative positions for footnotes in leaderwork and text on the same page.

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.....	Tons 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. (See also rule 16.22, p. 214.)

Seedlings:	Inches	Seedlings—Continued	Inches
Black locust.....	27	Osage-orange.....	20
Honey locust.....	16	Catalpa.....	16
Green ash.....	7	Black walnut.....	10

15.22. 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

15.23. 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.

15.24. 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.....	#-----

NOTES

16. TEXT FOOTNOTES, INDEXES, AND CONTENTS

FOOTNOTES AND REFERENCE MARKS

(For footnotes in tabular work, see p. 190.)

16.1. Except as noted under "Abbreviations" (p. 149), 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. (See also "Courtwork," p. 230.)

16.7. Footnotes are set as paragraphs and are separated from the text by a 50-point rule on 6-point body, flush on the left, with 1 lead above and below the rule.

16.8. Footnotes to indented matter are set full measure.

16.8.1. To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are placed at bottom of excerpt, separated by 3 leads; no side dash is used. Reference numbers are not changed to fit numbering sequence of text footnotes.

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, roman superior figures, italic 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; footnote 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. However, to avoid excess space caused by short entry lines, *page*, etc., will be lowered to within 1 lead of figure column. This treatment does not apply to contents with more than one figure column or to two-column indexes. (See also rule 16.32, p. 215.)

ANNUAL REPORT OF THE SECRETARY OF THE TREASURY	455
Notes—Continued	
Treasury:	
Marketable:	Page
Exchanges	459
ANNUAL REPORT OF THE SECRETARY OF THE TREASURY	455
Notes—Continued	Page
Treasury	459

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.

Explanatory diagram	Page
General instructions	Frontispiece
Capitalization (<i>see also</i> Abbreviations)	VIII
Correct imposition (diagram)	16
Legends. (<i>See</i> Miscellaneous rules.)	Facing 34

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_
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. 477.)

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 indention.

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
 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;
 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 on the right. Roman numerals, if used, aline on the right.

Chapter	Page
I. Introduction-----	I
II. Summary-----	1
VIII. Conclusions-----	7
455995°—58—16	

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.

16.34. In contents set in combination of two sizes of lightface type, or in combination of boldface and lightface type, all page numbers in figure column will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the predominant size.

	Page
PART I. MAINTENANCE OF PEACE AND SECURITY -----	5
Disarmament-----	6
Peaceful Uses of Atomic Energy-----	7
Part I. Maintenance of Peace and Security -----	5
Disarmament-----	6
Peaceful Uses of Atomic Energy-----	7
Part I. Maintenance of Peace and Security -----	5
Disarmament-----	6
Peaceful Uses of Atomic Energy-----	7

NOTES

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. Street addresses and zone numbers are not to be used. 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.*, and *2d* 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. 153.)

17.4. Lines set in caps, caps and small caps, or small caps are spaced with en quads.

Spacing

17.5. A lead is used, unless space is clear, between dateline and text or address, address and text, text and signature, and signature and address. (See examples, rule 17.28, p. 222.)

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, D.C., January 1, 1958. □

THE WHITE HOUSE, *July 30, 1957.* □

TREASURY DEPARTMENT, □ □ □ □ □
OFFICE OF THE TREASURER, □ □ □
Washington, D.C., January 1, 1958. □

TREASURY DEPARTMENT, *July 30, 1957.* □

DEPARTMENT OF COMMERCE, □ □ □
July 30, 1958. □

NOTE.—The U.S. Government Correspondence Manual (in preparation) offers proper forms of addresses, salutations, and closings. (See "Bibliography," p. 2.)

OFFICE OF JOHN SMITH & Co., □ □ □
New York, N.Y., June 6, 1958. □

WASHINGTON, *May 20, 1958—10 a.m.* □

THURSDAY, MAY 8, 1958—2 P.M. □

JANUARY 24, 1958. □

WASHINGTON, *November 29, 1957* □ □ □
 [Received December 6, 1957]. □

ON BOARD U.S.S. "CONNECTICUT," □ □ □
January 21, 1958. □

OFFICE OF THE COMMISSIONERS OF THE □ □ □ □ □
 DISTRICT OF COLUMBIA, □ □ □
Washington, January 6, 1958. □

17.7. Congressional hearings:

MONDAY, OCTOBER 24, 1938¹

HOUSE OF REPRESENTATIVES, □ □ □ □ □ □ □
 SUBCOMMITTEE ON IMMIGRATION, □ □ □ □ □
 COMMITTEE ON THE JUDICIARY, □ □ □ □
Washington, January 10, 1958. □

HOUSE OF REPRESENTATIVES, □ □ □ □ □ □ □
 COMMITTEE ON MERCHANT MARINE □ □ □ □ □
 AND FISHERIES, □ □ □ □
Washington, D.C. □

U.S. 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, either above or below signature, are set on left in caps and small caps for the place and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

□ STEUBENVILLE, OHIO.

□ STEUBENVILLE, OHIO, *July 1, 1958.*

□ Dated July 1, 1958.

□ Dated Albany, March 12, 1958.

17.9. 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, 1957.—A dispatch received here from * * *.

¹ Dates in House hearings on appropriation bills are set on right in 10-point caps and small caps, with a 5-em dash above each date.

ADDRESSES

17.10. Addresses are set flush left at the beginning (or at end in formal usage) of a letter or paper. (See examples, rule 17.28, p. 222.)

17.11. At beginning or at end:

TO SMITH & JONES and
 □ BROWN & GREEN, Esqs.,
Attorneys for Claimant
 (Attention of Mr. Green).

HON. JOHN L. McCLELLAN,
U.S. Senate.

HON. CARROLL D. KEARNS,
U.S. House of Representatives. (Collective address)

THE PRESIDENT,
The White House.

17.12. A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indentation.

HON. HUBERT H. HUMPHREY,
Chairman, Subcommittee on Reorganization of the Committee on Government Opera-
 □ □ *tions, U.S. Senate, Washington, D.C.*

17.13. 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 *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

MAJ. GEN. EDWARD M. MARKHAM, Jr., U.S. Army,
Chief of Engineers.

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

MAJ. GEN. EDWARD M. MARKHAM;
Chief of Engineers, U.S. Army,
Washington, D.C.

HON. RALPH R. ROBERTS,
Clerk of the House of Representatives.

HON. JOHN L. McCLELLAN,
U.S. Senator, Washington, D.C.

HON. CHARLES POTTER,
Senate Office Building, Washington, D.C.

THE COMMITTEE ON APPROPRIATIONS,
House of Representatives.

17.14. General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

17.15. Examples of general addresses when not followed by salutation:

To the Officers and Members of the Daughters of the American Revolution,
 □ □ *Washington, D.C.:*

To the American Diplomatic and Consular Officers:

To Whom It May Concern:

Collectors of Customs:

To the Congress of the United States:

17.16. Example of general address when followed by salutation:

Senate and House of Representatives.

[1 lead]

☐ GENTLEMEN: You are hereby * * *.

17.17. Examples illustrating other types of addresses:

To the EDITOR:

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).

[1 lead]

☐ MY DEAR SIR: I have the honor * * *.

☐ MR. REED: I have the honor * * *.

☐ DEAR MR. REED: I have the honor * * *.

Lt. (jg.) JOHN SMITH,

Navy Department:

[1 lead]

☐ The care shown by you * * *.

STATE OF NEW YORK,

County of New York, ss:

[1 lead]

☐ Before me this day appeared * * *.

DISTRICT OF COLUMBIA, ss:

[1 lead]

☐ Before me this day appeared * * *.

SIGNATURES

17.18. Signatures, preceded by an em dash, are sometimes run in with last line of text. (See also rule 9.52, p. 138.)

17.19. 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. (See examples, rule 17.28, p. 222.)

17.20. 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 in regard to abbreviations.

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

17.22. 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.

W. H. SOUTHERLAND. ☐

JAMES G. GREEN.

WM. C. WILSON.

WARREN H. ATHERTON. ☐ ☐ ☐

ALBERT J. HAYES.

THOMAS C. KINKAID,

Commander, U.S. Navy (Retired). ☐

DAVID SARNOFF, *Chairman.*

17.23. More than eight signatures, with or without titles, are set full measure, roman 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 2 and 3 ems on the left and 1 em on the right. These indentions are increased 1 em in measures 30 picas or wider.

□□□ Yours truly,

(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.*

TEXARKANA TEXTILE MERCHANTS & □
□ MANUFACTURERS' ASSOCIATION,
JOHN L. JONES, *Secretary.*

JOHN L. PENN, *Solicitor,* □□□
Per FREDERICK VAN DYNE,
Assistant Solicitor. □

JOHN W. SMITH □□□
(And 25 others). □

JOHN SMITH, □□□□□
Lieutenant Governor □□□
(For the Governor of Maine). □

NORTH AMERICAN ICE Co., □
G. Y. ATLEE, *Secretary.*

Bob,
ROBERT S. KERR. □

JOHN [his thumbmark] SMITH. □

CLARENCE CANNON,
AUGUST H. ANDRESEN,
Managers on the Part of the House. □
[1 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. □

or

(S) John R. King,
JOHN R. KING, □□□
Secretary. □

☐ Hoping to hear from you soon, I have the honor to be,
☐ ☐ Very respectfully, your obedient servant,

HENRY L. JONES, M.D. ☐

MARY J. JONES
 Mrs. Henry T. Jones. ☐

☐ 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.

☐ Respectfully submitted.

L. A. WRIGHT, *U.S. Indian Agent*. ☐

☐ ☐ Yours truly,

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

☐ ☐ Respectfully yours,

J. B. ELLIS. ☐

☐ ☐ Very respectfully,

A. F. CALDWELL, *U.S. Indian Agent*. ☐

17.27. In quoted matter:

☐ ☐ "Very respectfully,

"M. T. JENKINSON. ☐
 "ALBERT WARD."

17.28. Examples of various kinds of datelines, addresses, and signatures:

WASHINGTON, D.C., *September 16, 1958*. ☐

Mr. WILLIAM E. JONES, Jr.,
Special Assistant to the Attorney General, Attorney for Howard Sutherland, Director,
☐ ☐ *Office of Alien Property.*

☐ ^[1 lead] DEAR MR. JONES: In reply to your letter * * *.

☐ ☐ Yours truly,

(Signed) ☐ THOMAS E. RHODES, ☐ ☐ ☐

☐ ☐ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* ☐
☐ ☐ *Director, Office of Alien Property.*

☐ ^[2 leads] P.S.—A special word of thanks to you from J. R. Brown for your fine help.
T. E. R. ☐ ^[1 lead]

LINCOLN PARK, MICH., *February 15, 1957*. ☐
[1 lead]

Re Romeo O. Umanos, Susanna M. Umanos, case No. S-254, Immigration and
☐ ☐ Naturalization Service, application pending.

☐ ^[1 lead] Hon. FRANCIS E. WALTER,
Chairman, Subcommittee on Immigration,
Committee on the Judiciary, Washington, D.C.

☐ ^[1 lead] DEAR MR. WALTER: You have for some time * * *.

☐ ☐ Sincerely yours,

CHARLES A. BRANDT, ☐ ☐ ☐
Architectural Designer. ☐

Hon. FRANCIS E. WALTER,
Chairman, Subcommittee on Immigration of the Committee on the Judiciary, House
☐ ☐ *of Representatives, Washington, D.C.*

☐ ^[1 lead] DEAR MR. WALTER: You have for some time * * *.

U.S. DEPARTMENT OF COMMERCE, ☐☐☐☐☐WEATHER BUREAU, ☐☐☐☐Washington, March 3, 1958. ☐

Hon. CHARLES E. CHAMBERLAIN,
House of Representatives,
Washington, D.C.

DEAR MR. CHAMBERLAIN: We will be glad to
give you any further information desired.

☐☐☐ Sincerely yours,F. W. REICHELDERFER, ☐☐☐☐Chief of Bureau. ☐

NEW YORK, N.Y., February 10, 1958. ☐
[1 lead]

To: All supervisory employees of production plants, northern and eastern divi-
☐☐ sions, New York State.

From: Production manager.

Subject: Regulations concerning vacations, health and welfare plans, and wage
☐☐ contract negotiations.

[1 lead]
☐ It has come to our attention that the time * * *.

WASHINGTON, D.C., May 16, 1952. ☐

The Honorable the SECRETARY OF THE NAVY.

[1 lead]

☐ DEAR MR. SECRETARY: This is in response to your letter * * *.☐☐☐ Very sincerely yours,

[SEAL]

HARRY S. TRUMAN. ☐EAST LANSING, MICH., June 10, 1955. ☐

To Whom It May Concern:

[1 lead]

☐ I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine
character. He has been employed * * *.

☐ Wishing you success in your difficult and highly important job, we are,☐☐☐ Sincerely yours,

ELWIN J. GLEASON.

MILDRED T. GLEASON. ☐MARCH 10, 1958. ☐

Hon. JAMES O. EASTLAND,
Chairman, Committee on the Judiciary,
U.S. Senate, Washington, D.C.

[1 lead]

☐ DEAR SENATOR: In response to your request for a report relative to * * *.☐☐☐ Sincerely,J. M. SWING, Commissioner. ☐VETERANS' ADMINISTRATION, ☐☐☐☐☐☐OFFICE OF THE ADMINISTRATOR OF ☐☐☐☐☐☐VETERANS' AFFAIRS, ☐☐☐☐Washington, D.C. ☐

Hon. JOHN L. McCLELLAN,
Chairman, Committee on Government Operations,
U.S. Senate, Washington, D.C.

[1 lead]

☐ DEAR SENATOR McCLELLAN: Further reference is made to your reply * * *.☐☐☐ Sincerely yours,JOHN S. PATTERSON, ☐☐☐☐☐☐Deputy Administrator ☐☐☐☐☐☐(For and in the absence of ☐☐☐☐H. V. Higley, Administrator). ☐

TOKYO, JAPAN, November 13, 1952. □

U.S. DEPARTMENT OF JUSTICE,
IMMIGRATION AND NATURALIZATION SERVICE,
Detroit, Mich.

[1 lead]

□ GENTLEMEN: This letter will testify to the personal character * * *.

□ □ □ Very truly yours,

Mrs. GRACE C. LOHR, □ □ □ □ □
Inspector General Section, HQ, AFPE, □ □ □ □
APO 343, San Francisco, Calif. □

17.29. 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. □

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. (See p. 232.)

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 U.S. Supreme Court Reports:

Abbreviation	Name
Cr.	Cranch
Dall. or Dal.	Dallas
How.	Howard
Pet.	Peters
U.S.	U.S. Reports
Wall.	Wallace
Wheat.	Wheaton

Briefs, decisions, exhibits, and opinions of other courts

18.18. In general, copy is printed "Fol., incl. caps and punct."

18.19. In opinions of the Court of Claims, the U.S. 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. Copy is followed for the use of italic in Latin legal terms and abbreviations, in addition to italic used for emphasis.

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*

Clarke's case (14 How. 14)

WALLACE, J., delivered the opinion

Brown's case, 14 Hun 14 (N.Y. 1838)

In *Roe v. Doe*, the court ruled * * *

In *Ex parte 74*, the court said * * *

(*Ex parte 74*, 58 I.C.C. 220)

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 (1929)

In *In re Robinson*, 19 Wall. (18 U.S.) 304 (1910), the Court * * *

John Brown, Jr. v. Edwin Smith

Smith & Brown, Inc. v. Commissioner

Commissioner, etc. v. Klein Chain Co.

Dunham Towing & Wrecking Co. v.

Bassett (the *Aksel Monson case*)

United States v. 12 Diamond Rings

The United States v. Forty Hogsheads of Tobacco

Stat., Rev. Stat., Stat. L., or R.S., as written

Bowman Act, 22 Stat. 50 (1939)

Act of August 5, 1953 (67 Stat. 588; 18 U.S.C. 1162 (or U.S.C., title 18, sec. 1162))

Act of August 5, 1882, Supp. Rev. Stat. sec. [or §] 284; Rev. Stat. sec.

[or §] 15

Public Law 250, 84th Cong., 2d sess. (67 Stat. 623)

Public Law 85-143, Aug. 14, 1957

30 U.S.C., 1952 ed., Supp. II, sec. 184 (C.A.D.C. 1941) [Appeals, Dist. of

Columbia]

(D.D.C. 1955) [District Court, Dist. of Columbia]

164 Fed. 205 (N.D. W. Va. 1949)

117 F. Supp. 463 (N.D. Del. 1949)

9 Pac. 735 (Mont. 1935)

9 P. 2d 1095 (Wash. 1932)

44 Atl. 317 (Del. 1899)

37 A. 2d 10 (Del. 1944)

259 S.W. 57 (Mo. 1957)

14 Fed. Cas. 143, No. 7621 (C.C.N.D. Ill. 1876)

34 Comp. Gen. 230 (1954)

132 Ct. Cl. 645 (1955)

43 CFR 192.14 [Code of Federal Regulations]

43 CFR, 1940 ed., 192.14

43 CFR, 1940 ed., Cum. Supp., 19.14

21 F.R. 623 [Federal Register]

United States v. Eller, 114 F. Supp. 284

(N.D.N.C.), *rev'd* 203 F. (2d) (or

(2) (*but* do not supply parentheses on "2d" if not in copy) 716 (4th Cir.

1953), *cert. denied*, 347 U.S. 934 (1954)

United States ex rel. Smith v. Jones

In the Matter of Jones

8 Wigmore, *Evidence* § 2195 (3d ed. 1940)

Cf. Thomas v. Jones, supra

Smith et al. v. Jones, infra

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.	4. R. X Q.	24. Q.	46th. Cross-int.
X Ques. 1.	Re X Q. 1.	24. Question.	46. Cross-int.
1. Add. direct.	R. X Int. 1.	X Q. 1.	46. Cross-ques.
2. R.D.Q.	24. X Int.	24. Int.	46. C. Int.
3. R.R.D.Q.	X Int. 1.	5 Re X Q.	46th. C. Int.
3. Re D.Q.	X 20.	Re-R. X Q. 5.	Answer to cross-int. 1.
2. Re-R.D.Q.	24. X.	24th. Cross-ques.	Question 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 parenthetical 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 lead, 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	Court of Appeals	John Smith, U.S. marshal
Circuit Court for the Southern District	Court of Customs and Patent Appeals	for the Northern District
Circuit Court of the United States for the Southern District of New York	Court of Claims District Court	Sixth Circuit
County Court	Emergency Court of Appeals	Superior Court
		Supreme Bench
		Tax Court

18.48. Unless otherwise indicated, covers and captions in briefs are single lead at all times. Signatures are also single lead, even in briefs set double lead.

[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

1. Unless otherwise specified (see note 4), all courtwork is set 25 picas wide, 12-point double leaded, except briefs (including cover) which may be set 11-point single leaded to avoid excess length. Transcripts are set 11-point single leaded, including cover.

2. Indexes for 12-point briefs are set 10-point single leaded; 11-point briefs, 8-point leaded.

3. Footnotes for 12-point briefs are set in 10-point; 11-point briefs, 8-point footnotes.

4. Tenth Circuit briefs are set 30 picas wide.

5. Tables are set 6-point leaded, with 6-point solid boxheads.

[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.

BREAKDOWN OF DISPLAY HEADS IN BRIEFS

Supreme Court

CASE 2 CAPS

I

12-POINT SMALL CAPS

10-POINT SMALL CAPS

10-point lowercase italic

10-point lowercase

12-point lowercase italic (run-in sidehead)]

Circuit courts

CASE 2 CAPS

I. Case 131 lowercase

A. Case 130 lowercase

1. *Case 130 lowercase italic* (with roman figure "1")

a. *12-point lowercase italic* (centered or run-in sidehead)

12-point lowercase (centered or run-in sidehead)

[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.*

EXAMPLES OF CUT-IN AND RUN-IN FOLIOS

11 In Supreme Court of District of Columbia

be considered, in justice and equity as a loss sustained by the corpo-
☐☐ration in producing or in preparing to produce pyrites.

25 The respondent says that the Secretary of the Interior did hear,
 consider, and determine that question, and that he found as a
 matter of fact that the Pratts were entitled to receive the * * *.

[224]☐LONNIE SMETHERS (Board witness).

[225] DIRECT EXAMINATION

[107]☐☐☐By Mr. SMITH:[126]☐Q. Did you ever see Mr. Dougherty or Mr. Gullion come out?

Q. Then, it is your testimony, is it, that the time you got up, and the
 machinery was shut down?—[109] A. Yes, sir.

Q. Yes; tell us about it?—A. We started out with a certain number, I
 believe it was 12 packers * * * Gullion would [127] hire them * * *.

he had been doing in the past, and that was about where that con-
 versa-[204]tion was left; and so far as the office employees are * * *.

[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, v. Robert H. Chambers.	}	On Writ of Certiorari to the United States Court of Appeals for the District of Colum- bia Circuit.
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[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

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, U.S. 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 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*, U.S. Attorney (*Mr. Cleveland Cabler*, Regional
Attorney, Veterans' Bureau, and *Mr. G. T. Sullis*, Assistant U.S.
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 U.S. 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.

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 examples listed below illustrate common usage. "Coal Measures" has been used to indicate those strata of the Carboniferous systems which contain coal, and if the term is used in a common-noun sense, it is not capitalized or quoted. The term *red beds* has been used to designate certain rocks of mixed lithologic character that are predominantly red; as a unit modifier the use should be *red-bed*. The adjectives upper, middle, and lower are capitalized only as indicated in the list (Upper Devonian, lower Tertiary) and where capitalized in quotations ("The Lower Tertiary rocks are thick"). Such common nouns as formation, member, group, system, series, arch, anticline, syncline, dome, uplift, basin, terrace, and moraine are not capitalized even if preceded by a name: Morrison formation, Cincinnati arch, Cedar Creek anticline, Ozark uplift, Michigan basin, Jeddito terrace, Shelbyville moraine, etc.

Atoka	glacial:	Missouri	Pliocene:
Cambrian:	interglacial	Morrow	lower
Lower	postglacial	Ochoa	middle
Middle	preglacial	Oligocene:	upper
Upper	Guadalupe	lower	Precambrian
Carboniferous	Jurassic:	middle	Proterozoic
systems	Lower	upper	Quaternary
Cenozoic	Middle	Ordovician:	red beds
Chester	Upper	Lower	Recent
"Coal Measures"	Kinderhook	Middle	Silurian
Cretaceous:	Leonard	Upper	Lower
Lower	Meramec	Osage	Middle
Upper	Mesozoic:	Paleocene	Upper
Des Moines	pre-Mesozoic	Paleozoic	Tertiary
Devonian:	post-Mesozoic	Pennsylvanian:	Triassic:
Lower	Miocene:	Lower	Lower
Middle	lower	Middle	Middle
Upper	middle	Upper	Upper
Eocene:	upper	Permian	Virgil
lower	Mississippian:	Pleistocene	Wolfcamp
middle	Lower		
upper	Upper		

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.

PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.	Judith guide meridian. (Mont.)
First, second, etc., guide meridian.	Kanab guide meridian. (Utah.)
First, second, etc., principal meridian.	Kolob guide meridian. (Utah.)
Auxiliary (first, second, etc.) meridian.	Little Porcupine guide meridian. (Mont.)
Ashley guide meridian. (Utah.)	Louisiana meridian. (La.)
Beaverhead guide meridian. (Mont.)	Maginnis guide meridian. (Mont.)
Belt Mountain guide meridian. (Mont.)	Michigan meridian. (Mich.-Ohio.)
Big Hole guide meridian. (Mont.)	Mount Diablo base line. (Calif.-Nev.)
Bitterroot guide meridian. (Mont.)	Mount Diablo meridian. (Calif.-Nev.)
Black Hills base line. (S. Dak.)	Musselshell guide meridian. (Mont.)
Black Hills guide meridian. (S. Dak.)	Navajo base line. (Ariz.-N. Mex.)
Boise meridian. (Idaho.)	Navajo meridian. (Ariz.-N. Mex.)
Boulder guide meridian. (Mont.)	New Mexico guide meridian. (N. Mex.-Colo.)
Browning guide meridian. (Mont.)	New Mexico principal meridian. (N. Mex.-Colo.)
Buffalo Creek guide meridian. (Mont.)	Panguitch guide meridian. (Utah.)
Carson River guide meridian. (Nev.)	Passamari guide meridian. (Mont.)
Castle Valley guide meridian. (Utah.)	Pine Valley guide meridian. (Utah.)
Chickasaw meridian. (Miss.)	Principal meridian. (Mont.)
Choctaw base line. (Miss.)	Red Rock guide meridian. (Mont.)
Choctaw meridian. (Miss.)	Reese River guide meridian. (Nev.)
Cimarron meridian. (Okla.)	Ruby Valley guide meridian. (Nev.)
Colorado guide meridian. (Utah.)	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	Form of government	Capital
Afghanistan.....	King (Shah)....	Parliament: Senate, National Assembly.	Kingdom...	Kābul.
Albania.....	President of Presidium of People's Assembly.	People's Assembly (unicameral).	People's Republic of Albania.	Tirana (Tiranë).
Argentina.....	President.....	Congress: Senate, Chamber of Deputies.do.....	Buenos Aires.
Australia.....	Queen (represented by Governor General).	Federal Parliament: Senate, House of Representatives.	Commonwealth.	Canberra.
Austria.....	President.....	Parliament: Federal Council (Bundesrat), National Council (Nationalrat).	Federal 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 (Brasília, new capital in 1960).
British Commonwealth of Nations. ¹				
Bulgaria.....	President of Presidium of National Assembly.	National Assembly (unicameral).	People's Republic of Bulgaria.	Sofia (Sofiya).
Burma.....	President.....	Parliament.....	Union.....	Rangoon.
Cambodia.....	King and Queen jointly.	Parliament consisting of National Assembly and Council of Kingdom.	Kingdom...	Phnom Penh.
Canada.....	Queen (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.....	Taipei (conventional), T'ai-pel (Chinese), Taiwan (Formosa), seat of government.
Colombia.....do.....	Congress: Senate, Chamber of Representatives.do.....	Bogotá.
Costa Rica.....do.....	Legislative Assembly (unicameral).do.....	San José.
Cuba.....do.....	Congress: Senate, Chamber of Representatives.do.....	Havana (La Habana).
Czechoslovakia.....do.....	National Assembly (unicameral).do.....	Prague (Praha).
Denmark.....	King.....	Parliament (Folketinget) (unicameral).	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. (See United Arab Republic.)				
Éire. (See Ireland.)				
El Salvador.....	President.....	Legislative Assembly (unicameral).	Republic...	San Salvador.
Estonia ²do.....	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 ³do.....	Parliament: Federal Assembly (Bundestag), Federal Council (Bundesrat).	Federal Republic.	Bonn.
Ghana.....	Queen (represented by Governor General).	National Assembly (unicameral).	State.....	Accra.

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	Form of government	Capital
Great Britain and Northern Ireland, United Kingdom of.	Queen.....	Parliament: House of Lords, House of Commons.	United Kingdom.	London.
Greece.....	King.....	Chamber of Deputies (Vouli) (unicameral).	Kingdom.....	Athens (Athína).
Guatemala.....	President.....	Congress (unicameral).....	Republic.....	Guatemala City (Guatemala). Port-au-Prince.
Haiti.....	do.....	National Assembly: Senate, Chamber of Deputies.	do.....	
Honduras.....	do.....	Congress of Deputies (unicameral).	do.....	Tegucigalpa.
Hungary.....	President of Presidential Council.	National Assembly (unicameral).	People's Republic of Hungary.	Budapest.
Iceland.....	President.....	Parliament (Althing): Upper Chamber, Lower Chamber.	Republic.....	Reykjavík.
India.....	do.....	Parliament: Council of States (Rajya Sabha); House of the People (Lok Sabha).	do.....	New Delhi.
Indonesia.....	do.....	Parliament.....	do.....	Djakarta.
Iran.....	King (Shah in Shah).	Parliament: Senate; National Consultative Assembly (Majlis).	Kingdom.....	Teheran (Tehrán).
Iraq.....	President of the Council of State.	Parliament: Senate, Chamber of Deputies.	Republic.....	Baghdad (Baghdād).
Ireland.....	do.....	Parliament: Senate, House of Representatives.	Republic.....	Dublin.
Israel.....	do.....	Parliament (Knesset) (unicameral).	State.....	Jerusalem (de facto).
Italy.....	do.....	Parliament: Senate, Chamber of Deputies.	Republic.....	Rome (Roma).
Japan.....	Emperor.....	Diet: House of Councillors, House of Representatives.	Empire.....	Tokyo (Tōkyō).
Jordan.....	King.....	Parliament: Senate, Chamber of Deputies.	Kingdom.....	'Ammān.
Korea.....	President.....	National Assembly (unicameral).	Republic.....	Seoul (Sōul).
Laos.....	King.....	National Assembly.....	Constitutional Parliamentary Monarchy.	Vientiane.
Latvia ²	do.....	do.....	Republic.....	Riga (Rīga).
Lebanon.....	President.....	Chamber of Deputies (unicameral).	do.....	Beirut (Bayrūt).
Liberia.....	do.....	Congress: Senate, House of Representatives.	do.....	Monrovia.
Libya.....	King.....	Senate, Chamber of Deputies.	Kingdom.....	Tripoli and Benghazi.
Liechtenstein.....	Prince.....	Diet (unicameral).....	Principality.....	Vaduz.
Lithuania ²	do.....	do.....	Republic.....	Kaunas.
Luxembourg.....	Grand Duchess.	Chamber of Deputies (unicameral).	Grand Duchy.	Luxembourg.
Malaya, Federation of.	Paramount Ruler.	Federal Legislative Council (unicameral).	Federation.....	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.....	Monaco.
Morocco.....	King.....	Monarchy, with Consultative Assembly.	Kingdom.....	Rabat, capital and residence of King.
Muscat and Oman.	do.....	Absolute monarchy.....	do.....	Muscat (Masqat).
Nepal.....	do.....	Cabinet (none in office at present). (Elections to legislative body scheduled for February 1959.)	do.....	Kātmāndu.
Netherlands.....	Queen.....	States-General: First Chamber, Second Chamber.	do.....	Amsterdam, capital; The Hague ('s Gravenhage), seat of government.
New Zealand.....	Queen (represented by Governor General).	Parliament: House of Representatives (unicameral).	Dominion.....	Wellington.
Nicaragua.....	President.....	Congress: Chamber of Senators, Chamber of Deputies.	Republic.....	Managua.
Norway.....	King.....	Parliament (Storting): Lagting, Odelsting. ⁴	Kingdom.....	Oslo.
Pakistan.....	President.....	Parliament: National Assembly (unicameral).	Republic.....	Karāchl.
Panama.....	do.....	National Assembly (unicameral).	do.....	Panamá.

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	Form of government	Capital
Paraguay-----	President-----	House of Representatives (unicameral).	Republic----	Asunción.
Peru-----	-----do-----	Congress: Senate, Chamber of Deputies.	-----do-----	Lima.
Philippines-----	-----do-----	Congress: Senate, House of Representatives.	-----do-----	Manila (Quezon City, future new capital).
Poland-----	Chairman of Council of State.	Diet (Sejm) (unicameral)-----	People's Republic of Poland.	Warsaw (Warszawa).
Portugal-----	President-----	National Assembly (unicameral).	Republic-----	Lisbon (Lisboa).
Rumania-----	President of Presidium of Grand National Assembly.	Grand National Assembly (unicameral).	People's Republic of Rumania.	Bucharest (București).
Salvador. (See El Salvador.)	Regents (2)-----	Grand Council (unicameral).	Republic-----	San Marino.
San Marino-----	King-----	Monarchy with Council of Ministers.	Kingdom-----	Riyadh (Ar Riyāḍ) capital and King's residence; Jidda (Juddah), diplomatic center.
Saudi Arabia-----				
South Africa, Union of.	Queen (represented by Governor General).	Parliament: Senate, House of Assembly.	Union-----	Pretoria, capital and seat of administration; Cape Town, seat of legislature.
Spain ⁵ -----	Chief of State-----	Cortes (unicameral)-----	Kingdom-----	Madrid.
Sudan-----	Supreme Commission (in transitional period).	Senate, House of Representatives.	Republic-----	Khartoum.
Sweden-----	King-----	Parliament (Riksdag): First Chamber, Second Chamber.	Kingdom-----	Stockholm.
Switzerland-----	President-----	Federal Assembly (Bundesversammlung): Council of States (Ständerat), National Council (Nationalrat).	Confederation.	Bern.
Syria. (See United Arab Republic.)				
Thailand (official) (Siam).	King-----	National Assembly-----	Constitutional Monarchy.	Bangkok (Krung Thep).
Transjordan. (See Jordan.)				
Tunisia-----	President-----	Constituent Assembly (Constitution not yet adopted).	Republic-----	Tunis.
Turkey-----	-----do-----	Grand National Assembly (unicameral).	-----do-----	Ankara.
Union of Soviet Socialist Republics.	Chairman of Presidium of Supreme Soviet.	Supreme Soviet: Soviet of the Union, Soviet of Nationalities.	Republican Union.	Moscow (Moskva).
United Arab Republic, ⁶	President-----	National Assembly (unicameral).	Republic-----	Cairo (Al Qāhira).
Uruguay-----	President of National Council.	General Assembly: Senate, Chamber of Representatives.	-----do-----	Montevideo.
Venezuela-----	President-----	National Congress: Chamber of Senators, Chamber of Deputies.	-----do-----	Caracas.
Vietnam-----	-----do-----	National Legislative Assembly.	-----do-----	Saigon.
Yemen-----	King (Imam)---	Absolute monarchy-----	Kingdom-----	San'a.
Yugoslavia-----	President-----	Federal People's Assembly: Federal Council, Council of Producers.	Federal People's Republic.	Belgrade (Beograd).

¹ See separate entries: United Kingdom of Great Britain and Northern Ireland, Australia, Canada, Ceylon, Federation of Malaya, Ghana, India, New Zealand, Pakistan, and Union of South Africa.

² The United States has not recognized the Soviet regime in Estonia, Latvia, and Lithuania.

³ 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. This government achieved sovereignty on May 5, 1955, under the terms of the Paris treaties, and now only matters dealing with Berlin and Germany as a whole remain under Western Allied control. 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.

⁴ No accurate English equivalents.

⁵ The Law of Succession, July 27, 1947, declared that Spain was constituted a kingdom.

⁶ Established Feb. 25, 1958.

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.)	Afghan(s).....	Afghan.
*Afghanistan.....	Albanian(s).....	Albanian.
Albania.....	Andorran(s).....	Andorran.
Andorra.....	Argentine(s).....	Argentine.
Argentina.....	Australian(s).....	Australian.
Australia.....	Austrian(s).....	Austrian.
Austria.....	Bahreini(s).....	Bahrein or Bahreini.
*Bahrein.....	Belgian(s).....	Belgian.
Belgium.....	Bhutanese (singular, plural)	Bhutanese.
*Bhutan.....	Bolivian(s).....	Bolivian.
Bolivia.....	Brazilian(s).....	Brazilian.
Brazil.....	Bulgarian(s).....	Bulgarian.
*Bulgaria.....	Burman(s) (preferred); Burmese	Burmese.
Burma.....	(singular, plural).	
*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. (See United Arab Republic.)	Salvadoran(s).....	Salvadoran.
El Salvador.....	Estonian(s).....	Estonian.
Estonia.....	(Ethiopian(s) (preferred)	Ethiopian (preferred).
*Ethiopia (Abyssinia).....	Abyssinian(s).....	Abyssinian.
Finland.....	Finn(s).....	Finnish.
France.....	Frenchman(men).....	French.
Germany.....	German(s).....	German.
Ghana.....	Ghanaian(s).....	Ghanaian.
Great Britain.....	Briton(s), British (collective, plu- ral). 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.
Indonesia.....	Indonesian(s).....	Indonesian.
*Iran.....	Iranian(s).....	Iranian.
*Iraq.....	Iraqi(s).....	Iraq or Iraqi.
Ireland.....	Irishman(men), Irish (collective, plural). ²	Irish.
Isle of Man.....	Manxman(men), Manx (collective, plural).	Manx.
Israel.....	Israeli(s).....	Israel.
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.....	Malayan(s).....	Malayan.
Mexico.....	Mexican(s).....	Mexican.
Monaco.....	Monacan(s).....	Monacan.
Morocco.....	Moroccan(s).....	Moroccan.
*Muscat and Oman.....	Omani(s).....	Oman or Omani.

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. ²
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.....	Filipino(s).....	Philippine.
Poland.....	Pole(s).....	Polish.
Portugal.....	Portuguese (singular, plural).....	Portuguese.
Rumania.....	Rumanian(s).....	Rumanian.
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.
Spain.....	Spaniard(s).....	Spanish.
Sudan.....	Sudanese (singular, plural).....	Sudanese.
Sweden.....	Swede(s).....	Swedish.
Switzerland.....	Swiss (singular, plural).....	Swiss.
*Syria. (See United Arab Republic.)		
Thailand.....	Thai (singular, plural).....	Thai.
Tunisia.....	Tunisian(s).....	Tunisian.
Turkey.....	Turk(s).....	Turkish.
Ukraine.....	Ukrainian(s).....	Ukrainian.
Union of South Africa.....	South African(s).....	South African.
*Union of Soviet Socialist Republics.....	Soviets (plural only) ⁴	Soviet.
United Arab Republic.....	{Egyptian(s) (Egyptian region).....}	{United Arab Republic.
	{Syrian(s) (Syrian region).....}	{American (preferred).
United States of America.....	American(s).....	United States.
Uruguay.....	Uruguayan(s).....	Uruguayan.
Venezuela.....	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 Irish (collective, plural) is used generally in the case of Ireland, the island.

³ Netherland is generally preferred, but Netherlands is the official form for Netherlands Government.

⁴ The word "Soviet" which means council, cannot be used. Use instead "of Soviet nationality" (citizenship); "Soviet national"; or "Soviet citizen."

FOREIGN MONEY¹

[Based on list of currency units and abbreviations provided by the International Monetary Fund; World Monetary Stocks, Department of the Treasury, 1955; Webster's New International Dictionary, 1951; also suggestions by the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name ²	Symbol	Name ²	Abbreviation or symbol
Aden.....	shilling.....	EASh.....	cent.....	
Afghanistan.....	afghani.....	Afg.....	pul.....	
Albania.....	lek.....		quintar.....	
Algeria.....	franc.....	AFr.....	centime.....	
Andorra.....	{franc (French franc).....}	Fr.....	do.....	
Angola.....	{peseta (Spanish peseta).....}	Pta.....	centimo.....	
Argentina.....	escudo.....	Esc.....	centavo.....	Ctvo.
Australia.....	peso ³	M\$N.....	do.....	Ctvo.
Austria.....	pound ⁴	A£.....	shilling; penny (pence).....	s., d.
Azores.....	schilling.....	S.....	groschen (singular, plural).....	
Bahamas.....	escudo.....	Esc.....	centavo.....	Ctvo.
Barbados.....	pound.....	B£.....	shilling; penny (pence).....	s., d.
Belgian Congo.....	dollar.....	BW\$.....	cent.....	
Belgium.....	franc.....	Cong Fr.....	centime.....	C.
Bermuda.....	do.....	BFr.....	do.....	C.
	pound.....	B£.....	shilling; penny (pence).....	s., d.

See footnotes at end of table.

FOREIGN MONEY 1—Continued

Country or area	Basic monetary unit		Principal fractional unit	
	Name ²	Symbol	Name ²	Abbreviation or symbol
Bolivia.....	boliviano.....	Bs.....	centavo.....	Ctvo.
Brazil.....	cruzeiro ³	Cr\$.....	do.....	Ctvo.
British Guiana.....	dollar.....	BW\$.....	cent.....	
British Honduras.....	dollar.....	BH\$.....	cent.....	
Bulgaria.....	lev (leva).....		stotinka (stotinki).....	
Burma.....	kyat.....	K.....	pya.....	
Cambodia.....	riel.....		centime.....	
Cameroons, French.....	franc.....	CFA Fr.....	do.....	
Canada ⁶	dollar.....	Can\$.....	cent.....	c., ct(s).
Ceylon.....	rupee.....	Cey Rs.....	do.....	
Chile.....	peso.....	Chil\$.....	centavo.....	Ctvo.
China, Taiwan.....	new Taiwan dollar.....	NT\$.....	cent.....	
Colombia.....	peso.....	Col\$.....	centavo.....	Ctvo.
Costa Rica.....	colón (colones).....	Q.....	centimo.....	Ctmo.
Cuba.....	peso.....	\$.....	centavo.....	Ctvo.
Cyprus.....	pound.....	C£.....	mil.....	
Czechoslovakia.....	koruna.....	Kčs.....	haler (haleru).....	Ha.
Danzig. ⁷				
Denmark.....	krone (kroner).....	DKr.....	øre (singular, plural).....	
Dominican Republic.....	peso.....	R.D\$.....	centavo.....	Ctvo.
Equador.....	sucré.....	S/.....	do.....	Ctvo.
Egypt.....	pound.....	E£.....	piaster.....	Pl., Pias.
El Salvador.....	colón (colones).....	Q.....	centavo.....	Ctvo.
Estonia. ⁵				
Ethiopia.....	dollar.....	Eth\$.....	cent.....	
Finland.....	markka.....	Fmk.....	penni (pennia).....	Pia.
France ¹	franc.....	Fr.....	centime.....	
French Equatorial Africa.....	do.....	CFA Fr.....	do.....	
French possessions in Oceania.....	do.....	CFP Fr.....	do.....	
French West Africa.....	do.....	CFA Fr.....	do.....	
French West Indies.....	do.....	Fr.....		
Gambia.....	pound.....	WA£.....	shilling; penny (pence).....	s., d.
Germany, Federal Republic of.....	deutsche mark.....	DM.....	pfennig (singular, plural).....	pf.
Ghana.....	pound.....	G£.....	shilling; penny (pence).....	s., d.
Great Britain ¹⁰	do.....	£.....	do.....	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.....	króna (krónur).....	IKr.....	øre (aurar) (singular, plural).....	
India.....	rupee.....	Rs.....	naya paisa; naye paise (N.P.) (plural).....	
Indonesia.....	rupiah (singular, plural).....	Rp.....	sen (singular, plural).....	
Iran.....	rial.....	Rls.....	dinar.....	
Iraq.....	dinar.....	ID.....	fil.....	
Ireland (Eire).....	pound.....	£.....	shilling; penny (pence).....	s., d.
Israel.....	do.....	IE.....	prutah (prutot).....	
Italy.....	lira (lire).....	Lit.....	centesimo (centesimi).....	Ctmo.
Jamaica.....	pound.....	J£.....	shilling; penny (pence).....	s., d.
Japan.....	yen (singular, plural).....	¥.....	sen (singular, plural).....	
Jordan.....	dinar.....	JD.....	fil.....	
Kenya.....	shilling.....	EASb.....	cent.....	
Korea.....	hwan (singular, plural).....		chon.....	
Kuwait.....	rupee (Indian rupee).....	Rs.....	anna, pice.....	
Laos.....	kip.....	K.....	centime.....	
Latvia. ⁸				
Lebanon.....	pound.....	L£.....	piaster.....	
Liberia.....	dollar.....	\$.....	cent.....	
Libya.....	pound.....	L£.....	piaster.....	
Liechtenstein.....	franc (Swiss franc).....	Sw Fr.....		
Lithuania. ⁸				
Luxembourg.....	franc.....	Lux Fr.....	centime.....	
Macao.....	pataca.....	P.....	avo.....	
Madeira.....	escudo.....	Esc.....	centavo.....	
Malaya, Federation of.....	dollar.....	M\$.....	cent.....	
Malta.....	pound.....	M£.....	shilling; penny (pence).....	s., d.
Mexico.....	peso.....	Mex\$.....	centavo.....	
Monaco.....	franc (French franc).....	Fr.....	centime.....	
Morocco.....	franc (Moroccan franc).....	M Fr.....	do.....	
Mozambique.....	escudo.....	Esc.....	centavo.....	
Nepal.....	rupee (or mohur, singular, plural).....	Nep Rs.....	pice, pice.....	

See footnotes at end of table.

FOREIGN MONEY ¹—Continued

Country or area	Basic monetary unit		Principal fractional unit	
	Name ²	Symbol	Name ²	Abbreviation or symbol
Netherlands ¹¹	guilder (florin)	f	cent	
Netherlands Antilles	do	Ant. f	do	
New Caledonia	franc	CFP Fr		
New Zealand	pound	NZ £	shilling; penny (pence)	
Nicaragua	córdoba	C₡	centavo	
Nigeria	pound	WA £	shilling; penny (pence)	
Norway	kroner (kroner)	Nkr	øre (singular, plural)	s., d.
Pakistan	rupee	PR₨	anna, pice	Ctvo.
Panama	balboa	B.	centesimo	s., d.
Paraguay	guaraní (guarantes)	G.	centimo	
Peru	sol (soles)	S/	centavo	
Philippines	peso	P.	do	Ctmo.
Poland	zloty	Zł	grosz (grosze; groszy)	Ctmo.
Portugal ¹²	escudo	Esc.	centavo	Ctvo.
Rhodesia and Nyasaland, Federation of	pound	R £	shilling; penny (pence)	Ctvo.
Rumania	leu (lei)		ban (bani)	Ctvo.
Ruanda Urundi	franc	Cong Fr	centime	s., d.
San Marino	lira (lire)		centesimo (centesimi)	
Saudi Arabia	riyal	SR	gursh (singular, plural)	
Singapore	dollar	M\$	cent	
Somaliland:				
British	shilling	Sh		
French	franc	D Fr		
Trust Territory	somalo (somali)	SO	centesimo (centesimi)	
Spain	peseta	Pts	céntimo	
Sudan	pound	Sd £	piaster	
Surinam	guilder (florin)	Sur. f	cent	
Sweden	krona (kronor)	SKr	öre (singular, plural)	
Switzerland	franc	Sw Fr	centime	
Syria	pound	S £	piaster	
Tanganyika	shilling	EASH	cent	
Thailand	bah (singular, plural)	B.	satang (singular, plural)	
Trinidad	dollar	BW\$	cent	
Tunisia	franc	T Fr	centime	
Turkey	lira	TL	kurus	
Uganda	shilling	EASH	cent	
Union of South Africa	pound	SA £	shilling; penny (pence)	
U.S.S.R. (Russia)	ruble		kopek	
Uruguay	peso	Ur\$	centesimo	
Venezuela	bolívar (bolívars)	Bs	centimo	s., d.
Vietnam	piaster	VN\$	centime	
Yemen	imadi; Maria Theresa dollar	MT\$	bogsha	Ctmo.
Yugoslavia	dinar	Din	para	Ctmo.

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 deutsche marks 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, M\$N632,790 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 10.)

⁵ 1,000 cruzeiros is commonly referred to as a conto. Thus "Cr\$400.100,50" may be read "400 contos 100 cruzeiros 50 centavos."

⁶ Including Newfoundland, now a Province of Canada.

⁷ There has been no separate currency issued in Danzig since prior to World War II.

⁸ There has been no national currency issued in Estonia, Latvia, and Lithuania since World War II.

⁹ The franc units of Algeria, 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. Names and areas of circulation other than those listed are as follows: CFA franc, Madagascar, Reunion, St. Pierre and Miquelon, Togoland; CFP franc, New Hebrides; Djibouti franc, French Somaliland.

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, Nigeria, and Sierra Leone), the Rhodesia-Nyasaland pound (in the Federation of Rhodesia and 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 Aden, British Somaliland, Kenya, Uganda, Tanganyika, and Zanzibar); British West Indian dollar (in Barbados, Trinidad, British Guiana, Leeward Islands, and Windward Islands); British Honduras dollar; Mauritius rupee; Seychelles rupee; Fiji pound; Tongan pound; Hong Kong dollar; and the Malayan dollar (in British North Borneo, Brunei, and Sarawak).

¹¹ The local currency units in Netherlands territory (namely, the Surinam guilder, the Nederlandse Antillen (Netherlands West Indies) guilder, and the Netherlands New Guinea guilder) 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."

U.S. 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 kilograms=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=½ 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 streinma (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.¹ 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.	393.7 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, miller 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				

NOTES

20. COUNTIES

Note the orthography of names of the following counties:

Allegany in Maryland and New York	Huntington in Indiana
Alleghany in North Carolina and Virginia	Johnston in North Carolina and Oklahoma; all others Johnson
Allegheny in Pennsylvania	Kanabec in Minnesota
Andrew in Missouri	Kennebec in Maine
Andrews in Texas	Kearney in Nebraska
Arkansas in Texas	Kearny in Kansas
Arkansas in Arkansas	Lawrence in all States
Barber in Kansas	Linn in Iowa, Kansas, Missouri, and Oregon
Barbour in Alabama and West Virginia	Lynn in Texas
Brevard in Florida	Loudon in Tennessee
Broward in Florida	Loudoun in Virginia
Brooke in West Virginia	Manatee in Florida
Brooks in Georgia and Texas	Manistee in Michigan
Brown in all States	Merced in California; Mercer elsewhere
Bulloch in Georgia	Morton } both in Kansas
Bullock in Alabama	Norton }
Burnet in Texas	Muscogee in Georgia
Burnett in Wisconsin	Muskogee in Oklahoma
Cheboygan in Michigan; Sheboygan in Wisconsin	Park in Colorado and Montana
Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia; all others Clark	Parke in Indiana
Coffee in Alabama, Georgia, and Tennessee	Pottawatomie in Kansas and Oklahoma
Coffey in Kansas	Pottawattamie in Iowa
Coal in Oklahoma	Sanders in Montana
Cole in Missouri	Saunders in Nebraska
Coles in Illinois	Smyth in Virginia; all others Smith
Cook in Illinois and Minnesota	Stafford in Virginia
Cooke in Texas	Stafford in New Hampshire
Davidson in North Carolina and Tennessee	Stanley in South Dakota
Davie in North Carolina	Stanly in North Carolina
Davies in Indiana, Kentucky, and Missouri	Stark in Illinois, North Dakota, and Ohio
Davis in Iowa and Utah	Starke in Indiana
Davison in South Dakota	Stephens in Georgia, Oklahoma, and Texas
Dickenson in Virginia	Stevens in Kansas, Minnesota, and Washington
Dickinson in Iowa, Kansas, and Michigan	Storey in Nevada
Dickson in Tennessee	Story in Iowa
Douglas in all States	Terrell in Georgia and Texas
Forrest in Mississippi; Forest in others	Tyrell in North Carolina
Glascok in Georgia	Tooele in Utah
Glasseock in Texas	Toole in Montana
Green in Kentucky and Wisconsin; all others Greene	Vermillion in Indiana; all others Vermilion
Harford in Maryland	Woods in Oklahoma; all others Wood
Hartford in Connecticut	Wyandot in Ohio
Huntingdon in Pennsylvania	Wyandotte in Kansas

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	Glenn	Mendocino	San Benito	Siskiyou
Alameda	Humboldt	Merced	San Bernardino	Solano
Alpine	Imperial	Modoc	San Diego	Sonoma
Amador	Inyo	Mono	San Francisco	Stanislaus
Butte	Kern	Monterey	San Joaquin	Sutter
Calaveras	Kings	Napa	San Luis Obispo	Tahama
Colusa	Lake	Nevada	San Mateo	Trinity
Contra Costa	Lassen	Orange	Santa Barbara	Tulare
Del Norte	Los Angeles	Placer	Santa Clara	Tuolumne
El Dorado	Madera	Plumas	Santa Cruz	Ventura
Fresno	Marin	Riverside	Shasta	Yolo
	Mariposa	Sacramento	Sierra	Yuba
COLORADO	Costilla	Grand	Logan	Pueblo
Adams	Crowley	Gunnison	Mesa	Rio Blanco
Alamosa	Custer	Hinsdale	Mineral	Rio Grande
Arapahoe	Delta	Huerfano	Moffat	Routt
Archuleta	Denver	Jackson	Montezuma	Saguache
Baca	Dolores	Jefferson	Montrose	San Juan
Bent	Douglas	Kiowa	Morgan	San Miguel
Boulder	Eagle	Kit Carson	Otero	Sedgwick
Chaffee	Elbert	Lake	Ouray	Summit
Cheyenne	El Paso	La Plata	Park	Teller
Clear Creek	Fremont	Larimer	Phillips	Washington
Conejos	Garfield	Las Animas	Pitkin	Weld
	Gilpin	Lincoln	Provers	Yuma
CONNECTICUT	Fairfield	Litchfield	New Haven	Tolland
	Hartford	Middlesex	New London	Windham
DELAWARE	Kent	New Castle	Sussex	

DISTRICT OF COLUMBIA

FLORIDA	Dade	Hernando	Manatee	St. Johns
Alachua	De Soto	Highlands	Marion	St. Lucie
Baker	Dixie	Hillsborough	Martin	Santa Rosa
Bay	Duval	Holmes	Monroe	Sarasota
Bradford	Escambia	Indian River	Nassau	Seminole
Brevard	Flagler	Jackson	Okaloosa	Sumter
Broward	Franklin	Jefferson	Okeechobee	Suwannee
Calhoun	Gadsden	Lafayette	Orange	Taylor
Charlotte	Gilchrist	Lake	Osceola	Union
Citrus	Glades	Lee	Palm Beach	Volusia
Clay	Gulf	Leon	Pasco	Wakulla
Collier	Hamilton	Levy	Pinellas	Walton
Columbia	Hardee	Liberty	Polk	Washington
	Hendry	Madison	Putnam	
GEORGIA	Clinch	Gordon	Macon	Stewart
Appling	Cobb	Grady	Madison	Sumter
Atkinson	Coffee	Greene	Marion	Talbot
Bacon	Colquitt	Gwinnett	Meriwether	Taliaferro
Baker	Columbia	Habersham	Miller	Tattnall
Baldwin	Cook	Hall	Mitchell	Taylor
Banks	Coweta	Hancock	Monroe	Telfair
Barrow	Crawford	Haralson	Montgomery	Terrell
Bartow	Crisp	Harris	Morgan	Thomas
Ben Hill	Dade	Hart	Murray	Tift
Berrien	Dawson	Heard	Muscogee	Toombs
Bibb	Decatur	Henry	Newton	Towns
Bleckley	De Kalb	Houston	Oconee	Treutlen
Brantley	Dodge	Irwin	Oglethorpe	Troup
Brooks	Dooly	Jackson	Paulding	Turner
Bryan	Dougherty	Jasper	Peach	Twiggs
Bulloch	Douglas	Jeff Davis	Pickens	Union
Burke	Early	Jefferson	Pierce	Upson
Butts	Echols	Jenkins	Pike	Walker
Calhoun	Effingham	Johnson	Polk	Walton
Camden	Elbert	Jones	Pulaski	Ware
Candler	Emanuel	Lamar	Putnam	Warren
Carroll	Evans	Lanier	Quitman	Washington
Catoosa	Fannin	Laurens	Rabun	Wayne
Charlton	Fayette	Lee	Randolph	Webster
Chatham	Floyd	Liberty	Richmond	Wheeler
Chattahoochee	Forsyth	Lincoln	Rockdale	White
Chattooga	Franklin	Long	Schley	Whitfield
Cherokee	Fulton	Lowndes	Screven	Wilcox
Clarke	Gilmer	Lumpkin	Seminole	Wilkes
Clay	Glascock	McDuffie	Spalding	Wilkinson
Clayton	Glynn	McIntosh	Stephens	Worth

HAWAIIHawaii
Honolulu

Kalawao

Kauai

Maui

IDAHOAda
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
Eflingham
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
Winneshiek
Woodbury
Worth
Wright**KANSAS**Allen
Anderson
Atchison
Barber
Barton
Bourbon
Brown
Butler
Chase
Chautauqua
CherokeeCheyenne
Clark
Clay
Cloud
Coffey
Comanche
Covey
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	Pawnee	Rooks	Sberidan	Trego
Morton	Phillips	Rush	Sherman	Wabaunsee
Nemaha	Pottawatomie	Russell	Smith	Wallace
Neosho	Pratt	Saline	Stafford	Washington
Ness	Rawlins	Scott	Stanton	Wichita
Norton	Reno	Sedgwick	Stevens	Wilson
Osage	Republic	Seward	Sumner	Woodson
Osborne	Rice	Shawnee	Thomas	Wyandotte
Ottawa	Riley			

KENTUCKY

Adair	Christian	Harrison	McCracken	Perry
Allen	Clark	Hart	McCreary	Pike
Anderson	Clay	Henderson	McLean	Powell
Ballard	Clinton	Henry	Madison	Pulaski
Barren	Crittenden	Hickman	Magoffin	Robertson
Bath	Cumberland	Hopkins	Marion	Rockcastle
Bell	Daviess	Jackson	Marshall	Rowan
Boone	Edmonson	Jefferson	Martin	Russell
Bourbon	Elliott	Jessamine	Mason	Scott
Boyd	Estill	Johnson	Meade	Shelby
Boyle	Fayette	Kenton	Menifee	Simpson
Bracken	Fleming	Knott	Mercer	Spencer
Breathitt	Floyd	Knox	Metcalfe	Taylor
Breckinridge	Franklin	Larue	Monroe	Todd
Bullitt	Fulton	Laurel	Montgomery	Trigg
Butler	Gallatin	Lawrence	Morgan	Trimble
Caldwell	Garrard	Lee	Muhlenberg	Union
Calloway	Grant	Leslie	Nelson	Warren
Campbell	Graves	Letcher	Nicholas	Washington
Carlisle	Grayson	Lewis	Ohio	Wayne
Carroll	Green	Lincoln	Oldham	Webster
Carter	Greenup	Livingston	Owen	Whitley
Casey	Hancock	Logan	Owsley	Wolfe
	Hardin	Lyon	Pendleton	Woodford
	Harlan			

**LOUISIANA
(Parishes)**

Acadia	Cameron	Jefferson	Pointe Coupee	St. Tammany
Allen	Catahoula	Jefferson Davis	Rapides	Tangipahoa
Ascension	Claiborne	Lafayette	Red River	Tensas
Assumption	Concordia	Lafourche	Richland	Terrebonne
Avoelles	De Soto	La Salle	Sabine	Union
Beauregard	East Baton Rouge	Lincoln	St. Bernard	Vermilion
Bienville	East Carroll	Livingston	St. Charles	Vernon
Bossier	East Feliciana	Madison	St. Helena	Washington
Caddo	Evangeline	Morehouse	St. James	Webster
Calcasieu	Franklin	Natchitoches	St. John the Baptist	West Baton Rouge
Caldwell	Grant	Orleans	St. Landry	West Carroll
	Iberia	Ouachita	St. Martin	West Feliciana
	Iberville	Plaquemines	St. Mary	Winn
	Jackson			

MAINE

Androscoggin	Cumberland	Knox	Piscataquis	Waldo
Aroostook	Franklin	Lincoln	Sagadahoc	Washington
	Hancock	Oxford	Somerset	York
	Kennebec	Penobscot		

MARYLAND

Allegany	Calvert	Dorchester	Kent	Somerset
Anne Arundel	Caroline	Frederick	Montgomery	Talbot
Baltimore	Carroll	Garrett	Prince Georges	Washington
	Cecil	Harford	Queen Annes	Wicomico
	Charles	Howard	St. Marys	Worcester

**MASSACHU-
SETTS**

Barnstable	Berkshire	Franklin	Middlesex	Plymouth
	Bristol	Hampden	Nantucket	Suffolk
	Dukes	Hampshire	Norfolk	Worcester
	Essex			

MICHIGAN

Alcona	Cheboygan	Ingham	Macomb	Oscoda
Alger	Chippewa	Ionia	Manistee	Oscoda
Allegan	Clare	Iosco	Marquette	Otsego
Alpena	Clinton	Iron	Mason	Ottawa
Antrim	Crawford	Isabella	Mecosta	Presque Isle
Arenac	Delta	Jackson	Menominee	Roscommon
Baraga	Dickinson	Kalamazoo	Midland	Saginaw
Barry	Eaton	Kalkaska	Missaukee	St. Clair
Bay	Emmet	Kent	Monroe	St. Joseph
Benzie	Genesee	Keweenaw	Montcalm	Sanilac
Berrien	Gladwin	Lake	Montmorency	Schoolcraft
Branch	Gogebic	Lapeer	Muskegon	Shiawassee
Calhoun	Grand Traverse	Leelanau	Newaygo	Tuscola
Cass	Gratiot	Lenawee	Oakland	Van Buren
Charlevoix	Hillsdale	Livingston	Oceana	Washtenaw
	Houghton	Luce	Ogemaw	Wayne
	Huron	Mackinac	Ontonagon	Wexford

MINNESOTA

Cottonwood
Crow Wing
Dakota
Dodge
Douglas
Faribault
Fillmore
Freeborn
Goodhue
Grant
Hennepin
Houston
Hubbard
Isanti
Itasca
Jackson
Kanabec
Kandiyohi

MISSISSIPPI

Adams
Alcorn
Amite
Attala
Benton
Bolivar
Calhoun
Carroll
Chickasaw
Choctaw
Claiborne
Clarke
Clay
Coahoma
Copiah

MISSOURI

Adair
Andrew
Atchison
Audrain
Barry
Barton
Bates
Benton
Bollinger
Boone
Buchanan
Butler
Caldwell
Callaway
Camden
Cape Girardeau
Carroll
Carter
Cass
Cedar
Chariton
Christian

Covington
De Soto
Forrest
Franklin
George
Greene
Grenada
Hancock
Harrison
Hinds
Holmes
Humphreys
Issaquena
Itawamba
Jackson
Jasper
Jefferson

Kittson
Koochiching
Lac qui Parle
Lake
Lake of the Woods
Le Sueur
Lincoln
Lyon
McLeod
Mahnommen
Marshall
Martin
Meeker
Mille Lacs
Morrison
Mower
Murray
Nicollet

Jefferson Davis
Jones
Kemper
Lafayette
Lamar
Lauderdale
Lawrence
Leake
Lee
Leflore
Lincoln
Lowndes
Madison
Marion
Marshall
Monroe
Montgomery

Iron
Jackson
Jasper
Jefferson
Johnson
Knox
Laclede
Lafayette
Lawrence
Lewis
Lincoln
Linn
Livingston
McDonald
Macon
Madison
Maries
Marion
Mercer
Miller
Mississippi
Moniteau
Monroe

Nobles
Norman
Olmsted
Otter Tail
Pennington
Pine
Pipestone
Polk
Pope
Ramsey
Red Lake
Redwood
Renville
Rice
Rock
Roseau
St. Louis
Scott

Neshoba
Newton
Noxubee
Oktibbeha
Panola
Pearl River
Perry
Pike
Pontotoc
Prentiss
Quitman
Rankin
Scott
Sharkey
Simpson
Smith
Stone

Montgomery
Morgan
New Madrid
Newton
Nodaway
Oregon
Osage
Ozark
Pemiscot
Perry
Pettis
Phelps
Pike
Platte
Polk
Pulaski
Putnam
Ralls
Randolph
Ray
Reynolds
Ripley
St. Charles

Petroleum
Phillips
Pondera
Powder River
Powell
Prairie
Ravalli
Richland
Roosevelt
Rosebud
Sanders

Sherburne
Sibley
Stearns
Steele
Stevens
Swift
Todd
Traverse
Wabasha
Wadena
Waseca
Washington
Watsonwan
Wilkin
Winona
Wright
Yellow Medicine

Sunflower
Tallahatchie
Tate
Tippah
Tishomingo
Tunica
Union
Walthall
Warren
Washington
Wayne
Webster
Wilkinson
Winston
Yalobusha
Yazoo

St. Clair
St. Francois
Ste. Genevieve
St. Louis
St. Louis City
Saline
Schuyler
Scotland
Scott
Shannon
Shelby
Stoddard
Stone
Sullivan
Taney
Texas
Vernon
Warren
Washington
Wayne
Webster
Worth
Wright

MONTANA

Beaverhead
Big Horn
Blaine
Broadwater
Carbon
Carter
Cascade
Chouteau
Custer
Daniels

Dawson
Deer Lodge
Fallon
Fergus
Flathead
Gallatin
Garfield
Glacier
Golden Valley
Granite
Hill
Jefferson

Judith Basin
Lake
Lewis and Clark
Liberty
Lincoln
McCone
Madison
Meagher
Mineral
Missoula
Musselshell
Park

Dundy
Fillmore
Franklin
Frontier
Furnas
Gage
Garden
Garfield
Gosper
Grant
Greeley
Hall
Hamilton
Harlan
Hayes

Hitchcock
Holt
Hooker
Howard
Jefferson
Johnson
Kearney
Keith
Keya Paha
Kimball
Knox
Lancaster
Lincoln
Logan
Loup

McPherson
Madison
Merrick
Morrill
Nance
Nemaha
Nuckolls
Otoe
Pawnee
Perkins
Phelps
Pierce
Platte
Polk
Red Willow

NEBRASKA

Adams
Antelope
Arthur
Banner
Blaine
Boone
Box Butte
Boyd
Brown
Buffalo
Burt
Butler
Cass

Cedar
Chase
Cherry
Cheyenne
Clay
Colfax
Cuming
Custer
Dakota
Dawes
Dawson
Deuel
Dixon
Dodge
Douglas

Douglas

NEBRASKA—Continued

Richardson Rock Saline Sarpy	Saunders Scotts Bluff Seward Sheridan	Sherman Sioux Stanton Thayer	Thomas Thurston Valley Washington	Wayne Webster Wheeler York
NEVADA	Douglas Elko Esmeralda Eureka	Humboldt Lander Lincoln Lyon	Mineral Nye Ormsby Pershing	Storey Washoe White Pine
Churchill Clark				
NEW HAMPSHIRE	Belknap Carroll Cheshire	Coos Grafton Hillsboro	Merrimack Rockingham	Strafford Sullivan
NEW JERSEY	Camden Cape May Cumberland Essex Gloucester	Hudson Hunterdon Mercer Middlesex Monmouth	Morris Ocean Passaic Salem	Somerset Sussex Union Warren
Atlantic Bergen Burlington				
NEW MEXICO	De Baca Dona Ana Eddy Grant Guadalupe Harding Hidalgo	Lea Lincoln Los Alamos Luna McKinley Mora Otero	Quay Rio Arriba Roosevelt Sandoval San Juan San Miguel Santa Fe	Sierra Socorro Taos Torrance Union Valencia
Bernalillo Catron Chaves Colfax Curry				
NEW YORK	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
Albany Allegany Bronx Broome Cattaraugus Cayuga Chautauqua Chemung Chenango Clinton Columbia				
NORTH CAROLINA	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 Newhampton 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
Alamance Alexander Alleghany Anson Ashe Avery Beaufort Bertie Bladen Brunswick Buncombe Burke Cabarrus Caldwell Camden Carteret Caswell Catawba				
NORTH DAKOTA	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
Adams Barnes Benson Billings Bottineau Bowman Burke Burleigh Cass				
OHIO	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
Adams Allen Ashland Ashtabula Athens Auglaize Belmont Brown Butler				

OHIO—Continued

Mercer	Noble	Preble	Shelby	Vinton
Miami	Ottawa	Putnam	Stark	Warren
Monroe	Paulding	Richland	Summit	Washington
Montgomery	Perry	Ross	Trumbull	Wayne
Morgan	Pickaway	Sandusky	Tuscarawas	Williams
Morrow	Pike	Scioto	Union	Wood
Muskingum	Portage	Seneca	Van Wert	Wyandot

OKLAHOMA

Coal	Haskell	Major	Pottawatomie
Comanche	Hughes	Marshall	Pushmataha
Cotton	Jackson	Mayes	Roger Mills
Craig	Jefferson	Murray	Rogers
Creek	Johnston	Muskogee	Seminole
Custer	Kay	Noble	Sequoyah
Delaware	Kingfisher	Nowata	Stephens
Dewey	Kiowa	Okfuskee	Texas
Ellis	Latimer	Oklahoma	Tillman
Garfield	Le Flore	Okmulgee	Tulsa
Garvin	Lincoln	Ossage	Wagoner
Grady	Logan	Ottawa	Washington
Grant	Love	Pawnee	Washita
Greer	McClain	Payne	Woods
Harmon	McCurtain	Pittsburg	Woodward
Harper	McIntosh	Pontotoc	

OREGON

Crook	Jackson	Malheur	Umatilla
Curry	Jefferson	Marion	Union
Deschutes	Josephine	Morrow	Wallowa
Douglas	Klamath	Multnomah	Wasco
Gilliam	Lake	Polk	Washington
Grant	Lane	Sherman	Wheeler
Harney	Lincoln	Tillamook	Yamhill
Hood River	Linn		

PENNSYLVANIA

Carbon	Forest	Lycoming	Snyder
Centre	Franklin	McKean	Somerset
Chester	Fulton	Mercer	Sullivan
Clarion	Greene	Mifflin	Susquehanna
Clearfield	Huntingdon	Monroe	Tioga
Clinton	Indiana	Montgomery	Union
Columbia	Jefferson	Montour	Venango
Crawford	Juniata	Northampton	Warren
Cumberland	Lackawanna	Northumberland	Washington
Dauphin	Lancaster	Perry	Wayne
Delaware	Lawrence	Philadelphia	Westmoreland
Elk	Lebanon	Pike	Wyoming
Erie	Lehigh	Potter	York
Fayette	Luzerne	Schuylkill	

**PUERTO RICO
(Districts)**

Aguadilla	Guayama	Mayaguez	San Juan
Arecibo	Humacao	Ponce	

RHODE ISLAND

Bristol	Newport	Providence	Washington
Kent			

SAMOA

Tutuila Island	
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**SOUTH
CAROLINA**

Berkeley	Dorchester	Kershaw	Orangeburg
Calhoun	Edgefield	Lancaster	Pickens
Charleston	Fairfield	Laurens	Richland
Cherokee	Florence	Lee	Saluda
Chester	Georgetown	Lexington	Spartanburg
Chesterfield	Greenville	McCormick	Sumter
Clarendon	Greenwood	Marion	Union
Colleton	Hampton	Marlboro	Williamsburg
Darlington	Horry	Newberry	York
Dillon	Jasper	Oconee	

**SOUTH
DAKOTA**

Clark	Gregory	Lawrence	Roberts
Clay	Haakon	Lincoln	Sanborn
Codington	Hamlin	Lyman	Shannon
Corson	Hand	McCook	Spink
Custer	Hanson	McPherson	Stanley
Davison	Harding	Marshall	Sully
Day	Hughes	Meade	Todd
Deuel	Hutchinson	Mellette	Tripp
Dewey	Hyde	Miner	Turner
Brown	Jackson	Minnehaha	Union
Brule	Jerauld	Moody	Walworth
Buffalo	Jones	Pennington	Washabaugh
Butte	Kingsbury	Perkins	Yankton
Campbell	Lake	Potter	Ziebach
Charles Mix			

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
Meigs
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
Bell
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
Colorado
Comal
Comanche
Concho
Cooke
Coryell

Cottle
Crane
Crockett
Crosby
Culberson
Dallam
Dallas
Dawson
Deaf Smith
Delta
Denton
De Witt
Dickens
Dimmit
Donley
Duvall
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
Lee
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
Tavis
Trinity
Tyler
Upshur
Upton
Uvalde
Val Verde
Van Zandt
Victoria
Walker
Waller
Ward
Washington
Webb
Wharton
Wheeler
Wichita
Willbarger
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
San Pete
Sevier
Summit
Tooele

Uintah
Utah
Wasatch
Washington
Wayne
Weber

VERMONT	Caledonia Chittenden Essex	Franklin Grand Isle Lamoille	Orange Orleans Rutland	Washington Windham Windsor
Addison Bennington				
VIRGINIA	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 Page 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	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	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	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 Wausara Winnebago Wood
WYOMING	Converse Crook Fremont Goshen Hot Springs Johnson	Laramie Lincoln Natrona Niobrara Park	Platte Sheridan Sublette Sweetwater Teton	Uinta Washakie Weston Yellowstone National Park
Albany Big Horn Campbell Carbon				

NOTES

21. PATENTS, TRADEMARKS, AND OFFICIAL GAZETTE

PATENTS

ABBREVIATIONS

Abbreviations with periods are set without spaces, as *U.S.*, *r.p.m.*, *i.e.*

Paragraph or section numbers (or letters) followed by figures or letters in parentheses will close up, as *section 7(B)(1)(a)*, *paragraph 25(a)*, *paragraph (a)(2)*, etc.

Follow copy, except in headings, in which the names of States are abbreviated (see p. 155), but spell out Territory of Hawaii, Virgin Islands, Puerto Rico, Canal Zone, and Panama Canal Zone.

Fractions in assignments, etc., should be spelled (rule 11.28).

Mount and *Fort* in place names are spelled out.

Saint should be abbreviated *St.* in names of United States cities, 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 made 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, where copy should be followed.

Abbreviations used in chemical and mathematical equations should be followed.

Some of the abbreviations commonly used in patent work are as follows:

A.C. or A.-C., alternating current
A.F., A.-F., or AF, audiofrequency
A.F.C. or AFC, automatic frequency control
A.G.C. or AGC, automatic gain control
a.m., ante meridiem
A.M. or AM, amplitude modulation
A.N., acid number
A.P.I. or API, American Petroleum Institute
a./s.f. or a.s.f., amperes per square foot
A.S.T.M. or ASTM, American Society for Testing Materials
A.U., angstrom units
A.V., acid value
A.V.C. or AVC, automatic volume control

b./d., barrels per day
B.H.P., brake horsepower
b.p.s.d., barrels per stream day

C., centigrade, cent.
ca or ca., circa (about)
C.B.M., constant boiling mixture
cc., cubic centimeter
c.f.m., cubic feet per minute
C.F.R. or CFR, Cooperative Fuel Research
c.f.s., cubic feet per second
C.G., center of gravity
c.g.s., centimeter-gram-second
C.P., constant pressure
cp. or cpe., cps., centipoise(s)
c.p.m., cycles per minute; also, counts per million
C.R., cathode ray
C.R.T., cathode ray tube
c./s. or c.p.s., cycles per second
cs., centistoke
C.W., continuous wave
cwt., hundredweight

D (optics), sodium line of solar spectrum
D.B., dry basis
db, decibel

D.C. or D.-C., direct current
D.F., direction finder
D.P.H., diamond pyramid hardness

E.C.C., electrical continuous cloth
E.M.F. (plural E.M.F.'s), electromotive force
E.M.U., electromagnetic unit
E.P., end point

F.H.P., friction horsepower
F.M. or FM, frequency modulation
f.p.s., feet per second

g (optics), hydrogen line of solar spectrum
g or G (acceleration)
g.p.d., grams per denier
g.p.g., grams per gallon
g.p.m., gallons per minute

HF, combination of hydrogen and chloride
H.F., H.-F., or HF, high frequency
Hlm., Hefner lumens
H.P.M.V., high pressure metal vapor
Hz., cycles per second (German)

I.A.C.S., International Annealed Copper Standard
I.F., I.-F., or IF, intermediate frequency
IR, current times resistance
I.V., initial velocity

kc.s. or kc./s., kilocycles per second
k.e.v. or kev., kiloelectron volts
kgr., kilogram
kHz., kilohertz
K.V., kinematic viscosity
k.v.a., kva., or kv.-a., kilovolt-ampere
k.v.p., kv. p., or kvp., kilovolts peak
kw., kilowatt

L.P.G., liquefied petroleum gas

M, molecular weight
ma., milliamper

M.A.C., mean aerodynamic chord
 M.E.P., mean effective pressure
 m. eq., me., or meq., milliequivalent
 m.e.v., million electron volts
 M.M.F., magnetomotive force
 m.p.h., miles per hour
 M s.c.f., thousand standard cubic feet
 M.T.D., mean temperature difference
 μ f., or mfd., microfarad
 mg., millimicrograms
 mM., millimoles
 N, normal
 N.N., neutralization number
 N.P.A. or NPA, National Petroleum Association
 N.T.P., normal temperature and pressure
 O.D., outside diameter
 pf., picofarad
 PIV or P.I.V., positive infinity variable
 p.m., post meridiem
 P.P.I., plan position indicator
 p.p.m., pounds per minute (also parts per million)
 p.s.i.a., pounds per square inch absolute
 p.s.i.g., pounds per square inch gauge
 R.&B., ring and ball method
 R-C, R.C., or RC, resistance-capacitance
 REP or R.E.P., Roentgen equivalent physical
 R.F., R-F., or RF, radiofrequency
 R.H., relative humidity

R.M.S., root mean square
 r.p.m., revolutions per minute
 S.A.E. or SAE, Society of Automotive Engineers
 s.c.f., standard cubic foot
 s.c.f.m., standard cubic feet per minute
 s.f.m. or s.f.p.m., surface feet per minute
 S.P.D.T., single pole double throw
 S.P.S.T., single pole single throw
 S.U.S. or SUS (also S.S.U. or SSU), Saybolt Universal seconds
 S.U.V. or SUV, Saybolt Universal viscosity
 S.W.G., standard wire gauge
 T.M., time modulation
 t.p.i., turns per inch (yarn)
 T.R.F., tuned radiofrequency
 T.S., tensile strength
 TV, television
 U.H.F. or UHF, ultra high frequency
 u./mg., units per milligram
 V.F., voice frequency
 V.G.C., viscosity gravity constant
 V.H.F. or VHF, very high frequency
 VI or V.I., viscosity index
 V.L.F. or VLF, very low frequency
 V.P., variable pressure
 v./v./hr., vibration velocity per hour
 W.C.F., Watson characterization factor
 Y.P., yield point

CAPITALIZATION

Capitalize *Letters Patent* whether standing alone or followed by a numeral. Capitalize *Patent, 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	Design No. 10,500	Plate 1
my Patent No. 680,180 or	Reissue No. 14,500	Diagram 1
my patent. No. 680,180	reissued Patent No. 14,500	Case A
Patent 680,180	Reissue Patent No. 14,900	Equation 1
British patent specification	Serial No. 1	Formula 1
No. 162,578 but British	Sheet 1	Division A
Patent No. 162,578	Example 1	

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. 266.)

Capitalization should be followed on unfamiliar terms or where there is some doubt as to their import.

Follow copy on such terms as *Danger position* or "*danger*" position; *On position* or "*on*" position; "*Off*" position, etc.

Follow capitalization or quotation marks on legends which appear on drawings, devices, blank forms, etc.

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 well as titles of articles therein.

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.

Names of individuals comprising lowercased *de*, *von*, etc., and such terms as *nee* (or *née*) and *geboren*, should be printed in lowercase.

Style for use of lowercase and capital letters following hyphen:

2-amino	A-amino	α,β -Amino
p-amino	δ -Amino	α,δ -Amino
α -Amino	Δ -amino	A, Δ -amino

NOTE.—After Greek capital letters word is lowercase, but after Greek lowercase letters word is capitalized.

FIGURES

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.

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.

In equations, inferior letters are always set in italic but set in roman elsewhere. Thus: $2_i + t_A$; the table 2_i or the table t_A , etc.

Use roman in obvious phrases and words, such as *supra*, *infra*, *prima facie*, etc. 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 symbols and abbreviations of names of functions, processes, or elements remain roman, even though without punctuation. Thus—

$$x^2yz + kl = 1$$

$$\tanh a \cos b = \sin c$$



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 (n_D^{20})	1.4393
N-methyl-para-aminophenol sulfate ----grams--	0.8
Borax	do----
Water	cc-----
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
Leady 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 1 atmos- phere, per pound of iron per hour.
CO concentration in feed --	9.3% by volume.

SAMPLE OF REFRACTIVE INDEX TABLE

[Aperture ratio 1:4.35]

Lenses	Radii	Thicknesses and Separations	n_d	v	$\Delta n/r$
$L_{I\text{---}}$	$r_1 = +0.577316\text{-}f$	$d_1 = 0.06778\text{-}f$	1.74400	44.9	+1.288722/ f
	$r_2 = +1.31122\text{-}f$	$l_2 = 0.00311\text{-}f$			-0.567410/ f
$L_{II\text{---}}$	$r_3 = +0.391438\text{-}f$	$d_3 = 0.10821\text{-}f$	1.66672	48.4	+1.703258/ f
	$r_4 = \infty$	$d_4 = 0.01710\text{-}f$			0.000000
$L_{III\text{---}}$	$r_5 = +0.261622\text{-}f$	$l_5 = 0.28451\text{-}f$	1.62536	35.6	-2.390319/ f
	$r_6 = -0.293543\text{-}f$	$d_6 = 0.03109\text{-}f$			-2.520925/ f
$L_{IV\text{---}}$	$r_7 = -2.77122\text{-}f$	$l_7 = 0.00694\text{-}f$	1.74000	28.2	+0.267030/ f
	$r_8 = -2.07811\text{-}f$	$d_8 = 0.08084\text{-}f$			-0.358018/ f
$L_{V\text{---}}$	$r_9 = -0.388640\text{-}f$	$l_9 = 0.00311\text{-}f$	1.74400	44.9	+1.914368/ f
	$r_{10} = +10.8747\text{-}f$	$d_{10} = 0.08395\text{-}f$			+0.068416/ f
$L_{VI\text{---}}$	$r_{11} = -0.711298\text{-}f$		1.74400	44.9	+1.045975/ f

REFERENCES CITED

"References cited" line in patents and designs should read as follows:

References Cited in the file of this patent

"References cited" line in reissues to read as follows:

References Cited in the file of this patent
or the original patent

In listing foreign patents, 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.

Centerheads.—References Cited, 8 points before and 4 points after. United States Patents, Foreign Patents, and Other References, 4 points each side.

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.

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.

Set Reissues and Plant Patents flush on left using thin space after Re. and en space after P.P.

SAMPLE OF ALINEMENT FOR PATENTS AND DESIGNS

References Cited in the file of this patent

UNITED STATES PATENTS

Re. 20,000	<input type="checkbox"/> <input type="checkbox"/> Ubbelholde	July 13, 1937
	<input type="checkbox"/> (Original No. 45,834)	
P.P. 1,200	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

FOREIGN PATENTS

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
236,569	Great Britain	Feb. 6, 1943
of 1942		
256,724	Great Britain	of 1934

OTHER REFERENCES

"Drying and Dehydration of Foods," by Von Loesecke, pp. 158 and 159. (Copy in Division 63.)

"Fundamentals of Dairy Science," Associates of Rogers, pp. 201 and 202. (Copy in Division 63.) Second edition. Adkins: Reactions of Hydrogen (U. of Wis.), p. 87 (1946).

Ser. No. 362,608, Bachle et al. (A.P.C.), published Apr. 20, 1943.

SAMPLE OF ALINEMENT FOR DESIGNS

D. 45,856	<input type="checkbox"/> <input type="checkbox"/> Jones	Jan. 1, 1935
D. 115,856	Jones	Jan. 1, 1941
2,321,066	Dense 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.

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. New matter supplied in the head, not appearing on file, must be queried.

Copy should be followed as to the use of the noun *drawing* or *drawings*.

In formulas and equations close up all symbols, also reference letters unless separated by commas.

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.

Serial number on file and copy must be checked as well as folios top and bottom.

In all numbered paragraphs *other than claims*, the figure will be set in parentheses.

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.

Territory of should be inserted before *Hawaii* and *Guam* if omitted from jacket. In Canadian, Australian, New Zealand, Union of South Africa, Republic of the Philippines, and Mexican (except Mexico City) patents, supply name of Province or State.

Figures of less than six digits should not be broken at the end of a line. If a break is unavoidable, divide on the comma, retain it, and use a hyphen. However in chemical terms, such as, for example, 1,2,4,5,6-anthraquinone, do *not* use hyphen at end of line when break between figures is necessary, but retain the comma.

In equations, inferior letters or figures precede superiors if typed together; but follow copy if superior appears first. If either inferior or superior is too long, then the two are alined on the left and must be hand set.

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. Hackl's Chemical Dictionary is used for chemical words and terms.

Authorities for the spelling of geographic names (local and foreign) are listed in the order of their preference: Decisions of the U.S. Board on Geographic Names; U.S. Directory of Post Offices; 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.

Follow copy for suffixes *ize* and *ise*.

List of common and preferred forms

acetyl, acyl	benzol, benzole	bus, buss; pl. buses, busses
actuable, actuatable	bib (child's apron)	by-pass, bye-pass, bypass
airplane, aeroplane	bibb (faucet)	
align, aline	bitting	cacao (seed)
alkalies, alkalis	Blangus	candelilla (wax of plant)
Allen wrench	blucher shoe	canton flannel
aluminum, aluminium	bluing, blueing	capacitive, capacitative
ampoule, ampul, ampulla,	bootees, booties	carbide (only)
ampule	bouillon (soup), bullion	carburation, carburetion
anaeric	(metal)	carburetor, carbureter, car-
Angstrom or angstrom unit	Bourdon tube	burettor, carburetter, car-
aquadag	Bowden wire	burator
Argand burner	brassiere or brassiere	Cardan shaft
arsenic (compounds)	brier, briar	carline, carling (construc-
arsinic (acids)	Brigg's logarithms	tion)
artesian well	Brignt's disease	carnauba wax
Axminster rug	Brinell	carrousel
azo dyestuffs	Bristol board	cascade (circuit)
	britannia ware	cascode (tuner)
	Brix hydrometer	caster, castor; castor bean
B flat	brooch, broach (pin)	cat whisker
babbitt	brown mixture	celtium
Rabbitt metal	Brussels sprouts	cementitious (only)
ball, bale (interchangeable)	Bunsen burner	chaise longue
balata	bur (prickly covering)	pl. chaises longues
Basel (town), Basle (firm)	burned, burnt	chamfer, chamfier, champer
Baumé, Beaumé, Bé.	burr (tool)	changeable (only)
benzene, benzine		

charr (fish), char, chare (to burn)	chianti belt	chifforobe	china clay	China-wood oil	chute, shoot, shute	cipher, cypher	circuitry	citrus, citrous	clevis	cliché	closable, closeable	coca (drug)	cocoa (made from cacao seed)	coky (cokelike)	communicable (only)	condensable, -ible	condenser (only)	conduit, conduct	condulet	Congo red	congress boot	connectible, -able	connector, connector	contractable, -ible	conveyer, conveyor	cophasely, cophasally	corselets	corsetlets	coumarin, coumarone, coumarone	coupé or coupe	crème	crepe, crape, crêpe	crepe de Chine	cyanide (only)	damar	dammar varnish	dawsonite	decibel	dee (voltage)	deflectable, -ible	diarrhea, diarrhoea	diesel (stamping)	diesel engine	disassemble	dislodgment, dislodgement	dispatch, despatch	distilland	Dobell's solution	doré bullion	doup (weaving)	eau de Cologne	eccentric, excentric	éclair	eddy current	Eddy kite	embed, imbed	empenage	enclose, inclose	engageable (only)	expandable, -ible	expandible	extendable, -ible	extensible	eye-bolt, eyebolt, eye bolt (not I bolt)	eyeletting	factis (solidified oil)	felly, fellow	Ferris wheel	feterita (grain)	filet (lace)	filtrable	Fischer-Tropsch	flier, flyer	Formalin or formalin	Fourdrinier machine	Friedel-Crafts	frusto, frustro	frustum, frustum	fryer, frier	Fuller valve	fuller's earth	fuse, fuze	fuselage	Garnett machine	gauge, gage, guage	gelatin, gelatine	Geneva gear	gettering	gilsonite or Gilsonite	gimbal ring	glacé or glace	gluing (only)	Gnome engine	grabbots (cotton refuse)	Gramme ring	gramophone	graphæchon	grill (broiler)	grille (grating)	grommet, gromet, grummet	Gruyère	guayule	Gulf Coast oil	gum arabic	Hamburg steak	hamburger	Hamburger	hawser, hauser	height, highth, hight, height	henrys, henries	hindrance, hinderance	Holland gin	holland linen	horsepower	humidistat or humidostat	hydrophilic	hyposulphite (not hyposulfite)	hypotenuse, hypotheruse	I.B.X. (intermediate branch exchange)	I beam (see eye-bolt)	ignitable, -ible	ignitron	impeller, impellor	in any wise	India ink, India ink	Indian corn	in no wise	input, imput	insertable, -ible	in so far or insofar	insomuch	interiorly, interially (not interiorally)	introducible	Jacquard or jacquard loom (lowercase all others, as: jacquard motion, etc.)	jam, jamb (pressure, nut)	jamb, jambe (door)	japan varnish	joule (unit of energy)	Joule's (cycle, law, or equivalent)	junction	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	lavalier, lavalier, lavallière	Lecher wire	lehr, leer	lens, pl. lenses	Levers lace	liquefy, liquify	lithopone	lodgment, lodgement	longéron	losser circuit	lossy	loupe (jeweler's)	louver, louvre	Lumière	luminaire	macadam road	Mach	machinability	machinable	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	Mareel wave	medicament (not medicant)	megohm (measure)	metalation	who (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.)	montau wax	morocco binding	movable, moveable	mucus (n.), mucous (adj.)	multiplying	mutor	nacelle	naphtha, naphtha	naphthalene, naphthaline	naphthol, naphtol	navy blue	neat's-foot oil	negligee, negligé	negligible, negligable	neon	neoprene	neck, knick	nickel (metal or coin) (only)	Nicol prism	nicotine, nicotin	noble metal	nozzle, nozle	n-pole dynamo	nth degree	nylon	ogee shape (not O.G.)	operable, operatable	os calcis	oscillatable, oscillable	overlie	oxford shoe	oxidation, oxidization	oxide, oxid, oxyde, oxyd	Oxo or oxo
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- pantograph (only)
 papier-mâché or mache
 paraffin, paraffine
 Parâ rubber
 Paris green
 pasteurize
 pâté (pie)
 payed out (as a rope)
 P.B.X. (private branch ex-
 change)
 peen, pein
 pendant, pendent (n. or adj.)
 percent
 peripheral, peripherial
 peripherical
 Phillips screw
 phone
 phosphorus, phosphorous
 Pilsen
 pimento, pimienta
 pincers
 pitman, pitmans
 pitmen (workmen)
 Pitot tube
 pivotally
 pivotal, pivotable
 pivotally, pivotly (not piv-
 otedly)
 plaster of Paris
 platen, platten, plattin
 pliers, plyers
 pliotron
 ply, plie, plies
 Pontianak gum
 portière
 Portland cement
 practice, practise (n., v.)
 preventer
 projectable, projectile
 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
 reciprocable, reciprocatable
 reinforce, reenforce
 registrable, registerable
 releasable (only)
 repellent, repellant (n. and
 adj.)
- replaceable (only)
 resin, rosin
 resistor, resister
 résumé
 retractable, retractible
 revolvable, revolvible
 revolvably, revolvably
 Riggs' disease
 Rochelle salt
 rotary, rotatory, rotarily
 rotatable (not rotably)
 Russia leather
 rutile, routile
 saccharin (a bitter white lac-
 tone)
 saccharine (sugar substi-
 tute)
 salable, saleable
 salvarsan
 Samson post
 saxophone
 Saybolt Universal
 scallop, scollop
 Scotch tape
 Selsyn or selsyn
 selvage, selvedge
 separatable
 separator (only)
 servomotor, servo-motor, or
 servo motor
 setttable
 shelf (noun), shelve (verb)
 shellac, shellack, shell-lac,
 shell-lacked
 shoofly, shooflys
 singletree, swingletree
 siphon, syphon
 sirup, syrup
 sisal rope
 sley, slay (knitting machin-
 ery)
 slidable, slideable
 soy, soya, or soja bean
 spaceable
 spigot, spicket
 squeegee
 Stillson wrench
 strop, strap
 style, stylus, styli, styluses
 suede
 sulph, sulfo, etc.
 swage, swedge
 syncro
- taboret, tabouret
 tainter
 taxiing, taxying
 therefor (in return for that
 or this)
 therefore (consequently)
 only
 thermion
 thermionic
- thermistor
 thermosiphon, thermosiphon
 threadably, threadedly
 thresh, thrash (beat grain)
 through, thru
 thumb, thum
 Thyatron or thyatron
 tier (to tie)
 Timken bearing
 tire, tyre (of a wheel)
 Tonne meters (Tm.)
 tonsillitis, tonsilitis
 torchère
 torsional, tortional
 transferrer, transferror
 transmitter
 transponder
 transversely, transversally
 trippable
 tunny, tuna (fish)
 Turkey red
 turmeric (not tumeric)
 tuyère, twyer, or tuyere
 Twaddell, or Twad.
 tying, tieing, tied
- ultor (radio)
 uniflow, unaflow
 un-ionized
 unsanitary
 utilized
 valance (fabric)
 valence (chemistry)
 varistor
 Venetian blind
 venturi, pl. venturis
 Venturi or venturi tube
 vernier clutch
 video
 vinal
 visor, vizor
 viz or viz.
 vodas
 vogad
 voltolized
- wagon, waggon
 Wheatstone bridge
 Wien bridge
 wienerwurst
 Wilton carpet
 woolen, woollen
 woolly, wooly
- yolk (not yelk)
 yoshino paper
 Young's modulus
- zed shape
 zinc, zink

USE OF TRADE NAMES IN PATENTS

Proper usage of trade names requires that they be capitalized at all times. The following is a partial list of trade names which may appear from time to time in patents, and such marks should be capitalized. Follow copy regarding any apparent trade name not in this list.

Alemite	Fathometer	Plastacele
Alpha (protein)	Fiberglas	Plexiglas
Alphasol	Filtrol	Pliofilm
Al Si Mag	Flexo-seal	Pliolite
Alumel	Foamite	Pliowax
Alundum	Freon	Polane
Ameripol		Polaroid
Anchor (fence)	Geon	Polymerin
Areskap	Glyptal	Porocel
Aresket	Gyropilot	Push-Back (theater chairs)
Aresklene	Gyrosyn	Pyralin
		Pyrex
Bactratycin	Hercolyn	
Bakelite	Hydroseal	Refinite
Benzedrine	Hyex	Resinox
Bimorph		Revertex
Black Leaf 40	Igepon	Rocklath (plasterboard)
Blendor (Waring)	Inconel	Rockwell (tester)
Blue Rock (clay target)	Intertype (typesetting)	
Bobbie (bobby pin)	Invar	Santomerse
Buna	Iron-Clad (batteries)	Scotch (pressure-sensitive tape, etc.)
Butyl (rubber)		Shakeproof
	Kodak	Sheetrock
Calgon	Kodapak	Solvesso
Calrod	Koroseal	Speed-Nut (fastener)
Carbitol	Kovar	Steel-Flex
Carbofrax		Stellite
Carborundum	Lastex	Steri-Pad (surgical dressing)
Catalin	Lavite	Stiflex
Caterpillar (tread)	Leatherette	Sylphon
Celauese	Lexide	Sylphrap
Celastic	Linotype	Synpor
Cellosolve	Lucite	Syntron
Cellucotton (surgical dressing)	Lux	
Celluloid (plastics)	Masonite	Talon (fastener)
Celotex	Methocel	Technicolor
Chevron (machinery packing)	Micarta	Teflon
Chlorex	Modutrol	Teletype
Chromel (alloy)	Monel (metal)	Textolite
Coca-Cola	Monotype	Thermit
Coke	Mycalex	Thermos (vacuum bottle)
Corex		Thiokol
Croquignole	Nekal	Transite
Cyclone (fence)	Neon (signs)	
	Nichrome	Uformite
Dacron	Nicofume	Urotropin
Danforth (anchor)	Nitrallloy	
Decalin	Nonex	Vacumatic
Deepfreeze (home freezer)	Orlon	Varsol
De-Ion		Vaseline
Dry Ice	Paraplex	Verichrome
Dulux	Perbunan	Victrola
Duraloy	Permalloy	Vinylite
Duraplex	Permutit	Vinyon
	Phosphor bronze	Viscoloid
Electro-Silicon	Photostat	Vistac
Elektron	Photronic	Vistanex (-Medium)
Emulphor	Phytin (pharmaceutical product)	Vultex
	Ping-pong	Zip
Fairprene		Zipper (heels)

PLURALS

Follow copy in the Latin or English forms for plurals where both forms are recognized. A few are:

abacus, pl. abacuses or abaci
 antenna, pl. antennae; E., -nas
 apex, pl. apices or apices
 apparatus, pl. apparatus, apparatuses
 callus, pl. calli
 candelabrum, pl. candelabrams or candelabra
 fascia, pl. fasciae
 frustum, pl. frustums or frusta

helix, pl. helixes or helices
 lamina, pl. laminae
 latex, pl. latices
 matrix, pl. matrices or matrixes
 medium, pl. mediums or media
 spatula, pl. spatulas
 speculum, pl. speculums or specula
 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. 66-67.)

PUNCTUATION

Follow copy, 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, follow copy in use of center and regular points.

REFERENCE LETTERS AND FIGURES

Reference figures of 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" or 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, 1*a*, 1*b*, etc., or *a*¹, *a*², 1^a, 1^b, etc. Copy should be followed in respect to the prime mark or superior "''"; thus: "The wheels *a*' and *a*''" or "The wheels *a*¹ and *a*²." Some typewriters use the prime mark for "''", after passing "''", as: *a*⁰, *a*¹, *a*², etc., which should be changed to *a*¹⁰, *a*¹¹, *a*¹², etc.

Since most typewriters use same character for figure 1 and lowercase letter l, cipher and capital O, all such characters will be printed as figures unless otherwise marked.

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), (7*d*-7*e*), (A-A5); or when a figure with a letter is followed by another figure and/or letter (8*c*-11*d*), (7*a*-11), (7*a*-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
127-127*a*
6-J-42

A-A
A-15
15-A

7*d*-7*e*
8*a*, 8*c*-71, 7*m*

Fig. 3-A or Fig. 3-*a* (if dash in copy), *but* Fig. 3A or Fig. 3*a*

Exceptions: When 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.

NAMES IN PATENT HEADINGS

Copy signed
deBoise, jr.
DeBoise 3*d*
Macdonald 3*rd*
Mac Donald III
Mc Murray
VanArsdale
Vanarsdale

Print head
de Boise, Jr.
De Boise 3*d*
Macdonald 3*rd*
MacDonald III
McMurray
Van Arsdale
Vanarsdale

EXAMPLES OF HEADINGS

The following examples are intended to serve as a general guide:

- (1) 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
- (2) 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
- (3) Continuation of Design Application
Continuation of design application Serial No. 120,637, June 4, 1945. This application February 6, 1946, Serial No. 121,583
- (4) Reissue of a Division (or Continuation)
Original No. 2,108,538, dated February 15, 1938, Serial No. 148,245, 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
- (5) 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
- (6) 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
- (7) 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.
- (8) 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
- (9) 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
- (10) 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
- (11) 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

(12) 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

(13) 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

(14) 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 substituted for abandoned application Serial No. 496,766, November 19, 1930

(15) 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

(16) Continuation

Continuation of (or continuation of abandoned) application Serial No. 341,560, May 3, 1904. This application June 2, 1905, Serial No. 450,632

(17) Continuation and Substitution

Continuation of and substitution for application Serial No. 341,560, May 3, 1904. This application June 2, 1905, Serial No. 450,632

(18) 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

(19) 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

(20) 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

VARIETY OF STYLES AND TERMS USED IN HEADINGS OF DESIGNS, PATENTS, AND FOREIGN APPLICATIONS

Style for designs

54,321

CABINET

John M. Doe 2d, Chicago, Ill.

Application March 13, 1933, Serial No. 100,100

Term of patent 3½ years

(Cl. D14—6)

Style for patents

1,920,952

AMPLIFYING SYSTEM

John M. Doe, Chicago, Ill., assignor, by mesne assignments, to General Aniline Works, New York, N.Y., a corporation of Delaware

Application October 22, 1922, Serial No. 100,100

(Filed under Rule 47(a) and 35 U.S.C. 116)

6 Claims. (Cl. 143—3.2)

John Doe, Detroit, Mich., assignor to General Electric Company, a corporation of New York; patent dedicated to the Public insofar as it relates to lamps and lamp parts to the extent stated in document recorded in the United States Patent Office, January 4, 1954, Liber U-238, page 394

Walter John, Gottingen, Germany; vested in the Attorney General of the United States

COMMA WITHOUT EXCEPTION

Siegstatt, near Berlin, Germany

Sundern, Kreis Arnsberg, Germany

The following (disclaimer lines) go between the "application line" and the "number of claims line":

The portion of the term of the patent subsequent to August 26, 1969, has been disclaimed

The portion of the term of the patent subsequent to August 26, 1969, has been disclaimed and dedicated to the Public

The following (granted line) follows the claim and classification line (8 point slug between) :

(Granted under Title 35, U.S. Code (1952), sec. 266)

LOWERCASE

**one-half
corporation of Ohio
joint-stock company**

**limited-liability, etc.
voluntary association
executor, deceased, etc.**

The word *für* or *fuer* commonly found in German patents is always spelled with a lowercase (*f*).

Example: *Aktiengesellschaft für Drahtlose.*

The word *sur* found in French patents is printed :

Neuilly-sur-Seine, etc.

The word *vormals* or *vorm.* found in German patents is printed :

vormals Roessler, Berlin, or vorm. Roessler, etc.

FOREIGN APPLICATION

The reference to the foreign filing date appearing in the heading of the specification is not to be printed unless the following endorsement appears with the foreign country and date at the bottom of file:

"Foreign application received"

(If this endorsement does not appear, the foreign date is killed.)

This does not refer to files containing the caption "Claims Foreign Priority" at upper right-hand corner where name of country and date will suffice for endorsement.

**No Drawing. Application June 22, 1933
Serial No. 100,100**

**Claims priority, application Great Britain
December 26, 1950**

**No Drawing. Application March 16, 1953
Serial No. 345,224**

(Filed under Rule 47(a) and 35 U.S.C. 116)

Claims priority, application Germany March 14, 1952

4 Claims. (Cl. 260—465.3)

**Original application July 22, 1933, Serial No. 100,100.
Divided and this application March 27, 1934, Serial
No. 649,037**

**Claims priority, application Netherlands
December 26, 1950**

But—Disregard this style if application is filed under Public Law 690, August 8, 1946, or Public Law 619, August 23, 1954.

**Application March 23, 1933, Serial No. 100,100
In Germany April 23, 1932**

**Sections 3 and 14, Public Law 690, August 8, 1946
Patent expires June 29, 1959**

If more than one filing date appears on file, the one with the earliest date must be printed. If filed in two countries on same date, print both countries but use one date only.

FOLLOW

Firm or firm and *The or the* immediately preceding assignment firms.

John Doe, United States Army, Newark, N.J.

late of, all of, both of

**Porous Company of Los Angeles,
Porous Company of California, BUT—
Porous Company, Los Angeles, Calif.,**

When the year in parentheses follows the assignment it must be **FOLLOWED**.

Chicago, Ill., a corporation of Utah (1929)

Application filed by inventor who dies before patent is issued

Note use of semicolon in the following examples.

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 examples 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]

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

Ralph Edward Ogden, Cornwall, N.Y., and Charles C. Thompson, Plainfield, and Arthur R. Van Tassell, Bayonne, N.J., assignors, by mesne assignments, to J. Edward Ogden, Mountainville, N.Y.

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 Car-loader Company, Ottumwa, Iowa, a corporation of Iowa

When assignment is made by executrices

Alonzo E. Rhodes, deceased, late of Dover-Foxcroft, Maine, by Annie Marie 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

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 Jasperson, 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.

Special provision lines in heads of patents

(Filed under Rule 47)

(Filed under Rule 47(a) and 35 U.S.C. 116)

(Filed under Rule 47(b) and 35 U.S.C. 118)

(Granted under Title 35, U.S. Code (1952), sec. 266)

Change

(Granted under the act of March 3, 1883, as amended April 30, 1928; 370 O.G. 757)

to

(Granted under Title 35, U.S. Code (1952), sec. 266)

[The two latter lines require a text reference to Government ownership and/or use.]

If reference is made to Comptroller General's Decision B 111,648 of July 13, 1953, on front of patent jacket, do not look for special provision line in head (granted, etc.) but follow dedicatory clause if supplied in text.

TRADEMARKS

Follow copy and general rules for Patents, unless contrary to instructions under this heading.

All information is on the face of the file, unless the words "See Inside" appear; in which case, see Statement, or amendments thereto, inside.

To verify data on file, refer to Statement, or amendments thereto (ONLY).

Names of firms and corporations should be followed exactly.

The word *drawing* should always be singular in trademarks.

Conversion to different Register under Rule 2.75 is shown in line with serial number and filing date.

Ser. No. 660,351, filed P.R. Jan. 1, 1957;
Am. S.R. Feb. 28, 1958

Ser. No. 660,351, filed S.R. Jan. 1, 1957;
Am. P.R. Feb. 28, 1958

When referring to wording on the mark:

(1) Capitalize and quote the principal words.

(2) In translating, use lowercase and quotes except in proper names; i.e.,

The wording "La Petite Maison" is translated "the little house."

(3) When a claim or disclaimer is made to wording on the mark, the text should conform exactly.

Abbreviate:

Ave.	N.	1st
St.	E.	2nd
Blvd.	S.	3rd
Reg. No.	W.	4th
Ser. No.		10th, etc.
Bldg.		

Doing business as, trading as, or other words with like meaning, follow name of registrant.

By change of name from, by merger from, assignee of, or words with like meaning, follow residence.

In Consolidated Certificates, that is, a certificate combining under one registration number applications which have been previously published in more than one class, a separate paragraph is used for the goods (or services) and class number of each class, these paragraphs being arranged in numerical order of classes.

The most important part of a registration is the reproduction of the mark. A defective or possibly wrong cut should be reported to the foreman.

Information on registration *above reproduction of mark* includes: date of issue, registration number, Register (Principal, Supplemental), type of mark (trademark, service mark, certification mark, collective mark, collective membership mark), serial number, and filing date.

Order of information *following reproduction of mark*:

(1) Head (including name, State of incorporation, doing business as, address, assignor, change of name, etc.).

(2) Goods and class.

(3) Use.

(4) Disclaimers.

(5) Color lining, general description.

(6) Limitations—Sec. 2(f), Concurrent Use.

(7) Ownership or, in case of foreign trademarks, priority.

SAMPLES

Head

Solvic Société Anonyme (Belgian corporation)
33 Rue Prince Albert
Brussels, Belgium

Edmund Garrison, doing business as Garrison Dairy
7 Downs St.
Fairfax, Maine

The Murray Company of Texas, Inc. (Delaware corporation), doing business as Boston Gear Works
North Quincy, Mass.

Warner-Lambert Pharmaceutical Company
1 W. 7th St.

New York, N.Y., by change of name from
Warner-Hudnut, Inc. (Delaware corporation)
New York, N.Y.

International Harvester Company (New Jersey corporation)

10 Garrett St.

Chicago, Ill., assignee of

Russell C. Parrish

Springfield, Ohio

Goods and Class

For: CANNED SALMON AND CANNED SHRIMP,
in CLASS 46.

For: PERSULFATES — NAMELY, POTASSIUM
AND AMMONIUM—in CLASS 6.

Use

First use Aug. 13, 1947; in commerce Aug. 13, 1947.

First use June 1, 1927, on hydrogen peroxide, ammonium peroxide, and potassium persulfate; in commerce June 1, 1927.

First use on or about June 15, 1949; in commerce on or about June 15, 1949.

First use Aug. 20, 1952; in commerce Aug. 20, 1952; Jan. 4, 1927, as to "Troy."

Disclaimer

The representation of the derrick is disclaimed apart from the mark as shown.

The leaves of the tree appear in green color on the specimens and such color is claimed.

The drawing is lined for the color red but applicant does not restrict itself to the color red alone.

Color—Description

The drawing is lined for grey and red.

The trademark consists of a dotted line of pink placed in the selvage of the diaper. The drawing is lined for pink.

The mark translated means "the bayou."

Limitations

Sec. 2(f) as to "Troy."

CONCURRENT USE with Ser. No. 245,818 for the area comprised by the States of Maine, Rhode Island, and Vermont.

Ownership—Priority

Owner of Reg. Nos. 435,043, 523,182, and 432,557.

Owner of French Reg. No. 000,000, dated May 4, 1955 (Seine); Natl. Inst. No. 000,000.

Priority claimed under Sec. 44(d) on Swedish App. No. 000,000, filed May 4, 1955; Reg. No. 000,000, dated May 30, 1955.

OFFICIAL GAZETTE

PATENTS

All chapter heads in the Patents section of the Official Gazette are two-column heads and are set in 18-point Century expanded.

NOTICES

Follow copy in all special notices (i.e., notices signed by the Commissioner of Patents, an Assistant Commissioner, or other Patent Office official) under this head, observing Patent general rules on capitalization, quotes, and italic.

Adjudicated Patents

(D.C. Vt.) Tatko Patent No. 2,693,926 (348—120), for pallet, platform or the like, *Held* valid and infringed. *Tatko Bros. Slate Co. v. Hannon*, 157 F. Supp. 277; 116 USPQ 53.

(D.C. Ark.) Entz Patent No. 2,762,359 (125—23), for stone cutting machine. Claims 4, 5, 6, 7, 13, and 14 *Held* invalid and not infringed; Claims 10, 11, and 12 *Held* valid and infringed. *Southwest Industrial Products, Inc. v. Ezee Stone Cutter Mfg. Co.*, 157 F. Supp. 208; 117 USPQ 24.

Disclaimers

2,524,797.—*Grover B. Holtzclaw*, Charlotte, N.C. TRAVELING CLEANERS FOR TEXTILE MACHINES OR THE LIKE. Patent dated Oct. 10, 1950. Disclaimer filed Feb. 28, 1958, by the assignee, *Parks-Cramer Company*.

Hereby enters this disclaimer to claim 6 of said patent.

Patents Available for Licensing or Sale

2,714,202. Recording System Utilizing a Single Control Signal Capable of Controlling Two Characteristics of the Signal (Adaptable To Control Tape Speed). *Cook Electric Co.*, Patent Counsel, 6401 Oakton St., Morton Grove, Ill.

General Electric Company is prepared to grant non-exclusive licenses under the following 2 patents upon reasonable terms to domestic manufacturers.

Applications for licenses under these patents should be addressed to: Patent Counsel, Lamp Division, General Electric Company, Nela Park, Cleveland 12, Ohio.

2,241,968. Light Source.

2,300,963. Electric Discharge Lamp Circuit.

Adverse Decisions in Interferences

In the designated interferences involving the indicated claims of the following patents, final decisions have been rendered that the respective patentees were not the first inventors with respect to the claims listed.

Re. Pat. 24,051, G. W. Wolcott, Flaring tool, decided Nov. 27, 1956, Interference No. 87,028, claim 1.

Pat. 2,533,369, E. C. Hartwig, Electronic sequence timer, decided June 29, 1956, Interference No. 85,711, claim 6.

Classification Order No. 215

The following transfer is hereby ordered to take effect on Monday, March 4, 1957:

From Division 42 to Division 5

Class 116, Signals and Indicators.

M. C. ROSA,
Director, Patent Examining Division.

DECISIONS IN PATENT AND TRADEMARK CASES

Follow copy, except in capitalization and citations.

Follow italic in decision matter, except in Latin phrases and words, such as *supra*, *infra*, *prima facie*, etc.

The decisions from the various court reports should be cited as follows:

Supreme Court of the United States

Funk v. Kalo, 333 U.S. 127.

United States Court of Appeals, District of Columbia Circuit

Thorne, Neale & Co. v. Coe, 79 U.S. App. D.C. 122.

United States Court of Customs and Patent Appeals

In re Metzner, 35 CCPA 789.

Federal Reporter

Bradley v. Eccles, 126 Fed. 945.

Federal Reporter, Second

In re Helmond, 124 F.2d 222.

U.S. Patents Quarterly

In re Helmond, 52 USPQ 101.

Capitalize in decision matter as follows:

- (1) Full titles of courts, as U.S. Supreme Court; also Court of Appeals, Circuit Court of Appeals, etc.
- (2) The word *Court* referring to the U.S. Supreme Court, but lowercase elsewhere.
- (3) Full titles of acts, as Trademark Act, Spooner Act, etc., but *act*, where standing alone, or *act of 1905*.
- (4) The word *Office*, referring to Patent Office.
- (5) Titles of officials of Patent Office.

Set syllabus 6-point leaded.

Set quoted matter which exceeds two lines in 6-point solid.

In heading of a decision:

- (1) Title of court: 8-point Times Roman bold.
- (2) Names of litigants: 8-point Modern caps and small caps.
- (3) Appeal number and date: 6-point Modern italic.
- (4) Numbered headings in syllabus: 6-point Modern caps and small caps.

EXAMPLE

**United States Court of Appeals
District of Columbia Circuit**

DONALD H. JACOBS *v.* ROBERT C. WATSON, COMMISSIONER
OF PATENTS

No. 13,902. Decided February 20, 1958

[— U.S. App. D.C. —; — F.2d —; 116 USPQ 306]

1. PATENTABILITY — PARTICULAR SUBJECT MATTER — ELECTRONIC NAVIGATION AND POSITION-FINDING SYSTEM.

Held that no basis was found for disturbing the action of the District Court in holding claims to an electronic navigation and position-finding system unpatentable over the prior art.

2. REVIEW BY U.S. DISTRICT COURT FOR THE DISTRICT OF COLUMBIA — JURISDICTION — CANCELED CLAIMS NOT CONSIDERED BY BOARD OF APPEALS.

Held that no basis was found for disturbing the action of the District Court in concluding that it was without jurisdiction to authorize the allowance of canceled claims which were not considered by the Board of Appeals.

APPEAL from the United States District Court.

AFFIRMED.

Donald H. Jacobs, pro se.

Clarence W. Moore (*George C. Roeming* of counsel)
for the Commissioner of Patents.

Before BAZELON, DANAHER, and BASTIAN,

Circuit Judges

PER CURIAM :

Appellant brought this suit for a patent on an electronic navigation and position-finding system. The District Court concurred with the Examiner and the Board of Appeals that the claims in issue here were unpatentable over prior art. The court also concluded that it was without jurisdiction to authorize the allowance of canceled claims which were not considered by the Board of Appeals.

[1, 2] We find no basis for disturbing the action of the District Court.

AFFIRMED.

PATENT SUITS

This head carries 6-point roman subhead:

Notices under 35 U.S.C. 290 ; Patent Act of 1952

1,912,539, 1,991,624, R. C. Paul, Stocking foot; 2,657,478, W. J. Paul, Heel construction for flimsy foot coverings; 2,687,528, same, Toe protector for hose; 2,687,583, same, Blank for stocking foot devices, filed Dec. 28, 1956, D.C., S.D.N.Y., Doc. 116/73, *Sondra Undergarments Co., Inc. v. Richard Paul, Inc.*

2,476,334, A. S. Titcomb, Abrasive wheel; Re. 23,717 (of 2,501,422), same, Abrasive block or segment, filed Dec. 29, 1956, D.C. Conn. (New Haven), Doc. 6495, *A. Shepard Titcomb v. Norton Co.*

REISSUES, PLANT PATENTS, PATENTS, DESIGNS

Material in the above-named chapters consists of the heading, drawing (or drawings), and claim (or claims) designated by the Patent Office, of each patent specification in numerical order. This material is picked up from the printed patent specification.

TRADEMARKS

Chapter heads are 2-column heads, set 18-point Century expanded.

NOTICES

Follow rules for Notices under Patents.

Service by Publication

A petition to cancel the registration identified below having been filed, and this Office having been unable to obtain satisfactory service of notice of the proceeding, notice is hereby given that unless said registrant, its assigns or legal representatives shall enter an appearance within thirty days from the date of this publication, the cancellation will be proceeded with as in the case of default.

Gude Brothers, Kieffer Company, New York, N.Y., Reg. No. 176,181, Canc. No. 6848.

DAPHNE LEEDS,

Assistant Commissioner of Patents.

Trademark Suits

Notices under 15 U.S.C. 1116; Trademark Act of July 5, 1946

TM 223,259 (PRESIDENT), TM 258,603 (AMBASSADOR), Bulova Watch Co., Inc., Watches; TM 262,865 (CO-ED), same, Wrist watches; TM 335,457 (TUNEDO), same, Watches—namely, wrist or strap watches; TM 316,745 (MINUET), TM 323,564 (DEBUTANTE), TM 440,648 (ELIZABETH), same, Watches, more especially wrist or strap watches, filed Sept. 10, 1954, D.C., S.D.N.Y., Doc. 95/311, *Bulova Watch Co., Inc. v. Longines Wittnauer Watch Co., Inc.* Order of discontinuance Dec. 26, 1956.

MARKS PUBLISHED FOR OPPOSITION

Chapter head: 2 columns wide, 18-point Century expanded, with 6-point subhead.

Class head: 14-point Tempo heavy condensed (Case 670), flush left, overruns flush.

Information is given on face of file unless marked "See Inside"; in which case, see Statement (application), or amendments thereto, ONLY.

Set serial number, name, address, assignor, ownership of other registrations, disclaimer, color, goods, date of use (not use in commerce, except in the case of foreign applications), and filing date.

Reproduction of the mark always appears with published trademarks.

If information is given on face of file as to publication under Sec. 2(f), or, in the case of foreign applications, as to priority, this information must be set.

Set any interference set forth on face of file.

Capitalize principal words in identification of goods or services.

Disclaimed words appear in caps and lowercase, and are quoted.

Use gothic letters to indicate shape—not quotes.

Abbreviate month when followed by date.

Abbreviate *doing business as* to *d.b.a.*

Except in the case of foreign nationals, the registration number only (not the date) is given in claiming ownership of other registrations.

Applications of foreign nationals may or may not carry date of first use. If it is carried on file, set this date; also use in commerce.

Follow copy on priority based on ownership of foreign registrations.

SN 684,105. Bemis Bro. Bag Company, St. Louis, Mo. Filed
Mar. 24, 1955. Sec. 2(f).

(Reproduction of mark)

Applicant makes no claim to the words "All Wet Strength"
or "Potato Bag" apart from the mark shown. Owner of Reg.
No. 549,099.

For Paper Bags.

First use Feb. 8, 1950.

SN 15,727. The Purdue Frederick Company, New York, N.Y.
Filed Sept. 14, 1956.

(Reproduction of mark)

Owner of Reg. Nos. 412,098, 593,186, and others.

For Porcelain Glaze, Clear Plastic, Aluminum Paint, and
Enamels in Various Colors, Sold in Aerosol Spray Containers.

First use July 1954.

Subj. to Intf. with SN 12,154.

SN 15,938. Blaupunkt-Werke GMBH, Hildesheim, Germany.
Filed Sept. 19, 1956.

(Reproduction of mark)

Owner of German Reg. No. 612,541, dated Oct. 11, 1951.

For Radio Receiving Apparatus and Television Receiving
Sets.

First use in 1935; in commerce summer 1956; as to "Blue
Spot" on radios in 1928.

SN 690,438. The Deniston Company, Chicago, Ill. Filed
June 29, 1955. Sec. 2(f) as to "Deniston."

SN 12,635. Dana E. Keech, d.b.a. Keech Manufacturing Co.,
Los Angeles, Calif. Filed July 23, 1956.

Priority under Sec. 44(d) on Swiss Reg. No. 158,669, dated
Nov. 12, 1955.

Priority under Sec. 44(d) on French Reg. No. 454,731,
dated Dec. 23, 1955 (Seine); Natl. Inst. No. 56,251.

Amendment to different register under Rule 2.75

SN 653,928. Research Laboratories, Inc., St. Joseph, Mo.
Filed S.R. 8-4-55; Am. P.R. 9-3-57.

Collective and Concurrent Use Marks

In the case of a Collective Mark (other than Collective Membership Marks), or a mark having Concurrent Use, these terms are inserted following the filing date. Territory to which mark is restricted is shown.

SN 682,382. Associated Blue Lake Green Bean Cannery, Inc.,
Portland, Oreg. Filed Feb. 28, 1955. COLLECTIVE
MARK.

SN 21,194. John Jones Corp., Buffalo, N.Y. Filed Aug. 6,
1957. CONCURRENT USE with Reg. No. 553,761. This
application restricted to Virginia, West Virginia, New
Jersey, Connecticut, and Rhode Island. Reg. No. 553,761
will be restricted to all other States.

Service Marks (2-column head—14-point Century expanded)

These marks follow Trademarks and are set in same style.

Collective Membership Marks (2-column head—14-point Century expanded)

These marks follow Service Marks—same style.

TRADEMARK REGISTRATIONS ISSUED—PRINCIPAL REGISTER

Chapter head: 2 columns wide, 18-point Century expanded; subhead, 14-point Century expanded.

Class heads: 14-point Tempo heavy condensed (Case 670), flush left, overruns flush.

No reproduction of the mark is shown under this head.

This section lists, by classes, the following information only:

Registration number, mark (word or word description only), registrant's name (including d.b.a. and assignments), serial number, date of publication, and date of filing.

640,447. BEAVER MEADOW. Beaver Meadow Creamery,
Inc., d.b.a. Beaver Meadow Creamery. SN 539. Pub.
11-6-56. Filed 1-12-56.

Collective, Certification, and Concurrent Use Marks

COLLECTIVE MARK, CERTIFICATION MARK, or CONCURRENT USE is inserted after serial number. No territory restriction is shown.

656,986. WEDGE LOCK AND DESIGN. Clay Sewer Pipe
Association, Inc. SN 696,121. COLLECTIVE MARK. Pub.
10-29-57. Filed 10-10-55.

Consolidated Certificate

A trademark which has been previously published in more than one class may be embodied in a consolidated certificate when registered. Individual applications are placed in order by classes after name and address. All information is given under entry in lowest class. Registration number with reference to lowest class appears in other classes.

In Class 5:

646,967. PRESSTITE. American-Marietta Co., assignee of
The Presstite Engineering Company. CONSOLIDATED
CERTIFICATE. SN 2,563, pub. 2-26-57, filed 2-13-56,
Cl. 5; SN 689,754, pub. 1-8-57, filed 6-17-55, Cl. 12; SN
2,564, pub. 2-26-57, filed 2-13-56, Cl. 16; SN 2,565, pub.
1-29-57, filed 2-13-56, Cl. 35.

In later classes:

646,967. CONSOLIDATED CERTIFICATE. See Class 5.

TRADEMARK REGISTRATIONS ISSUED—SUPPLEMENTAL REGISTER

Class heads—same as Principal Register.

Mark is reproduced under this head.

All information must be incorporated in this publication, since these marks have not been published previously.

Information and style are the same as Trademark Registrations Published for Opposition, with three exceptions:

- (1) Serial number follows filing date.
- (2) No ownership of other registrations is carried, except on registrations by foreign nationals.
- (3) Sec. 2(f) is not used.

640,501. Revlon Products Corporation, New York, N.Y.,
assignee of Revlon, Inc., New York, N.Y. SN 697,847.
Filed P.R. 11-7-55; Am. S.R. 11-6-56.

(Reproduction of mark)

For Toilet Water.

First use Oct. 14, 1955.

TRADEMARK REGISTRATIONS RENEWED

No reproduction of mark.

345,441. BRANDYBROOK. Cl. 49. 4-27-37.

TRADEMARK REGISTRATIONS CANCELED

No reproduction of mark.

Section 7(d)

282,297. DYVATEEN. Cl. 39. 4-14-31.

Section 8

277,266. KING MAUSOLUS. Cl. 2. 11-11-30.

The following registrations issued May 1, 1951

541,628. DOG HEAD DESIGN. Cl. 23.

Section 18

343,427. CHOO CHOO. Cl. 46. 2-23-37.

TRADEMARK REGISTRATIONS AMENDED, DISCLAIMED, ETC.

628,052. SUNBEAM. Cl. 2. 6-5-56. Sunbeam Corporation, Chicago, Ill. Corrected: In column 2, line 3, both occurrences, "Oct. 26, 1955" should be *Oct. 26, 1954*.

TRADEMARK REGISTRATIONS—NEW CERTIFICATES

399,470. OLD SOUTH AND DESIGN. Cl. 46. Hillsborough Packing Company, Inc. 1-5-43. New Cert. Sec. 7(c), to Pasco Packing Co., Dade City, Fla., 3-26-57.

REGISTRATIONS PUBLISHED UNDER SEC. 12(c)

Reproduction of the mark is published.

Information is taken from the file.

Printed matter consists of: Registered number, filing date, name and address of registrant, either name and address of present owner of trademark or the notation "*Pub. by registrant*," and goods.

Disclaimers are printed.

342,618. Jan. 19, 1937. G. Henry Stetson, San Fernando, Calif. Pub. by John B. Stetson Company, Philadelphia, Pa.

(Reproduction of mark)

For Hats and Caps for Men and Women.

343,758. Mar. 2, 1937. Sox Miller, Inc., Philadelphia, Pa. Pub. by registrant.

(Reproduction of mark)

"Clothes" is disclaimed.

For Men's Coats, Trousers, Vests, and Overcoats.

OFFICIAL GAZETTE INDEX

Abbreviate—

- (1) All dates; e.g., *Nov. 24, 1953, to 11-24-53.*
- (2) All commonly known words in firm names; e.g., *Company to Co.; Manufacturing to Mfg.; Corporation to Corp.;* etc.
- (3) Change *Renewed* and *Renewed* to *ren.*; *canceled* to *canc.*; *assignor* to *assor.*
- (4) Use *d.b.a.* for such phrases as *doing business as, trading as,* etc.

Do not abbreviate *now by merger, now by change of name, also known as,* and like terms.

Except for commonly known terms as *Co., Inc.,* etc. (see (2) above), do not abbreviate any part of a firm name.

Change *amended* to *Am. 7(d).*

In main entry, change *assignor* to *to*; *assignee of* to *from.*

In cross references, delete *assignor, assignee, trustee,* etc.

In Trademarks, *all identical items* whose numbers are consecutive are combined in main entry and cross references.

In Patents, *cross references only* are combined. *Do not* combine main entry.

PATENTS

Patent index is divided into Reissue Patents, Plant Patents, Design Patents, and Patents.

Patent entries include—

1. Inventor or inventors.
2. Assignee(s).
3. Invention.
4. Patent number.
5. Date.
6. Classification.

In listing names of inventors in main entry: Print first name, middle initials, and last name of first inventor; initials and last name only of coinventors. If first inventor uses first initial and middle name, follow.

In cross references: Print first name, middle initial, and last name of first inventor; last name only of coinventors.

When coinventors have same family name, print as *Smith, J. C. and W. M.*

If initials of coinventors are alike, spell out first names of each.

If coinventors with same family name are senior and junior, repeat family name.

EXAMPLES

Shaw, Harmon L. and E. C., to Perfecting Service Co. Swing joint pipe coupling. 2,831,709, 4-22-58, Cl. 285-185.

Shaw, Edwin C.: *See—*

Shaw, Harmon L. and E. C. 2,831,709.

Perfecting Service Co.: *See—*

Shaw, Harmon L. and E. C. 2,831,709.

Earls, William L., and A. B. Perry, to Schenley Industries, Inc. Packaging apparatus. 2,831,305, 4-22-58, Cl. 53-382.

Perry, Alwyn B.: *See—*

Earls, William L., and Perry. 2,831,305.

Schenley Industries, Inc.: *See—*

Earls, William L., and Perry. 2,831,305.

Note manner of printing assignments to United States.

Anderson, Dale L., P. F. Shaffer, E. M. Harwell, R. H. Knowles, and E. F. Nash, to United States of America, Agriculture. Smear remover for power meat saws. 2,831,519, 4-22-58, Cl. 146-88.

United States of America

Agriculture: *See—*

Anderson, Dale L., Shaffer, Harwell, Knowles, and Nash. 2,831,519.

TRADEMARKS

All trademarks are grouped under one head—Index of Registrants—which includes Registered, Renewed, Canceled, Amended, Disclaimed, Corrected, New Certificates, 12(c) Publications.

Trademarks Published for Opposition are not indexed.

Trademark entries include (where applicable)—

1. Registrant's name and address.
2. Assignor and address.
3. Registered number.
4. Publication or renewal date.
5. Whether canceled, amended, disclaimed, etc.
6. Trademark class.

Do not abbreviate names. In trademarks, two individuals presumably constitute a firm.

Omit *Territory of* before *Hawaii* and *Guam*.

EXAMPLES

Cordon Bleu Ltd., Montreal, Quebec, Canada. 660,848, pub. 2-4-58. Cl. 46.

Container Co., The, Van Wert, Ohio, by Continental Can Co., Inc., New York, N.Y. 415,220, 12(c) pub. 4-22-58. Cl. 2.

Cherry Growers Packing Co., to Cherry Growers, Inc., Traverse City, Mich. 354,039, ren. 2-1-58. Cl. 46.

Cresca Co., Inc., New York, N.Y. 660,891. Cl. 46.

Compule Corp., The, Rutherford, N.J. 555,624, canc. Cl. 44.

Beard, Eugene Nelson, Inc., New York, N.Y. 361,469. Am. 7(d). Cl. 38.

Marcus Brothers Textile Corp., New York, N.Y. 656,875-6, pub. 10-22-57. Cl. 42.

Brown, Mary, and Thomas Jones, New York, N.Y. 665,417, pub. 7-1-58. Cl. 51.

NOTES

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 headings to be set on 7½-point slug, with 1 lead above and below.

All 6½-point extracts require 1 lead above and 2 leads below, except for poetry and leaderwork, where 2 leads are used above and 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.

In all quoted amendments and excerpts of bills and in reprinting bills, bill style is to be followed. Bill titles as used in Record briefs and History of Bills will follow Record style.

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. However, no letterspacing is permitted.

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 on proofs. In case of doubt, readers will consult Record Referee.

CAPITALIZATION

(See also Guide to Capitalization, p. 31)

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. 294.)

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.

Names of proposed boards, commissions, services, etc., are capitalized.

Capitalize principal words and quote after each of the following terms: *Address, article, book, caption, chapter heading, editorial, essay, heading, headline, motion picture or play* (including TV or radio program), *paper, poem, report, song, subheading, subject, theme*, etc. Also, following the word *entitled*, except with reference to bill titles which are treated as follows: "A bill (or an act) transferring certain functions of the Price Administrator to the Petroleum Administrator for War," etc. (See rules 3.51, p. 29; 9.112, p. 144.)

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

The general rules set forth under "Numerals" (p. 165) will apply to the use of figures in the Record.

In a Member's language (7½-point), when numbered items are used, they are to read *first, second, third*, etc. In 6½-point excerpts, either the numerals *1, 2, 3* or the words *first, second, third* may be used.

For ordinal numbers, follow rules 11.10-11.12, pages 167-168.

TABULAR MATTER

Record tables may be set either 1, 2, or 3 columns in width, as follows:

One-column table: 14 picas, cast 28.3, 6½-point italic lowercase centerhead; subheads, 6½-point Ionic small caps.

Two-column table: 28 picas 9 points, cast 57.15, 8-point italic lowercase centerhead; subheads, 6-point caps; half measure 28.1; must not exceed 6 inches in depth.

Three-column table: 43½ picas, cast 87.9, 8-point italic lowercase centerhead; subheads, 6-point caps; half measure 42.16. Footnote(s) will be set 21 picas, except when a single note is short and will make only 1 line of 3-column width.

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*.

For other examples of legal cases and references, see rule 10.41, page 155, and rule 18.33, page 227.

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."

For contested-election cases, see page 310.

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 center-heads 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. 296 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).

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* is 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.

In headings and text references to resolutions and memorials, the *No.* is not used. Examples: *House Resolution 46*, *House Joint Memorial 3*, *Resolution 4*.

In gross or en gros

When a bill comes to final action, in the presentment of amendments collectively for a vote, either the term "*in gross*" or the French equivalent "*en gros*" may be used.

USE OF CAPS AND SMALL CAPS

[Names of Senators and Members are set in caps and small caps when in parentheses, brackets, leaderwork, or tabular matter.]

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

Mr. MUNDT. Mr. President, I call up my amendment which is identified as "4-26-58-C," and ask that it be stated.

I should like to point out that the Senate is about to vote on the amendment which is designated as "4-26-58-C."

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 Ohio.

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.

[In Senate copy a Senator is referred to as "the 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. 294.

[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.]

The CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. JONES [reading]:

Mr. JONES. Yes. [Reading:]

When in the course of human events, etc.

[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. JUDG, 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 32, 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	Maas
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 PATTERSON 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 per centum bonds or certificates in exchange for bonds bearing a higher rate of interest

Resolved 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, etc.

H.R. 4487

A bill to authorize the Rock Island and Southwestern Railway Company to construct a bridge over the Mississippi River at New Boston, State of Illinois

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That it shall be lawful for the Rock Island and Southwestern Railway Company, a corpo-

ration organized under the general incorporations, etc.

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

[No leads are to be used in communications in the Record]

The Honorable the SECRETARY OF THE
☐ ☐ NAVY.

☐ DEAR MR. SECRETARY: This is in response to your letter, etc.

☐ ☐ ☐ Very sincerely yours,

HARRY S. TRUMAN. ☐

COLUMBIA, Mo., ☐ ☐ ☐
January 17, 1958. ☐

Hon. MORGAN M. MOULDER,
House Office Building,
Washington, D.C.:

☐ The President's farm message of today

* * * * *
farmers and prevent the spread of this depression to every part of our country.

MISSOURI FARMERS ASSOCIATION, ☐
F. V. HEINKEL, President.

JANUARY 16, 1958. ☐

Hon. ROBERT B. ANDERSON,
The Secretary of the Treasury, Depart-
☐ ☐ ment of the Treasury, Washington,
☐ ☐ D.C.

☐ DEAR MR. SECRETARY: Mindful of the tremendous workload, etc.

I would appreciate your comment on the foregoing proposal.

☐ ☐ ☐ Sincerely yours,

HERBERT ZELENIKO, ☐ ☐ ☐
Member of Congress. ☐

MINNEAPOLIS, MINN., ☐ ☐ ☐
July 29, 1957. ☐

Senator EDWARD J. THYE,
Senate Office Building,
Washington, D.C.:

☐ Retention of title 4 in civil rights bill, in its present form without jury trial, etc.

☐ Respectfully submitted.

☐ ☐ Gene H. Rosenblum, Cochairman;
☐ ☐ Paul H. Ray, Cochairman; Cynthia

☐ ☐ ☐ Asplund, James Pedersen, George Doty, Thomas St. Martin, Joan O'Neill, Lloyd Moosebrugger, Sam Kaplan, Ronald Nemer, Dean Potter, Phillip Archer, Thomas McDonough, Mrs. Lloyd Moosebrugger, Minnesota Young Democratic Civil Rights Committee.

JANUARY 16, 1958. ☐

Re resignation from committee.

Hon. SAM RAYBURN,

The Speaker, U.S. House of Representa-

☐ ☐ tives, U.S. Capitol, Washington, D.C.

☐ DEAR MR. SPEAKER: Having changed my

politics from Republican to Democratic,

etc.

☐ With my best wishes.

☐ ☐ ☐ Sincerely,

VINCENT J. DELLAY. ☐

U.S. SENATE, ☐ ☐ ☐ ☐

PRESIDENT PRO TEMPORE, ☐ ☐ ☐

Washington, D.C., March 17, 1958. ☐

To the Senate:

Being temporarily absent from the Senate, I appoint Hon. MIKE MANSFIELD, a Senator from the State of Montana, to perform the duties of the Chair during my absence.

CARL HAYDEN, ☐ ☐ ☐

President pro tempore. ☐

MARCH 28, 1958. ☐

I hereby designate the Honorable JOHN W. MCCORMACK to act as Speaker pro tempore today.

SAM RAYBURN, ☐ ☐ ☐ ☐

Speaker of the House ☐ ☐ ☐
of Representatives. ☐

☐☐ THE INTERNATIONAL UNION OF ☐☐
☐☐☐ UNITED BREWERY, FLOUR, CE-
 REAL, SOFT DRINKS & DISTIL-
 LERY WORKERS OF AMERICA,
 Cincinnati, Ohio, March 25, 1958. ☐

To the Senate of the United States.
 To the U.S. House of Representatives.

HONORABLE SIRs: April 7, 1958, being the
 25th anniversary of the modification, etc.

[Two to eight independent signatures, with
 or without titles, are aligned on the left and
 the longest name is indented 1 em on the
 right.]

To the Honorable Senate and House of
☐☐ Representatives of the United States
 of America Now Assembled at Wash-
 ington, D.C.:

☐ The undersigned, officers of the Navy of
 the United States, respectfully show unto
 your honorable bodies, etc.

JAMES G. GREEN.
 W. H. H. SOUTHERLAND. ☐
 F. F. FLETCHER.
 C. C. WILSON.

☐ Respectfully submitted.

KARL F. FELLER,
International President.
 THOMAS RUSCH,
Director of Organization.
 ARTHUR J. GILDEA, ☐☐
Secretary-Treasurer. ☐
 JOSEPH E. BRADY,
Director of Legislation.

[More than 8 signatures, with or with-
 out 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, Sym-
 mons & Co.; Henckel du Boisson &
 Co.; Hoare, Miller & Co., by George
 Miller; Geo. F. Selby, President,
 Acme Ice Co.

THOMAS E. RHODES, ☐☐☐
☐☐ Special Assistant to the Attorney
☐☐ General, Attorney for Howard Suth-
 erland, Director, Office of Alien
 Property.

JOHN SMITH, ☐☐☐☐
Lieutenant Governor ☐☐
 (For the Governor of Maine). ☐

TEXARKANA TEXTILE MERCHANTS & ☐
☐ MANUFACTURERS' ASSOCIATION,
 JOHN L. JONES, Secretary.

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, Sept. 10, 1957]

MR. BYRD'S STATEMENT

No fairminded person can read the
 very clear and explicit statement made by
 Mr. Byrd to a representative of this, 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 rebel-
 lion—

I do not think he means that—
 and all expenditures by the United States
 of annuities in clothing and feeding ref-

ugee and destitute Indians since the di-
 version 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 hereto-
 fore 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.

[Note, as above, that following an excerpt,
 the 7½-point must begin with a paragraph.]

[An address of the President delivered out-
 side 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 <7½-pt. caps

 [1 lead]
 OF
 [2 leads] <6½-pt. small caps

HON. H. ALEXANDER SMITH <Case 212 caps

 [1 lead]
 OF NEW JERSEY <6½-pt. small caps

 [2 leads]
IN THE SENATE OF THE UNITED STATES <6½-pt. caps

 [2 leads]

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

HON. LEROY JOHNSON, JR.

<6½-pt. small caps

OF CALIFORNIA

<Case 212 caps

IN THE HOUSE OF REPRESENTATIVES

<6½-pt. small caps

Saturday, March 17, 1950

<6½-pt. caps

<7½-pt. italic lowercase

The House in Committee of the Whole <6½-pt.
 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.

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 214 and impeachment charges preferred < 6½-pt.
 against Hon. Samuel Alschuler, judge of the U.S. Circuit Court
 of Appeals for the Seventh Circuit, by Hon. THOMAS S. GORDON,
 of Illinois

Scheme of text headings

[For spacing of headings, see under "General rules," p. 287]

	<i>7½ point</i>
Single head-----	7½-point caps.
With 1 class of subhead-----	{7½-point caps. 6½-point small caps.
	<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 or 4 classes of subheads-----	{6½-point caps and small caps. 6½-point small caps. 6½-point italic lowercase. 6½-point roman caps and lowercase. 6½-point roman 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:

Eternal Spirit, center of every sphere, yet for us not just out on the vast rim of far spaces, but nearer to us than breathing—a present help, waiting to live in us; our daily sustenance, the fountain of a courage that will not fail, and of a power that can use our frail weakness as its healing and illuminating channel:

Under the shadow of Thy throne
Still may we dwell secure.
Sufficient is Thine arm alone,
And our defense is sure.

We ask it in the dear Redeemer's name. Amen.

DESIGNATION OF ACTING PRESIDENT PRO TEMPORE

The Secretary, Leslie L. Biffle, read the following letter:

U.S. 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 U.S. 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 RESOLUTIONS 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.

RESOLUTIONS

The following resolutions were submitted or reported and referred as indicated:

KRAMER MILLS, INC.—REFERENCE OF BILL TO COURT OF CLAIMS

Mr. POTTER submitted the following resolution (S. Res. 249), which was referred to the Committee on the Judiciary:

HOUSE CONCURRENT RESOLUTION 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 an address of a society or institution is given, use the comma before *of*, except when town name is part of organization name. 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. 887. A bill conferring jurisdiction upon the U.S. 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 2, 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:

[3 leads]

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 by the Senate and House of Representatives of the United States of America in Congress assembled, 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. 1881) 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 five 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 by the Senate and House of Representatives of the United States of America in Congress assembled, 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 "S.J. Res. 4" and insert "S. Res. 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, under the heading "Employees' Compensation Commission", 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: Three 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, three assistants at \$1,600 each; special agents—two at \$1,800 each, two at \$1,600 each; clerks—five of class 3, nine of class 2, twenty of class 1, two 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 per centum 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 STATES¹

TO 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.

¹ See note under "Nominations," above.

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).

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.

Donald M. McGonigal to be a consul of the United States of America.

U.S. ATTORNEY

J. Saxton Daniel to be U.S. 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

U.S. AIR FORCE

PROMOTIONS IN THE U.S. 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. 304.

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:

Psalm 133: 1: Behold, how good and how pleasant it is for brethren to dwell together in unity.

Almighty God, we beseech Thee that these days of Brotherhood Week may be radiant with visions of those high and helpful things which we may do together and for one another or members of the human family.

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 vehicles.

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 overpayments 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 six 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 by the Senate and House of Representatives of the United States of America in Congress assembled, 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 by the Senate and House of Representatives of the United States of America in Congress assembled—

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. 360-362 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

TITLE I

EMERGENCY TARIFF

That on and after the day following the passage of this act, for the period of six 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 Tutulla), 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.

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 by the Senate and House of Representatives of the United States of America in Congress assembled, 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 Fourth 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 by the Senate and House of Representatives of the United States of America in Congress assembled, 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, One Hundred and Eighteenth 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. 8.]

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.

CONTESTED ELECTION, CARTER AGAINST Lecompte—MESSAGE FROM THE CLERK OF THE HOUSE OF REPRESENTATIVES (H. DOC. NO. 235)

The SPEAKER laid before the House the following message from the Clerk of the House of Representatives, which was read and, with the accompanying papers, referred to the Committee on House Administration:

AUGUST 23, 1957.

The Honorable the SPEAKER,
House of Representatives.

SIR: I have the honor to lay before the House of Representatives the contest for a seat in the House of Representatives from the Fourth Congressional District of the State of Iowa, Steven V. Carter against Karl M. LeCompte, notice of which has been filed in the office of the Clerk of the House; and also transmit herewith original testimony, papers, and documents relating thereto.

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. 2887) 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. 278); 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. 4661. 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 pro-

ceedings 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 com-

modities, 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 4 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:]

Under clause 4 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.

[Use the following form when only one memorial is submitted:]

Under clause 4 of rule XXII,

The SPEAKER presented a memorial of the Legislature of the Territory of Guam, memorializing the President and the Congress of the United States relative to expressing the views of the Fourth Guam Legislature upon the income tax structure of the Territory of Guam, which was referred to the Committee on Interior and Insular Affairs.

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 Berjoulie 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. DAVIS of Georgia introduced a bill (H.R. 13648) for the relief of Sfc. Lyle L. Carpenter, which was referred to the Committee on the Judiciary.

PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

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 Hospital 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.]

Resolution headings

There being no objection, the resolution was referred to the Committee on Public Works, and ordered to be printed in the RECORD, as follows:

RESOLUTION 78-58-59

Resolution memorializing the Senate of the United States expressing opposition to H.R. 2, Chicago water diversion bill

Whereas H.R. 2 concerning the diversion of water from Lake Michigan to the Chicago Canal has recently passed the House of Representatives: Now, therefore, be it

Resolved by the mayor and Common Council of the City of Sheboygan, That by this resolution it go on record as opposing said diversion of water from Lake Michigan as contemplated in H.R. 2, and request that the Senators of the State of Wisconsin, to wit: the Honorable WILLIAM PROXMIRE and the Honorable ALEXANDER WILEY vote in opposition to said measure and do all that is possible to secure the defeat of said legislation.

There being no objection, the resolution was ordered to be printed in the RECORD, as follows:

RESOLUTION OF NEW YORK CHAPTER, ASSOCIATION OF THE U.S. ARMY

Whereas it has been proposed that the size of the U.S. Army be reduced below its present figure, which figure is deemed to be too low, etc.

RESOLUTION OF FRANK A. JOHNSON POST No. 758, AMERICAN LEGION, JOHNSON CITY, N.Y.

Whereas the railroads have played an important role in the development of this community and the Nation, both in peacetime and in times of national emergency, etc.

CONGRESSIONAL RECORD INDEX

GENERAL INSTRUCTIONS

Set in 6½ point on 7½-point slug, Record measure (14 picas).
In bound Record index, use only page numbers marked in red.
Cap lines flush, blue underscore; italic lines flush, red underscore.
Entries 1 em, overs 2 ems.

ABBREVIATIONS

Spell months if in brackets or parentheses (except in citations) even when followed by the day of the month.

Abbreviate States after all capitalized geographic names, as *N.Y.*, *N. Mex.*, etc.

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.)

Note that *No.* is not used preceding the numbers in the foregoing.

SPACING

Biweekly Record index (folioed in blue): No leads are to be used.

Bound Record index (folioed in red): 1 lead will be used before each flush cap line as well as before each flush line in History of Bills and Resolutions.

CAPITALIZATION

Capitalize principal words (and no quotes) in titles of addresses, articles, books, captions, editorials, essays, headings, headlines, motion pictures and plays, papers, poems, reports, songs, statements, subheadings, subjects, and themes.

Lowercase (and no quotes) is to be used after the following general terms: advertisements, letters, lists, memorandums, press releases, remarks, resolutions, tables, telegrams. Note that first word after colon is also lowercase:

☐ Telegram: price supports, from Indiana
☐ citizens, 3909.

☐ Memorial of Legislature of Mississippi:
☐ dairy price supports, 2779.

Record, referring to Congressional Record, caps and lowercase.

In cap lines use small-cap "v." in place of against, in legal cases.

In cap lines all abbreviated words are to be treated similarly, as follows:

BAUMHART, A. D., JR. (*a Representative*
☐ *from Ohio*).

BARTLETT, E. L. (BOB) (*a Delegate from*
Alaska).

BETHLEHEM (PA.) LEADER-VINDICA-

☐ TOR, editorial, Soil Conservation
Pays Dividends, A2283.

Descriptive words following cap words are to be lowercased. (See also under "Roman and italic" on next page.)

NEW YORK (city), article, Status of MARYLAND (dredge), relief of owners
☐ Negroes in Police Department, A2360. ☐ (see bill H.R. 1942).

PUNCTUATION

Comma precedes folio figures.

If numbers of several bills are given, use this form: S. 24, 2586; H.R. 217, 2287, etc.; that is, do not repeat *S.* or *H.R.* with each number. Separate the Senate and House bills with a semicolon.

Index cards that read back to subject must be followed.

A 3-em dash is used as a ditto for word or words leading up to either a colon or a comma:

☐ Atomic Energy Commission, 13685.
☐ ——— Appropriations, 15525.

☐ Cotton: production, 3379.
☐ ——— selected data, A-2094-A2099.

Asterisk indicates action on bill.

In flush cap lines a comma is used to separate run-in items, but a colon is used after indented sideheads. Examples:

ABBOTT, H. G., letter, family farmer,	<input type="checkbox"/> Article: American Way, 127.
<input type="checkbox"/> A2044.	<input type="checkbox"/> Ship-repair facilities: resolution for,
<input type="checkbox"/> Munitions dump: remarks in House	<input type="checkbox"/> etc. (see H. Res. 450).
<input type="checkbox"/> relative to, A989.	

ROMAN AND ITALIC

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 a Senator from New York*), (*a former Representative from Maryland*), *See*, and *see also*.

SCOTT, W. KERR (<i>late a Senator from</i>	CLYDE, GEORGE D. (Governor of Utah).
<input type="checkbox"/> North Carolina).	<input type="checkbox"/> editorial, Plan To Save Lives, A2312.
ANDERSON, MALCOLM (Assistant Attor-	SAUND, D. S. (JUDGE) (<i>a Representative</i>
<input type="checkbox"/> ney General), report, 3293.	<input type="checkbox"/> from California).

Names of vessels in italic—U.S.S. *Brooklyn*, steamship *Raleigh*.

Court cases in italic. Contested-election cases in roman.

FLUSH CAP LINES

The following designations, when set flush and caps, are to be separate lines (do not run in entries on these lines):

President of the United States.

Vice President of the United States.

Names of Members or former Members of either Senate or House.

All standing committees, Senate or House.

See and *see also* items.

Departments of the Government.

Executive nominations and confirmations.

Indians.

Treaties and conventions.

Veterans.

PRESIDENT OF THE UNITED STATES.
VICE PRESIDENT OF THE UNITED STATES.

SULLIVAN, LEONOR K. (MRS. JOHN B.
(*a Representative from Missouri*).

COMMITTEE ON PUBLIC WORKS
(House).

COMMITTEE ON PUBLIC WORKS
(Senate).

FIRE DEPARTMENTS, VOLUNTEER. *See*
ADMINISTRATIVE SERVICES ACT.

SENATE. *See also* HOUSE OF REPRESENTATIVES; YEA-AND-NAY VOTES.

DEPARTMENT OF THE INTERIOR. *See*
also SECRETARY OF THE INTERIOR.

EXECUTIVE NOMINATIONS AND CONFIRMATIONS.

[The words "bill to" must be retained at all times under these headings:]

COURTS OF THE UNITED STATES.

DEPARTMENT OF DEFENSE.

DISTRICT OF COLUMBIA.

EMPLOYEES OF THE UNITED STATES.

INDIANS.

POST OFFICE DEPARTMENT.

TAXATION.

TREATIES AND CONVENTIONS.

VETERANS.

VETERANS' ADMINISTRATION.

Do not retain the words "bill to" under the headings "Bills" and "Bills and Resolutions."

The words "see bill(s)," for House and Senate bills, and "see," for resolutions, must be supplied:

☐ Agricultural Adjustment Act: repeal section prohibiting payments in certain cases (see bills H.R. 1832, 1859).

Agricultural Adjustment Act of 1938: amend price supports (see bill S. 139).

—repeal section 348 (see bill H.R. 1573).

—amend wheat marketing quotas (see bills S. 46; H.R. 1765, 1813).

☐ Agricultural Act of 1949: amended act relative to price supports (see bills H.R. 12, 22).

—increase quotas (see H.J. Res. 40, 73, 105, 120, 130).

—compensate for underplanting (see H.J. Res. 136).

—correct inequities in acreage allotments (see H.J. Res. 116, 118).

Other flush cap lines, not followed by a flush italic head, are run in, even if accompanied by only one item.

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— Birmingham Is a Great City, 151.

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Tariff bill: hides, 4635.

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[NOTE.—A 3-em dash after article, editorial, etc., to be used under a Senator's or Congressman's name.]

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Asiatic brides of American servicemen, 12617.

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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).

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[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. 4950).

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ARCHAMBAULT, GEORGE, increase pension (see bill H.R. 6488).

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CLAIMS. *See also* COURT OF CLAIMS.

Amendments in Senate making appropriations for, adjudicated and allowed, 5756.

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MARYLAND (dredge), relief of owners (see bill H.R. 1942).

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[Follow copy when index cards read back to cap subject.]

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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, above.) 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

[In history of bills, use lowercase in Members' names; in titles of bills, follow 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.]

- S. 1669—To clarify the law relative to allowances for mileage of graduates of the U.S. Military Academy and transportation of their dependents on assignment to their first duty station and to the mileage allowance of persons entering the U.S. Military Academy as cadets.
Mr. Ribicoff; Committee on Armed Services, 712.
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[NOTE.—If semicolon appears in copy, change to “and”.]
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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.
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Mr. Taber, from Committee on Appropriations, 2762.
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In Senate placed on the calendar, 2763.

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.

NOTES

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 151, 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. Amendment of title of bill is set in roman, bill style, quoted, unless part of all amended and italicized bill. (Same applies in conference report.)

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. 321).

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 331 regarding "rundowns" in setting votes in Senate and House Journals.

For abbreviations of bills, resolutions, etc., see page 154.

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 m. (noon when daylight saving time), and the Chaplain offered prayer.

QUESTION OF QUORUM

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 five thousand additional copies of volume I be printed, of which three thousand copies shall be for the use of the House of Representatives, to be distributed by the House folding room and two thousand 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 five thousand additional copies of volume I be printed".

Page 1, line 6, strike out "Representatives to be distributed by the House" and insert *Representatives*,

[Note use of roman type and quotes for title amendment.]

The following amendments, recommended by the Committee on Ways and Means, were agreed to:

Page 1, line 6, strike out "July 1, 1956" and insert *April 1, 1956*

Page 2, line 2, strike out "July 1956" and insert *April 1956*

The bill, as amended, was ordered to be engrossed and read a third time, was read a third time by title, and passed.

By unanimous consent, the title was amended so as to read: "A bill to provide wage credits under title II of the Social Security Act for military service before April 1956, and to permit application for lump-sum benefits under such title to be made within two years after interment or reinterment in the case of servicemen dying overseas before April 1956".

The following amendments, recommended by the Committee on House Administration, were agreed to:

Line 1, after "That", insert *effective January 4, 1955*,

Line 2, strike out "H. Res. 88" and insert: *H. Res. 118*

The resolution, as amended, was then agreed to.

The title was amended so as to read: "A resolution to provide funds for studies and investigations to be conducted pursuant to H. Res. 118".

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 re-

ferred 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. KEFAUVER (for himself and Mr. GORE):

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, 7½-point] [Rundown, 12 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
Andersen	Brewster	Eyrd
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 m. (noon when daylight saving time) 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.

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,
U.S. 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-	Yeas-----	270
peared-----	Nays-----	1

[Roundup, 7½ ems,	[Roundup, 12
7½-point]	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
[Roundup, 7½ ems,		
7½-point]	[Roundup, 12	
	ems, 7½-point]	

[Roll No. 172]

Those voting in the affirmative—

Abblitt	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 numbered 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 appropriation 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 consideration 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 4 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, petitions 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 e m s, 7 ½-point]	
It was decided in the negative----- [Rundown, 7½ ems, 7½-point]	Yeas-----	40
	Nays-----	100
	[Rundown, 12 e m s, 7 ½-point]	
When there appeared-- [Rundown, 7½ ems, 7½-point]	Yeas-----	100
	Nays-----	40
	Answering present--	3
	[Rundown, 12 e m s, 7 ½-point]	

Senate Journal

It was determined in the negative----- [Rundown, 7½ ems, 7½-point]	Yeas-----	20
	Nays-----	40
	[Rundown, 12 e m s, 7 ½-point]	
It was determined in the affirmative----- [Rundown, 7½ ems, 7½-point]	Yeas-----	46
	Nays-----	14
	[Rundown, 12 e m s, 7 ½-point]	

SENATE JOURNAL INDEX

HISTORY OF BILLS AND INDEX

History of bills—Senate Journal

[Type, 7½ point on 9-point slug, 21 picas. No. S. or H.R. or No. in front of numbers. Allow for 5 figures on bills, 3 figures on resolutions. Indentions 4 ems; overruns 5 ems. Lowercase initial letter on action lines unless proper noun. Amendments are set in *italic* and must always follow brackets. Vessels in *italic*. Senate bills read *A bill*; House bills read *An act*. A joint resolution (if Senate). Joint resolution (if House) and same for concurrent and simple resolutions.]

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. 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. 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 9-point slug, 21 picas; indentions 2, 3, and 4 ems; overruns 4 ems, except before and after 4-em indentions the overruns are 5 ems.]

On the first entry flush, all runovers are to be set 4 ems in—

☐ ☐ Second entry to be set 2 ems in, all runovers to be 2 ems more—

☐ ☐ Third entry to be set 3 ems in, runovers to be 1 em more.

☐ ☐ ☐ EXCEPT when followed by another entry the runovers to be 2 ems more to avoid

☐ ☐ ☐ conflict—

☐ ☐ ☐ Fourth entry 4 ems in, runovers 1 em more.

☐ ☐ ☐ Fifth entry 5 ems in, runovers 1 em more.

☐ ☐ ☐ Sixth entry 6 ems in, runovers 1 em more; and so forth.

NOTE.—Beginning with the third entry and all following entries, the overs are 1 em more and changed to 2 ems to avoid conflict with a following entry.

—(See bills S. 431, S. 482, S. 901; H.R. 27, H.R. 35, H.R. 92, H.R. 901.)

“See” and “See also” are set roman. Senate bill entries precede House entries and are separated by a semicolon. Put in numerical sequence.

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—

Annuitants 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) ----- 520

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.)

Comptroller of the Currency—

Communications from, transmitting—

Reports by, on—

Annual report for the calendar year 1954 ----- 13

HISTORY OF BILLS UNDER NAMES OF SENATORS INTRODUCING THEM

[This history of bills and resolutions is set in 7½ point on 9-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—	Page
<i>First session:</i>	
read twice and referred.....	13
<i>Second session:</i>	
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.....	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. 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 41].....	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. 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. 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. 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. 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 cer-
 tificates 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 Representa-
 tive 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 deduc-
 tion, 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 GOV-
 ERNMENT.
 Print copies, reports, submitted by (H.
 Con. Res. 40).
Communications from, transmitting
 Agricultural functions and organiza-
 tions, study, 171, 244.
 Budgeting and accounting in executive
 branch, report on, 174.
 Commission of Fine Arts, establish,
 amend, relating to (No. 481), 238.
 COMMITTEE ON ARMED SERVICES.
 Disabled emergency officers, retire-
 ment 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, es-
 tablish land based (H.R. 2546, Rept.
 159).
 COMMITTEE ON HOUSE ADMINISTRA-
 TION.
 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.

NOTES

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 by hand; later picked up solid for Executive Journal.

All nominations take current date, and the legislative day added when necessary. Post office nominations do not use legislative day. (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. 340.)

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. 340.)

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. 341.) 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. *Confirmed* is not used by Committee on the Judiciary. (See sample 4, p. 342.)

Reinstatement, *Reappointment*, or similar statement, if a sentence at the end of a nomination, is placed in parentheses. (See sample 3, p. 341.)

The President's signature indicates the end of a nomination, but is printed only in a withdrawal (see sample 5, p. 343), 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 figures are used in connection with the bracketed figure at the left, bear off from the outside of the bracket. Use boldface figure, case 33. (See sample 3, p. 341.)

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 343 and 345, 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.

379]

SAMPLE 1

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,	Arthur St. Clair Smith, and
William C. Asserson,	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.)¹

[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.]

¹ [John Smith to be judge at Portland, Maine. (He is now serving in this office under an appointment which expires August 3, 1953.)]

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

WITHDRAWAL ¹

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:

Ordnance 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

MESSAGES ²

[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.]

[In extracts of postmasters, use 3 leads above State, 1 lead under. When picked up for Journal, 2 leads above State and no leads under.]

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, 4th circuit, Territory of Hawaii.	Clement K. Quinn, term expired.
	619	391-1	Thomas M. Reed, of Nome, Alaska.	U. S. district judge, 1st division, District of Alaska.	Robert W. Jennings, term expired.
	631	398-1	PUBLIC HEALTH SERVICE ¹		
			Francis A. Carmelia.....	Passed assistant dental surgeon, effective Aug. 15, 1951.	
			Lionel E. Hooper.....	Temporary surgeon, effective July 1, 1951.	
Sept. 8	633	398-3	Ernest W. Scott.....	do.....	
			POSTMASTERS ¹		
	641	377-14	ILLINOIS		
			Carl M. Crowder.....	Bethany.....	C. M. Davis, resigned.
	642	M-347	Warren S. Bunker.....	Equality.....	H. L. B. Mason, deceased.
	643	M-348	Paul W. Gibson.....	Louisville.....	Office became Presidential.
	894	9	IN THE ARMY ¹		
			XRobert Charles Frase.....	Captain, Medical Service Corps.	
			O33561.		
			Norma Jean Fischer.....	Captain, Women's Army Corps.	
	894	9	L194.		
			XJack Williamson Mc-Namara O26990.	1st lieutenant.....	
	653	413	IN THE NAVY ¹		
			John A. Marsteller.....	Passed assistant surgeon.	
11	653	413	Thomas L. Carter.....	do.....	
4	3½	4	12.15	13	10½

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. Report numbers run consecutively from first to second session, etc.]

STYLE AND FORMAT OF CONGRESSIONAL REPORTS

There are set forth below certain rules which the Government Printing Office has been authorized to follow in the makeup of congressional numbered reports:

1. All excerpts to be set in 10-point type, cut in 2 ems on each side, except as noted in paragraph 3 below. For ellipses in cut-in matter, lines of five stars are used. In matter set 13 picas, lines of 3 stars are used.
2. Contempt proceedings to be considered as excerpts.
3. The following are to be set in 10-point type, but not cut in :
 - (a) Letters which are readily identified as such by salutation and/or signature.
 - (b) Straight matter set in two columns.
 - (c) Appendixes and/or exhibits which have a heading readily identifying them as such ; and
 - (d) Matter printed in compliance with the Ramseyer rule.
4. All leaderwork to be set in 8-point type.
5. All tabular work to be set in 6-point type.
6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts.
7. Any committee print having a report head indicated on original copy to be set in report type and style.
8. Committee prints not having a report head indicated on original copy to be set in the old report style.
9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used without resetting to make it conform to the new type and style.
10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, two leads are used above and below.
11. On reports of immigration cases, set memorandums full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indentation on copy.

Order of printing (Senate reports only) : (1) Report, (2) minority or additional views, (3) Cordon rule (last unless an appendix is used), (4) appendix (if any).

Minority views or additional views will begin a new page with 10-point cap heading.

[Sample of excerpt]

In *Palmer v. Mass.*, decided in 1939, which involved the reorganization of the New Haven Railroad, the Supreme Court said:

The judicial processes in bankruptcy proceedings under section 77 are, as it were, brigaded with the administrative processes of the Commission.

[Sample of an excerpt with an added excerpt]

The Interstate Commerce Commission in its report dated February 29, 1956, which is attached hereto and made a part hereof, states that it has no objection to the enactment of S. 3025, and states, in part, as follows:

The proposed amendment, however, should be considered together with the provisions of section 959(b), title 28, United States Code, which reads as follows:

"A trustee, receiver, or manager appointed in any cause pending in any court of the United States," etc.

[Sample of amendment]

On page 6, line 3, strike the words "and the service", strike all of lines 4, 5, and 6, and insert in lieu thereof the following:

and, notwithstanding any other provision of law, the service credit authorized by this clause shall not—

(A) be included in establishing eligibility for voluntary or involuntary retirement or separation from the service, under any provision of law;

[Sample of amendment]

The amendments are indicated in the bill as reported and are as follows:

On page 2, line 15, change the period to a colon and add the following:

Provided, That such approaches shall include only those necessary portions of streets, avenues, and boulevards, etc.

On page 3, line 12, after "operated" insert "free of tolls".

[Sample of amendment in the nature of a substitute]

The amendment is as follows:

Strike all after the enacting clause and insert the following:

That the second paragraph under the heading "National Park Service" in the Act of July 31, 1953 (67 Stat. 261, 271), is amended to read as follows: "The Secretary of the Interior shall hereafter report in detail all proposed awards of concession leases and contracts involving a gross annual business of \$100,000 or more, or of more than five years in duration, including renewals thereof, sixty days before such awards are made, to the President of the Senate and Speaker of the House of Representatives for transmission to the appropriate committees."

[Sample of letter inserted in report]

The Department of Defense recommends enactment of the proposed legislation and the Bureau of the Budget interposes no objection as indicated by the following attached letter, which is hereby made a part of this report:

MARCH 21, 1955.

HON. SAM RAYBURN,
Speaker of the House of Representatives,
Washington, D.C.

MY DEAR MR. SPEAKER: There is forwarded herewith a draft of legislation to amend section 303 of the Career Compensation Act of

* * * * *

Sincerely yours,

W. B. FRANKE,
Assistant Secretary of the Navy
(Financial Management).

[Sample of cut-in for purposes of breakdown ; no leads above or below]

Under uniform regulations prescribed by the Secretaries concerned, a member of the uniformed services who—

(1) is retired for physical disability or placed upon the temporary disability retired list; or

(2) is retired with pay for any other reason, or is discharged with severance pay, immediately following at least eight years of continuous active duty (no single break therein of more than ninety days);

may select his home for the purposes of the travel and transportation allowances payable under this subsection, etc.

[Sample of leaderwork]

Among the 73 vessels mentioned above, 42 are classified as major combatant ships (aircraft carriers through escort vessels), in the following types:

Forrestal-class aircraft carriers.....	4
Destroyers.....	10
* * * * *	
Guided-missile submarine.....	1
Total.....	42

[Sample of sectional analysis]

SECTIONAL ANALYSIS

Section 1. Increase of 1 year in constructive service for promotion purposes

The principal purpose of the various subsections of section 1 is to provide a 1-year increase for medical and dental officers in service.

* * * * *

Subsection 201(a) is in effect a restatement of the existing law

This subsection authorizes the President to make regular appointments in the grade of first lieutenant through colonel in the medical

* * * * *

Section 2. Recognition of constructive service for pay longevity purposes—Additional annual cost, \$9,577,000

Section 2 would provide additional language to the existing provisions of the Career Compensation Act relating to creditable service.

[Sample of double-column comparison (Ramseyer rule)]

CHANGES IN EXISTING LAW

In compliance with paragraph 3 of the Rules of the House of Representatives, there is herewith printed in parallel columns the text of provisions of existing law which would be repealed or amended by the various provisions of the law.

EXISTING LAW

THE BILL

Act of October 12, 1949 (63 Stat.
863)

<p>SEC. 517. (a) Section 11 of the Act of March 4, 1925, as amended by section 1(c) of the Act of June 29, 1946 (60 Stat. 343; 34 U.S.C. 701), is hereby further</p>	<p>That subsection 517(a) of the Act of October 12, 1949 (63 Stat. 833), is amended to read as follows: “(a) The band of the United</p>
--	---

[Sample of amendment under Ramseyer rule]

CHANGES IN EXISTING LAW

In compliance with clause 3 of rule XIII of the Rules of the House of Representatives, changes in existing law made by the bill, as introduced, are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman) :

EXPORT CONTROL ACT OF 1949

* * * * *

TERMINATION DATE

SEC. 12. The authority granted herein shall terminate on June 30, [1956] 1959, or upon any prior date which the Congress by concurrent resolution or the President may designate.

85TH CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES [One 2-point lead above parallel rule]	} REPT. 156 } Part 2
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[50 points]

PORTER BROS. & BIFFLE ET AL.¹

[18 points]

[8 points]

FEBRUARY 18, 1958.—Committed to the Committee of the Whole House and

[2 points]

ordered to be printed ²

[6 points]

[18 points]

Mr. NICHOLS, from the Committee on the Judiciary, submitted the

[2 points]

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 U.S. 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 U.S. 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 U.S. 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. 332.

⁴ If the word "committee" is prepared in the singular form, follow.

Calendar No. 26¹85TH CONGRESS }
2d Session }

SENATE

{ REPORT
No. 27

AGNES INGELS, DECEASED

AUGUST 9, 1958.—Filed under authority of the order of the Senate of August 8, 1958, and ordered to be printed

Mr. McCARRAN, from the Committee on the Judiciary, submitted the following

REPORT²

[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. 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

85TH CONGRESS }
2d Session }

SENATE }

REPORT
No. 315PROVIDING FOR THE ADMISSION OF ALASKA INTO THE
UNION

MAY 8 (legislative day, MAY 2), 1958.—Ordered to be printed

Mr. O'MAHONEY, from the Committee on Interior and Insular Affairs,
submitted the following

or

Mr. JOHNSON of Texas (for Mr. BYRD), from the Committee on, etc.

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—

85TH CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES {	REPORT No. 2241
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AMENDING SECTION 80 OF THE HAWAIIAN ORGANIC ACT

JULY 22, 1958.—Referred to the House Calendar and ordered to be printed

Mr. O'BRIEN of New York, from the Committee on Interior and Insular Affairs, submitted the following

REPORT

[To accompany H.R. 5865]

The Committee on Interior and Insular Affairs, to whom was referred the bill (H.R. 5865) to amend the Hawaiian Organic Act to permit the Territorial legislature to provide for the election of members of a certain board of trustees, having considered the same, report favorably thereon with amendments and recommend that the bill as amended do pass.

The amendments are as follows:

Strike all after the enacting clause and insert in lieu thereof the following language:

That the first sentence of section 80 of the Hawaiian Organic Act, as amended (48 U.S.C., sec. 546), is amended further by inserting immediately following the words "boards of a public character that may be created by law" the words "except for the board of trustees of the employees' retirement system".

SEC. 2. Section 80 of the Hawaiian Organic Act, as amended (48 U.S.C., 546), is further amended by adding the following new paragraph immediately following the first paragraph thereof:

"The manner of appointment of members of the board of trustees of the employees' retirement system shall be as provided for by section 6-61, Revised Laws of Hawaii, 1955."

Amend the title so as to read:

A bill to amend section 80 of the Hawaiian Organic Act, and for other purposes.

The purpose of H.R. 5865, as amended, introduced by Delegate Burns, is to amend section 80 of the Hawaiian Organic Act (48 U.S.C., sec. 546) with reference to election of members of the board of trustees of the Territorial employees' retirement system.

No expenditure of Federal funds is involved in this legislation. H.R. 5865 has been amended in accordance with recommendations of the Secretary of the Interior.

The report of the Secretary of the Interior dated June 24, 1958, including a substitute bill which has been adopted by the committee, is as follows:

DEPARTMENT OF THE INTERIOR,
OFFICE OF THE SECRETARY,
Washington, D.C., June 24, 1958.

HON. CLAIR ENGLE,
*Chairman, Committee on Interior and Insular Affairs,
House of Representatives, Washington, D.C.*

DEAR MR. ENGLE: This responds to your request for the views of this Department on H.R. 5865, a bill to amend the Hawaiian Organic Act to permit the Territorial legislature to provide for the election of members of a certain board of trustees.

* * * * *

The Bureau of the Budget has advised that while there is no objection to the submission of this report to your committee, it believes the principle expressed in this legislation is undesirable.

Sincerely yours,

ROGER ERNST,
Assistant Secretary of the Interior.

A BILL To amend section 80 of the Hawaiian Organic Act, and for other purposes

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the first sentence of section 80 of the Hawaiian Organic Act, as amended (48 U.S.C., sec. 546), is amended further by inserting immediately following the words "boards of a public character that may be created by law" the words "except for the board of trustees of the employees' retirement system".

SEC. 2. Section 80 of the Hawaiian Organic Act, as amended (48 U.S.C., 546), is further amended by adding the following new paragraph immediately following the first paragraph thereof:

"The manner of appointment of members of the board of trustees of the employees' retirement system shall be as provided for by section 6-61, Revised Laws of Hawaii, 1955."

The Committee on Interior and Insular Affairs recommends enactment of H.R. 5865, as amended.

85TH CONGRESS 2d Session	}	HOUSE OF REPRESENTATIVES	}	DOCUMENT No. 2255
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RELIEF OF CERTAIN ALIENS

JULY 23, 1958.—Committed to the Committee of the Whole House and ordered to be printed

Mr. HYDE, from the Committee on the Judiciary, submitted the following

REPORT

[To accompany H.J. Res. 659]

The Committee on the Judiciary to whom was referred the joint resolution (H.J. Res. 659) for the relief of certain aliens, having considered the same, report favorably thereon without amendment and recommend that the joint resolution do pass.

PURPOSE OF THE JOINT RESOLUTION

The purpose of the joint resolution is to authorize the Attorney General to cancel deportation proceedings in the cases of 5 persons, etc.

GENERAL INFORMATION

The committee, desiring to lighten the burden of the Chief Executive and to shorten the time required for the consideration of private calendars on the floor of the House, has decided to include the names of several beneficiaries of pending bills in one joint resolution, after having considered each of the cases on their individual merits and having acquainted themselves with all the facts pertinent to each case.

Section 1 of the joint resolution provides for the cancellation of deportation proceedings in the cases of five persons who were the subjects of the following individual bills:

H.R. 2673, by Mr. Hosmer.

H.R. 2718, by Mr. Robsion of Kentucky.

H.R. 2958, by Mr. Miller of California.

H.R. 3173, by Mrs. Kelly of New York.

H.R. 4031, by Mr. Gubser.

Section 2 of the joint resolution would grant permanent residence in the United States to two persons, upon posting of bonds as surety that they will not become public charges, and upon payment of the required visa fees. No quota deductions have been included in this

section, since one beneficiary is entitled to nonquota status and the other has already been charged to the appropriate quota. They were the subjects of the following bills:

H.R. 3881, by Mr. Buckley.

H.R. 7205, by Mr. Rabaut.

Section 3 of the joint resolution would grant permanent residence to one person. This section also provides for the posting of a bond, for the appropriate quota deduction, and for the payment of the required visa fee. The beneficiary was the subject of the following bill:

H.R. 7501, by Mr. Cramer.

The facts in each case are printed below in the order that the names of the beneficiaries appear in House Joint Resolution 659.

H.R. 2673, by Mr. Hosmer—Mrs. Persfoni Angelo Pritsos

The beneficiary is a 75-year-old widow who is a native of Turkey and a citizen of Canada. She was admitted to the United States as a visitor in 1954 and resides with and is supported by her son, a lawfully resident alien. * * *

The pertinent facts in this case are contained in a letter from the Commissioner of Immigration and Naturalization, dated April 17, 1957, to the chairman of the Committee on the Judiciary. That letter and accompanying memorandum read as follows:

DEPARTMENT OF JUSTICE,
IMMIGRATION AND NATURALIZATION SERVICE,
Washington, D.C., April 17, 1957.

HON. EMANUEL CELLER,
Chairman, Committee on the Judiciary,
House of Representatives, Washington, D.C.

DEAR MR. CHAIRMAN: In response to your request for a report relative to the bill (H.R. 2673) for the relief of Mrs. Persfoni Pritsos, there is attached a memorandum of information concerning the beneficiary.

The beneficiary is chargeable to the quota for Turkey.

Sincerely,

J. M. SWING, *Commissioner.*

MEMORANDUM ¹ OF INFORMATION FROM IMMIGRATION AND
NATURALIZATION SERVICE FILES RE MRS. PERSFONI PRITSOS,
BENEFICIARY OF H.R. 2673

Mrs. Persfoni Angelo Pritsos, nee Angelo, a widow, who is a native of Turkey and a naturalized citizen of Canada,

* * * * *

Mr. Hosmer appeared before a subcommittee of the Committee on the Judiciary and testified in support of his bill, as follows:

¹ Memorandum is set full measure when not followed by committee language.

85TH CONGRESS 2d Session	}	HOUSE OF REPRESENTATIVES	}	EXECUTIVE N
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CONVENTION WITH SWITZERLAND REGARDING THE
AVOIDANCE OF DOUBLE TAXATION ON INCOME

M E S S A G E

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

THE CONVENTION BETWEEN THE UNITED STATES OF AMERICA
AND SWITZERLAND, SIGNED AT WASHINGTON ON MAY 26, 1958,
FOR THE AVOIDANCE OF DOUBLE TAXATION WITH RESPECT
TO TAXES ON INCOME

JUNE 16, 1958.—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, 1958.*

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 26,
1958, for the avoidance of double taxation with respect to taxes on
income.

85TH CONGRESS }
2d Session }

SENATE

} EXECUTIVE REPT.
} No. 6

TREATY OF FRIENDSHIP, COMMERCE, AND NAVIGATION WITH THE ITALIAN REPUBLIC

MONDAY, MAY 26, 1958.¹—Ordered to be printed

Mr. THOMAS of Utah, from the Committee on Foreign Relations,
submitted the following

R E P O R T

[To accompany Ex. E, 85th Cong., 2d sess.]

The Committee on Foreign Relations, having had under consideration Executive E, 85th Congress, 2d session, a treaty, etc.

¹ Do not use *legislative day* even though there is one at date of printing.

LEGISLATIVE APPROPRIATION BILL, 1951

JUNE 18, 1958.—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, 1959, 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, 1959.²

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. 308 for style of conference report in Congressional Record, and p. 362 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,

LERROY 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 HOUSE ⁵

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, 1959, 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 1959, 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:]

85TH CONGRESS 2d Session	}	SENATE	}	DOCUMENT No. 79
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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, 1959

APRIL 5 (legislative day, APRIL 4), 1958.—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, 1959, 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.

85TH CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES	{ DOCUMENT No. 276
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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, 1958.—Referred to the Committee on Public Works and ordered to be
printed, with 15 illustrations

LETTER OF TRANSMITTAL

DEPARTMENT OF THE ARMY,
Washington, March 17, 1958.

The SPEAKER OF THE HOUSE OF REPRESENTATIVES.

DEAR MR. SPEAKER: I am transmitting herewith a report dated
March 15, 1958, 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, 1958.

Subject: Report on Merrimack River, Mass.

To: The Secretary of the Army.

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.

85TH 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 14, 1958.—Referred to the Committee on the Judiciary and ordered to be
printed¹

COURT OF CLAIMS, CLERK'S OFFICE,
Washington, April 11, 1958.

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.

85TH CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES	{ DOCUMENT No. 323
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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 1958 AND
1959, 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 1958

MAY 13, 1958.—Referred to the Committee on Appropriations and ordered to be
printed

THE WHITE HOUSE,
Washington, May 12, 1958.

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 Department of the Navy for the fiscal years 1958 and 1959, 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 1958.

The details of these estimates, and the provisions affecting existing appropriations, the necessity therefor, and the reasons for their transmission 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

82 ^d CONGRESS	}	HOUSE OF REPRESENTATIVES	{	DOCUMENT
1st Session				No. 217

GEORGE H. WHIKE CONSTRUCTION CO.

MESSAGE

FROM

THE PRESIDENT OF THE UNITED STATES

RETURNING

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. White 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. White 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
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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), 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.	\$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

Public Law 85-879
85th Congress, H.R. 7544
September 2, 1958

AN ACT

72 Stat. 1702.

To amend the Act entitled "An Act to recognize the high public service rendered by Major Walter Reed and those associated with him in the discovery of the cause and means of transmission of yellow fever", approved February 28, 1929, by including therein the name of Roger P. Ames.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Act entitled "An Act to recognize the high public service rendered by Major Walter Reed and those associated with him in the discovery of the cause and means of transmission of yellow fever", approved February 28, 1929 (45 Stat. 1409), is amended by inserting after "Aristides Agramonte," the first time it appears in such Act the following: "Roger P. Ames,"

Approved September 2, 1958.

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., Hon. John M. Costello (chairman) presiding.

Present: Hon. Herman P. Eberharter, Pennsylvania; Hon. Karl E. Mundt, South Dakota; Robert E. Stripling, chief investigator.

SECOND SUPPLEMENTAL APPROPRIATION BILL FOR 1951¹

SUBCOMMITTEE ON LABOR-FEDERAL SECURITY APPROPRIATIONS

<p style="text-align: center;">JOHN E. FOGARTY, Rhode Island, Chairman</p> <p>E. H. HEDRICK, West Virginia</p> <p>CHRISTOPHER C. McGRATH, New York</p>	<p>FRANK B. KEEFE, Wisconsin</p> <p>ERRETT P. SCRIVNER, Kansas</p> <p>H. CARL ANDERSEN, Minnesota</p>
---	--

TUESDAY, DECEMBER 5, 1950.

FEDERAL SECURITY AGENCY

PUBLIC HEALTH SERVICE

WITNESSES

DR. LEONARD SCHEELE, SURGEON GENERAL
DR. NORMAN TOPPING, ASSOCIATE DIRECTOR, NATIONAL INSTITUTE 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

U.S. 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]

EIGHTY-FIFTH CONGRESS

[10-pt. caps]

SECOND SESSION

[8-pt. caps]

ON

[6-pt. caps]

S. 0000

[Case 225]

A BILL (give full title)

[8-pt. caps]

[8-pt. caps]

Printed for the use of the Committee on _____

U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON : 1958[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. 374.

SAMPLE OF TITLE PAGE—HEARING

[Follow this series of type]

INTERIOR DEPARTMENT APPROPRIATION BILL FOR 1959

HEARINGS

BEFORE A

SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS UNITED STATES SENATE

EIGHTY-FIFTH CONGRESS

SECOND 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, 1959, AND FOR OTHER PURPOSES

Printed for the use of the Committee on Appropriations



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 person. 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> , <i>i</i> , <i>y</i> , <i>æ</i> ; before <i>a</i> , <i>o</i> , <i>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</i> , <i>l</i> , <i>m</i> , <i>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	s 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 hand-writing, 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. 376)

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 *å*, 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*
øg 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-ðe	(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-tation	(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 *å*, *ä* (variants for *ø*), and *ö* (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
afs.	afsender, sender
ang.	angående, concerning
Anm.	Anmærkning, remark, observation
A/S	Aktieselskab, joint-stock company
b., bd.	bind, volume, volumes
bl. a.	blandt andet, blandt andre, among other things, or others
d.	død, dead
d. Å.	dette År, this year
d. d.	dags dato, the date of the day, this day
d. m.	denne måned, this month
Dr.	Doktor, doctor
d. v. s.	det vil sige, that is, that is to say
eks.	eksempel, example (illustration), e. g.
e. m.	eftermiddag, afternoon, p. m.
etc.	et cetera, et cetera
f.	født, born
f. Å.	forrige År, last year
f. eks.	for eksempel, for instance
ff.	følgende, the following
fhv.	forhenværende, former, late
Fig.	Figur, figure
f. m.	formiddag, forenoon, a. m.
forf.	forfatter, author
Frk.	Frøken, Miss
gl.	gammel, old
H. M., } Hs. M. }	Hans Majestæt, His Majesty

Hds. M.	Hendes Majestæt, Her Majesty
Hr.	Herr, sir, Mr.
if.	ifølge, according to
jf., jfr.	jevnfør, compare
kap.	kapitel, chapter
kgl.	kongelig, royal
kl.	klokken, o'clock; klasse, class
Kpt.	Kaptejn, captain
kr.	krone, crown; kroner, crowns (coin)
m. a. o.	med andre ord, in other words
m. fl.	med flere, with others, and others
m. h. t.	med hensyn til, with regard to
m. m.	med mere, et cetera, and more, and so forth
N. B.	nota bene, mark (notice) well
N. N.	nomen nescio, Mr. * * *, Mr. such a one
Nr.	nummer, number
obs.	observer, observe
o. s. v.	og saa videre, and so forth, etc.
p. s.	postskriptum, postscript
R.	Ridder, knight
Red.	Redaktør, editor
s.	side, page; sider, pages
s. d.	samme dato, same date
sml.	sammenlign, compare
S. u.	Svar udbedes, an answer is requested
vedr.	vedrørende, concerning

Cardinal numbers

en (een, et)	one
to	two
tre	three
fire	four
fem	five
seks	six
syv	seven
otte	eight
ni	nine
ti	ten
elleve (elve)	eleven
tolv	twelve
tretten	thirteen
fjorten	fourteen
femten	fifteen
seksten	sixteen
sytten	seventeen
atten	eighteen
nitten	nineteen

tyve	twenty
en og tyve, etc.	twenty-one, etc.
tredive (tredve)	thirty
fyrretyve (fyrre, fyre)	forty
halvtre(d)sin(d)styve (halvtreds)	fifty
tre(d)sin(d)styve (tres)	sixty
halvfjerdsindstyve (halvfjerds)	seventy
firsindstyve (firs)	eighty
halvfemsindstyve (halvfems)	ninety
hundrede	hundred
hundrede og en, etc.	one hundred and one, etc.
tohundrede, etc.	two hundred, etc.
tusind (e)	thousand

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	tredivte	thirtieth
ottende	eighth	fyrretyvende	fortieth
niende	ninth	halvtre(d)sindstyvende	fiftieth
tiende	tenth	tre(d)sindstyvende	sixtieth
ellevte (elvtte)	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: *IJsland*, Iceland; *IJverig*, 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:

ai as *ai* in aisle
au as *ou* in house
eeu as *a* in fate followed by French *u*
 or German *ü*
ei as *ai* in aisle
eu as *er* in her
ie as *ie* in pier

ieu as *eu* in reunion
ij as *ai* in aisle
oe as *oe* in shoe
oei as *uoy* in buoy
ooi as *oy* in annoy
ou as *ou* in house
ui as *urry* 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*, *voort*, *wan*, *weder*, and *weg*: *aan-varden*, *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-amt*, *angst-kreet*. The compounding *s*, if used, is kept with the preceding component: *rijks-amt*, *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-ter	(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-ring	(5, 3, 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 are 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 *rein* and *grijnz*. Properly, *veinzaard* and *grijnzaard* are derivatives of *reinzen* 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-gaan-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-wend	(5, 2)
te-rug-ei-sen	(2, 5, 2)	we-der-op-bou-wen	(2, 5, 5, 2)
tijd-schri-f-ten	(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. Quotation marks are set: „thus.”

Abbreviations

A. P.	Anno Passato, in the past year; Amsterdams Peil, Amsterdam ordinance datum	Jr.	Junior, junior
b. v.	bij voorbeeld, for example, e. g.	jr.	jaar, year
dgl.	dergelijke, such	ll.	laatstleden, last, ult.
d.i.	dat is, that is, i. e.	Mej.	Mejuffrouw, Miss
dl.	deel, part, volume	Mev.	Mevrouw, Mrs.
e. g.	eerstgenoemde, the former, the before-mentioned	Mij.,	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.	pond sterling, pound sterling, £
		Sen. or Sr.	Senior, senior
		vgl.	vergelijk, compare, cf.
		v. m.	voormiddag, ante meridiem, a. m.

Cardinal numbers

één	one	achtien	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
twalf	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
twalfde	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 (Mrt.)	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	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 Fonetiikan 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 *ou* 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)
ai-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)	pääl-lik-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 №	numero, number		

Cardinal numbers

yksi	one	kolmetoista, etc.	thirteen, etc.
kaksi	two	kaksikymmentä	twenty
kolme	three	kaksikymmentäykksi	twenty-one
neljä	four	kaksikymmentäkaksi,	twenty-two,
viisi	five	etc.	etc.
kuusi	six	kolmekymmentä, etc.	thirty, etc.
seitsemän	seven	sata	hundred
kahdeksan	eight	satayksi, etc.	one hundred
yhdeksän	nine		and one, etc.
kymmenen	ten	kaksisataa	two hundred
yksitoista	eleven	tuhat	thousand
kaksitoista	twelve		

Ordinal numbers

ensimäinen	first	kahdeskymmenes	twentieth
toinen	second	kahdeskymmenesensimäinen	twenty-first
kolmas	third	kahdeskymmenestoinen, etc.	twenty-second, etc.
neljäs	fourth		thirtieth, etc.
viides	fifth	kolmaskymmenes, etc.	hundredth
kuudes	sixth	sadas	one hundred
seitsemäs	seventh	sadasensimäinen, etc.	and first, etc.
kahdeksas	eighth	kahdessadas	two hundredth
yhdeksäs	ninth	tuhannes	thousandth
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	} between <i>a</i> in pat and <i>o</i> in pot
Â	â	
Ã	ã	
B	b	<i>b</i>
C	c	<i>c</i> in city before <i>e, 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, 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, outil, fils</i> ; 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, fille</i>
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, -tial, -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: *Â â*, *Â â*, *Ç ç*, *Ê ê*, *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>æ</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>kwo</i>
<i>gu</i> as <i>g</i> in give before <i>e</i> , <i>i</i> , <i>y</i> ; occasionally as <i>gw</i>	<i>rh</i> as <i>r</i>
<i>ll</i> as <i>y</i> in yet (in <i>-ille</i>)	<i>th</i> as <i>t</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*: *faïm*, *bien*, *manger*, *membre*; otherwise, the above combinations are not nasalized: *ananas* (pronounced *ánáná*), *nommer* (pronounced *nómé*). 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-ness*, *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-gneux*, *Ag-nus*.

¹ Note that *æ* 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: *hé-ro-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*, *hémi-sphère*, *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-tchat-ka	(8, 3)
bi-blio-thè-que	(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-cés	(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-remp-tion	(2, 3)
en-tr'ae-cor-der	(3, 3, 3)	pré-oc-cu-pa-tion	(4, 3, 2, 2)
exe-cu-ti-ves	(2, 2, 7)	pro-blè-mes	(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-cience	(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, étrene*. 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, lèvre, 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 *progrès, 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*)

ei as *e* in met plus *ee* as in meet

oi as *o* in for plus *ee* as in meet (*colloïde*)

œ 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*; *reçu*, 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 *demoi* 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. 395.)
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.	Son Altesse Royale, His Royal Highness
b. à r.	billets à recevoir, bills receivable	S. A. R.	sc.
B. B.	billet de banque, banknote	S. Exc.	scène, scene
c. (c ^{ee})	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. def.	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 ^{ere}	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.	déagramme		

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); Denœu 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, Wolfengestalt 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 pronunciation¹

A	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 <i>via</i>
S	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.

ŭ	ü	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>
Ɔ	v	<i>f</i> at beginning and end of words; elsewhere usually <i>v</i>
Ɔ	w	<i>v</i>
Ɔ	x (=ks)	
Ɔ	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>
3	ts	<i>ts</i> in <i>bits</i>

Special characters

German traditionally uses the Fraktur alphabet (German text). Note the following somewhat similar characters: Ɔ ŭ, Ɔ Ɔ, Ɔ Ɔ, Ɔ Ɔ, Ɔ Ɔ, Ɔ Ɔ, and Ɔ Ɔ. 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: Ɔ (ch), Ɔ (ck), Ɔ (ß, ss), and Ɔ (tz). According to German typography, ligatures may not be replaced by their respective individual characters Ɔ, Ɔ, Ɔ, Ɔ. In syllabification, Ɔ may be divided, Ɔ and Ɔ may never be divided, and Ɔ, if division is called for, must be changed to Ɔ-Ɔ. This is because the character Ɔ 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 Ɔ; the other ligatures are represented by their respective individual characters. When Ɔ 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 Ɔ:

(a) At end of a word: *Haus*=Hauſ.

(b) At end of a compound element: *Dienstag*=Dienſtag.

(c) Before a suffixed element: *Bosheit*=Boſheit.

(d) In some words of foreign origin (the dictionary is the only sure guide to these): *Diskant*=Diſkant.

In all other cases a single *s* is transliterated Ɔ.

The *ss* is transliterated Ɔ:

(a) At end of a word: *Fluss*=Fluſ.

(b) At end of a compound element: *Gusseisen*=Guſſeiſen.

(c) Before a suffixed element: *hässlich*=häuſlich.

(d) Before any consonant: *fasste*=faſſte.

(e) Between two vowels, if the first vowel is long or a long diphthong (the dictionary is the only sure guide to these): *grüssen*=grüſſen.

(f) In the prefix *miss*: *missachten*=miſſachten.

In all other cases *ss* is transliterated Ɔ.

The *tz* is transliterated Ɔ: *trotz*=troſ; but when *tz* belong to different components of a derivative, they are transliterated Ɔ: *entzücken*=entzüſſen, *achtzehn*=achtzehen.

Transliteration of Ɔ

In resetting matter from Fraktur characters into Latin, Ɔ 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 *kv*), *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*, *stup-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-sten*.
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-schest* is divided *glit-schest*, *Luftschiffahrt* is divided *Luftschiff-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-brö-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-för-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-schaft-en	(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 nouns 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 alignment, 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., gefl.	gefälligst, kindly
a. d.	an der, on the	gegr.	gegründet, founded
a. D.	an der Donau, on the Danube; ausser Dienst, retired	ges.	gesetzlich geschützt, registered trademark
Adr.	Adresse, address	gest.	gestorben, deceased
A. G.	Aktiengesellschaft, joint-stock company	G. m.	Gesellschaft mit beschränkter Haftung, corporation with limited liability
allg.	allgemein, general(ly)	b. H.	with limited liability
a. M.	am Main, on the Main	hrsg.	herausgegeben, edited
Anm.	Anmerkung, note	i.	in, im, in, in the
a. O.	an der Oder, on the Oder	Ing.	Ingenieur, engineer
a. Rh.	am Rhein, on the Rhine	inkl.	inklusive, inclusive, included
Art.	Artikel, article	insb.	insbesondere, especially
b.	bei, near, with	Kap.	Kapitel, chapter
bes.	besonders, especially	kgl.	königlich, royal
betr.	betreffs, betreffend, concerning	Kl.	Klasse, class
bez.	bezüglich, respecting	Km.	Kilometer, kilometer
bezw., bzw.	beziehungsweise, respectively	Komp.	Kompanie, company
Bez.	Bezirk, district	Kr.	Kreis, district
Blg.	Beilage, enclosure	lfd.	laufend, current
b. w.	bitte wenden, please turn page	M.	Mark, mark (coin)
ca.	circa, zirka, about	Nachf., Nfg.	Nachfolger, successor(s)
d. A.	der Ältere, Sr.	nachm., nm.	nachmittags, p. m., afternoon
dgl., drgl.	dergleichen, similar things, the like	näml.	nämlich, (and) you see, namely
d. h.	das heisst, that is	NB	(nota bene) beachte, note, observe
d. i.	das ist, that is, i. e.	n. Chr.	nach Christus, A. D.
d. J.	der Jüngere, junior; dieses Jahres, of this year	n. F.	neue Folge, new series
DM	Deutsche Mark, mark (after World War II)	No., Nr., Nro.	Numero, number
d. M.	dieses Monats, of the . . . instant	No., Ntto.	Netto, net
do.	ditto, the same	od.	oder, or
Dr.	Doktor, doctor	ö., österr.	österreichisch, Austrian
D. R. P.	Deutsches Reichspatent, German patent	p. A.	per Adresse, care of (c/o)
Dtzd.	Dutzend, dozen	Pf.	Pfennig, penny
einschl.	einschliesslich, including, inclusive	Pfd.	Pfund, pound
entspr.	entsprechend, corresponding	pr., preuss.	preussisch, Prussian
e. V.	eingetragener Verein, incorporated club	resp.	respektiv, respectively
evtl.	eventuell, perhaps, possibly	rglm.	regelmässig, regular
ff.	folgende (Seiten), following (pages)	RM	Reichsmark, mark (before World War II)

Abbreviations—Continued

S.	Seite, page	v:	(vide) siehe, see (cf.); von, of, from
s.	siehe, see (cf.)	v. Chr.	vor Christus, B. C.
sel.	selig, deceased, late	Verf.	Verfasser, author
Skt., St.	Sankt, Saint	Verl.	Verleger, publisher
s. o.	siehe oben, see above	vgl.	vergleiche, compare
sog.	sogenannt, so called	v. H.	vom Hundert, percent
St.	Stück, individual piece	v. J.	vorigen Jahres, of last year
staatl.	staatlich, State or Federal	v. M.	vorigen Monats, of last month
Str.	Strasse, street	vm., vorm.	vormittags, a. m., morning
s. u.	siehe unten, see below	Vors.	Vorsitzender, chairman
teilw.	teilweise, partly	w. o.	wie oben, as above
u.	und, and	Wwe.	Witwe, widow
u. a.	und andere, and others; unter anderem, among other things; unter andern, among others	z.	zu, zum, zur, to, to the
u. a. m.	und andere mehr, and many others	z. B.	zum Beispiel, for example
U. A.	Um Antwort wird gebeten,	z. H.	zu Händen, attention of
w. g.	an answer is requested	Zs.	Zeitschrift, periodical
u. s. w.	und so weiter, and so forth, etc.	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	zwanzig	twenty
zwei	two	einundzwanzig	twenty-one
drei	three	zweiundzwanzig	twenty-two
vier	four	dreiundzwanzig, ²	twenty-three,
fünf	five	etc.	etc.
sechs	six	dreißig	thirty
sieben	seven	vierzig	forty
acht	eight	fünfzig	fifty
neun	nine	sechzig	sixty
zehn	ten	siebzig	seventy
elf	eleven	achtzig	eighty
zwölf	twelve	neunzig	ninety
dreizehn	thirteen	hundert	hundred
vierzehn	fourteen	hundertundeins ²	one hundred and one
fünfzehn	fifteen	hundertundzwei, etc.	one hundred and two, etc.
sechzehn	sixteen	zweihundert, etc.	two hundred, etc.
siebzehn	seventeen	tausend	thousand
achtzehn	eighteen		
neunzehn	nineteen		

Ordinal numbers

erste	first	dreizehnte, etc.	thirteenth, etc.
zweite	second	zwanzigste	twentieth
dritte	third	einundzwanzigste	twenty-first
vierte	fourth	zweiundzwanzigste,	twenty-second,
fünfte	fifth	etc.	etc.
sechste	sixth	dreißigste	thirtieth, etc.
siebente, siebte	seventh	vierzigste, etc.	fortieth
achte	eighth	hundertste	hundredth
neunte	ninth	hundertunderste, etc.	one hundred and first, etc.
zehnte	tenth	zweihundertste	two hundredth
elfte	eleventh	tausendste	thousandth
zwölfte	twelfth		

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 ἀπαιτουμένας 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 αι, αυ, 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 αι, ε, ει, η, ι, οι, υ, υι; <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 ει, ευ, 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 ηυ, 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 αι, ει, οι, υι, 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 οι, ου, 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 s ¹	<i>Σ 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	Τ τ (r)	tau	t; see ντ, τξ, τσ, under Digraphs
Υ	υ	Υ υ	upsilon	{ ee in eel; y in yet, after a consonant and before a vowel; see αυ, ευ, ηυ, ου, υι, under Diphthongs
Φ	φ	Φ φ	phi	f
Χ	χ	Χ χ	chi	like a strong h (like German ch)
Ψ	ψ	Ψ ψ	psi	ps
Ω	ω	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, sie, o-máy-ga. In Modern Greek, the letter names are pronounced ahlfá, veeta, gahma, thelta (*th* as in then), eh-psee-láwn, zeeta, ecta, theeta (*th* as in thin), yoeta, kahpa, lahmvttha (*th* as in then), mee, nee, ksee, 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. 409.)

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: A α, B β, δ, E ε, Z, I ι, K κ, M, N, O o, s, T τ, υ. The other letters are characteristically Greek: Γ γ, Δ, ζ, Η η, Θ θ, Λ λ, μ, ν, Ξ ξ, Π π, Ρ ρ, Σ σ, 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 (θ, κ, ξ, π, σ, τ, φ, χ, ψ); as <i>a</i> in <i>watt</i> , plus <i>v</i> before vowels and voiced consonants (β, γ, δ, ζ, λ, μ, ν, ρ)	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>
		υ	as <i>ee</i> in <i>eel</i>

Note that *ει*, *οι*, and *υ* 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: *γλῶσ-σα*, *πορθ-μός*, *Ἄγ-γλια*, *ἄν-θραξ*.

4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *εὐ-ειδής*, *θέ-ατρον*, *λα-ϊκός*, *οὐ-ῖα*.

5. Certain adverbial prefixes are kept intact. These are: *ἀν*, *δια*, *δις*, *δυσ*, *εἰς*, *ἐκ*, *ἐν*, *ἐξ*, *μς*, *προς*, *συν*, *ὑπερ*, and *ὥς*: *ἀν-αρχία*, *ἐξ-ἄδελφος*, *ὥς-τε*.

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *φίλ-ἄνθρωπος*, *τρις-ἄθλιος*.

7. Foreign words in Greek orthography are regarded as naturalized words and divided according to rules 1 to 5: *Ἄγ-γλια*, *Βα-σιγ-κτών*, *Ἑδου-άρ-δος*; but foreign compound words are divided according to their component parts: *Τσεχο-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)
Ἁμε-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-σί-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)
δι-σ-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)	σχο-λαρ-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-φορ-νι-στή-ρι-ον	(2, 2, 2, 2, 4)
Εὐ-ρω-πα-ι-κός	(2, 2, 4, 2)	τε-λει-ο-ποι-η-σις	(2, 4, 2, 4, 2)
Ζω-άρ-κεια	(4, 3)	τη-λέ-γρα-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-χι-λι-οι	(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)	ὑπέρ-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)	ώρῶ-ο-μαι	(4, 2)
με-γα-λει-ό-της	(2, 2, 4, 2)	ώφε-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 (˘, ˆ), 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 (ʾ), 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 (ˊ), 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: *καὶ μένος* (pronounced *kaeménos* instead of *kavménos*).

These diacritical marks may form combinations, as follows:

ˊ lenis acute	ˆ asper grave	ˊˆ dieresis acute
˘ lenis grave	˘ˆ circumflex lenis	˘ˆˊ dieresis grave
ˊˆ asper acute	˘ˆˊ circumflex asper	

An *iota* is often placed beneath the vowel α, η, or ω, mainly to indicate a declensional or conjugational inflection: ἡ, the nominative plural of ἡ; τιμῇ, 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. Ν.	Διδάκτωρ Νομικῆς, LL. D.
ἐ. ἀ.	ἐνθα ἄνωτέρω, loc. cit.
ιδ.	ιδέ, see
I. X.	Ἰησοῦς Χριστός, Jesus Christ
Καθ.	Καθηγητής, Prof.
Κος	Κύριος, Mr.
Κα	Κυρία, Mrs.
κτλ.	καὶ τὰ λοιπὰ, etc.
κ. τ. δ.	καὶ τὰ ὅμοια, and the like
κφλ.	κεφάλαιον, chapter
λπτ.	λεπτά, lepta
μέρ.	μέρος, part
μ. μ.	μετὰ μεσημβρίαν, p. m.
μ. Χ.	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. Χ.	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 (ένας), μία, έν(α)	one
δύο	two
τρεις, τρία	three
τέσσαρες, -α	four
πέντε	five
έξ(ι)	six
έπτά (έφτά)	seven
όκτώ	eight
έννέα	nine
δέκα	ten
ένδεκα	eleven
δώδεκα	twelve
δεκατρείς (m. and f.), δεκατρία (n.)	thirteen
δεκατέσσαρες (m. and f.), δεκατέσσαρα (n.)	fourteen
δέκα πέντε, etc.	fifteen, etc.
είκοσι	twenty

είκοσι ένα (m. and f.), είκοσι μία (f.)	twenty-one
είκοσι δύο, etc.	twenty-two, etc.
τριακό(χο)ντα	thirty
σαράντα	forty
πενήντα	fifty
έξήντα	sixty
έβδομήντα	seventy
όγδώντα	eighty
ένενήντα	ninety
έκατόν	one hundred
έκατόν ένας, etc.	one hundred and one, etc.
διακόσια	two hundred
τριακόσια	three hundred
τετρακόσια, etc.	four hundred, etc.
χίλια	thousand
δύο χιλιάδες, etc.	two thousand, etc.
έν έκατομύριον	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. 410.)

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	ἑκατοστός	hundredth
δωδέκατος	twelfth	χιλιοστός	thousandth
δέκατος τρίτος, etc.	thirteenth, etc.	ἐκατομμυριοστός	millionth

Months

Ἰανουάριος	January	Ἰούλιος	July
Φεβρουάριος	February	Αὔγουστος	August
Μάρτιος	March	Σεπτέμβριος	September
Ἀπρίλιος	April	Ὀκτώβριος	October
Μάιος	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 ἐαυτὸν, πόσον ἄρα τυγχάνει τοῖς Φίλοις ἄξιος ὢν, καὶ πειρᾶσθαι ὥς πλείστου ἄξιος εἶναι, ἵνα ἤττον αὐτὸν οἱ φίλοι προδιδώσιν. 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	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 *ρ* is transliterated by *rh*, internal *ρρ* 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 *αι* 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	αυ	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 ü, plus i in machine; often anglicized to we as in we		

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'	ογδοήκοντα	eighty
ε'	πέντε	five	ς'	ἐνενήκοντα	ninety
ς'	ἕξ	six	ρ'	ἐκατόν	hundred
ζ'	ἑπτά	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'	εἴκοσι(ν)	twenty	ω'	ὀκτακόσιοι, -αι, -α	eight hundred
κα'	εἴκοσιν εἷς, etc.	twenty-one, etc.	θ'	ἐννακόσιοι, -αι, -α	nine hundred
λ'	τριακοντα	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	εἰκοστός	twentieth
ἕκτος	sixth	εἰκοστός πρῶτος, etc.	twenty-first, etc.
ἑβδόμος	seventh	τριακοστός, etc.	thirtieth, etc.
ὄγδοος	eighth	χιλιοστός	thousandth
ἐνάτος	ninth		

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 αμδ' = 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 *χείμα* (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
Μεταγειτνιών	Metageitnion	August
Βοηδρομιών	Boëdromion	September
Πυανεψιών	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
ἑβδομάς	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	γάρ	γάρ	ει	ει	ελ	ην	ου	τω	υ	δε	και	τι
----	-----	-----	----	----	----	----	----	----	---	----	-----	----

III

IV

V

VI

αυ	αυ	ει	ειναι	μετα	ταυτα
αλ	εν	μω	την		
αλλ	επειδη	μων	της		
αν	επευ	οιον	της		
αρ	επι	ουκ	το		
αυτο	επι	ουτος	τον		
γγ	επι	παρα	του		
γάρ	επι	περ	του		
γάρ	ερ	περι	τους		
γελ	ευ	πο	τρ		
γεν	κατα	ρο	τρο		
γερ	κεφαλαιον	σα	τω		
γινεται	ματων	σε	των		
γο	μεθ	σθαι	των		
γρι	μεν	σο	υι		
γρο	μεν	σπ	υν		
δεξ	μεν	σσ	υπ		
δευ	μεν	σω	χθ		
δια	μενος	ται	χο		
δια	μετα	ταις	ω		

eter forms, digraphs, prefixes, ;

Those most frequently used are shown in the following table:

[illegible]

HEBREW

בְּרֵאשִׁית בָּרָא אֱלֹהִים אֶת הַשָּׁמַיִם וְאֶת הָאָרֶץ: וְהָאָרֶץ הִיְתָה תֵהוֹ
וְבָהּ וַחֲשֹׁךְ עַל־פְּנֵי תְהוֹם וְרוּחַ אֱלֹהִים מְרַחֶפֶת עַל־פְּנֵי הַמָּיִם: וַיֹּאמֶר
אֱלֹהִים יְהי אֹר וַיְהי־אֹר: וַיֵּרָא אֱלֹהִים אֶת־הָאָדָם בְּיֶטֶב וַיְבָרֶךְ
אֱלֹהִים בֵּין הָאָדָם וּבֵין הַחֲשֹׁךְ: וַיִּקְרָא אֱלֹהִים לְאֹר יוֹם וּלְחֹשֶׁךְ לַיְלָה
לְאֵלָה וַיְהי־עֶרֶב וַיְהי־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	Hēth	<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>yesh</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>
ש as <i>sh</i>	ש as <i>s</i> in sin
ת as <i>t</i> or <i>th</i>	ת 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]	[׀eth Hē Tāw]
	[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., ב (ba), ב (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
Ḥirik gadol ī	<i>i</i> as in machine	Ḥirik 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
Šuruk ū	<i>oo</i> as in moon	Kubbutz <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., שֵׁמַע (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, אֵמֶת, חֵלִי. These vowel point combinations, אֵי, אֵמֶת, and חֵלִי are transliterated *ā*, *ē*, and *ō*, 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., בָּנִי they build, but בְּנִי 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 (מְלָכִים)	Name	Form	PRINCES (מְשִׁנִּים)	Name
בָּ	<i>Silluq</i>	סִלּוּק	בָּ	<i>Zarqā'</i>	זֶרְקָא
בָּ	<i>Ethnāh</i>	אֶתְנַח	בָּ	<i>Pašā'</i>	פַּשְׂאָ
			בָּ	<i>Yethw</i>	יְתִיב
			בָּ	<i>Teṽr</i>	תְּבִיר
			בָּ	<i>'Azlā'</i>	אֶזְלָא
			בָּ	<i>Gērēš</i>	גֶּרֶשׁ
			בָּ	<i>Gēršayīm</i>	גֶּרְשִׁימ
	KINGS (מְלָכִים)			COUNTS (שְׁלִישִׁים)	
בָּ	<i>Seḡōlā'</i>	סִגּוּלָא	בָּ	<i>Pāzēr</i>	פָּזֵר
בָּ	<i>Zāqēf Qāṭōn</i>	זָקַף קָטָן	בָּ	<i>Qarnēy Fārāh</i>	קַרְנֵי פָרָה
בָּ	<i>Zāqēf Gādōl</i>	זָקַף גָּדוֹל	בָּ	<i>Te'līšāh G'edōlāh</i>	תְּלִישָׁה גְּדוֹלָה
בָּ	<i>Tipp'e'hā'</i>	טִפְּהָא	בָּ	<i>Te'līšāh Qe'annāh</i>	תְּלִישָׁה קַטְנָה
בָּ	<i>Reṽā'</i>	רְבִיעַ	בָּ	<i>Pesīq</i>	פְּסִיק
בָּ	<i>Šālšeleth</i>	שְׁלֹשֶׁלֶת			

Conjunctives

בָּ	<i>Mūnah</i>	מוֹנַח	בָּ	<i>Dargā'</i>	דֶּרְגָא
בָּ	<i>Mahpakh</i>	מַחְפָּךְ	בָּ	<i>Merkā'</i>	מֶרְכָא
בָּ	<i>Qadmā'</i>	קֶדְמָא	בָּ	<i>Merkā' Kefūlāh</i>	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 *makkeph* (-), 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, 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-----

א', אדון; אלף
 א"ב, אלף בית
 אח"ל, אמרו חכמינו וכתובם
 לברכה

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.

א"י, ארץ ישראל
 א"י, אם ירצה השם
 בהכ"נ, בית הכנסת
 ב"י, בני ישראל
 בוח"ל, בזה הלשון
 בע"מ, בעל מחבר
 ג', גאון

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).

ד"י, דיני ישראל
 הקב"ה, הקדוש ברוך הוא
 חב"ר, חרבן בית ראשון
 חב"ל, חרבן בית שני
 יצ"מ, יציאת מצרים
 כמ"ש, כמו שנאמר; כמו שכתב
 לבי"ע, לבריאת עולם
 לה"ק, לשון הקדש
 מו"ט, מול טוב
 סה"ק, ספרים הקדושים
 ס"ת, ספר תורה
 ע"ה, עליו השלום
 עוה"ב, עולם הבא
 ער"ה, ערב ראש השנה
 ע"ש, ערב שבת
 פ', פסק; פרק
 פכ"ד, פסק בית דין
 צ', צדיק; ציון
 צה"י, צדוק הדין
 קה"ת, קריאת התורה
 קכ"ד, קדם כל דבר
 רז"ל, רבותינו וכתובם לברכה
 רמב"ם, ר' משה בן מימון
 רש"י, רשימת ספרים
 ש, שנה; שורה; שעה
 שו"ט, שבתות וימים טובים
 שני, שנאמר
 ת"ב, תלמוד בבלי
 תנ"ך, תורה, נביאים, כתובים

Cardinal numbers

one אחד, אחת
 two שנים, שתיים
 three שלשה, שלש
 four ארבעה, ארבע
 five חמשה, חמש
 six ששה, שש
 seven שבעה, שבע
 eight שמונה, שמונה
 nine תשעה, תשע
 ten עשרה, עשר

twenty עשרים
 thirty שלשים
 forty ארבעים
 fifty חמשים
 sixty ששים
 seventy שבעים
 eighty שמנים
 ninety תשעים
 hundred מאה
 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 שנים עשר, twenty-four עשרים וארבע, etc.

Ordinal numbers

first	ראשון	sixth	ששי
second	שני	seventh	שביעי
third	שלישי	eighth	שמיני
fourth	רביעי	ninth	תשיעי
fifth	חמשי	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	חודש
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, elfért 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>ad</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]

Ü	ü	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 zzs*.

The letters *q, 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: *Â á, Ê é, Î í, Ó ó, Ö ö, Ő ő, Ú ú, Ű ü, and Ū ū*.

Vowels and consonants

The vowels are *a, á, e, é, i, í, o, ó, ő, ö, 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: *mí-enk, tí-cíd*.
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-lon* (on the table) (rather than *asztal-on*).
7. Contracted double consonants (*ccs, ccz, ggy, lly, nny, ssz, tty*, from *ccs, ccz, ggy, lyly, nyny, ssz, ttyty*) may be divided, but in that case the elided consonant must be restored. Thus *hosszú, faggyú, hatyú* 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*, *Wash-ington*, *anti-kvárius*, *dia-fragma*, *diagnózis*, *demo-kratikus*, *dex-trín*, *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-szó-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)
ci-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-í-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		etc.
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 hundred, etc.
húsz	twenty		thousand
huszonegy	twenty-one	ezer	
huszonkét (huszonkettő), ¹ etc.	twenty-two, etc.		

Ordinal numbers

első	first	tizenkettedik	twelfth
második	second	tizenharmadik, etc.	thirteenth, etc.
harmadik	third		etc.
negyedik	fourth	huszadik	twentieth
ötödik	fifth	huszonegyedik	twenty-first
hatodik	sixth	huszonkettedik, etc.	twenty-second, etc.
hetedik	seventh		etc.
nyolc(z)adik	eighth	harminc(z)adik, etc.	thirtieth, etc.
kilenc(z)edik	ninth		etc.
tizedik	tenth	századik	hundredth
tizenegyedik	eleventh	ezredik	thousandth

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
június (jun.)	June	dec(z)ember (dec(z).)	December

Days

vasárnap	Sunday	csütörtök	Thursday
hétfő	Monday	péntek	Friday
kedd	Tuesday	szombat	Saturday
szerda	Wednesday		

Seasons

tavasz	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, o, u</i> , and consonants; before <i>e</i> or <i>i</i> , similar to <i>ch</i> in chant; <i>cia, cie, 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, scie, 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, o, u</i> , and consonants; before <i>e</i> or <i>i</i> like <i>j</i> ; <i>gia, gie, 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, sc</i> , or <i>g</i> and followed by <i>a, 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, scie, scio</i> , and <i>sciu</i> are pronounced <i>sha, she, 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:

ch as *c* in cat only before *e*, *i*
gh as *g* in go only before *e*, *i*
gl as *ll* in million¹

gn as in cognac (= *ny* in canyon)
qu as in squalor
sc as *sh* in shall (before *e* or *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>il</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 *del-l'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-lìo-gra-fia	(2, 6, 2, 2, 2)
ac-quie-sce-re	(3, 2, 2)	Fre-de-ris-bur-go	(2, 2, 7, 3)
ac-re-o-li-to	(2, 4, 2, 2)	gen-til-uo-mo	(3, 6, 2)
af-fli-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)
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, 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)
fi-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 *libertade*, *virtude*, 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: *cìd*, *già*, *giù*, *più*, *può*, *quò*.

(e) Terminations *ia* and *io* in which the *i* is to be stressed: *magìa*, *desìo*.

The acute is used by some editors to distinguish words differently stressed,

where otherwise a misunderstanding might arise: *malvagia* (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 liras
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		
quattro	four	ventotto, etc.	twenty-eight, etc.
cinque	five		
sei	six	trenta	thirty
sette	seven	quaranta	forty
otto	eight	cinquanta	fifty
nove	nine	sessanta	sixty
dieci	ten	settanta	seventy
undici	eleven	ottanta	eighty
dodici	twelve	novanta	ninety
treddici	thirteen	novantuno, etc.	ninety-one, etc.
quattordici	fourteen		
quindici	fifteen	cento	hundred
sedici	sixteen	cent(o)uno, etc.	one hundred and one, etc.
diciassette }	seventeen		
diciasette }		duecento, etc.	two hundred, etc.
diciotto	eighteen		
diciannove }	nineteen	mille, mila	thousand
dicianove }		duemila, etc.	two thousand, etc.
venti	twenty		
ventuno	twenty-one		

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 }			
decimo primo }	eleventh	dugentesimo	two hun- dredth
undicesimo }	twelfth	trecentesimo, etc.	three hun- dredth, etc.
dodicesimo	thirteenth		
tredicesimo		millesimo	thousandth
quattordicesimo }	fourteenth, etc.		
decimo quarto, }			
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 units¹

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, prae-ter, per, post, pro(d), propter, re(d), sub, super, supra, and trans: ab-eo, con-scriptum, inter-essc*.
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.A.C., anno ante Christum, in the year before Christ
 A.A.S., Academiae Americanae Socius, Fellow of the American Academy
 [Academy of Arts and Sciences]

A.B., artium baccalaureus, bachelor of arts
 ab init., ab initio, from the beginning
 abs. re., absente reo, the defendant being absent
 A.C., ante Christum, before Christ

Abbreviations—Continued

A.D., anno Domini, in the year of our Lord	dwt., d. for denarius, wt. for weight pennyweight
a.d., ante diem, before the day	e.g., <i>exempli gratia</i> , for example
ad fin., ad finem, at the end, to one end	et al., et alibi, and elsewhere; et alii, or aliae, and others
ad h.l., ad hunc locum, to this place, on this passage	etc., et ceteri, ceterae, or cetera, and others, and so forth
ad inf., ad infinitum, to infinity	et seq., et sequentes, and those that follow
ad init., ad initium, at the beginning	et ux., et uxor, and wife
ad int., ad interim, in the meantime	F., filius, son
ad lib., ad libitum, at pleasure	f., fiat, let it be made; forte, strong
ad loc., ad locum, at the place	fac., factum similis, facsimile, an exact copy
ad val., ad valorem, according to value	fasc., fasciculus, a bundle
A.I., anno inventionis, in the year of the discovery	fl., flores, flowers; floruit, flourished; fluidus, fluid
al., alia, alii, other things, other persons	f.r., folio recto, right-hand page
A.M., anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a.m., ante meridiem, before noon	F.R.S., <i>Fraternitatis Regiae Socius</i> , Fellow of the Royal Society
an., anno, in the year; ante, before	f.v., folio verso, on the back of the leaf
ann., annales, annals; anni, years	guttat., guttatim, by drops
A.R.S.S., <i>Antiquariorum Regiae Societatis Socius</i> , Fellow of the Royal Society of Antiquaries	H., hora, hour
A.U.C., anno urbis conditae, in [the year from] the building of the City [Rome], 753 B.C.	h.a., hoc anno, in this year; hujus anni, this year's
B.A., <i>baccalaureus artium</i> , bachelor of arts	hab. corp., habeas corpus, have the body—a writ
B. Sc., <i>baccalaureus scientiae</i> , bachelor of science	h.e., hic est, this is; hoc est, that is
C., centum, a hundred; condemno, I condemn	h.m., hoc mense, in this month; huius mensis, this month's
c., circa, about	h.q., hoc quaere, look for this
cent., centum, a hundred	H.R.I.P., <i>hic requiescat in pace</i> , here rests in peace
cf., confer, compare	H.S., <i>hic sepultus</i> , here is buried; <i>hic situs</i> , here lies; h. s., <i>hoc sensu</i> , in this sense
C.M., <i>chirurgiae magister</i> , master of surgery	H.S.S., <i>Historiae Societatis Socius</i> , Fellow of the Historical Society
coch., cochlear, a spoon, spoonful	h.t., hoc tempore, at this time; hoc titulo, in or under this title
coch. amp., cochlear amplum, a table-spoonful	I, Idus, the Ides; i., id, that; immortalis, immortal
coch. mag., cochlear magnum, a large spoonful	ib. or ibid., ibidem, in the same place
coch. med., cochlear medium, a dessert spoonful	id., idem, the same
coch. parv., cochlear parvum, a tea-spoonful	i.e., id est, that is
con., contra, against; conjunx, wife	imp., imprimatur, sanction, let it be printed
C.P.S., <i>custos privati sigilli</i> , keeper of the privy seal	I.N.D., in nomine Dei, in the name of God
C.S., <i>custos sigilli</i> , keeper of the seal	in f., in fine, at the end
cwt., c. for centum, wt. for weight, hundredweight	inf., infra, below
D., Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give	init., initio, in the beginning
D.D., <i>divinitatis doctor</i> , doctor of divinity	in lim., in limine, on the threshold, at the outset
D.G., <i>Dei gratia</i> , by the grace of God; Deo gratias, thanks to God	in loc., in loco, in its place
D.N., Dominus noster, our Lord	in loc. cit., in loco citato, in the place cited
D. Sc., <i>doctor scientiae</i> , doctor of science	in pr., in principio, in the beginning
d.s.p., <i>decessit sine prole</i> , died without issue	in trans., in transitu, on the way
D.V., Deo volente, God willing	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., <i>juris civilis doctor</i> , doctor of civil law
	J.D., <i>jurum doctor</i> , 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; *respublica*, 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)

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

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.

duodetriginta	twenty-eight
undetriginta	twenty-nine
triginta	thirty
quadraginta	forty
quinquaginta	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	duodecimus	twelfth
secundus	second	tertius decimus,	thirteenth,
tertius	third	etc.	etc.
quartus	fourth	duodevicesimus	eighteenth
quintus	fifth	undevicesimus	nineteenth
sextus	sixth	vicesimus, vigesi-	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		dies Veneris	Friday
dies Martis		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 so 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 go; 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
gj as *y* in yes
hj
hv
kj
lj
ng
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 *ä* (sometimes replaced by *aa*), *å* (variant for *æ*), *ø* (variant for *ö*), 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		
A/S	Aksjeselskap, joint-stock company	H. M.	Hans Majestet, His Majesty
avd.	avdøde, deceased	Hr.	Herr, Mr., Sir
bl. a.	blant annet, among others	ifl.	ifølge, according to
d. å.	dette år, this year	kap.	kapitel, chapter
d. e.	det er, this is, i. e.	m. a. o.	med andre ord, in other words
d. v. s.	det vil si, that is	m. fl.	med flere, et al.
e. K.	etter Kristi, after Christ, A. D.	m. h. t.	med hensyn til, as regards to
el.	eller, or	m. m.	med mere, etc.
e. m.	ettermiddag, p. m.	nl.	nemlig, namely
f.	født, born, née; for, for; før, before	o. a.	og annet, and others
f. eks.	for eksempel, for example, e. g.	o. fl.	og flere, etc.
f. K.	før Kristus, before Christ	o. s. v. (osv)	og så videre, and so forth
f. m.	formiddag, before noon, a. m.	p. ct. (pct)	prosent, percent
f. o. m.	fra og med, from and with (on)	s.	side, page; søndre, south
Frk.	Frøken, Miss	u.	under, under
Hds. Maj.	Hennes Majestet, Her Majesty	yr.	den yngre, junior
		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 Rettskrivningsordbok* (1940); J. Brynildsen, *Norsk-Engelsk Ordbok* (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 we
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 <i>set</i>	Sz	sz	<i>sh</i> in <i>shoe</i>
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*.

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, bl̥, br, brz
chl, chl̥, chr, chrz, chw
dl, dl̥, dr, drz, dw
fl, fr
gl, gl̥, gr, grz, gw
kl, kl̥, kr, krz, kw

pl, pl̥, pr, prz
śc, sk, skr, skrz, śm, sp, spr, sprz, st,
str, strz, stw
tl, tl̥, tr, trz, tw
wł, w̥ł, 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-szytyk, 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)
człe-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-stu-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, 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-inna-żać	(5, 2)	za-slab-nie-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 (ˇ), to indicate the hard *l*; and the superior dot (˙), to indicate the post-palatal *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*, *ż*, and *ź* 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, ń, 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

czteryście	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
ósmy	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 paraguaio.—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>ó</i>), or like <i>o</i> in fort when open (sometimes written <i>ô</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	t
U	u	stressed: <i>u</i> in rude; unstressed: <i>u</i> in put
V	v	v
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: *Ã* *ã*, *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*I*u). If the second vowel, however, carries the acute mark, the two vowels do not constitute a diphthong: *ruído* (pronounced ru-*I*do), *miúdo* (pronounced mi-*U*do).

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*A*is). If one of the weak vowels, however, carries an acute mark, the vowels do not constitute a triphthong: *partieis* (pronounced part*I*-eis).

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*; *gù* 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-*In*ha), *aínda* (pronounced a-*Inda*), *Coimbra* (pronounced Co-*Im*bra), *ruim* (pronounced ru-*Im*). The spellings *raiz*, *rainha*, *aínda* are also permitted.

Consonantal units

For the purpose of syllabification, the following are consonantal units:

<i>bl, br</i>	<i>dl, dr</i>	<i>gl, gr</i>	<i>tl, tr</i>
<i>chl, chr, cl, cr</i>	<i>fl, fr</i>	<i>pl, pr</i>	<i>vl, vr</i>

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-lo, 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-crcver* (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-lâ-neia	(3, 2, 2)
abs-tra-to	(3, 2)	ne-ces-si-da-de	(2, 3, 2, 2)
an-tia-ó-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-sóide	(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-nio-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*), *soís*, plural of *sol* or second person singular of *soer* (but *sois*, second person plural of *ser*); also *vêu(s)*, *chapêu(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)*, *mês*, *pó(s)*, *pós* (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*, *cortêssmente* (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: *conseqüência*, *argüir*, *argüi* (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: *saimento*, *paísagem*, *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*, or *o* in certain words if there are other words spelled alike in which the *a*, *e*, or *o* has a close or weakened value: *à* (to the), *a* (the); *àquele* (to that), *aquele* (that); *prègar* (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*), *sñca* (= *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: *perû(s)*, *javali(s)*, *ali*, *agui*, but *tribú*, *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*, *'nete*, 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 *háviamos 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		
EE. UU.	Estados Unidos da América, United States	Snr., Sr.	senhor, Mr.; also Lord
da A.,	of America	Snra., Sra.	senhora, Mrs.
E. U. A.		Snrta.,	senhorita, Miss
Exmo.	Excel(l)entíssimo, Excellency	Srta.	Santa, Saint
hect.	hectare, hectare	Sta.	Santa, Saint
Il(l)mo.	Il(l)ustríssimo, Illustrious	V. E., V.	Vossa Excel(l)ência, Your Excellency
l.	litro, liter	Exa.	Excellency
m.	metro, meter	Vmcê., V.	Vossa Mercê, Your Grace
p.	página, page	M.	

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
dezasseis, 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	quadragesimo,	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 }	eleventh	tricentésimo	three hundredth
duodécimo, décimo	twelfth	quadringentésimo	four hundredth
segundo		quingentésimo	five hundredth
décimo terceiro, etc.	thirteenth, etc.	sex(c)entésimo	six hundredth
vigésimo	twentieth	septingentésimo	seven hundredth
vigésimo primeiro, etc.	twenty-first, etc.		dredth
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, Hédio 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	<i>a</i> in far ²
Б	б	b	<i>b</i>
В	в	v	<i>v</i>
Г	г	g	<i>g</i> in go ³
Д	д	d	<i>d</i>
Е	е	e, ye ⁴	<i>e</i> in fell, <i>ye</i> in yell ⁵
Ё	ё	ë, yë ⁶	<i>o</i> in order, <i>yo</i> in yore ⁷
Ж	ж	zh	<i>z</i> in azure
З	з	z	<i>z</i> in zeal
И	и	i	<i>i</i> in machine ⁸
Й	й	y	<i>y</i> in boy
К	к	k	<i>k</i>
Л	л	l	<i>l</i>
М	м	m	<i>m</i>
Н	н	n	<i>n</i>
О	о	o	<i>o</i> in order ⁹
П	п	p	<i>p</i>
Р	р	r	<i>r</i>
С	с	s	<i>s</i> in so
Т	т	t	<i>t</i>
У	у	u	<i>u</i>
Ф	ф	f	<i>f</i>
Х	х	kh	<i>h</i> in how, but stronger
Ц	ц	ts	<i>ts</i> in hats
Ч	ч	ch	<i>ch</i> in church
Ш	ш	sh	<i>sh</i> in shoe
Щ	щ	shch	<i>sh</i> plus <i>ch</i> , somewhat like <i>sti</i> in question
Ъ	ъ	" ¹⁰	(¹¹)
Ы	ы	y ¹²	<i>y</i> in rhythm
Ь	ь	" ¹³	(¹³)
Э	э	e	<i>e</i> in elder
Ю	ю	yu	<i>u</i> in union
Я	я	ya	<i>ya</i> in yard

¹ U. S. Board on Geographic Names transliteration, 1944. (See p. 474 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 Ь.

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 е, ё, я, ю. Formerly used also at the end of all words now ending in a consonant letter. See Note on Old Spelling, p. 456.

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: В в, Г г, Д д, Ж ж, Й й, Л л, П п, Ф ф, Ц ц, Ш ш, Щ щ, Ъ ъ, Ы ы, Э э, Ю ю, and Я я. Note the following somewhat similar characters: З з, И и, У у, III III, а а, 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:

аѣ (<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> (= yes)	эй (<i>ey</i>) <i>ey</i> in they
иѣ (<i>iÿ</i>) like prolonged English <i>ee</i>	юй (<i>yuy</i>) <i>you</i> plus <i>y</i> in yield
ой (<i>oy</i>) <i>oy</i>	яй (<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 (oo 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, екв, екр, ет, 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 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: ба-раж (*ba-gazh*), Бай-кал (*Bay-kal*), му-ха (*mu-kha*), пѣ-бра (*rë-bra*), каче-ство (*kache-stvo*), свой-ство (*svoy-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-ноеть (*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 въ (v''), въз (vz''), and съ (s''): отъ-ехать (*ot''-yekhat'*) but съём-ка (*c''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-звучать } <i>ot-zvu-chat'</i> }	(5, 2)
Ан-глий-ская } <i>An-gliy-skaya</i> }	(3, 2)	ото-зв-а-ние } <i>oto-zva-niye</i> }	(5, 2)
без-ал-ко-го-ль-ный } <i>bez-al-ko-go-l'-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-глу-б-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-веть } <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-shtadt-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-двиг-а-ю-щий-ся } <i>na-dvi-ga-yu-shchiy-sya</i> }	(5, 2, 4, 2, 7)	раз-вью-чи-вать } <i>raz-v'yuch-i-vat'</i> }	(5, 2, 2)
над-вя-з-ать } <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
Загранницей, 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. Господни, 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 numbers²

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	четырёхсотый	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:

¹The 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 **Ее**, and **ОЙ** to **Ое**.

1. There were used the additional *i* (in the alphabet, after *и* and before *к*, as *й* was not considered a separate letter), *ѣ* (after *ѡ*), *ѐ* (after *я*), and *ѵ* (after *ѓ*).
 2. *I* was used only before another vowel letter and in the word *миръ*, world. It is now replaced by *и* (*миръ* became *мир*).

3. *Ѣ* occurred in certain words and in some grammatical endings. It represented the same sound as *e* and is now replaced by *e* everywhere. In a few cases *ѣ* was pronounced like *ě*, and where *e* is now printed with diacresis (¨), the replacement of *ѣ* is, of course, *ě*.

4. *Ѧ* was used in words of Greek origin, for Greek *θ* (th). It was pronounced *f*, and is now replaced by *f*.

5. *Ѧ* was used in a few ecclesiastical words, for Greek *υ* (*u, y*). 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 *ь*. 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*, *-аго*; these were replaced by *-оро*, *-еро*.

9. The plural nominative of adjectives agreeing with feminine and neuter nouns was written *-ыя*, *-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, *Ocherk 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>ía</i>	<i>ié</i>	<i>ió</i>	<i>íu</i>
<i>ua</i>	<i>ue</i>	<i>uo</i>	<i>ui</i>	<i>úa</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*, *úa*, *úe*, *úo*, *úi*.

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>iii</i>	<i>uai</i>	<i>uei</i>	<i>uoi</i>	
<i>iau</i>	<i>ieu</i>	<i>iou</i>		<i>uau</i>	<i>ueu</i>	<i>uou</i>	<i>uiu</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., *í-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-ci-ón*, *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*, *temi-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*), *coincidencia* (better *coin-cidencia*). In no case may division on a prefix be made, however, before an *s* followed by another consonant: *cons-titución* (never *constitución*), *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*, *anastomosis*.

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-f-ses	(4, 2)
cre-f-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>)	<i>ca</i>	<i>co</i>	<i>cu</i>	<i>que</i>	<i>qui</i>
(<i>kw</i>)	<i>cua</i>	<i>cuo</i>		<i>cüe</i>	<i>cüi</i>
(<i>g</i>)	<i>ga</i>	<i>go</i>	<i>gu</i>	<i>gue</i>	<i>gui</i>
(<i>gw</i>)	<i>gua</i>	<i>guo</i>		<i>güe</i>	<i>güi</i>

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; *aqué*, 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.		Srita., Srta.	señorita, young lady, Miss
E. U. A.	Estados Unidos de América, United States of America	S. S.	Su Señoría, His Lordship
Gral.	general, general	Sto.	santo, saint
hh.	hojas, leaves	t.	tomo, volume
Hnos.	hermanos, brothers	tip.	tipografía, printing office
ib.	ibídem, in the same place	Ud., V., Vd.	usted, you (singular)
íd.	ídem, the same	Uds., VV.	ustedes, you (plural)
Ilmo.	Ilustrísimo, Very Illustrious	V.	véase, see
Lic., Lcdo.	licenciado, licensed	V. A.	Vuestra Alteza, Your Highness
L. S.	lugar del sello, place of the seal	V. E.	Vuestra Excelencia, Your Excellency
Méx.	México, Mexico	V. M.	Vuestra Majestad, Your Majesty
m/n.	moneda nacional, national currency	Vm.	Vuestra Merced, Your Worship
n. a.	nota del autor, author's note	&	y, and
No., N ^o .	número, number		
núm.			
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	novcientos, -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°)	first	cuadragésimo	fortieth
segundo, -a (2°)	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>
			T	t	<i>t</i> ²
			U	u	<i>u</i> in fuse; also roughly equivalent to unstressed <i>ue</i> in value
H	h	<i>h</i> ; silent before <i>j</i> and <i>v</i>	V	v	<i>v</i>
I	i	<i>i</i> in sit; <i>ee</i> in tree	W	w	<i>v</i>
J	j	<i>y</i> in yet; in some foreign words pronounced <i>sh</i>	X	x	<i>x</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	Y	y	like German <i>ü</i> or French <i>u</i>
L	l	<i>l</i> ; silent before <i>j</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 *aktsie*).

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, å, ä, and ö*; the so-called back vowels being *a, o, u, and å*; 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 *fiŋg-er*). 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*, *rev-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-niŋg*.

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*, *öter*, 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-fragma*, *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*, *ia-ren*, *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-stä-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-stä-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-bet	(7, 6)	sön-der-sku-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-p-an-de	(5, 3, 3)
ex-er-cis	(8, 3)	upp-rätt-hål-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 company	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, observation	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
fyrty	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
sjuttionde	seventeenth
adertonde	eighteenth

nittonde	nineteenth
tjugonde	twentieth
tjuguförsta	twenty-first
tjuguandra, etc.	twenty-second, etc.
trettionde	thirtieth
fyrtyionde	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	ı	<i>i</i> in machine	Ü	ü	see Special characters
I	ı	<i>i</i> in sir	Ū	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, Ū ū, and Ü ü. The characters Ğ ğ occur also as Ğ ğ. Note the characters İ I, ı i. 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-skaut*. 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-muş-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, 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-graf	(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-tün	(4, 2, 2)
cüm-hu-ri-ye-ti	(3, 2, 2, 2)	ser-best-çe	(3, 3)
çağ-ırıl-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, 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-şık-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
a y n.	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
Hız.	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	yirminci	twentieth
beşinci	fifth	yüzüncü, etc.	hundredth, etc.
altıncı	sixth	bininci, etc.	thousandth, etc.
yedinci	seventh		
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
Pazartesi
Salı
Çarşamba

Sunday
Monday
Tuesday
Wednesday

Perşembe
Cumâ
Cumartesi

Thursday
Friday
Saturday

Seasons

ilkbahar
yaz

spring
summer

sonbahar
kış

autumn
winter

Time

saat
gün
hafta

hour
day
week

ay
yıl, sene

month
year

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 Slovinian (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 Slovinian 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, 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, 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, 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, Ю ю, Я я, ' ; formerly also used: Ѓ ґ, І і

White Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, І і, Ы ы, 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: Ѓ ґ

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, Ь Ѫ, Ъ Ѫ, Ъ 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, Ђ ђ, 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, У у, 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	ѓ	<i>g'</i> in Macedonian only; linguistics, <i>ǵ</i>
Д	д	<i>d</i>
Ђ	ђ	<i>ḋ</i> or <i>dj</i> in Serbian only; Library of Congress and linguistics, <i>ḋ</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>yě</i> and <i>ě</i> in Russian, as for <i>ye</i> and <i>e</i> ; in White Russian, <i>iô</i> ; not used elsewhere; Library of Congress always uses <i>ě</i> in Russian; linguistics, <i>é</i> or <i>ĕ</i>
Є	є	<i>ye</i> in Ukrainian only; Library of Congress, <i>ȳ</i> ; linguistics, <i>ĕ</i> or <i>je</i>

Ж	ж	<i>zh</i> ; linguistics, <i>ž</i>
З	з	<i>z</i> ; Library of Congress, <i>zh</i> in Ukrainian, <i>ž</i> in Serbian
С	с	<i>dz</i> in Macedonian only; linguistics, <i>z</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; linguistics, <i>l̑</i>
М	м	<i>m</i>
Н	н	<i>n</i>
Њ	њ	<i>n</i> or <i>nj</i> in Macedonian and Serbian only; Library of Congress, <i>nj</i> ; linguistics, <i>n̑</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>č</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>u</i>
Ф	ф	<i>f</i>
Х	х	<i>kh</i> ; Library of Congress uses <i>h</i> for Serbian; linguistics, <i>x</i> and <i>ch</i>
Ц	ц	<i>ts</i> ; Library of Congress, <i>t̑s</i> for Russian, <i>c</i> for Serbian and Macedonian; 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>ȝ</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>ũ</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>ye</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>
Ѧ	ѧ	<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>ū</i> ; linguistics, <i>ü</i> and <i>jū</i>
Я я	<i>ya</i> ; not used in Macedonian and Serbian; Library of Congress, <i>ā</i> ; linguistics, <i>ā</i> and <i>ya</i>
Ѡ ѡ	<i>f</i> in Russian only; no longer used
Ѣ ѣ	<i>y</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>ǎ</i>
І-Ѧ І-ѧ	<i>ya</i> in Bulgarian only; no longer used; linguistics, <i>ǝ</i> or <i>jǝ</i> , Ukrainian and Macedonian only, instead of older Ѧ; trans- literate by double apostrophe ("), single apostrophe (') is used for Ѧ 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, ѧ, І-Ѧ, Ѡ, and ѡ. In addition there were ѡ (Greek) = *ō*, ѡа (equal to modern я), І-е (equal to Ukrainian е), ѡ = *e* (nasal *e*), ѡа = *ě* (*ye* or *jě*), ѧ (Greek) = *ks* (*x*); ѧ (Greek) = *ps*; ѡ appeared as ѡІ or ѡ, and also as ѡІ (*ūī*, *ūī*, *ūī*). 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, ѡ, but had a letter corresponding to Serbian ѡ.

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[Numbers in parentheses refer to rules; *italic* indicates exact terminology]

[For lists of capitalization, spelling, compounding, and abbreviations, see Guide to Capitalization, p. 31; Spelling, p. 57; Guide to Compounding, p. 78; Abbreviations, p. 155]

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