

JAMES T. CAMERON - ROOM C804

UNITED STATES
GOVERNMENT
PRINTING
OFFICE

Style Manual



MARCH 1984

UNITED STATES GOVERNMENT
PRINTING OFFICE

Style Manual

1984

ISSUED BY THE PUBLIC PRINTER

UNDER AUTHORITY OF 44 U.S.C. 1105

APPROVED BY CONGRESS OCTOBER 22, 1968



WASHINGTON : 1984

For sale by the Superintendent of Documents, U S. Government Printing Office
Washington, DC 20402

Stock Number 021-000-00120-1 (Paper); Stock Number 021-000-00121-0 (Buckram)

UNITED STATES GOVERNMENT PRINTING OFFICE STYLE BOARD

ROBERT C. McCARTOR, *Chairman*

RICHARD E. HINES	ROY W. MORTON
WILLIAM C. KRAKAT	MURIL H. MOSS
WALTER R. BARBER	EDGAR A. BRODHEAD
S. JEAN McCORMICK, <i>Adviser</i>	

Ex Officio

GLENN H. ROTTMANN <i>Production Manager</i>	BENNIE BAKOWSKI <i>Night Production Manager</i>
--	--

JOHN H. COSTELLO
Superintendent of EPD

ROBERT H. BIBEAU <i>Foreman, Proof Section (1)</i>	CHARLES P. ADAMS, JR. <i>Foreman, Proof Section (2)</i>	RICHARD B. APPEL <i>Foreman, Proof Section (3)</i>
---	--	---



UNDER DIRECTION OF ACTING PUBLIC PRINTER
WILLIAM J. BARRETT

Library of Congress Cataloging in Publication Data

United States. Government Printing Office.

Style manual.

Includes index.

Supt. of Docs. no.: GP 1.23/4:St 9/984

1. Printing, Practical—Style manuals. 2. Printing, Public—United States. I. Title.

Z253.U58 1984 808'.02 84-600037

Previous printings of GPO STYLE MANUAL:

1894	1903	1911	1917	1924	1929	1935	1945	1962
1898	1908	1912	1922	1926	1933	1937	1953	1967
1900	1909	1914	1923	1928	1934	1939	1959	1973

APPROVED FOR PRINTING BY
THE JOINT COMMITTEE
ON PRINTING



CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
Washington, DC, March 1, 1984.

DEAR SIR: We have received the proof pages of the latest edition of the Government Printing Office STYLE MANUAL.

The proofs as compiled and submitted demonstrate the depth of capable research and expert application by the GPO Style Board in the development of this important document. On behalf of all the members of the Joint Committee on Printing, I am pleased to approve these proofs for printing as the 1984 GPO STYLE MANUAL.

Sincerely,

AUGUSTUS F. HAWKINS,
Chairman.

To the Acting PUBLIC PRINTER,
Government Printing Office.

JOINT COMMITTEE ON PRINTING

AUGUSTUS F. HAWKINS, Representative from California, *Chairman*
CHARLES MCC. MATHIAS, JR., Senator from Maryland, *Vice Chairman*
JOSEPH M. GAYDOS, Representative from Pennsylvania
ED JONES, Representative from Tennessee
BARBARA F. VUCANOVICH, Representative from Nevada
PAT ROBERTS, Representative from Kansas
MARK O. HATFIELD, Senator from Oregon
HOWARD H. BAKER, JR., Senator from Tennessee
WENDELL H. FORD, Senator from Kentucky
CLAIBORNE PELL, Senator from Rhode Island

Thomas J. Kleis, Staff Director

EXTRACT FROM THE PUBLIC PRINTING LAW

AS CODIFIED OCTOBER 22, 1968



SECTION 1105. THE PUBLIC PRINTER SHALL DETERMINE THE FORM AND STYLE IN WHICH THE PRINTING OR BINDING ORDERED BY A DEPARTMENT IS EXECUTED, AND THE MATERIAL AND THE SIZE OF TYPE USED, HAVING PROPER REGARD TO ECONOMY, WORKMANSHIP, AND THE PURPOSES FOR WHICH THE WORK IS NEEDED. (PUBLIC LAW 90-620, OCT. 22, 1968, 82 STAT. 1261.)

ABOUT THIS MANUAL

Due to the discontinuance of hot metal printing at the Government Printing Office, the instructions in this edition of the GPO STYLE MANUAL have been couched in the language of the electronic photocomposition processes. Where possible, printing terminology has been retained to help bridge the gap between the old and the new methods of printing.

Editors and writers whose disciplines have taught them aspects of style different from rules followed in this MANUAL will appreciate the difficulty of establishing a single standard. The STYLE MANUAL has served Federal printers since 1894, and with this 28th edition, the traditions of printing and graphic arts are carried forward into new technologies.

Comments and suggestions from users of the STYLE MANUAL are invited. All such correspondence should be addressed as follows:

Chairman, GPO Style Board
Room A722, Mail Stop PDE
U.S. Government Printing Office
North Capitol and H Sts. NW.
Washington, DC 20402

Telephone inquiries may be made by calling 202-275-2348.

For the purposes of this MANUAL, printed examples throughout are to be considered the same as the printed rules.

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 typesetting 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 printer's stylebook. Easy rules of grammar cannot be prescribed, for it is assumed that editors are versed in correct expression. As a printer's book, it necessarily uses terms that 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. 2-4.)

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 that enter into the translation of manuscript into type.

CONTENTS

Chapter	Page
About this manual	vi
Preface.....	vii
1. Suggestions to authors and editors	1
2. General instructions	7
3. Capitalization	23
4. Guide to capitalization	35
5. Spelling.....	63
6. Compound words	73
7. Guide to compounding.....	81
8. Punctuation	117
9. Abbreviations.....	135
List of standard word abbreviations	146
List of standard symbols for units of measure.....	150
10. Signs and symbols	155
11. Italic.....	161
12. Numerals	165
13. Tabular work.....	173
14. Leaderwork.....	197
15. Text footnotes, indexes, and contents.....	201
16. Datelines, addresses, and signatures	205
17. Courtwork	215
18. Useful tables.....	227
19. Counties.....	245
20. Plant and insect names.....	257
21. Congressional Record.....	275
Congressional Record Index.....	308
22. Senate and House Journals.....	317
23. Nominations, reports, and hearings	329
24. Foreign languages	355
Danish.....	356
Dutch.....	362
Finnish.....	366
French.....	372
German.....	380
Greek (Classical)	387
Greek (Modern).....	390
Hebrew.....	396
Hungarian.....	402
Italian	408
Latin.....	413
Norwegian.....	419
Polish	425
Portuguese	430
Russian	436
Spanish	442
Swedish.....	448
Turkish	453
Slavic languages and their alphabets.....	457
Index.....	461



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. Changes on proofs add greatly to the expense and delay the work, therefore copy must be carefully edited before being submitted to the Government Printing Office.

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 unnecessary expense, mutilation of copy, and to expedite GPO production, each page should begin with a paragraph.

1.6. Tabular matter and illustrations should be on separate sheets, as each is handled separately during typesetting.

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

1.8. The chemical symbols Al, Cl, Tl are sometimes mistaken for A1, C1, T1 in typewritten matter. Editors must indicate whether the second character is a letter or a figure. (See rule 2.37.)

1.9. Copy in a foreign language should be marked accurately as to capitalization, punctuation, accents, etc.

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

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 (44 U.S.C. 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. Photographs, drawings, legends, etc., for illustrations should appear in the manuscript in proper sequence.

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

1.14. To reduce the possibility of costly blank pages, avoid use of new odd pages and halftitles whenever possible. Generally these refinements should be limited to quality bookwork. (See rule 2.3.)

1.15. 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**.

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

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

1.18. 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.

1.19. 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.

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

1.21. When nonstandard trim sizes and/or type areas are used, indicate head and back margins desired. Otherwise, GPO will determine margins.

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 Government Printing Office and departmental publications relate to material included in the *STYLE MANUAL*. Most may be purchased from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. For free lists of these and other such publications, request SB-077, Printing and the Graphic Arts, and SB-087, Stenography, Typing and Writing.

Word Division, a supplement to Government Printing Office Style Manual, 190 pages. 1982. GP 1.23/4:St 9/supp.976. S/N 021-000-00006-0.

Basic rules for division of words; division into syllables of about 20,000 words.

Photocomposition Type Faces, 320 pages. Illustrated. GP 1.2:T 98/14. S/N 021-000-00106-6.

Government Paper Specification Standards No. 9. December 1981. Y 4.P 93/1:7/9. S/N 052-070-81002-5.

Basic manual in looseleaf form. Should be of value and interest to paper manufacturers, printing establishments, and others concerned with paper standards. Contains standards to be used in testing and definitive color standards for all mimeograph, duplicator, writing, manifold, bond ledger, and index papers.

Technical and scientific guides

American National Standard Guidelines for Format and Production of Scientific and Technical Reports, 16 pages. American National Standards Institute, Inc. ANSI Z39.18-1974. (To order, see note (3), p. 8.)

Prescribes the order and specifications of the elements of a report. Takes into account the growing use of microform and electronic storage and abstract services. Contains guidelines that will help the researcher in locating, referencing, and comparing source information. Covers type and page size, tables, formulas, paper stock, and binding.

Clarity in Technical Reporting, 25 pages. 1964, reprinted 1977. NAS 1.21:7010. S/N 033-000-00513-0.

Levels of Edit, 26 pages. 1980. NAS 1.12/7:80-1. S/N 033-000-00785-0.

Prepared by the Jet Propulsion Laboratory, this booklet outlines a methodology for editing technical manuscripts.

Patents and Trademarks Style Manual. Supplement to United States Government Printing Office Style Manual.

Data base publishing

Publishing From a Full Text Data Base. Graphic Systems Development Division, Government Printing Office, 184 pages. Illustrated. 1983, 2d edition. S/N 021-000-00116-3.

Describes GPO's concept of full text data base development and discusses such factors as design, application, and job control.

Microfiche specifications

National Standard Microfiche of Documents, 15 pages. National Micrographics Association. ANSI PH5.9-1975 (NMA MS5-1975). (To order, see note (3), p. 8.)

Specifications provided for microfiche intended for direct use by the customer: "distribution fiche." Offers definitions of some terms.

Guide for Selecting Microfiche Requirements and Quality Attributes for Microfiche Contract. Available from GPO, Manager of Quality Control and Technical Department.

Writing aids

Effective Revenue Writing: Number 1, 268 pages. Illustrated. 1969, reprinted 1980. T 22.19/2:W 93/no.1/969. S/N 048-004-00036-9.

Basic course designed to give a brief, practical review of writing principles, grammar, and punctuation.

Effective Revenue Writing: Number 2, 198 pages. Illustrated. Rev. 1978. T 22.19/2:W 93/no.2/978. S/N 048-004-00037-7.

Advanced course to help experienced writers diagnose weaknesses.

Effective Writing: Manager's Role, Writing Seminar for Managers, 46 pages. 1975, reprinted 1977. T 22.19/2:W 93/2. S/N 048-004-01295-2.

Effective Writing: Workshop Course, 106 pages. Rev. 1975. T 22.19/2:W 93/3. S/N 048-004-01288-0.

A self-teaching text emphasizing effective communication for writers.

Gobbledygook Has Gotta Go, 112 pages. Illustrated. 1966, reprinted 1980. I 53.2:G 53. S/N 024-011-00002-0.

Concerned with improvement of Government communication.

Be a Better Writer, 38 pages. Illustrated. Environmental Protection Agency. 1980. EP 1.8:W 93. S/N 055-000-00188-0.

United States Air Force Effective Writing Course, 71 pages. Illustrated. 1980. D 301.35:13-5. S/N 008-070-00444-5.

Although written for Air Force personnel to coincide with three films (which are unavailable to the public), most of the principles are applicable to civilian use.

Correspondence style

U.S. Government Correspondence Manual, 66 pages. Illustrated. GS 4.6/2:C 81/2. S/N 022-000-00129-9.

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

Plain Letters, 53 pages. National Archives and Records Service, General Services Administration. Illustrated. S/N 022-002-00041-4.

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

Form and Guide Letters, 44 pages. National Archives and Records Service, General Services Administration. Illustrated. S/N 022-003-00903-5.

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

Bibliographical style (See also rule 2.147.)

Bibliographical Procedures & Style: A Manual for Bibliographers in the Library of Congress. U.S. Library of Congress. By Blanche Prichard McCrum and Helen Dudenbostel Jones. Washington, 1954. Reprinted 1966 with list of abbreviations.

Outdated in places and will eventually be revised but not in the immediate future.

Legal writing aids

NLRB Style Manual, 119 pages. National Labor Relations Board. Washington, DC. 1983. S/N 031-000-00237-1. L/R 1.6/2:ST9.

The manual encourages use of plain English. Designed to simplify legal writing, it offers useful guidelines to all writers.

Document Drafting Handbook, 66 pages. Illustrated. 1980. GS 4.107/a:D 659. S/N 022-001-00088-4.

Designed to help Federal agencies prepare documents for publication in the Federal Register.

Title leaves of books

American National Standard for Title Leaves of a Book, 8 pages. American National Standards Institute, Inc. ANSI Z39.25-1980. (To order, see note (3), p. 8.)

Guidelines for determining the location and types of information that should appear on title leaves and in the contents of a book. Information includes: Title, author(s), contributors, publisher and place of publication, dates and details of edition, numbering of volume, copyright notice, cataloguing in publication data, international standard book number, Library of Congress catalog card number, abstract, and printer. Section on definitions included.

American National Standard for Periodicals: Format and Arrangement, American National Standards Institute, Inc., 16 pages. ANSI Z39.1-1977. (To order, see note (3), p. 8.)

Details of format and arrangement of periodicals to enable scholars, librarians, documentalists, and subscription agencies to identify periodicals and their component parts. Terms in standard defined. Includes specifications for cover and spine, table of contents and masthead, pagination, page format including margin width, errata, instructions to authors, volume specifications, etc.

Journalism

Journalist 1 and C, 363 pages. Illustrated. Rev. 1978. D 207.208/2:J 82/2/978. S/N 008-047-00242-4.

Navy training manual. Forms a self-study package designed for individual, rather than classroom, study.

Journalist 3 and 2, 518 pages. Illustrated. 1973, reprinted 1975. D 207.208/2:J 82/973. S/N 008-047-00177-1.

Although written for Navy trainees, subjects applicable for civilian journalism. Basic newswriting, advance stories, rewrites, and followups, libel, photo journalism, headlines and outlines, printing and layout, etc.

Newspaper Production Techniques: An Aid in Preparing and Designing a Modern Publication, 71 pages. Illustrated. 1981. D 101.2:N 47. S/N 008-020-00891-5.

Nine lessons on newspaper graphics, sample pages for use of typefaces, layouts, headline designs, and illustrations.

Also helpful to writers and editors are such publications as:

The Chicago Manual of Style, University of Chicago Press. 13th ed., revised and expanded. Chicago: University of Chicago Press, 1982.

Anglo-American Cataloguing Rules. 2d ed. Prepared by the American Library Association, the British Library, the Canadian Committee on Cataloguing, the Library Association, and the Library of Congress. Edited by Michael Gorman and Paul W. Winkler. Chicago: American Library Association. Ottawa: Canadian Library Association. 1978.

A Uniform System of Citation, 237 pages. 13th ed. Cambridge: Harvard Law Review Association. 1981.

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

⊙	Insert period	<i>rom.</i>	Roman type
^	Insert comma	<i>caps.</i>	Caps—used in margin
:	Insert colon	≡	Caps—used in text
;	Insert semicolon	<i>C+sc</i>	Caps & small caps—used in margin
?	Insert question mark	≡	Caps & small caps—used in text
!	Insert exclamation mark	<i>l.c.</i>	Lowercase—used in margin
=/	Insert hyphen	/	Used in text to show deletion or substitution
∨	Insert apostrophe		
↖↗	Insert quotation marks	2	Delete
$\frac{1}{N}$	Insert 1-en dash	3	Delete and close up
$\frac{1}{M}$	Insert 1-em dash	<i>w.f.</i>	Wrong font
#	Insert space	⊂	Close up
<i>ld></i>	Insert () points of space	⊃	Move right
<i>skill</i>	Insert shilling	⊄	Move left
✓	Superior	⊅	Move up
^	Inferior	⊆	Move down
(/)	Parentheses		Align vertically
[/]	Brackets	=	Align horizontally
□	Indent 1 em	⊥	Center horizontally
□□	Indent 2 ems	⊥	Center vertically
#	Paragraph	<i>eq. #</i>	Equalize space—used in margin
<i>no #</i>	No paragraph	✓✓✓	Equalize space—used in text
<i>tr</i>	Transpose ¹ —used in margin	Let it stand—used in text
~	Transpose ² —used in text	<i>stat.</i>	Let it stand—used in margin
<i>sp</i>	Spell out	⊗	Letter(s) not clear
<i>ital</i>	Italic—used in margin	<i>run over</i>	Carry over to next line
—	Italic—used in text	<i>run back</i>	Carry back to preceding line
<i>b.f.</i>	Boldface—used in margin	<i>out, see copy</i>	Something omitted—see copy
~~~~	Boldface—used in text	<i>SI?</i>	Question to author to delete ³
<i>s.c.</i>	Small caps—used in margin	^	Caret—General indicator used to mark position of error.
≡	Small caps—used in text		

¹In lieu of the traditional mark "tr" used to indicate letter or number transpositions, the striking out of the incorrect letters or numbers and the placement of the correct matter in the margin of the proof is the preferred method of indicating transposition corrections. (See rule 2.88.)

²Corrections involving more than two characters should be marked by striking out the entire word or number and placing the correct form in the margin. This mark should be reserved to show transposition of words.

³The form of any query carried should be such that an answer may be given simply by crossing out the complete query if a negative decision is made or the right-hand (question mark) portion to indicate an affirmative answer. (See example, p. 6.) (See rule 2.84.)

# TYPOGRAPHICAL ERRORS

reset 8pt. C & SC

(SC) It does not appear that the earliest printers had e  
 eg # 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; 1/2  
 what we should term office editors. Their labors  
 not were chiefly to see that the proof corresponded to  
 the copy, but that the printed page was correct  
 L/; in its latinity—that the words were there, and stat  
 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  
 not/s modern sense, were impossible until professional  
 readers were employed men who had first a 1/1/tu  
 printer's education, and then spent many years  
 i in the correction of proof. The orthography of  
 English, which for the past century has under-  
 gone little change, was very fluctuating until after  
 the publication of Johnson's Dictionary, and capi-  
 tals, which have been used with considerable regu-  
 larity for the past 80 years, were previously used  
 (tu) on the miss or hit plan. The approach to regu-  
 it larity, so far as we have, may be attributed to the  
 growth of a class of professional proofreaders, and  
 it is to them that we owe the correctness of modern  
 #/2 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 govern-  
 [ mental interference. They were frequently (out, see copy)  
 printed from imperfect texts, and were often modified  
 to meet the views of those who published h  
 # them. The story is related that a certain woman  
 in Germany, who was the wife of a printer, and lc/who  
 had become disgusted with the continual assertions  
 3/of/prom 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  
 (wf) that it read Narr instead of Herr, thus making  
 "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  
 (Bland tr. up) and in 1632, in printing the seventh commandment.  
 He was fined £3,000 on this account.

NOTE.—The system of marking proofs can be made easier by the use of an imaginary vertical line through the center of the type area. The placement of corrections in the left-hand margin for those errors found in the left-hand portion of the proof and in the right-hand margin for right-side errors prevents overcrowding of marks and facilitates corrections. (See also rule 2.87.)



## 2. GENERAL INSTRUCTIONS

(FOR EDITORS, COPY PREPARERS, TYPESETTERS, AND COMPOSITORS)

### JOB PLANNING

2.1. Before actual production begins, a job scheduled for printing is reviewed by a planner who designs a program by which the needs of the publication are met. The format selected by the planner establishes such things as the typefaces to be used in the job, the breakdown of headings, running heads and folios, page length, and spacing. The format determines the codes used by the preparer, who readies the manuscript for the keyboard stage of production. Following instructions of the submitting agency, the planner, in effect, lays out the job in advance. Thus, completely unlike procedures followed in the past, today's computer-oriented product is literally made up before it is put into type. Consequently, it is necessary for the customer agencies to communicate precise details of their needs before production begins.

2.2. Changes in recent years in the needs of the library community have led to a move toward uniform treatment of the component parts of publications. In developing standards to guide publishers of Government books, consideration has been given to the changing needs of those who seek to produce, reference, index, abstract, store, and retrieve data. Certain identifying elements shall be printed on all publications in accordance with this MANUAL and with standards developed by the American National Standards Institute, Inc. (ANSI).

Publications such as books and pamphlets should contain:

- (a) Title and other title information;
- (b) Name of department issuing or creating publication;
- (c) Name of author(s) and editor(s) (department or individual);
- (d) Date of issuance;
- (e) Availability (publisher or printer and address);
- (f) Superintendent of Documents classification and stock numbers; and
- (g) The International Standard Book number (if assigned).

(See ANSI Standard Z39.15, Title Leaves of a Book.)

Reports of a scientific or technical nature should contain:

- (a) Title and other title information;
- (b) Report number;
- (c) Author(s);
- (d) Performing organization;
- (e) Sponsoring department;
- (f) Date of issuance;
- (g) Type of report and period covered;
- (h) Availability (publisher or printer and address); and
- (i) Superintendent of Documents classification and stock numbers.

(See ANSI Standard Z39.18, Guidelines for Format and Production of Scientific and Technical Reports.)

## Group A

*Report number* → CRREL report; 82-42

## Group B

*Title* → **THE EFFECTS OF CONDUCTIVITY  
ON HIGH-RESOLUTION IMPULSE  
RADAR SOUNDING**

*Subtitle (if any)* → **Ross Ice Shelf, Antarctica**

*Author(s)* → Rexford M. Morey and Austin Kovacs  
*Performing organization name and address* → U.S. Army Corps of Engineers  
 Cold Regions Research and Engineering Laboratory  
 Hanover, NH 03755

*Date* → Published December 1982

*Type of report and period covered* → Final report  
 December 1981 to December 1982

*Availability statement* → Availability unlimited  
 For sale by Superintendent of Documents  
 S/N 008-000-00158-9

## Group C

*Sponsoring organization name and address* → Prepared for  
 National Science Foundation  
 Washington, DC 20550

## NOTES:

(1) This sample report cover is reduced in size.

(2) In this sample items are justified left. Other cover designs and typefaces are acceptable.

(3) This sample page was prepared according to the guidelines of the American National Standards Institute, 1430 Broadway, New York, NY 10018. Users of ANSI standards are cautioned that all standards are reviewed and subject to revision periodically.



Journals, magazines, periodicals, and similar publications should contain:

- (a) Title and other title information;
  - (b) Volume and issue numbers;
  - (c) Date of issue;
  - (d) Publishing or sponsoring department;
  - (e) Availability (publisher or printer and address);
  - (f) International Standard Serial Number; and
  - (g) Superintendent of Documents classification and stock numbers.
- (See ANSI Standard Z39.1, Periodicals: Format and Arrangement.)

2.3. Government publications will be made up in the following order. The "new odd page" designations refer, generally, to bookwork and are not required in most pamphlet- and magazine-type publications. (See rules 1.14 and 2.5.)

- 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). 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.
- g. *Preface*, by author (new odd page).
- h. *Acknowledgments* (if not part of preface) (new odd page).
- i. *Contents* (new odd page), immediately followed by list of illustrations and list of tables, as parts of contents.
- j. *Text*, begins with page 1 (if halftitle is used, begins with p. 3).
- k. *Glossary*.
- l. *Bibliography* (new odd page).
- m. *Appendix* (new odd page).
- n. *Index* (new odd page).

2.4. To number preliminary pages, use small-cap numerals.

2.5. Booklets of 32 pages or less can be printed more economically with a self-cover. A table of contents, title page, foreword, preface, etc., is not usually necessary with so few pages. If some of this preliminary matter is necessary, it is more practical to combine this material; i.e., contents on cover; combine contents, title, foreword on cover 2, etc.

2.6. Before makeup can be started the length of type page and style of folios to be used must be ascertained.

2.7. Widow lines at top of pages are to be avoided, if possible, but are permitted if necessary to maintain uniform makeup and page length. Paragraphs may start on the last line of a page, whenever necessary. If it is found necessary to make a short page, the facing page should be of approximately equal length, if the text permits.

2.8. 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.

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

2.10. 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 4 points from last line.

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

2.12. Avoid use of running heads in conjunction with bottom folios.

2.13. 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.

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

2.15. Six-point headnotes above tables are enclosed in brackets and are repeated with continued heads.

2.16. 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.

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

2.18. 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.

2.19. In making up a page of two or more columns, text will be doubled up over illustrations.

2.20. Two or more short footnotes coming together may be combined into one line, with 2 ems of space between footnotes.

¹ Preliminary.    ² Including imported cases.    ³ Imported.

2.21. Backstrips should run down (from top to bottom) on all publications.

## COPY PREPARATION

2.22. The first duty of copy preparers is to mark those things that are not readily understood and to indicate headings, indentions, dashes, new pages, and other matters of style necessary to give the completed book a good typographic appearance.

2.23. If a preparer considers a customer's request for new odd pages and/or half titles unwarranted or excessive, he or she must bring this to the attention of the supervisor who will question these pages to the ordering agency.

2.24. Preparers 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, text matter will be set in 10-point

solid and tables in 7 point. Where down rules are requested in tables, hairline rules will be used. (See rule 13.3.)

2.25. 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.

### Capitalization

2.26. Unusual capital and lowercase letters must be indicated.

### Datelines, addresses, and signatures

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

### Decimals and common fractions

2.28. In figure columns containing decimals or common fractions, such decimals and/or fractions will not be aligned.

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

2.29. 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

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

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

2.32. If it is necessary to cut copy for parallel tables, portions will be folioed down the left-hand side first, then down the right-hand side.

### Footnotes and reference marks

(For text, see rules 15.1–15.20; for tables, see rules 13.75–13.96.)

### Headings

2.33. The locators to be used for all headings must be marked. Caps, caps and small caps, small caps, caps and lowercase, lowercase first up (first words and proper nouns capitalized), or italic must be prepared. (See rule 3.51.)

### Pickup

2.34. 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

2.35. Sidenotes and cut-in notes should be avoided.



### Signs, symbols, etc.

2.36. 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.

2.37. In the event typewriters use the same characters for figure 1 and lowercase l and cipher and capital O, all such characters will be printed as figures unless otherwise marked.

### Letters illustrating shape and form

2.38. Capital letters of the text face will be used to illustrate shape and form, as U-shape(d), A-frame, T-bone, and T-rail.

2.39. 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.

2.40. A capital is used in *U-boat*, *V-8*, and other expressions which have no reference to shape or form.

### "Follow literally" and "FIC and punc."

2.41. After submittal to the GPO, manuscript copy is rubber-stamped "Fol. lit." or "FIC and punc." The difference between these two typesetting instructions is explained thus:

In "Fol. lit." (follow literally) copy we do not make any changes. 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. The lack of preparation on copy so designated shall, in itself, constitute preparation. "Fol. lit." does not include size and style of type or spacing.

In "FIC & punc." (follow, including capitalization and punctuation) copy, we correct obvious errors.

2.42. Excerpts for congressional hearings (8 point) and the Congressional Record (7 point) will be stamped and set "FIC & punc." unless otherwise instructed. Datelines, address lines, signature lines, tables, and leaderwork are to be prepared according to *STYLE MANUAL* rules.

In all quoted amendments and excerpts of bills and in reprinting bills, bill style is to be followed at all times.

2.43. In congressional hearings, the name of interrogator or witness who continues speaking is repeated following a head set in Century bold, a paragraph enclosed in parentheses, and a paragraph enclosed in brackets.

In a head set in Century bold, the title "Mr." is not used, and "the Honorable" preceding name is shortened to "Hon." Street addresses are also deleted. Example: "Statement of Hon. John P. Blank, Member of American Bar Association, Washington, DC."

2.44. To prevent confusion and delay and to ensure economy in printing, all copy 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. lit."

2.45. Follow the position of quotation marks in relation to other punctuation marks in matter marked "Fol. lit." and "FIC & punc." Abbreviations with points (as in U.S.C., U.S.) close up. Abbreviations also close up in "Fol. lit." matter, unless prepared with spaces. (See rule 9.7.)

2.46. 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.

2.47. "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.

2.48. 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 supervisor in the markup section.

## Abbreviations

2.49. 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.

## TYPE COMPOSITION

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

2.51. In correcting pickup matter, the operator must indicate plainly on the proof what portion was actually reset.

2.52. 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.

2.53. Corrections of queries intended for the author should not be made. Such queries, however, are not to be carried on jobs going directly to press.

## Leading and spacing

2.54. Spacing of text is governed by the leading, narrow spacing being more desirable in solid than in leaded matter.

2.55. A single justification space (close spacing) will be used between sentences. This applies to all types of composition.

2.56. Center or flush heads set in caps, caps and small caps, small caps, or boldface are spaced with regular justification spaces between words.

2.57. Centerheads are separated from the text by slugs, the space below the head being at least 2 points less than the space above: 10 points above and 8 points below in 10-point text; 8 points above and 6 points below in 8- and 6-point text.

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

2.59. 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.

2.60. 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.

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

2.62. Extracts which are set off from the text by smaller type or are indented on both sides or indented 3 ems on the left side (courtwork only) are separated by 6 points in leaded matter and by 4 points in solid matter.

2.63. Extracts set solid in leaded matter are separated from the text by 6 points.

2.64. Flush lines following extracts are separated by 6 points of space in leaded matter and by 4 points in solid matter.

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

2.66. Legends are leaded if text is leaded, and solid if text is solid. Leaderwork is separated from text by 4 points above and 4 points below.

## Indentions

2.67. 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. Addresses are set flush left. (See examples, beginning p. 206.)

2.68. 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. Addresses are set flush left. (See examples, beginning p. 206.)

2.69. 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.

2.70. 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.

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

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



2.73. Overs in flush heads are indented 2 ems in measures less than 30 picas, and 3 ems in wider measures.

### Legends for illustrations

2.74. Legends and explanatory matter of one or two lines are centered; if more than two 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.

2.75. 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.

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

2.77. Periods are used after legends and explanatory matter beneath illustrations. However, legends without descriptive language do not use a period. (See rule 8.115.)

2.78. At beginning of legend or standing alone, *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

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

2.80. Letter symbols used in legends for illustrations are set in lowercase italic without periods.

### PROOFREADING AND COPYHOLDING

2.81. All special instructions, layouts, and style sheets must be sent to the Proof Section with the first installment of each job.

2.82. The proofreader should see that the rules governing spacing, division of words, and good printing generally have been observed.

2.83. If the proofreader detects inconsistent and erroneous statements, it is his or her duty to query them.

2.84. 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.

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

2.86. Proofs that are illegible or are in any manner defective must be called to the attention of the deskperson.

2.87. 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.

2.88. 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. The reader should obliterate entirely a defective figure and rewrite it in a ring and should not use the transposition mark in little-known words or in figures. It is better to cancel the letters or figures and write them in the margin in the order in which they are to appear.

2.89. Proofreaders and revisers must draw a ring around footnote references on proofs.

2.90. Readers must not make important changes in indentions or tables without consulting the Referee.

2.91. The marks of the copy preparer will be followed, as he or she is in a position to know more about the peculiarities of a job than one who reads but a small portion of it.

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

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

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

2.95. 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.

### IMPOSITION

2.96. Imposition is the general term applied to the task of laying out pages of 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.

2.97. In the layout of pages, each page must be in its proper sequence, determined by the type of fold desired. 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, 45 picas; trim size of finished book or pamphlet,  $5\frac{7}{8}$  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  $5\frac{7}{8}$  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 incorpo-



rated in the GPO Layout Book. These margins are followed unless requisition specified nonstandard margins.

2.98. 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 16 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.

2.99. 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.

2.100. 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 2.10-2.11.)

## REVISING

### Galley revising

2.101. The importance of revising proofs cannot be overemphasized. Although a reviser is not expected to read proof, it is not enough to follow the marks found on the proof. He or she 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 in making the corrections.

2.102. A reviser must not remodel the punctuation of the readers or make any important changes. If an important change should be made, the reviser must submit the proposed change to the supervisor for decision.

2.103. In the body of the work, new pages must be properly indicated on the proof. (For new page information, see under "Makeup".)

2.104. All instructions and queries on proofs must be transferred to the revises.

2.105. Extension numbers must be carried on revise proofs.

### Page revising

2.106. Page revising requires great diligence and care. The reviser must see that the rules governing the instructions of previous workers have been followed.

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

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

2.109. Special care must be exercised in revising corrected matter. 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.

2.110. 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 galley connects.

c. 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. Advance the "R," "2R," "3R," etc., on each set of page proofs returned from the originating office.

d. See that page folios are consecutive. Make sure running heads are correct. Observe connection pages. Verify proper sequence of footnote references and footnotes, and check that footnotes appear or begin on the same page as the corresponding reference.

e. Watch for dropouts, doublets, and transpositions.

f. Legend lines of full-page illustrations that run broad should be printed to read up—that is, the even-page legend on the binding or inside margin and the odd-page legend on the outside margin.

g. If a footnote is eliminated, do not renumber the footnotes; just change footnote to read "Footnote eliminated."

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

2.112. 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 left, with spacing on each side of the rule. (See also rule 13.88.)

### Press revising

2.113. 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 or she is required to OK all forms that go to press—bookwork, covers, jobwork, etc., and must see that all queries are answered. A knowledge of the bindery operations required to complete a book or job and familiarity with all types of imposition, folds, etc., is helpful. The reviser must be capable of ascertaining the proper head, back, and side margins for all work, to ensure proper trimming of the completed job.

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

### SIGNATURE MARKS, ETC.

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

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

125-327-72—4	116-529-72-pt. 5—3	116-529-72-vol. 1—3
	92-694 ^a -72—2	
92-694 O-72—2	92-694 OF-72—2	92-694 F-72—2
	92-694 ^m -72—2	
	92-694 ^v -72—2	

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

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

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

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

2.121. 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.

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

2.123. 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:

★17-234—72—2

★12-15-72

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

H. Doc. 73, 92-1—2  
S. Doc. 57, 92-2, pt. 1—2  
H. Rept. 120, 92-2—8

S. Doc. 57, 92-1—2  
S. Doc. 57, 92-2, vol. 1—2  
S. Rept. 100, 92-2—9

2.125. 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.

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

12-344—72 (Face p. 10)

2.127. 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.

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

12-344—72 (Face p. 19) No. 1

12-344—72 (Face p. 19) No. 2

2.129. 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

2.130. 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 1960  
Reprinted July 1965

First printed June 1960  
Revised June 1965

Original edition May 1955  
Reprinted May 1958  
Revised July 1960



2.131. 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

2.132. Unless otherwise stipulated, the Government Printing Office imprint must appear on all printed matter, except certain classified work.

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

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

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

2.136. 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 4 ems from flush right and below the bottom folio.

2.137. 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 : 1984.

### Price notices

2.138. The use of price notices is discouraged. Where such notice is needed, see rule 2.139.

2.139. 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.

### Samples of imprints, price notices, and stock numbers

#### 2.140. On title page:

U.S. GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1984

---

For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington, DC 20402 - Price 00 cents  
S/N 000-000-12345-6

#### 2.141. On last page of text:

U.S. GOVERNMENT PRINTING OFFICE : 1984  
(16 points)

---

For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington, DC 20402 - Price 00 cents  
S/N 000-000-12345-6

U.S. GOVERNMENT PRINTING OFFICE: 1984

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

U.S. GOVERNMENT PRINTING OFFICE: 1984—455-995

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

—U.S. GOVERNMENT PRINTING OFFICE: 1984—455-995

2.144. 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: 1984—455-995

2.145. Jobs which are printed offset, take an O after the date.

U.S. GOVERNMENT PRINTING OFFICE: 1984 O—207-379

### FRANKING

2.146. The franking (mailing) privilege on covers for Government publications should be at least 1½ inches from the trim.

### Bibliographies or references

2.147. There are many styles available to bibliographers, for there are many classes of documents. A Government bulletin citation, according to one authority, would be treated as follows:

Author's name (if the article is signed); title of article (in quotation marks); the publication (usually in italic), with correct references to volume, number, series, pages, date, and publisher (U.S. Govt. Print. Off.).

Therefore the example would read:

U.S. Department of the Interior, "Highlights in history of forest and related natural source conservation," *Conservation Bulletin*, No. 41 (serial number not italic), Washington, U.S. Dept. of the Interior (or U.S. Govt. Print. Off.), 1966. 1 p. (or p. 1).

Another Government periodical citation would read as follows:

Reese, Herbert Harshman, "How To Select a Sound Horse," *Farmers' Bulletin*, No. 779, pp. 1-26 (1917), U.S. Dept. of Agriculture.

Clarity may be maintained by capitalizing each word in book titles, but only the first word in the title of articles.

Other examples are:

Preston W. Slosson, *The Great Crusade and After: 1914-1928* (New York: Macmillan, 1930)

Edward B. Rosa, "The economic importance of the scientific work of the government," *J. Wash. Acad. Sci.* 10, 342 (1920)

Or:

Preston W. Slosson, *The Great Crusade and After: 1914-1928* (New York: Macmillan, 1930)

Edward B. Rosa, "The Economic Importance of the Scientific Work of the Government," *J. Wash. Acad. Sci.* 10, 342 (1920)

Note that the principal words in both book titles and titles of articles are capitalized. Consistency is more important in bibliographic style than the style itself.

The science of bibliography is covered in many texts, and the following references are available for study:

Bibliographic Procedures and Style: A Manual for Bibliographers in the Library of Congress. Superintendent of Documents, Washington, DC 20402.

Better Report Writing, by Willis H. Waldo. Reinhold Publishing Corp., New York, 1965.

Macmillan Handbook of English, by Robert F. Wilson. Macmillan Co., New York, 1982.

A Manual of Style, University of Chicago Press, Chicago, 1983.

Suggestions to Authors of the Reports of the U.S. Geological Survey. Superintendent of Documents, Washington, DC 20402.

Words Into Type, Prentice-Hall, New York, 1974.

## 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 35 to 61 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 lowercased. 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 43-44.

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 1960 census

3.6. If a common noun or adjective forming an essential part of a name becomes separated from the rest of the name by an interven-



ing 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 (building)  
 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.)

abstract B  
 act of 1928  
 amendment 5  
 apartment 2  
 appendix C  
 article 1  
 book II  
 chapter III  
 chart B  
 class I  
 collection 6  
 column 2  
 drawing 6  
 exhibit D  
 figure 7

first district (not congressional)  
 form 4  
 graph 8  
 group 7  
 history 3  
 interstate 95  
 mile 7.5  
 page 2  
 paragraph 4  
 part I  
 phase 3  
 plate IV  
 region 3  
 room A722

rule 8  
 schedule K  
 section 3  
 signature 4  
 spring 1926  
 State route 236  
 station 27  
 table 4  
 title IV  
 treaty of 1919  
 volume X  
 war of 1914  
 ward 2

3.10. The following terms are lowercased, even with a name or number. (For capitalized forms, see geographic terms, pp. 47–48.)

aqueduct  
 breakwater  
 buoy  
 chute  
 dam (*but* capitalize with proper name)  
 dike  
 dock

drydock  
 irrigation project  
 jetty  
 levee  
 lock  
 pier  
 reclamation project  
 ship canal

shipway  
 slip  
 spillway  
 tunnel (*but* capitalize with proper name)  
 watershed  
 weir  
 wharf

## Definite article in proper place 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 (OR); The Weirs (NH); *but* the Dalles region; the Weirs streets  
 The Hague; *but* the Hague Court; the Second Hague Conference  
 El Salvador; Las Cruces; L'Esterel



The Mall (Washington, DC)  
 The Gambia  
 The Netherlands  
*but* the Congo, the Sudan

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

the Times	the <i>Mermaid</i>	the Federal Express
the Atlantic Monthly	the <i>Los Angeles</i>	the National Photo Co.
the Washington Post	the <i>U-3</i>	

### Particles in names of persons

3.13. In foreign names such particles as *d'*, *da*, *de*, *della*, *den*, *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  
 Den Uyl; Johannes den Uyl; Prime Minister den Uyl  
 Du Pont; E.I. du Pont de Nemours & Co.  
 Van Rensselaer; Stephen van Rensselaer  
 Von Braun; Wernher von Braun  
*but* d'Orbigny; Alcide d'Orbigny; de la Madrid; Miguel de la Madrid

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. 46)

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.

De Kalb County (AL, GA, IL, IN); *but* DeKalb County (TN)

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. 35-61.)

#### National governmental units:

U.S. Congress: 98th Congress; the 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; *but* the agency

Geological Survey: the Survey

Interstate Commerce Commission: the Commission

Government Printing Office: the Printing Office, the Office

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; All-Volunteer Forces; *but* armed services

U.S. Army: the Army; All-Volunteer 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

U.S. Air Force: the Air Force

U.S. Coast Guard: the Coast Guard

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

Southern Railroad Co.: the Southern Railroad; Southern Co.; Southern 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 Republican

a Elk

a Liberal

a Shriner

a Socialist

an Odd Fellow

a Communist

a Boy Scout

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. 230.)

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 (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; *but* territory of American Samoa, Guam, Virgin Islands

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*, *republic*, etc., are cap-

italized only if used as part of proper names, as proper names, or as proper adjectives.

British Commonwealth, Commonwealth of Virginia: the Commonwealth: *but* a commonwealth government (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, Allies (in World Wars I and II); *but* our allies, weaker allies; Central Powers (in World War I); *but* the powers; European powers

Republic of South Africa: the Republic; *but* republic (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 (SD and NE)

the Continental Divide (Rocky Mountains)

Deep South; Midsouth

the Occident; the Orient

the Far East

Far Eastern; the East

Middle East, Middle Eastern, Mideast, 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, Lower East Side (sections of a city)

Western Germany; Western Europe (political entities)

*but* lower 48 (States); the Northeast corridor

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  
northern Virginia  
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  
Christian Era; Middle Ages; *but* 20th century

Feast of the Passover; the Passover

Fourth of July; the Fourth

Reformation

Renaissance

Veterans Day

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. 50; trade names, pp. 58–59.)

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 names 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. (See rule 11.9.)

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. 56.)

Alpine Meadow

Bog

Brown

3.30. Capitalize the names of the celestial bodies Sun and Moon, as well as the planets Earth, Mercury, Venus, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto. Lowercase the word *moon* in such expressions as “the moons of Jupiter.”

3.31. For lists of geologic and physiographic terms, see page 227.

## Fanciful appellations

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

Big Four  
Dust Bowl  
Great Society  
Holocaust

Hub (Boston)  
Keystone State  
New Deal  
New Federalism

New Frontier  
Prohibition  
Great Depression  
Third World

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

Heavenly Father; the Almighty; Lord; Thee; Thou; He; Him; *but* himself; [God's] fatherhood

Mass; red Mass; Communion  
 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, Word; Koran; *also* Biblical; Scriptural; Koranic  
 New Testament; Ten Commandments  
 Gospel (memoir of Christ); *but* gospel truth  
 Apostles' Creed; Augsburg Confession; Thirty-nine Articles  
 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; devil's  
 advocate

## Titles of persons

3.35. Civil, religious, military, and professional titles, as well as those of nobility, immediately preceding a name are capitalized.

President Reagan	Dr. Bellinger	Vice-Presidential
King George	Nurse Cavell	candidate White
Ambassador Gibson	Professor Leverett	<i>but</i> baseball player Jones
Lieutenant Fowler	Examiner Jones (law)	maintenance man Smith
Chairman Smith		

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:

Ronald W. Reagan, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Carter: former President Truman; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Mondale

Charles Robb, Governor of Virginia: the Governor of Virginia; 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 governmental unit:

George P. Shultz, 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; secretaryship

Titles of the military:

General of the Army(ies): United States only; Supreme Allied Commander; Gen. John W. Vessey, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; Chief of Staff, U.S. Air Force; the Chief of Staff; *but* the commanding general; 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.

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

Titles not capitalized:

Charles F. Hughes, rear admiral, U.S. Navy: the rear admiral

Lloyd H. Elliott, president of George Washington University: the president

C.H. Eckles, professor of dairy husbandry: the professor

Patricia Rowles, chairwoman of the committee; the chairman; the chairperson; the chair

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  
Madam 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, 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  
Chicago's American; *but* Chicago American Publishing Co.  
Reader's Digest; *but* New York Times Magazine; Newsweek magazine  
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 89-1; 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, 1966; *but* seventh annual report, 19th annual report (see rule 12.10)

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 12.10).

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* (law) (see also rule 17.12).  
The Blue Boy, Excalibur, Whistler's Mother (paintings)

3.40. 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 television and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. The foregoing are also quoted. (See rule 8.132, for examples of capitalization and use of quotation marks.)

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

Revenue Act; Walsh-Healey Act; Freedom of Information Act; Classification Act; *but* the act; Harrison narcotic law; Harrison narcotic bill; interstate commerce law; sunset law

3.42. The capitalization of the titles of books, etc., written in a foreign language is to conform to national practice in that language.

### **First words**

3.43. The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a formally introduced series of items or phrases following a comma or colon, or of a line of poetry, is capitalized. (See rule 8.25.)

The question is, Shall the bill pass?

He asked, "And where are you going?"

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

Lives of great men all remind us  
We can make our lives sublime.



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 a question mark 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 (jointly)*, That * * *

*Resolved by the House of Representatives (the Senate concurring)*, That * * *. (Concurrent resolution, Federal Government.)

*Resolved by the Senate of Oklahoma (the House of Representatives concurring therein)*, That * * *. (Concurrent resolution, using name of State.)

*Resolved by the senate (the house of representatives concurring therein)*, That * * *. (Concurrent resolution, not using name of State.)

*Resolved by the Assembly and Senate of the State of California (jointly)*, That * * *. (Joint resolution, using name of State.)

*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. In centerheads making two lines, wordbreaks should be avoided. The first line should be centered and set as full as possible.

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

3.49. In heads set in caps, a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lowercase *c* or *ac* is used. In heads set in small caps, a space is used after the *c* or 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. (See rule 3.15.)

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 8.132.)

World en Route to All-Out War

Curfew To Be Set at 10 o'Clock

Man Hit With 2-Inch Pipe

No-Par-Value Stock for Sale

Yankees May Be Winners in Zig-Zag Race

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-Millimeter Films in Production

Built-Up Stockpiles Are Necessary (*Up* is an adverb here)

His Per Diem Was Increased (*Per Diem* is used as a noun here); Lower Taxes per Person (*per* is a preposition here)

3.52. If a normally lowercased short word is used in juxtaposition with a capitalized word of like significance, 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 is capitalized.

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

3.55. In matter set in caps and small caps, such abbreviations as *etc.*, *et al.*, and *p.m.* 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. (no comma)

IN RE THE 8 P.M. MEETING

Planes, Guns, Ships, etc.

James Bros. et al.

In re the 8 p.m. Meeting

3.56. Accents in cap lines should 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.

#### SECTION 1.580 (f)(1)

### 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. 205.)

### 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, documentary, technical, or scientific accuracy is required, capitalization and other features of style of the original text should be followed.

3.61. Where strict adherence to a rule on capitalization in headings detracts from an intended meaning or effect, the supervisor in the markup section must be consulted.

## NOTES

## 4. GUIDE TO CAPITALIZATION

(Based on the preceding rules for capitalization)

A-bomb  
abstract B, 1, etc.  
Academy:  
    Air Force; the Academy  
    Andover; the academy  
    Coast Guard; 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  
accord, Paris peace (see Agreement)  
accords, Helsinki  
Act (Federal, State, or foreign) , short or  
    popular title or with number; the  
    act:  
    Appropriation  
    Classification  
    Economy  
    Flood Control  
    Lend-Lease Act; *but* lend-lease materi-  
    als, etc.  
    National Teacher Corps  
    Organic Act of Virgin Islands  
    Panama Canal  
    Pay  
    Public Act 145 (see also Public Act)  
    Revenue  
    River and Harbor  
    Selective Training and Service  
    Stock Piling  
    Tariff  
    Trademark  
    Walsh-Healey Act; *but* Walsh-Healey  
    law (or bill)  
act, Labor-Management Relations  
Acting, if part of capitalized title  
ACTION (independent Federal agency)¹  
Adjutant General, the (see The)  
Administration, with name; capitalized  
    standing alone if Federal unit:  
    Farmers Home  
    Food and Drug  
    Maritime  
    Veterans' (follow apostrophe)  
    *but* Reagan administration; adminis-  
    tration bill, policy, etc.  
Administrative Law Judge Davis; Judge  
    Davis; an administrative law judge  
Administrator of Veterans' Affairs; the  
    Administrator

Admiralty, British, etc.  
Admiralty, Lord of the  
Adviser, Legal (Department of State)  
Africa:  
    east  
    East Coast  
    north  
    South  
    South-West (Territory of)  
    West Coast  
Agency, if part of name; capitalized  
    standing alone if referring to Feder-  
    al unit:  
    Chippewa (Indian); the agency  
    Central Intelligence; 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; the coffee agree-  
    ment  
    Status of Forces; *but* status-of-forces  
    agreements  
    *but* the Geneva agreement; the Pots-  
    dam agreement; Paris peace agree-  
    ment  
Air Force:  
    Air National Guard (see National)  
    Base (see Base; Station)  
    Civil Air Patrol; Civil Patrol; the  
    patrol  
    Command (see Command)  
    One (Presidential plane)  
    Reserve  
    Reserve Officers' Training Corps  
    WAF (see Women in the Air Force)  
Airport: La Guardia; National; the air-  
    port  
Alaska Native (collective term for  
    Aleuts, Eskimos, and Indians of  
    Alaska); the Native; *but* others a  
    native of Alaska, Ohio, etc.  
Alliance, Farmers', etc.; the alliance  
Alliance for Progress; the Alliance

Guide to  
Capital-  
ization

¹Not an acronym. Capitalization represents agency's preference.

Alliance for Progress program  
 alliances and coalitions (see also powers):  
   Allied Powers; the powers (World Wars)  
 Atlantic alliance  
   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 I and II):  
   armies  
   Governments  
   Nations  
   peoples  
   Powers; the powers; *but* European powers  
   Supreme Allied Commander  
 Allies, the (World Wars I and II); also members of Western bloc (political entity); *but* our allies; weaker allies, etc.  
 Ambassador:  
   British, etc.; the Ambassador; the Senior Ambassador; His Excellency Extraordinary and Plenipotentiary; the Ambassador; Ambassador at Large; an ambassador  
 amendment:  
   Social Security Amendments of 1954; 1954 amendments; the social security amendments; the amendments  
   Baker amendment  
   to the Constitution (U.S.); first amendment, 14th amendment, etc. (see rule)  
 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  
 Amtrak (National Railroad Passenger Corporation)  
 Ancient Free and Accepted Masons; a Mason; a Freemason  
 Annex, if part of name of building; the annex  
 Antarctic Ocean (see Arctic; Ocean)  
 anti-Reaganomics

appendix 1, A, II, etc.; the appendix; *but* Appendix II, when part of title: Appendix II: ² Education Directory  
 appropriation bill (see also bill):  
   deficiency  
   Department of Agriculture  
   for any governmental unit  
   independent offices  
 Arab States  
 Arabic numerals  
 Arboretum, National; the Arboretum  
 Archipelago, Philippine, etc.; the archipelago  
 Architect of the Capitol; the Architect  
 Archives, National; the Archives  
 Archivist of the United States; the Archivist  
 Arctic:  
   Circle  
   Current (see Current)  
   Ocean  
   zone  
   *but* subarctic  
 arctic (descriptive adjective):  
   clothing  
   conditions  
   fox  
   grass  
   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; bay 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); British Armed Forces; the armed forces of the United States  
 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  
   All-Volunteer  
   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)

² The colon is preferred; a dash is permissible; *but* a comma is too weak.



## Army—Continued

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  
 1st, 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

## army:

Lee's army; *but* Clark's 5th 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 15:³ 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 Federal unit:  
 American Association for the Advancement of Science; the association  
 Federal National Mortgage (Fannie Mae); the Association  
 Young Women's Christian; the association

Astrophysical Observatory (see Observatory)

## Atlantic:

Charter (see Charter)

## Atlantic—Continued

coast  
 community  
 Coast States  
 Destroyer Flotilla; the destroyer flotilla; the flotilla  
 Fleet (see Fleet)  
 mid-Atlantic  
 North  
 Pact (see Pact)  
 seaboard  
 slope  
 South  
 time, standard time (see time)  
*but* cisatlantic; transatlantic  
 Attorney General (U.S.); *but* attorney general of Maine, etc.  
 attorney, U.S.  
 Authority, capitalized standing alone if referring to Federal unit:  
 National Shipping; the Authority  
 Port of New York; the port authority; the authority  
 St. Lawrence Seaway Authority of Canada; the authority  
 Tennessee Valley; the Authority  
 autumn  
 Avenue, Constitution, etc.; the avenue  
 Award: Academy, Distinguished Service, Merit, Mother of the Year, etc.; the award (see also decorations, etc.)  
 Axis, the (see alliances)  
 Ayatollah

Badlands (SD and NE)  
 Balkan States (see States)  
 Baltic States (see States)  
 Band, if part of name; the band:  
 Army, Marine, Navy  
 Eastern, etc. (of Cherokee Indians)  
 Bank, if part of name; the bank; capitalized standing alone if referring to international bank:  
 Export-Import Bank of Washington (Eximbank or Exim); 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 Cumberland  
 Federal Land Bank of Louisville; Louisville Federal Land Bank; land bank at Louisville; Federal land bank  
 Federal Reserve Bank of New York; Richmond Federal Reserve Bank; *but* Reserve bank at Richmond; Federal Reserve bank; Reserve bank; Reserve city  
 First National, etc.  
 German Central; the Bank  
 International Bank for Reconstruction and Development; the Bank  
 International Monetary; the Bank  
 International World; the Bank

³ See footnote 2, p. 36.

## Bank—Continued

*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); *but* Sandia Base

Basin (see geographic terms)

Battery, the (New York City)

Battle, if part of name; the battle:

of Gettysburg; *but* battle at Gettysburg; etc.

of the Bulge; of the Marne; of the Wilderness; of Waterloo; etc.

battlefield, Bull Run, etc.

battleground, Manassas, etc.

Bay, San Francisco Bay area; the bay area

Belt, if part of name; the belt:

Bible

Corn

Cotton

Dairy

Ice

Sun

Wheat

*but* money belt

Beltway, capitalized with name; the beltway

Bench (see Supreme Bench)

Benelux (see alliances)

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

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

black (synonym for Negro)

Black Caucus (see Congressional)

Black Panther; Panther

bloc (see Western)

block (grants)

Bluegrass region, etc.

B'nai B'rith

Board, if part of name; capitalized standing alone only if referring to Federal, interdepartmental, 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 Health of Montgomery County; Montgomery County Board of

## Board—Continued

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; Bolsheviki (collective plural);

Bolshevist; bolshevism

bond:

Government

savings

series EE

Treasury

book:

books of the Bible

First Book of Samuel; etc.

Good Book (synonym for Bible)

Ten Commandments

book 1, I, etc.; *but* Book 1, when part of title: Book 1:⁴ The Golden Legend

border, United States-Mexican

Borough, if part of name: Borough of the Bronx; the borough

Botanic Garden (National); the garden (*not* Botanical Gardens)

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

Boxer Rebellion (see Rebellion)

Boy Scouts (the organization); a Boy Scout; a Scout; Scouting

Branch, if part of name; capitalized standing alone only if referring to a Federal unit:

Accounts Branch

Public Buildings Branch

*but* executive, judicial, or legislative branch

Bridge, if part of name; the bridge:

Arlington Memorial; Memorial

Francis Scott Key; Key

M Street

*but* Baltimore & Ohio Railroad bridge

Brother(s) (adherent of religious order)

Budget of the United States (publication); the Budget (Office 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

⁴ See footnote 2, p. 36.

- Bureau, if part of name; capitalized standing alone if referring to Federal or international unit:  
 of Customs (name changed to U.S. Customs Service)  
 of Engraving and Printing  
 of Indian Affairs  
 of Mines; Mines Bureau  
 of Social Hygiene, New York; the bureau; etc.
- 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; Calendars Nos. 1 and 2  
 of Bills and Resolutions  
 Private  
 Senate  
 Unanimous Consent  
 Union  
 Wednesday (legislative)
- Cambrian age (see Ages)
- Camp Lejeune; David, etc.; the camp
- Canal, with name; the canal:  
 Cross-Florida Barge  
 Isthmian  
 Panama  
 Zone (Isthmian); the zone (see also Government)
- Cape (see geographic terms)
- Capital, Capital City, National Capital (Washington, DC); *but* the capital (State)
- Capitol Building (with State name); the capitol
- Capitol, the (Washington, DC):  
 Architect of  
 Building  
 caucus room  
 Chamber  
 Cloakroom  
 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  
 Senate wing  
 stationery room  
 Statuary Hall  
 the well (House or Senate)  
 west front
- caucus: Republican; *but* Black Caucus (incorporated name)
- Cemetery, if part of name: Arlington National; the cemetery
- Census:  
 Nineteenth Decennial (title); Nineteenth Census (title); the census  
 1980 census  
 1980 Census of Agriculture; the census of agriculture; the census  
 the 14th and subsequent decennial censuses
- Center, if part of name; the Center (Federal); the center (non-Federal):  
 Agricultural Research, etc.; the Center (Federal)  
 Kennedy Center for the Performing Arts; the Kennedy Center; the Center (Federal)  
 the Lincoln Center; the center (non-Federal)
- central Asia, central Europe, etc.
- Central America
- Central States
- central time (see time)
- century, first, 20th, etc. (see rule 12.10)
- Chair, the, if personified
- Chairman:  
 of the Board of Directors; the Chairman (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
- chairman (congressional):  
 of the Appropriations Committee  
 of the Subcommittee on Banking  
*but* Chairman Davis
- Chamber of Commerce; the chamber:  
 of Ada; Ada Chamber of Commerce; the chamber of commerce  
 of the United States; U.S. Chamber of Commerce; the chamber of commerce; national chamber
- Chamber, the (Senate or House)
- channel 3 (TV); the channel (see also geographic terms)
- Chaplain (House or Senate); *but* Navy chaplain
- chapter 5, II, etc.; *but* Chapter 5, when part of title: Chapter 5:⁵ Research and Development; Washington chapter, Red Cross
- 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, Parmesan, Provolone, Roquefort, etc.
- Chicano (see Hispanic)

⁵ See footnote 2, p. 36.



- Chief, if referring to head of Federal 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 Indian Affairs  
 Chief Clerk, if referring to head of Federal unit  
 Chief Judge, if referring to Federal unit  
 Christian; Christian name, etc.; Christendom; Christianity; Christianize; *but* christen  
 church and state  
 church calendar:  
 Christmas  
 Easter  
 Lent  
 Whitsuntide (Pentecost)  
 Church, if part of name of organization or building  
 Circle, if part of name; the circle:  
 Arctic  
 Logan  
*but* great circle  
 Circular 420  
 cities, sections of, official or popular names:  
 East Side  
 French Quarter (New Orleans)  
 Latin Quarter (Paris)  
 North End  
 Northwest Washington, etc. (District of Columbia); the Northwest; *but* northwest (directional)  
 the Loop (Chicago)  
 City, if part of corporate or popular name; the city:  
 Hub (Boston)  
 Kansas City; the two Kansas Citys  
 Mexico City  
 New York City; *but* city of New York  
 Twin Cities  
 Washington City; *but* city of Washington  
 Windy City (Chicago)  
*but* Reserve city (see Bank)  
 civil action No. 46  
 civil defense  
 Civil Air Patrol (see Air Force)  
 Civil Service Commission (obsolete) (see Office of Personnel Management)  
 Civil War (see War)  
 Clan, if part of tribal name; Clan MacArthur; the clan  
 class 2, A, II, etc.; *but* Class 2 when part of title: Class:® Leather Products  
 Clerk, the, of the House of Representatives; of the Supreme Court of the United States  
 clerk, the, of the Senate  
 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 (also Tax Code)  
 International (signal)  
 of Federal Regulations  
 Penal; Criminal; etc.  
 Pennsylvania State  
 Radio  
 Television  
 Uniform Code of Military Justice  
 United States (see rule 9.10)  
 ZIP Code (copyrighted),  
*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  
 Commission (if part of name; capitalized standing alone if referring to Federal or international commission):  
 Alaska Road  
 International Boundary, United States, Alaska, and Canada  
 of Fine Arts  
 on Civil Rights  
 Public Buildings

® See footnote 2, p. 36.



- Commissioner, if referring to Federal or international commission; the Commissioner:
- Land Bank; *but* land bank commissioner loans
- of Customs
- of Immigration and Naturalization
- of Patents
- of the Five Civilized Tribes, etc.
- U.S. (International Boundary Commission, etc.)
- but* a U.S. commissioner
- Committee (or Subcommittee) (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 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; Democratic 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; Republican national committeeman
- Republican policy committee; the committee
- Select Committee on Astronautics and Space Exploration; the select committee
- Senate policy committee
- Subcommittee No. 5, etc.; the subcommittee
- Subcommittee on Immigration; the subcommittee
- but* Baker committee
- ad hoc* committee
- Committee Print No. 32; Committee Prints Nos. 8 and 9; committee print
- Common Cause
- Common Market; the market (European Economic Community); *also* Common Market Treaty; Inner Six; Outer Seven
- Commonwealth of Australia, Virginia, 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; *but* the Atlantic community
- compact, U.S. marine fisheries, etc.; the compact
- Company, if part of name; capitalized standing alone if referring to unit of Federal Government:
- Alaska Railroad Company; the Company
- Panama Railroad Company; the Company
- Procter & Gamble Co.; the company
- Comptroller of the Currency; the Comptroller
- Comptroller General (U.S.); the Comptroller
- Comsat
- 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
- Tenth Annual Conference of the United Methodist Churches; the conference
- 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 12.10); the Congress
- Congressional:
- Black Caucus; the Black Caucus; the caucus
- Directory, the directory
- District, First, 11th, etc.; the First District, (see rule 12.10); the congressional district; the district
- Library; the Library

## Congressional—Continued

Medal of Honor (see decorations)  
*but* congressional action, committee, etc.  
 Congressman; Congresswoman; 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; a continental shelf  
 continental:  
 care not a continental, etc.  
 Europe, United States, etc.  
 Continentals (Revolutionary soldiers)  
 Convention, governmental (U.S.), international, or national political; the convention:  
 Constitutional (United States, 1787); the Convention  
 Democratic National; Democratic Genocide (international)  
 19th Annual Convention of the American Legion  
 on International Civil Aviation  
 Universal Postal Union; Postal Union *also* International Postal; Warsaw  
 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  
 Federal Savings and Loan Insurance  
 National Railroad Passenger (Amtrak)  
 Petroleum Reserves  
 Rand Corp.; the corporation (see *also* abbreviations)  
 St. Lawrence Seaway Development Corporation  
 Union Carbide Corp.; the corporation  
 Virgin Islands  
 Corps, if part of name; the corps, all other uses:  
 Adjutant General's  
 Army Hospital  
 Artillery  
 Chemical  
 Counterintelligence

## Corps—Continued

Enlisted Reserve  
 Finance  
 Foreign Service Officer (see Foreign Service)  
 Job  
 Judge Advocate General's  
 Marine (see Marine Corps)  
 Medical  
 Military Police  
 Nurse  
 of Cadets (West Point)  
 of Engineers; Army Engineers; the Engineers; *but* Army engineer; the corps  
 Officers' Reserve  
 Ordnance  
 Peace; Peace Corpsman; the corpsman  
 Quartermaster  
 Reserve Officers' Training (ROTC)  
 VII Corps, etc. (see rule 12.10)  
 Signal  
 Teachers; *but* Teacher Corps Act  
 Transportation  
 Women's Army (WAC); a Wac; the Wacs  
 Youth  
*but* diplomatic corps  
 corpsman; hospital corpsman  
 corridor, Northeast  
 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  
 Her 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  
 counsel; general counsel  
 County, Prince Georges; county of Prince Georges; County Kilkenny, etc.; Loudoun and Fauquier Counties; the county  
 Court (of law) (see *also* Courtwork, pp 215-226); capitalized if part of name; 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 Tenth Circuit; Circuit Court for the Tenth Circuit; the circuit court; the court; the tenth circuit  
 Court of Appeals for the State of North Carolina, etc.; the court of appeals; the court  
 Court of Claims; the court

## Court (of law)—Continued

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  
 Emergency Court of Appeals; United States; the court  
 International Court of Justice; the Court  
 Permanent Court of Arbitration; the Court  
 Superior Court of the District of Columbia; the superior court; 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. (rule 3.19)  
 cruise missile  
 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)

Daughters of the American Revolution; a Real Daughter; King's Daughters; a Daughter

daylight saving time

days (see holidays)

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

  Iron Cross

  Legion of Merit

  Medal for Merit

  Medal of Freedom

## decorations, medals, etc.—Continued

  Medal of Honor  
   Purple Heart  
   Silver Star Medal  
   Soldier's Medal  
   Victoria Cross  
   Victory Medal  
   *also* Carnegie Medal; Olympic Gold Medal; *but* gold medal  
 Decree (see Executive; Royal Decree)  
 Deep South  
 Defense Establishment (see Establishment)  
 De Gaulle Free French; Free French; *but* General de Gaulle; de Gaullist  
 Deity, words denoting, capitalized  
 Delegate (U.S. Congress)  
 delegate (to a conference); the delegate; the delegation  
 Delta, Mississippi River; the delta  
 Department, if part of name; capitalized standing alone if referring to Federal or international unit:  
   of Agriculture  
   of the Treasury  
   Yale University Department of Economics; the department of economics; the department  
 Department of New York, American Legion  
 department:  
   executive  
   judicial  
   legislative  
 Depot, if part of name; the depot (see also Station)  
 Depression, Great  
 Deputy, if part of capitalized title; *but* the deputy  
 derivatives of proper names:  
   alaska seal (fur)  
   angora wool  
   angstrom unit  
   apache (Paris)  
   argyle wool  
   artesian well  
   astrakhan fabric  
   axminster rug  
   babbitt metal  
   benday process  
   bohemian set  
   bologna sausage  
   bordeaux mixture  
   bourbon whiskey  
   bowie knife  
   braille  
   brazil nut  
   brazilwood  
   brewer's yeast  
   bristolboard  
   britannia metal  
   britanniaaware  
   brussels carpet  
   brussels sprouts  
   bunsen burner  
   burley tobacco  
   canada balsam (microscopy)  
   carlsbad twins (petrography)  
   cashmere shawl  
   castile soap  
   cesarean operation  
   chantilly lace  
   chesterfield coat  
   china clay  
   chinese blue  
   climax basket  
   collins (drink)  
   congo red  
   cordovan leather  
   coulomb  
   curie  
   decauville rail  
   degaussing apparatus  
   delftware  
   derby hat  
   diesel engine, dieselize  
   dotted swiss  
   epsom salt  
   fedora hat  
   fletcherize  
   frankfurt sausage  
   frankfurter  
   french chalk  
   french dressing  
   french-fried potatoes  
   fuller's earth  
   gargantuan  
   gauss



derivatives of proper names—Continued  
 georgette crepe  
 german silver  
 gilbert  
 glauber salt  
 gothic type  
 graham bread  
 harderian gland  
 harveyized steel  
 herculean task  
 hessian fly  
 holland cloth  
 hoolamite detector  
 hudson seal (fur)  
 india ink  
 india rubber  
 intertype slug, *but*  
 Intertype machine  
 italic type  
 jamaica ginger  
 japan varnish  
 jersey fabric  
 johnin test  
 joule  
 kafircorn  
 knickerbocker  
 kraft paper  
 lambert  
 leghorn hat  
 levant leather  
 levantine silk  
 lilliputian  
 linotype slug, *but*  
 Linotype machine  
 logan tent  
 london purple  
 ludlow type, *but*  
 Ludlow machine  
 lufbery circle  
 lynch law  
 lyonnaise potatoes  
 macadamized road  
 mach (no period)  
 number  
 madras cloth  
 maginot line (nonlit.)  
 manila paper  
 maraschino cherry  
 mason jar  
 maxwell  
 melba toast  
 mercerized fabric  
 merino sheep  
 molotov cocktail  
 monotype matter,  
*but* Monotype machine  
 morocco leather  
 morris chair  
 murphy bed  
 navy blue  
 nelson, half nelson,  
 etc.  
 deutsche mark  
 Diet, Japanese (legislative body)  
 diplomatic corps (see also Corps; service)  
 Director, if referring to head of Federal  
 or international unit; the Director:  
 District Director of Internal Revenue  
 of Coast and Geodetic Survey  
 of Fish and Wildlife Service  
 of the Budget  
 of the Mint  
*but* director, board of directors (non-  
 governmental)

neon light  
 newmarket cloak  
 newton  
 nissen hut  
 norfolk jacket  
 oriental rug  
 osnaburg cloth  
 oxford shoe  
 panama hat  
 parianware  
 paris green  
 parkerhouse roll  
 pasteurized milk  
 persian lamb  
 petri dish  
 pharisaic  
 philistine  
 pitman arm  
 pitot tube  
 plaster of paris  
 prussian blue  
 quisling  
 quixotic idea  
 quonset hut  
 rembert wheel  
 roentgen  
 roman candle  
 roman cement  
 roman type  
 russia leather  
 russian bath  
 rutherford  
 sanforize  
 saratoga chips  
 scotch plaid, *but*  
 Scotch tape  
 shanghai  
 siamese twins  
 simon pure  
 spanish omelet  
 stillson wrench  
 stubs wire  
 surah silk  
 swiss cheese, *but*  
 Swiss watch  
 taintor gate  
 timothy grass  
 turkey red  
 turkish towel  
 utopia, utopian  
 vandyke collar  
 vaseline  
 venetian blind  
 venturi tube  
 victoria (carriage)  
 vienna bread  
 virginia reel  
 wedgwoodware  
 wheatstone bridge  
 wilton rug  
 woodruff key  
 zeppelin

Director General of Foreign Service; the  
 Director General; the Director  
 disease:  
 acquired immune deficiency syndrome  
 (AIDS)  
 German measles  
 Hodgkin's  
 Parkinson's  
 Distinguished Service Medal, etc. (see  
 decorations)  
 District, if part of name; the district:  
 Alexandria School District No. 4;  
 school district No. 4  
 Chicago Sanitary; the sanitary district  
 Congressional (with number)  
 Federal (see Federal)  
 1st Naval; naval district  
 Los Angeles Water; the water district  
 Manhattan Engineer (atomic)  
*but* customs district No. 2; first assem-  
 bly district  
 District of Columbia; the District:  
 Anacostia Flats; the flats  
 Arlington Memorial Bridge; the Me-  
 morial Bridge; the bridge  
 District jail; the jail; *not* D.C. Jail  
 Ellipse, the  
 General Hospital; the hospital  
 Highway Bridge; 14th Street Bridge;  
 the bridge  
 Mall, The  
 Mayor (when pertaining to the Dis-  
 trict of Columbia only)  
 Metropolitan Police; Metropolitan po-  
 liceman; the police  
 Monument Grounds; the grounds  
 Monument, Washington; the monu-  
 ment  
 police court  
 Public Library; the library  
 Reflecting Pool; the pool  
 Tidal Basin; the basin  
 Washington Channel; the channel  
 Divide, Continental (Rocky Mountains);  
 the divide  
 Divine Father; *but* divine guidance,  
 divine providence, divine service  
 Division, Army, if part of name: 1st Cav-  
 alry Division; 1st Cavalry; the divi-  
 sion  
 Division, if referring to Federal govern-  
 mental unit; the Division:  
 Buick Division; the division; a division  
 of General Motors  
 Passport; the Division  
*but* Trinity River division (reclama-  
 tion); the division  
 Dixie; Dixiecrat  
 docket No. 66; dockets Nos. 76 and 77  
 Doctrine, Monroe; the doctrine; *but*  
 Truman, Eisenhower doctrine  
 doctrine, fairness  
 Document, if part of name; the docu-  
 ment:  
 Document No. 130  
 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

Dust Bowl (see Bowl)

Earth (planet); (see rule 3.30)

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)

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

EE-bond

electoral college; the electors

Elizabethan Age (see Ages)

Emancipation Proclamation (see Proclamation)

Embassy, British, etc.; the Embassy

Emperor, Japanese, etc.; the Emperor

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

Engineer officer, etc. (of Engineer Corps); the Engineers

Engineers, Chief of (Army)

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

Federal

Military

Naval; *but* naval establishments

Navy

Postal

Establishment—Continued

Regular

Reserve

Shore

*but* civil establishment; legislative establishment

Estate, Girard (a foundation); the estate estate, third (the commons); fourth (the press); etc.

Eurodollar

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): Chief

Decree No. 100; Decree 100; *but* Executive decree; direction

Document No. 95

Mansion; the mansion; the White House

Office; the Office

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

power

executive:

agreement

document

branch

paper

communication

privilege

department

exhibit 2, A, II, etc.; *but* Exhibit 2, when part of title: Exhibit 2:⁷ 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; Texas State Fair

fall (season)

Falls, Niagara; the falls

fastidious appellations capitalized:

Bay State (Massachusetts)

Big Four (powers, railroad, etc.)

City of Churches (Brooklyn)

Fair Deal

Great Depression

Great Father (the President)

Great Society

Holocaust

Keystone State (Pennsylvania)

New Deal

New Federalism

New Frontier

the Hub (Boston)

Third World

Far East, Far Eastern (the Orient); Far West (U.S.); *but* far western

⁷ See footnote 2, p. 36.

Farm, if part of name; the farm:

Johnson Farm; *but* Johnson's farm  
San Diego Farm  
Wild Tiger Farm

Fascist; Fascisti; fascistic; fascism

Father of his Country (Washington)

Fed, the (no period)

Federal (synonym for United States or other sovereign power):

District (Mexico)

Establishment

Government (of any national government)

grand jury; the grand jury

land bank (see Bank)

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

*but* a federal form of government

federally

fellow, fellowship (academic); (lowercase 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

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.

Bristol-Myers

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.

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.

Gulf & Western Industries, Inc. (legal)

Gulf+Western Industries, Inc. (popular)

Haloid Xerox Inc.

firm names—Continued

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.

LeTourneau-Westinghouse Co.

Libbey-Owens-Ford Glass Co.

Libby, McNeill & Libby

Macmillan Co.

McDonnell Douglas

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. *or* Parke-Davis

Penn Central

J.C. Penney Co.

Phelps Dodge Corp.

Pfizer Inc.

Price Waterhouse & Co.

Procter & Gamble Co.

Proctor-Silex

Rand McNally & Co.

Rolls-Royce

R.R. Donnelley & Sons Co.

Sears, Roebuck & Co.

Smith Kline & French Laboratories

Sperry Rand Corp.

Sunray-DX Oil Co.

3M Co.

Trans World Airlines

Underwriters' Laboratories

Weyerhaeuser

First Family (Presidential)

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

Fleet, if part of name; the fleet:

Atlantic

Channel

Grand

High Seas

Marine Force

Naval Reserve

Pacific, etc. (naval)

6th Fleet, etc.

U.S.

floor (House or Senate)

flyway; Canadian flyway, etc.

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

Active Forces

Air (see also Air Force)

## Force(s)—Continued

All Volunteer  
 Armed Forces (synonym for overall U.S. Military Establishment)  
 Army Field Forces; the Field Forces  
 Fleet Marine  
 Navy Battle (see Navy)  
 Navy Scouting (see Navy); Reserve Force  
 Rapid Deployment  
 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 (see System)  
 Forester (Chief of Forest Service); the Chief; *also* Chief Forester  
 form 2, A, II, etc.; *but* Form 2, when part of title: Form 1040:⁸ Individual Income Tax Return; *but* withholding tax form  
 Fort McHenry, etc.; the fort  
 Foundation, if part of name; capitalized standing alone if referring to Federal unit:  
   Chemical; the foundation  
   Ford; the foundation  
   Infantile Paralysis; the foundation  
   National Science; the foundation  
   Russell Sage; the foundation  
 Founding Fathers (colonial)  
 four freedoms  
 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

## Fund—Continued

Development Loan Fund; the Fund (U.S. Government corporation)  
 International Monetary  
 Rockefeller Endowment; the fund  
 Special Projects (United Nations)  
*but* civil service retirement fund;  
   mutual security fund; national service life insurance fund; revolving fund

## Gadsden Purchase

Gallery of Art, National (see National)  
 Gallup Poll; the poll

## Geiger counter

General Board (of Navy) (see Board)

General Order No. 14; General Orders No. 14; a general order

## General Schedule

## gentile

Geographer, the (State Department)

geographic terms (terms, such as those listed below,⁹ are capitalized if part of name; lowercased are in general sense (rivers of Virginia and Maryland) (see also *Geologic Terms*, p. 227):

Archipelago	Crater
Area	Creek
Arroyo	Crossroads
Atoll	Current (ocean feature)
Bank	Cut
Bar	Cutoff
Basin, Upper	Dam
(Lower) Colorado	Delta
River, etc. (legal entity); <i>but</i>	Desert
Hansen flood-control basin; Missouri River basin (drainage); upper	Divide
Colorado River	Dome (not geologic)
storage project	Draw (stream)
Bay	Dune
Bayou	Escarpment
Beach	Estuary
Bench	Falls
Bend	Fault
Bight	Flat(s)
Bluff	Floodway
Bog	Ford
Borough (boro)	Forest
Bottom	Fork (stream)
Branch (stream)	Gap
Brook	Geyser
Butte	Glacier
Canal; the canal	Glen
(Panama)	Gorge
Canyon	Gulch
Cape	Gulf
Cascade	Gut
Cave	Harbor
Cavern	Head
Channel; <i>but</i> Mississippi River channel(s)	Hill
Cirque	Hogback
Coulee	Hollow
Cove	Hook
Crag	Hot Spring
	Icefield
	Ice Shelf
	Inlet
	Island
	Isle

⁸ See footnote 2, p. 36.

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



## geographic terms—Continued

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

Geological Survey (see Survey)

GI bill of rights

Girl Scouts (organization); a Girl Scout;  
a Scout; Scouting

G-man

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, publica-  
tions, etc. (U.S. Government)

National and State Governments

Printing Office (see Office)

U.S.; National; Federal

government:

Churchill

Communist

District (of Columbia)

European governments

Federal, State, and municipal govern-  
ments

insular; island

military

seat of

State

State and Provincial governments

Territorial

governmental

Governor:

of Louisiana, etc.; the Governor; a  
Governor; State Governor(s); Gover-  
nors' conference  
of Puerto Rico; the Governor  
of the Federal Reserve Board; the  
Governor

Governor General of Canada; the Gover-  
nor General

grade, market (see market grades)

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

Depression

Divide

Father (see fanciful appellations)

Lakes; the lakes; lake(s) traffic

Plains; *but* southern Great Plains

Rebellion (see Rebellion)

Seal

Society

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:¹⁰ List of  
Counties 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 head-  
quarters

4th Regiment Headquarters; regimen-  
tal headquarters

32d Division Headquarters; the divi-  
sion headquarters

hearing examiner (now administrative  
law judge)

Heaven (Deity); heaven (place)

Hells (no apostrophe) Canyon

Hemisphere, Eastern; Western; etc.; the  
hemisphere

High Church

High Commissioner

¹⁰ See footnote 2, p. 36.



High Court (see Supreme Court)  
 High School, if part of name: Western;  
 the high school  
 Highway Bridge (Washington, DC); the  
 bridge  
 Highway No. 40; Route 40; State Route  
 9; the highway  
 Hill (the Capitol)  
 His Excellency the Duke of Argyll, etc.;  
 His Excellency; Their Excellencies  
 His Majesty; Her Majesty; Their Majes-  
 ties  
 Hispanic  
 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 some special days:  
 Admission Day  
 All Fools' (April Fools') Day  
 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  
 Hanukkah  
 Hogmanay  
 Inauguration Day (Federal)  
 Independence Day (Fourth of July)  
 Labor Day  
 Lincoln's Birthday  
 Lord's day  
 M-day (mobilization day)  
 Memorial Day (also Decoration Day)  
 Mother's Day  
 New Year's Day, Eve  
 Rosh Hashanah  
 Thanksgiving Day  
 V-E Day; V-J Day  
 Veterans (no apostrophe) Day  
 Washington's Birthday  
 Yom Kippur  
*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

House—Continued  
*but* both Houses; lower (or upper)  
 House (Congress)  
 House of Representatives (U.S.), titles of  
 officers standing alone capitalized:  
 Chairman (Committee of the Whole)  
 Chaplain  
 Clerk; *but* legislative clerk, etc.  
 Doorkeeper  
 Official Reporter(s) of Debates  
 Parliamentary  
 Postmaster  
 Sergeant at Arms  
 Speaker pro tempore  
 Speaker; speakership  
 HUD (Department of Housing and  
 Urban Development)  
 Hudson's Bay Co.  
 Hurricane Alexander, Brenda, Curtis,  
 etc.  
 ice age (see Ages)  
 Indians:  
 Absentee Shawnee  
 Alaska (see Native)  
 Eastern (or Lower) Band of Cherokee;  
 the band  
 Five Civilized Tribes; the tribes  
 Shawnee Tribe; the tribe  
 Six Nations (Iroquois Confederacy)  
 Inquisition, Spanish; the Inquisition  
 inspector general  
 Institute, if part of name; capitalized  
 standing alone if referring to Feder-  
 al or international organization:  
 National Cancer; the Cancer Institute;  
 the Institute  
 National Institutes of Health; the In-  
 stitutes  
 of International Law; the Institute  
 Woman's Institute; the institute  
 Institution, if part of name; capitalized  
 standing alone if referring to Feder-  
 al unit:  
 Brookings; the institution  
 Carnegie; the institution  
 Smithsonian; the Institution  
 insular government; island government  
 intercoastal waterway (see waterway)  
 interdepartmental  
 International Court of Justice; the Court  
 international:  
 banks (see Bank)  
 dateline  
 boundary  
 law  
 Morse code (see Code)  
 Interstate 95; I-95; the interstate  
 Intracoastal Waterway; the waterway  
 (see also waterway)  
 intrastate  
 Irish potato  
 Iron Cross (see decorations)  
 Iron Curtain; the curtain  
 Isthmian Canal (see Canal)  
 Isthmus of Panama; the isthmus  
 Ivory Coast

Japan Current (see Current)  
 Jersey cattle  
 Jim Crow law, car, etc.  
 Job Corps  
 Joint Chiefs of Staff; Chiefs of Staff  
 Joint Committee on Printing (see Committee)  
 Journal clerk; the clerk  
 Journal (House or Senate)  
 Judge Advocate General, the  
 judge; chief judge; circuit judge; district judge; *but* Judge Bryan  
 Justice; Justice O'Connor  
 judiciary, the

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

Laboratory, if part of name; capitalized standing alone if referring to Federal unit: Forest Products; the Laboratory; *but* laboratory (non-Federal)  
 Lake: Erie, of the Woods, Salt; the lake  
 Lane, if part of name: Maiden; the lane  
 Latter-day Saints  
 law, Walsh-Healey, etc.; law 176; law No. 176; copyright law; Ohm's, etc.  
 League, Urban; the league  
 Legation, Finnish, etc.; the Legation  
 Legion:  
 American; the Legion; a Legionnaire;  
 French Foreign; the legion  
 Legislative Assembly, if part of name: of New York; of Puerto Rico, etc.; the legislative assembly; the assembly  
 legislative branch, clerk, session, etc.  
 Legislature:  
 National Legislature (U.S. Congress); the Legislature  
 Ohio Legislature; Legislature of Ohio; the State legislature; the legislature  
 Letters Patent No. 378,964; *but* patent No. 378,964; letters patent  
 Liberty Bell; Liberty ship  
 Librarian of Congress; the Librarian  
 Library:  
 Army; the library  
 Harry S. Truman; the library  
 of Congress; the Library  
 Hillsborough Public; 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 lightship:  
 Grays Reef Lightship  
 North Manitou Shoal Lightship  
 Light Station, if part of name; the light station; the station:  
 Minots Ledge Light Station  
 Watch Hill Light Station

Line(s), if part of name; the line(s):  
 Burlington Lines (railroad)  
 Greyhound Line (bus)  
 Holland-America Line (steamship)  
 Maginot (fortification)  
 line:  
 DEW (Distant Early Warning)  
 Mason-Dixon line *or* Mason and Dixon's line  
 Pinetree  
 State

Little Inch; Big Inch (pipelines)  
 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)  
 lower:  
 48 (States)  
 House of Congress  
 Mississippi

Mafia  
 Magna Carta  
 Majesty, His, Her (see His Majesty)  
 Majority Leader Baker; *but* the majority leader (U.S. Congress)  
 Mall, The (District of Columbia)  
 Mansion, Executive (see Executive)  
 map 3, A, II, etc.; *but* Map 2, when part of title: Map 2.—Railroads of Middle Atlantic States  
 mariculture  
 Marine Corps; the corps:  
 Marines (the corps); *but* marines (individuals)  
 Organized Reserve; the Reserve  
*also* a marine; a woman marine; the women marines (individuals); soldiers, sailors, coastguardsmen, and marines  
 Maritime Provinces (Canada) (see Province)  
 market grades and classes:  
 U.S. grade A  
 barley: Western, Mixed, Malting Two-rowed  
 beans: Red Kidney, U.S. No. 2 Pea  
 cattle: Prime, Choice, Good  
 corn: Yellow, White, Mixed, Dent  
 cotton: Middling, Strict Good Ordinary, Strict Low Middling, Good Ordinary, etc.  
 hay: Timothy Light Clover Mixed, Upland Prairie  
 oats: White, Red, Mixed  
 soybeans: Yellow, Black, Mixed  
 tobacco: Flue-cured, Fire-cured, Cigar-wrapper

market grades and classes—Continued  
 wheat: Hard Red Spring, Red Durum, Durum, Hard Red Winter, White, Mixed, etc.  
 wool: Grade 60's or one-half blood  
 Marshal (see Supreme Court)  
 marshall (U.S.)  
 medals (see decorations)  
 medicaid  
 Medicare Act; medicare plan  
 Member, if referring to Senator, Representative, Delegate, or Resident Commissioner of U.S. Congress; *also* Member at Large; Member of Parliament, etc.; *but* membership; member of U.S. congressional committee  
 Merchant Marine Reserve; the Reserve; *but* U.S. merchant marine; the merchant marine  
 Metroliner  
 Metropolitan Washington, etc.; *but* Washington metropolitan area  
 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)  
 milepost N452, etc.  
 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 Byrd; *but* the minority leader (U.S. Congress)  
 Mint, Philadelphia, etc.; the mint  
 minutemen (colonial)  
 missiles: capitalize such missile names as Hawk, Hound Dog, Redeye, etc.; *but* cruise missile, surface-to-air missile, air-to-air missile, etc.  
 Mission, if part of name; the mission:  
   Gospel Mission  
   Mission 66  
   *but* diplomatic mission; military mission; Jones mission  
 Monument:  
   Bunker Hill; the monument  
   Grounds; the grounds (Washington Monument)  
   National (see National)

Monument—Continued  
   Washington; the monument (District of Columbia)  
 Moon (see rule 3.30)  
 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  
 Nation (synonym for United States); *but* a nation; 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  
   Endowment for the Arts; the Endowment  
   Forest (see Forest)  
   Gallery of Art; the National Gallery; the gallery  
   Grange; the Grange  
   Guard, Ohio, etc.; Air National; the National Guard; the Guard; a guardsman; *but* a National Guard man; 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  
 Native, Alaska; *but* Ohio native, etc. (see Alaska)  
 Naval, if part of name:  
   Academy (see Academy)  
   Base, Guam Naval; the naval base  
   District, 1st Naval (see District)  
   Establishment (see Establishment)  
   Home (Philadelphia); the home  
   Militia; the militia  
   Observatory (see Observatory)  
   Potomac River Naval Command (see Command)



## Naval—Continued

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  
 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)  
 navy yard  
 Nazi; nazism  
 Near East (Balkans, etc.)  
 Negro; Negress (see black)  
 New Deal; anti-New Deal  
 New, if part of name: New Willard  
 New England States  
 New World  
 Nine Power Treaty; the treaty  
 North:  
 Atlantic  
 Atlantic Pact (see Pact)  
 Atlantic States  
 Atlantic Treaty (see Treaty)  
 Atlantic Treaty Organization (NATO) (see Organization)  
 Equatorial Current (see Current)  
 Korea  
 Pole  
 Slope (Alaska)  
 Star (Polaris)  
 the North (section of United States)  
 north:  
 Africa  
 Ohio, Virginia, etc.  
 north-central region, etc.  
 Northeast corridor  
 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:  
 Air Force One (Presidential plane)  
 Charles the First  
 Committee of One Hundred  
 Nineteenth Census (see Census)  
 Observatory, capitalized with name:  
 Astrophysical; the Observatory  
 Lick; the observatory (nongovernmental)  
 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.  
 Oceanographer (the Hydrographer), Navy  
 Office, if referring to unit of Federal Government; the Office:  
 Executive  
 Foreign (see foreign cabinets)  
 General Accounting; the Accounting Office; the Office  
 Government Printing; the Printing Office; the Office  
 Naval Oceanographic  
 of Alien Property  
 of Chief of Naval Operations  
 of General Counsel  
 of Management and Budget  
 of the Secretary (Defense); Secretary's Office  
 Patent  
*but* New York regional office (including branch, division, or section therein); the regional office; the office  
 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; XXIII Olympic games  
 Operation Deep Freeze, Snowdrop, etc.; *but* Deep Freeze operation



- Order of Business No. 56 (congressional calendar)
- Ordinance:
- Corps (see Corps)
- Department; the Department
- Depot (see Depot)
- Organization, if part of name; capitalized standing alone if referring to international unit:
- 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 Educational, Scientific, and Cultural Organization (Unesco^o) (formerly UNESCO)
- Organized:
- Marine Corps Reserve; Marine Reserve; the Reserve
- Militia; the militia
- Naval Militia; the Naval Militia; the militia
- Reserve Corps; the Reserve
- Orient, the; oriental
- Outer Continental Shelf (see Continental)
- Pacific (see also Atlantic):
- coast
- Coast (or slope) States
- Northwest
- seaboard
- slope
- South
- States
- time, Pacific standard time (see time) *but* cispanic; transpacific
- Pact, capitalized with name; lowercased standing alone:
- Atlantic; Atlantic Defense
- Baghdad
- Four Power
- Kellogg
- North Atlantic; North Atlantic Defense
- pan-American games; *but* Pan American Day
- Pan American Union (see Organization of American States)
- Panel, the Federal Service Impasses (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.; park policeman
- Park, Zoological (see Zoological)
- Parkway, George Washington Memorial; the memorial parkway; the parkway
- Parliament, Houses of; the Parliament
- Parliamentarian (U.S. Senate or House) part 2, A, II, etc.; *but* Part 2, when part of title: Part 2;¹¹ Iron and Steel Industry
- Pass, Brenner, capitalized if part of name; the pass
- patent (see Letters Patent)
- Patrol, U.S. Border
- Peninsula Upper (Lower) (Michigan); the peninsula
- Penitentiary, Albany, etc.; the penitentiary
- petrodollar
- phase 2; phase I
- 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* United States Steel plant
- plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures
- Plaza, Union Station (Washington, DC); the plaza
- Pledge of Allegiance
- Point 4 Program; point 4
- Pole: North, South; the pole; subpolar
- Pole Star (Polaris); polar star
- Police, if part of name; the police:
- Capitol
- Park, U.S.
- White House
- political action committee (PAC)
- political parties and adherents (Party, if part of name; the party):
- Communist; a Communist; a Commie
- Conservative; a Conservative
- Democratic; a Democrat
- Independent; an Independent
- Liberal; a Liberal
- Libertarian; a Libertarian
- National Woman's; Woman's Party

¹¹ See footnote 2, p. 36.

political parties—Continued  
 Progressive; a Progressive  
 Republican; Grand Old Party; *but*  
 grand old Republican Party; a Re-  
 publican  
 Socialist; a Socialist  
 Pool, Northwest Power, etc.; the pool  
 Pope; *but* papal, patriarch, pontiff, pri-  
 mate  
 Port, if part of name; Port of Norfolk;  
 Norfolk Port; the port (see Authori-  
 ty)  
 Post Office, Chicago, etc.  
 P.O. Box (with number); *but* post office  
 box (in general sense)  
 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 I)  
 Big Four  
 Western  
*but* European powers  
 precinct; first, 11th precinct  
 Premier (see foreign cabinets)  
 Preserve, Wichita National Forest  
 Game, etc.; Wichita Game Preserve;  
 Wichita preserve  
 Presidency (office of head of Govern-  
 ment)  
 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;  
 president of the Federal Reserve  
 Bank of New York  
 Presidential assistant, authority, order,  
 proclamation, candidate, election,  
 timber, year, etc.  
 Prime Minister (see foreign cabinets)  
 Prison, Auburn, etc.; the prison  
 Privy Council, Her Majesty's (see Coun-  
 cil)  
 Prize, Nobel, Pulitzer, etc.; the prize  
 Proclamation, Emancipation; Presiden-  
 tial Proclamation No. 24; Proclama-  
 tion No. 24; the proclamation; *but*  
 Presidential proclamation  
 Program, if part of name. Examples:  
 European Recovery  
 Food-for-Peace  
 Mutual Assistance  
 Mutual Defense Assistance  
 Point 4  
 Social Security  
 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  
 Project Head Start  
 proposition 13  
 Prosecutor; Special Prosecutor (Federal)  
 Province, Provincial, if referring to an  
 administrative subdivision: Ontario  
 Province; Province of Ontario; Mari-  
 time Provinces (Canada); the Pro-  
 vince  
 Proving Ground, Aberdeen, etc.; the  
 proving ground  
 Public Act 26; Public Law 9; Public 37;  
 Public Resolution 3; *but* 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 legisla-  
 tive assembly  
 Provisional Regiment; *but* Puerto Rico  
 regiment  
 Resident Commissioner  
 Purchase, Gadsden, Louisiana, etc.  
 Puritan; puritanical  
 Quad Cities (Davenport, Rock Island,  
 Moline, and East Moline)  
 Radio Free Europe  
 Railroad, Alaska; the Railroad  
 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 reforma-  
 tory  
 Refuge, Blackwater Migratory Bird, etc.;  
 Blackwater Bird Refuge; Black-  
 water refuge  
 region, north-central, etc.; first region,  
 10th region; region 7 (see rule  
 12.10); midcontinent  
 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 September 30, 1981  
   1981 Report of the Chief of the Forest Service  
   President's Economic Report; the Economic Report  
   Report No. 31  
   Railroad Retirement Board Annual Report, 1981; *but* annual report of the Railroad Retirement Board  
   17th Annual Report of the Public Printer; *but* 17th annual report  
   United States Reports (publication)  
 Reporter, the (U.S. Supreme Court)  
 Representative; Representative at Large (U.S. Congress); U.N.  
 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 States  
   *also* the American Republics; South American Republics; the Latin 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

## Reserve—Continued

Enlisted  
 Establishment  
 Inactive  
 Naval  
 officer  
 Officers' Training Corps  
 Ready  
 Retired  
 Strategic  
 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* Tonkin 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:¹² Modern Types (complete heading); Part XI:¹² 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 21:¹² 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 2:¹²  
   Open and Prepay Stations  
 School, if part of name; the school:  
   any school of U.S. Armed Forces  
   Hayes  
   Pawnee Indian  
   Public School 13; P.S. 13  
   school district (see District)  
 Scriptures; Holy Scriptures (the Bible)  
 Seabees (see Navy)  
 seaboard, Atlantic, eastern, etc.

¹² See footnote 2, p. 36.



seasons:

autumn (fall)  
spring  
summer  
winter

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; secretaryship

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  
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)

Senate (U.S.), title 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* lowercased  
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 unit; the  
Service:

Customs (formerly Customs Bureau)  
Employment  
Extension  
Fish and Wildlife  
Foreign (see Foreign Service)  
Forest  
Immigration and Naturalization  
Internal Revenue  
Mediation and Conciliation

Service—Continued

National Park

Postal

Secret (Treasury)

Selective (see also System); *but* selective service, in general sense; selective service classification 1-A, 4-F, etc.

Soil Conservation

service:

airmail

Army

city delivery

consular

customs (see Service)

diplomatic

employment (State)

extension (State)

general delivery

naval

Navy

parcel post

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)

Social Security Administration, application, check, pension, etc.

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 classifications:

Alpine Meadow

Bog

Brown

Chernozem (Black)

Chestnut

Desert

Gray-Brown Podzo-

lic

Half Bog

Laterite

Pedalfer

Pedocal

Podzol

Prairie

Ramann's Brown

Red

Rendzina

Sierozem (Gray)

Solonchak

Solonetz

Soloth

Terra Rossa

Tundra

Wiesenboden

Yellow

Soldiers' Home, if part of name: Ohio  
Soldiers' Home; the soldiers' home;  
etc.

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)

¹³ See footnote 2, p. 36.



## South—Continued

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  
 Southwest, the (section of United States)  
 Soviet (see U.S.S.R.)  
 space shuttle; the shuttle  
 Spanish-American War (see War)  
 Special Order No. 12; Special Orders, No. 12; a special order  
 Spirit of '76 (painting); *but* spirit of '76 (in general sense)  
 sputnik; *but* Sputnik I, etc.  
 Square, Lafayette, etc.; the square  
 Staff, Foreign Service (see Foreign Service); Air  
 Staked Plain  
 standard time (see time)  
 Star of Bethlehem  
 Star-Spangled Banner (see flag)  
 State:  
   government  
   legislature (see Legislature)  
   line, Iowa, Ohio-Indiana, etc.  
   New York  
   of Israel  
   of Pennsylvania  
   of Veracruz  
   of the Union Message/Address  
   out-of-State (adjective); *but* out-of-stater  
   prison  
   rights; States rights  
   Vatican City  
 state:  
   and church  
   of the art: state-of-the-art technology  
   statehood, statehouse, stateside, statewide  
   downstate, tristate, upstate, instate, substate, multistate  
   welfare  
 State's attorney  
 state's evidence  
 States:  
   Arab  
   Balkan  
   Baltic  
   communistic  
   Eastern; *but* eastern industrial States  
   East North Central  
   East South Central  
   Eastern Gulf  
   Eastern North Central, etc.  
   Far Western

## States—Continued

Gulf; Gulf Coast  
 Lake  
 Latin American  
 lower 48  
 Middle  
 Middle Atlantic  
 Middle Western  
 Midwestern  
 Mountain  
 New England  
 North Atlantic  
 Northwestern, etc.  
 Organization of American  
   Pacific  
   Pacific Coast  
   rights  
   South American  
   South Atlantic  
   Southern  
   the six States of Australia; a foreign state  
   Thirteen Original; original 13 States  
   Western; *but* western Gulf; western farming States  
 Station, if part of name; the station; not capitalized if referring to surveying or similar work:  
   Grand Central  
   Key West Naval (see Naval)  
   Nebraska Experiment Station; Experiment Station, Nebraska; Nebraska station  
   Syracuse Air Force  
   television station WSYR-TV  
   Union; Union Depot; the depot  
   WRC station; station WRC; radio station WRC; broadcasting station WRC  
 station 9; 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.; subtreasury at New York; the subtreasury  
 subtropical, subtropic(s) (see tropical)  
 summit meeting  
 Sun (see rule 3.30)  
 Superintendent, if referring to head of Federal 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 (Air Force, Army, Navy, and Public Health Service)

Survey, if part of name of Federal unit; the Survey: Coast and Geodetic; Geological; National Wilderness Preservation

System, if referring to Federal unit; the System:

Alaska Communication; the system

Bell; the system

Federal Credit

Federal Home Loan Bank

Federal Reserve

National Forest; the System

National Highway; the System

National Park; the System

National System of Interstate and Defense Highways; National System of Interstate Highways; Interstate System of Highways; Interstate Highway System; the Interstate System; the National System; the system; *but* highway system; Federal road system

National Trails

National Wild and Scenic Rivers

New York Central System

Regional Metro System; Metro system

Selective Service (see also Service)

*but* Amtrak railway system; Amtrak system; the system

*also* Federal land bank system

table 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 subdivision

Territory:

Northwest (1799); the territory

Trust Territory of the Pacific Islands;

Pacific Islands Trust Territory; the trust territory; the territory

Yukon, Northwest Territories; the Territory(ies), Territorial (Canada)

*but* territory of: American Samoa, Guam, Virgin Islands

The, part of name, capitalized:

The Dalles; The Gambia; The Hague;

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

*but* the Adjutant General; the National Archives; the Archives; the

The, part of name—Continued

Times; the *Mermaid*; the Federal Express

Third World

Thirteen American Colonies, etc. (see Colonies)

Thirteen Original States

Thruway, New York; the thruway time:

Atlantic, Atlantic standard

central, central standard

eastern, eastern daylight, eastern daylight saving (no s), eastern standard

Greenwich civil, etc.

local, local standard

mountain, mountain standard

Pacific, Pacific standard

universal

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

Tomb:

Grant's; the tomb

of the Unknown Soldier; Unknown

Soldier's Tomb; Tomb of the Un-

knowns; the tomb (see also Unknown Soldier)

Tower, Eiffel, etc.; the tower

Township, Union; township of Union

trade names and trademarks:

Acrilan CinemaScope

Airwick Coca-Cola

Alemite Coke

Alpha (protein) Conelrad

Al Si Mag Corex

Alumel Crawlers

Alundum Cyclone (fence)

Ameripol

Anchor (fence) Dacron

Areskap Danforth (anchor)

Aresket Decalin

Areskleene Deepfreeze (home

freezer)

Artgum De-Ion

Bactratycin Ditto

Bakelite Dulux

Band-Aid Duraloy

Belleekware Duraplex

Benzedrine

Bessemer (steel) Electro-Silicon

Black Leaf 40 Elektron

Blendor (Waring) Emulphor

Blue Rock (clay target)

Calgon Fairprene

Calrod Formica

Carbitol Fathometer

Carbofrax (fiberglass in

general sense)

Carborundum Fig Newtons

Catalin Filtrol

Caterpillar (tread) Foamite

Celanese Freon

Celastac Frigidaire

Cellosolve

Cellucotton (surgical

dressings) Geon

Celluloid (plastics) Glyptal

Celotex Go Kart

Chevron (machinery

packing) Gyropilot

Chlorex Gyrosyn

Chromel (alloy) Halon (gas)

Hercolyn

¹⁴ See footnote 2, p. 36.

## trade names—Continued

Hush Puppies (shoes)	Push-Back (theater chairs)	transatlantic; transpacific; trans-Siberian, etc.; <i>but</i> Transjordan; Trans-Alaska
Hydroseal	Pyralin	Treasurer, Assistant, of the United States; the Assistant Treasurer; <i>but</i> assistant treasurer at New York, etc.
Hyex	Pyrex glass	Treasurer of the United States; the Treasurer
Igepon	Quonset hut	Treasury notes; Treasurys
Inconel		Treasury, of the United States; General; National; Public; Register of the
Intertype (typesetting)	Refinite	Treaty, if part of name; the treaty:
Invar	Resinox	Jay Treaty
Iron-Clad (batteries)	Revertex	North Atlantic; North Atlantic Defense
Jeep	Rocklath (plaster-board)	of Versailles
Kepone (chloride-cone)	Rockwell (tester)	<i>but</i> treaty of 1919
Kiddie Kar	Royal typewriter	triad
Klaxon	Sanforized	tribe (see Indians)
Kleenex	Santomerse	Tribunal, standing alone capitalized only in minutes and official reports of a specific arbitration; <i>also</i> High Tribunal; the Tribunal (Supreme Court); Copyright Royalty Tribunal, the tribunal
Klieglight	Scotch (pressure-sensitive tape, etc.)	Tris (chemical)
Kodak	Shakeproof	Tropic of Cancer, of Capricorn; the Tropics
Kodapak	Sheetrock	tropical; neotropic, neotropical, subtropic(s), subtropical
Koroseal	Slim Jims	Trust, Power, etc.
Kovar	Snow Crop	trust territory (see Territory)
Lastex	Solid Circuit	Tunnel, Lincoln, etc.; the tunnel; <i>but</i> irrigation, railroad, etc., tunnel
Laundromat	Solvesso	Turnpike, Pennsylvania, etc.; the turnpike
Lavite	Speed-Nut (fastener)	Twin Cities (Minneapolis and St. Paul)
Leatherette	Steel-Flex	U-boat
Lexide	Stellite	Under Secretary, if referring to officer of Federal Government; the Under Secretary:
Library (paste)	Steri-Pad (surgical dressing)	of Agriculture
Lift Gate	Stiflex	of State
Linotype	Styrofoam	of the Treasury
Lollypop	Sylphon	Uniform Code of Military Justice (see Code)
Lucite	Sylphrap	Union (if part of proper name; capitalized standing alone if synonym for United States or if referring to international unit):
Lux	Synpor	International Typographical; the Typographical Union; the union
Masonite	Syntron	Pan American (see Organization of American States)
Methocel	Tabasco sauce	Station; <i>but</i> union passenger station; union freight station
Micarta	Talon (fastener)	Teamsters Union; the Teamsters; the union; <i>also</i> the Auto Workers, etc.
Mimeograph	Technicolor	Universal Postal; the Postal Union; the Union
Modutrol	Teflon	Western (see alliances)
Monel (metal)	TelePrompter	Woman's Christian Temperance
Monotype	Teletype	<i>but</i> a painters union; printers union
Mycalex	Terramycin	Union of Soviet Socialist Republics (see U.S.S.R.)
Nekal	Textolite	
Nichrome	Thermit	
Nicofume	Thermofax	
Nitr alloy	Thermos (vacuum bottle)	
Nonex	Thiokol	
Orlon	Transite	
Paraplex	Uformite	
Peg Board	Univac	
Perbunan	Urotropin	
Permutit		
Phosphor bronze	Vacumatic	
Photostat	Varsol	
Photronic	Vaseline	
Phytin (pharmaceutical product)	Verichrome	
Ping-Pong	Victrola	
Plastacele	Vinylite	
Plexiglas	Viscoloid	
Pliofilm	Vistac	
Pliolite	Vistanex (-Medium)	
Pliowax	Vu-Graph	
Polane	Vultex	
Polaroid		
Polymerin	Windbreaker	
Porocel	Xerox	
Portland cement	ZIP Code (Postal)	
Primacord	Zipper (heels)	
Pullman car		



Unit, if referring to Federal branch; the Unit:  
 Alcohol Tax  
 Income Tax  
 United Nations:  
 Charter; the charter  
 Conference on International Organization; the Conference  
 Economic and Social Council; the Council  
 Educational, Scientific, and Cultural Organization (Unesco^e) (see Organization)  
 Food and Agriculture Organization (FAO); the Organization  
 General Assembly; the Assembly  
 International Children's Emergency Fund (UNICEF); the Fund  
 International Court of Justice; the Court  
 International Labor Organization (see Organization)  
 Little Assembly; the Assembly  
 Permanent Court of Arbitration (see Court)  
 Secretariat, the  
 Secretary General  
 Security Council; the Council  
 Special United Nations Fund for Economic Development (SUNFED)  
 Trusteeship Council; the Council  
 University  
 World Employment Conference  
 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; Unknown 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  
 Politburo  
 Red army  
 Reds, the; a Red  
 Soviet, if part of name; capitalized standing alone if referring to central governmental unit:  
 Government; *but* Communist government  
 Moscow  
 National  
 of Labor and Defense

U.S.S.R. (Union of Soviet Socialist Republics)—Continued  
 S.S.S.R. (Siberian Soviet Socialist Republics)  
*but* a soviet; sovietic; sovietism; sovietize  
 Valley, Shenandoah, etc.; the valley; *but* the valleys of Virginia and Maryland  
 V-E Day; V-J Day (see holidays)  
 veteran, World War  
 Veterans' Administration (see Administration)  
 Veterans Day (see holidays)  
 vice consul, British, etc.  
 Vice President (same as President)  
 Victoria Cross (see decorations)  
 Vietcong  
 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; *but* world war III  
 for Independence (1776)  
 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'  
 Six-Day (Arab-Israeli)  
 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  
 War College, National (see College)  
 War Mothers (see American)  
 ward 1, 2, etc.; first, 11th, etc. (see rule 12.10)  
 Washington's Farewell Address  
 water district (see District)  
 waterway, inland, intercoastal, etc.; *but* Intracoastal Waterway

¹⁵ See footnote 2, p. 36.



Week, Fire Prevention; etc.  
welfare state

West:

Bank (Jordan)  
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:

bloc  
civilization  
countries  
Europe(an) (political entity)  
Germany (political entity)  
Hemisphere; the hemisphere  
ideas  
North Central States  
Powers  
States  
Union (see alliances)  
United States  
World  
*but* far western; western farming  
States (U.S.)

westerner

Wheat Belt (see Belt)

whip, the (of political party in Congress)

Whisky Rebellion (see Rebellion)

White House:

Blue Room  
East Room  
Oval Office  
Police (see Police)  
Red Room  
State Dining Room

white paper, British, etc.

Wilderness, capitalized with name; San  
Joaquin Wilderness, CA; the wilder-  
ness; *but* the Wilderness (Virginia  
battlefield)

woman marine, etc. (see Marine Corps)

Women's Army Corps (see Corps)

Women in the Air Force (WAF); a Waf,  
Wafs (individuals)

women's lib

Women's Reserve of the Coast Guard  
Reserve; Women's Reserve; the Re-  
serve; 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 volun-  
teer emergency service); a Wave

Wood, if part of name:

Belleau Wood

House of the Woods (palace)

World: New, Old, Third; *but* Free world  
World Series

World War (see War)

World War II veteran

x ray (note: no hyphen)

Year, International Geophysical; the  
Geophysical Year; the Year

year:

calendar

fiscal

Young Men's Christian Association (see  
Association)

Your Excellency; Your Honor; Your  
Majesty; etc.

Youth Corps; the Corps

ZIP Code number; ZIP + 4

Zone, if part of name; the zone:

Bizonia; bizonal

British (in Germany)

Canal (Panama)

Eastern, Western (Germany)

Frigid

New York Foreign Trade; Foreign  
Trade Zone No. 1; *but* the foreign  
trade zone

of Interior (see Command)

Temperate, Torrid; the zone

Trizonia; trizonal

*but* 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 Third New International Dictionary. 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.

Spelling

### 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.)

<b>A</b>	acoustic	all right	appareled, -ing
abattoir	adapter	altogether (com- pletely)	aquatic
aberration	adjurer	all together	aqueduct
abetter	adjuster	(collectively)	archeology
abettor (law)	ad nauseam	aluminum	arrester
abridgment	adviser	ambidextrous	artifact
absorb (take in)	advisor (law)	ameba	artisan
adsorb (adhesion)	adz	ampoule	ascendancy, -ant
abysmal	aegis	analog	ascent (rise)
a cappella	affect (influence, v.)	analogous	assent (consent)
accede (yield)	effect (result, n., v.)	anemia	assassinate
exceed (surpass)	aging	anesthetic	atheneum
accepter	aid (n., v.)	aneurysm	attester
acceptor (law)	aide	anomalous	autogiro
accessory	aide-de-camp	anonymous	awhile (for some time)
accommodate	albumen (egg)	antediluvian	a while (a short time)
accordion	albumin (chem- istry)	antibiotics (n.)	ax
accouter	align	antibiotic (adj.)	aye
accursed	allottee	anyway (adv.)	
acetic (acid)	all ready (prepared)	anywise (adv.)	
ascetic (austere)	already (previous)	appall, -ed, -ing	
acknowledgment			
<b>B</b>	bazaar	bombazine	bronco
backward	behoove	born (birth)	brunet (masc., fem.)
baloney (nonsense)	beneficent	borne (carried)	buccaneer
bologna (sausage)	benefited, -ing	bouillon (soup)	buncombe
bandanna	better (wagerer)	bullion (metal)	bunion
bargainer	beveled, -ing	boulder	bur
bargainor (law)	biased, -ing	bourgeoisie	burned
baritone	bimetallism	breach (gap)	bus, bused, buses,
bark (boat)	blessed	breech (lower part)	busing
barreled, -ing	bloc (group)	brier	butadiene
bastille	block (grants)	briquet, -ted, -ting	
bathyscaph	blond (masc., fem.)	Britannia	
battalion	bluing	broadax	
<b>C</b>	calcimine	caliber	calligraphy
caffeine	caldron	caliper	callus (n.)
calcareous	calender (paper finish)	calk	callous (adj.)

calorie	casual (unimportant)	clew (nautical)	consensus
canceled, -ing	causal (cause)	clue (other)	consignor
canceler	catalog, -ed, -ing	climactic (climax)	consultor
cancellation	cataloger	climatic (climate)	consummate
candor	catap	cocaine	contradictor
canister	caviar	coconut	control, -lable, -ling
cannot	caviled, -er, -ing	cocoon	converter
canoeing	center	coleslaw	conveyor
cantaloup	centipede	colloquy	cookie
canvas (cloth)	cesarean	colossal	coolie
canvass (solicit)	chairmaned	combated, -ing	cornetist
capital (city)	chaise longue	commenter	corollary
capitol (building)	chancellor	commentor (law)	corvette
carabao (sing., pl.)	channeled, -ing	commingle	councilor (of council)
carat (gem weight)	chaperon	commiserate	counselor (adviser)
carat (omission mark)	chautauqua	complement (complete)	counseled, -ing
karat (gold weight)	chauvinism	compliment (praise)	cozy
carbureted, -ing	check	confectionery	crawfish
carburetor	chiffonier	confidant (masc., fem.)	creneled, -ing
Caribbean	chili (pepper)	confident (sure)	crystaled, -ing
caroled, -ing	chile con carne	confirmer	crystalline
carotene	chiseled, -ing	confirmor (law)	crystallize
cartilage	chlorophyll	conjurer	cudgeled, -ing
caster (roller)	cigarette	connector	cyclopedia
castor (oil)	citable	connoisseur	czar
	clamor	consecrator	
<b>D</b>	device (contrivance)	dilettante	doctrinaire
debarkation	devise (convey)	dinghy (boat)	doggerel
decalog	dextrous	diphtheria	dossier
defense	diagramed, -ing	discreet (prudent)	doweled, -ing
deliverer	diagrammatic	discrete (distinct)	downward
deliveror (law)	dialad, -ing	disheveled, -ing	dreadnought
demagog	dialog	disk	dreamed
demarcation	diaphragm	dispatch	drought
dependent	diarrhea	dissension	dueled, -ing
descendant (n., adj.)	dickey	distention	duffelbag
desecrator	dieresis	distill, -ed, -ing, -ment	dullness
desiccate	dieretic	distributor	dumfound
desuetude	dietitian	diverter	dwelt
detractor	diffuser	divorcee	dyeing (coloring)
develop, -ment	dike	doctoral	dying (death)
<b>E</b>	employee	ensheathe	esthetic
eastward	enameled, -ing	ensnare	etiology
ecstasy	encage	entrench	evacuee
edema	encase	entrepreneur	evanescent
edgewise	encave	entrust	exhibitor
electronics (n.)	enclasp	entwine	exhilarate
electronic (adj.)	enclose	envelop (v.)	exonerate
eleemosynary	enclosure	envelope (n.)	exorbitant
elicit (to draw)	encumber	enwrap	expellent
illicit (illegal)	encumbrance	eon	exposé (n., exposure)
embarrass	encyclopedia	epaulet, -ed, -ing	expose (v., to lay open)
embed	endorse, -ment	epiglottis	exsiccate
embellish	endwise, -ment	epilog	extant (in existence)
emboweled, -ing	enfeeble	equaled, -ing	extent (range)
emboweler	enforce, -ment	erysipelas	extoll, -ed, -ing
emigrant (go from)	engraft	escaloped, -ing	eying
immigrant (go into)	enroll, -ed, -ing, -ment	escapable	eyrie
emigree	enshade	esophagus	
<b>F</b>	filigree	focused, -ing	forward (ahead)
falderal	finable	forbade	foreword (preface)
fantasy	finagle	forbear (endurance, etc.)	fricassee
farther (distance)	fiord	forebear (ancestor)	fuchsia
further (degree)	flammable ( <i>not</i> inflammable)	foresee	fueller
favor	flection	forgettable	fulfill, -ed, -ing, -ment
fecal	fledgling	forgo (relinquish)	fulsome
feces	flexitime	forego (precede)	fungus (n., adj.)
fetal	flier	format, formatted, formatting	funneled, -ing
fetish	flotage	forswear	furor
fetus	flotation	fortissimo	fuse (all meanings)
fiber	fluorescent		fuselage
fiche (microfiche)			fusillade



<b>G</b> gaiety gaily galosh gambled, -ing garrote gauge gazetteer	gelatin generalissimo germane glamorous glamour glycerin gobbledygook goodbye	gram graveled, -ing gray grievous groveled, -ing gruesome guarantee (n., v.) guaranty (n., law)	guerrilla (warfare) gorilla (ape) guesstimate guttural gypsy
<b>H</b> hallelujah Halloween kara-kiri harass harebrained harken	healthful (producing health) healthy (with health) heinous hemoglobin hemorrhage heterogeneous	hiccup highfalutin hijack Hindu homeopath homeward homogeneity	homolog hors d'oeuvre hypocrisy hypotenuse
<b>I</b> idiosyncrasy idyl impaneled, -ing impassé imperiled, -ing impostor impresario imprimatur	indict (to accuse) indite (to compose) inequity (unfairness) iniquity (sin) inferable infold ingenious (skillful) ingenuous (simple) innocuous	innuendo inoculate inquire, inquiry install, -ed, -ing, -ment installation instill, -ed, -ing insure (protect) ensure (guarantee) intelligentsia	interceptor interment (burial) internment (jail) intern intervener intervenor (law) intransigent (n., adj.) iridescent italic
<b>J</b> jalopy	jeweled, -ing, -er judgment	judgeship jujitsu	
<b>K</b> kerneled, -ing	kerosene kidnaped, -ing	kidnaper kilogram	kopek
<b>L</b> labeled, -ing lacquer landward lath (wood) lathe (machine) laureled leukemia leveled, -ing leveler	liaison libber libelant libeled, -ing libelee libeler license licensor (issuer) licensor (grantor) licorice	likable lilliputian linage (lines) lineage (descent) liquefy liquor liqueur liter livable	loath (reluctant) loathe (detest) lodestar lodestone lodgment logistics (n.) logistic (adj.) louver luster
<b>M</b> madam Mafia maize (corn) maze (labyrinth) maneuver manifold manikin mantel (shelf) mantle (cloak) manywise (adv.) marbleize margarin (chemistry) margarine (butter substitute) marijuana	marshaled, -ing marshaler marveled, -ing marvelous meager medaled, -ing medalist medieval metaled, -ing metalyze material (goods) materiel (military stores) meteorology (weather) metrology (weights and measures)	meter mil ( $\frac{1}{1000}$ inch) mill ( $\frac{1}{1000}$ dollar) mileage miliary (tuberculosis) milieu milk cow millenary (1,000) millinery (hats) millennium minable missilry misspell miter moccasin modeled, -ing	modeler mold mollusk molt moneys monogramed, -ing monolog mortise Moslem movable mucilage mucus (n.) mucous (adj.) mustache
<b>N</b> naphtha Navajo	nazism niacin nickel	Nisei niter nonplused	northward numskull
<b>O</b> obligato obloquy ocher octet	offal offense omelet oneself onward	ophthalmology opossum orangutan orbited, -ing	ordinance (law) ordnance (military) organdie overseas or oversea

## P

pajamas  
paleontology  
paneled, -ing  
paraffin  
paralleled, -ing  
parallelepiped  
parceled, -ing  
partisan  
pastime  
patrol, -led, -ling  
peccadillo  
peddler  
Peking  
penciled, -ing  
pendant (n.)  
pendent (u.m.)  
percent  
peremptory (decisive)  
preemptory  
(preference)

## Q

quarreled, -ing

## R

raccoon  
racket (all meanings)  
rapprochement  
rarefy  
rarity  
ratable  
rattan  
raveled, -ing

## S

saccharin (n.)  
saccharine (adj.)  
sacrilegious  
salable  
sандаled, -ing  
satellite  
satinet  
savable  
savanna  
savior  
Saviour (Christ)  
scalloped, -ing  
schizophrenia  
scion (horticulture)  
scurrilous  
seismology  
selvage (edging)  
salvage (save)  
sentineled, -ing  
separate

## T

taboo  
tactician  
tasseled, -ing  
tattoo  
taxied, -ing  
technique  
teetotaler  
tercentenary  
theater  
therefor (for it)  
therefore (for that  
reason)  
thiamine  
thralldom

perennial  
periled, -ing  
permittee  
perquisite (privilege)  
prerequisite  
(requirement)  
personal (individual)  
personnel (staff)  
perspective (view)  
prospective  
(expected)  
petaled, -ing  
Pharaoh  
pharmacopeia  
phenix  
phlegm  
phony  
phosphorus (n.)  
phosphorous (adj.)  
photostated  
pickax

## quartet

quaternary

reconnaissance  
reconnoiter  
recyclable  
referable  
refusenik  
registrar  
reinforce  
relater  
relator (law)

sepulcher  
seriatim  
settler  
settlor (law)  
sewage (waste)  
sewerage (drain  
system)  
sextet  
Shakespearean  
shellacking  
shoveled, -ing  
shriveled, -ing  
sideward  
signaled, -ing  
siphon  
sizable  
skeptical  
skillful  
skulduggery  
smolder  
sniveled, -ing

thrash (beat)  
thresh (grain)  
threshold  
tie, tied, tying  
timber (wood)  
timbre (tone)  
tinselled, -ing  
titer  
tonsillitis  
tormentor  
totaled, -ing  
toward  
toweled, -ing  
toxemia  
trafficking

picnicking  
pipet  
plaque  
plastics (n.)  
plastic (adj.)  
pledger  
pledgor (law)  
plenitude  
plow  
poleax  
pollination  
pommeled, -ing  
pontoon  
ponton (military)  
porcelaneous  
practice (n., v.)  
precedence (priority)  
precedents (usage)  
pretense  
preventive

## questionnaire

queue

remodeler  
renaissance  
reparable  
repellant (n.)  
repellent (adj.)  
requester  
requestor (law)  
rescission  
responder (electronics)

snorkel  
soliloquy  
sometime (formerly)  
some time (some  
time ago)  
sometimes (at times)  
southward  
spacious (space)  
specious (plausible)  
specter  
spirituous (liquor)  
(not spiritous)  
spirochete  
spoliation  
staunch  
stationary (fixed)  
stationery (paper)  
statue (sculpture)  
stature (height)  
statute (law)  
stenciled, -ing

trameled, -ing  
tranquelize(r)  
tranquillity  
transcendent  
transferable  
transferor  
transferred  
transonic  
transponder  
(electronics)  
transshipment  
traveled, -ing  
traveler  
travelog  
triptych

principal (chief)  
principle  
(proposition)  
privilege  
proffer  
programmed, -mer,  
-ming  
programmatic  
prolog  
promissory  
pronunciation  
propel, -led, -ling  
propellant (n.)  
propellent (adj.)  
prophecy (n.)  
prophecy (v.)  
ptomaine  
pubic (anatomy)  
pulsator  
pusillanimous

responser (electronics)  
reveled, -er, -ing  
rhyme, rhythmic  
RIF'ing, RIF'd, RIF's  
rivaled, -ing  
roweled, -ing  
ruble

stencil  
stifling  
stratagem  
stubbornness  
stupefy  
subpoena, -ed  
subtlety  
succor  
sulfur (also derivatives)  
sulfanilamide  
sulfured, -ing  
supererogation  
surreptitious  
surveillance  
swiveled, -ing  
sylvan  
synonymous  
syrup

trolley  
troop (soldiers)  
troupe (actors)  
troweled, -ing  
tryptophan  
tularemia  
tunneled, -ing  
tunneler  
turquoise  
typify  
tyrannical  
tyro

<b>U</b> unctuous	unwieldy upward	uremia	
<b>V</b> vacillate valance (drape) valence (chemistry) veld	veranda vermilion vicissitude victualled, -ing victualer	vilify villain visa, -ed, -ing vitamin vitrify	volcanism voluntarism votable vying
<b>W</b> wainscoting warranter warrantor (law)	warranty weeviled, -ing welder westward	whimsey whiskey, -s willful withe	woeful woolen woolly worshiped, -er, -ing

## Anglicized and foreign words

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

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

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

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

## 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 armadillos avocados banjos cantos cascos	centos didos duodecimos dynamos escudos Eskimos	falsettos gauchos ghettos gringos halos indigos	infernos juntos kimonos lassos magnetos mementos
-----------------------------------------------------------------	----------------------------------------------------------------	----------------------------------------------------------------	-----------------------------------------------------------------

merinos	piccolos	sextodecimos	tobaccos
mestizos	pomelos	sextos	twos
octavos	provisos	siroccos	tyros
octodecimos	quartos	solos	virtuosos
pianos	salvos	tangelos	zeros

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  
chiefs of staff  
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  
pilots-in-command  
postmasters general  
presidents-elect  
prisoners of war  
reductions in force  
rights-of-way  
secretaries general  
sergeants at arms  
sergeants major  
solicitors general  
surgeons general

Significant word in middle:

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

Significant word last:

assistant attorneys  
assistant commissioners  
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

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 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	goings-on	listeners-in	makers-up
fillers-in	hangers-on	lookers-on	passers-by

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

also-rans	go-betweens	run-ins
come-ons	higher-ups	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 print-



ed as separate words and the plural is formed by adding *s* to the noun.

five bucketfuls of the mixture (one bucket filled five times)  
 five buckets full of earth (separate buckets)  
 three cupfuls of flour (one cup filled three times)  
 three cups full of coffee (separate cups)

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

addendum, addenda  
 adieu, adieus  
 agendum, agenda  
 alga, algae  
 alumnus, alumni (masc.); alumna, alumnae (fem.)  
 antenna, antennae (antennae, zoology)  
 appendix, appendixes  
 aquarium, aquariums  
 automaton, automatons  
 axis, axes  
 bandeau, bandeaux  
 basis, bases  
 bateau, bateaux  
 beau, beaux  
 cactus, cactuses  
 calix, calices  
 chassis (singular and plural)  
 cherub, cherubs  
 cicatrix, cicatrices  
 Co., Cos.  
 coccus, cocci  
 consortium, consortia  
 corrigendum, corrigenda  
 crisis, crises  
 criterion, criteria  
 curriculum, curriculums  
 datum, data  
 desideratum, desiderata  
 dilettante, dilettanti  
 dogma, dogmas  
 ellipsis, ellipses  
 equilibrium, equilibria (equilibria, scientific)  
 erratum, errata  
 executrix, executrices  
 flambeau, flambeaus  
 focus, focuses  
 folium, folia  
 forum, forums  
 formula, formulas  
 fungus, fungi  
 genius, geniuses  
 genus, genera  
 gladiolus (singular and plural)  
 helix, helices  
 hypothesis, hypotheses  
 index, indexes (indices, scientific)  
 insigne, insignia  
 italic, italics  
 Kansas Citys  
 lacuna, lacunae

larva, larvae  
 larynx, larynxes  
 lens, lenses  
 lira, lire  
 locus, loci  
 madam, mesdames  
 Marys  
 matrix, matrices  
 maximum, maximums  
 medium, mediums *or* media  
 memorandum, memorandums  
 minimum, minimums  
 minutia, minutiae  
 monsieur, messieurs  
 nucleus, nuclei  
 oasis, oases  
 octopus, octopuses  
 opus, opera  
 parenthesis, parentheses  
 phenomenon, phenomena  
 phylum, phyla  
 plateau, plateaus  
 podium, podiums  
 procès-verbal, procès-verbaux  
 radius, radii  
 radix, radices  
 referendum, referendums  
 sanatorium, sanatoriums  
 sanitarium, sanitariums  
 septum, septa  
 sequela, sequelae  
 seraph, seraphs  
 seta, setae  
 ski, skis  
 stadium, stadiums  
 stimulus, stimuli  
 stratum, strata  
 stylus, styluses  
 syllabus, syllabuses  
 symposium, symposia  
 synopsis, synopses  
 tableau, tableaux  
 taxi, taxis  
 terminus, termini  
 testatrix, testatrices  
 thesaurus, thesauri  
 thesis, theses  
 thorax, thoraxes  
 vertebra, vertebrae (vertebrae, zoology)  
 virtuoso, virtuosos  
 vortex, vortices

## 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	distensible	incorrodible	perfectible
accendible	distractible	incurruptible	permissible
accessible	divertible	incredible	persuasive
addible	divestible	indefeasible	pervertible
adducible	divisible	indefectible	plausible
admissible	docible	indefensible	possible
appetible	edible	indelible	prehensible
apprehensible	educible	indeprehensible	prescriptible
audible	effective	indestructible	producible
avertible	effervescible	indigestible	productible
bipartible	eligible	indiscernible	protrusible
circumscribable	eludible	indivisible	putrescible
coctible	erodible	indocible	receptible
coercible	evasive	inducible	redemptible
cognoscible	everisible	ineffervescible	reducible
cohesible	evincible	ineligible	reflectible
collapsible	exemptible	ineludible	reflexible
collectible(s)	exhaustible	inevitable	refrangible
combustible	exigible	inexhaustible	remissible
comestible	expansible	inexpansible	renascible
commonsensible	explosible	inexpressible	rendible
compactible	expressible	infallible	reprehensible
compatible	extensible	infeasible	repressible
competible	fallible	inflexible	reproducible
compossible	feasible	infractible	resistible
comprehensible	fencible	infrangible	responsible
compressible	flexible	infusible	reversible
conducible	fluxible	innascible	revertible
conductible	forcible	inscriptible	risible
confluxible	frangible	insensible	runcible
congestible	fungible	instructible	sconcible
contemptible	fusible	insubmersible	seducible
controvertible	gullible	insuppressible	sensible
convertible	horrible	insusceptible	sensible
(convertible)	ignitable	intactible	suasible
conversable (oral)	illegible	intangible	subdivisible
convertible	immersible	intelligible	submersible
convincible	immiscible	interconvertible	subvertible
corrigible	impartible	interruptible	suggestible
corrodible	impatible	intervisible	supersensible
corrosible	impeccable	invendible	suppressible
corruptible	imperceptible	invertible	susceptible
credible	impermissible	invincible	suspensible
crucible	imperscriptible	invisible	tangible
cullible	impersuasive	irascible	tensible
decoctible	implausible	irreducible	terrible
deducible	impossible	irrefragable	thurable
deductible	imprescriptible	irremissible	traducible
defeasible	imputrescible	irreprehensible	transmissible
defectible	inaccessible	irrepressible	transvertible
defensible	inadmissible	irresistible	tripartible
delible	inapprehensible	irresponsible	unadmissible
deprehensible	inaudible	irreversible	uncorruptible
depressible	incircumscribable	legible	unexhaustible
descendible	incoercible	mandible	unexpressible
destructible	incognoscible	marcescible	unintelligible
diffrangible	incombustible	misicible	unresponsible
diffusible	incommiscible	negligible	unsusceptible
digestible	incompatible	nexible	vendible
dimensible	incomprehensible	omissible	vincible
discernible	incompressible	ostensible	visible
discerpible	inconcussible	partible	vitrescible
discerptible	incontrovertible	passable (feeling)	
discussible	inconvertible	passable (open)	
dispersible	inconvincible	perceptible	
dissectible	incorrigible		

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

## 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	corral, corralled	<i>but</i> total, totaled
get, getting	input, inputting	travel, traveled
red, reddish	format, formatting	
rob, robbing	transfer, transferred	

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

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

## Indefinite articles

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

a historical review	a union	an onion
a hotel	an herdseller	an oyster
a human being	an hour	<i>but</i> an H-U-D directive
a humble man	an honor	a HUD directive

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 indefinite article *a* or *an* before a numerical expression is determined by the consonant or vowel sound of the beginning syllable.

an 11-year-old  
a onetime winner  
a III (three) group

an VIII (eight) classification  
a IV-F (four) category (military draft)  
a 4-H Club

## Geographic names

5.20. The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names (BGN). In the absence of such a decision, the U.S. Directory of Post Offices is to be used for names of post offices in the United States and its possessions.

5.21. If the decisions or the rules of the BGN 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.

5.22. The table on page 235 shows forms to be used for nouns and adjectives denoting nationality.

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

Alabamian	Indianian	Nebraskan	South Carolinian
Alaskan	Iowan	Nevadan	South Dakotan
Arizonan	Kansan	New Hampshireite	Tennessean
Arkansan	Kentuckian	New Jerseyite	Texan
Californian	Louisianian	New Mexican	Utahn ¹
Coloradan	Mainer	New Yorker	Vermont
Connecticuter	Marylander	North Carolinian	Virginian
Delawarean	Massachusettsan	North Dakotan	Washingtonian
Floridian	Michiganite	Ohioan	West Virginian
Georgian	Minnesotan	Oklahoman	Wisconsinite
Hawaiian	Mississippian	Oregonian	Wyomingite
Idahoan	Missourian	Pennsylvanian	¹ Utahan (adjective)
Illinoisan	Montanan	Rhode Islander	

5.24. Observe the following forms:

Guamanian  
Puerto Rican

Part-Hawaiian (applies to Hawaii only)  
*but* part-Japanese

## Indian words

5.25. 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

5.26. Ligatures are not used.

## Transliteration

5.27. 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.



## 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 ensures 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 often acquire the hyphen first, are printed as one word later, 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 6.16.)

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. Words are usually combined 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

Y-shaped

Compound  
Words

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 6.29 and 6.32.)

cooperation  
deemphasis  
preexisting  
anti-inflation  
micro-organism

semi-independent  
brass-smith  
Inverness-shire  
thimble-eye  
ultra-atomic

shell-like  
hull-less  
*but* co-occupant

### 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  
tradeoff

*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 prefixed word consists of one syllable. (See also rules 6.29 and 6.30.)

berry  
bird  
blossom  
board  
boat  
book  
borne  
bound  
box  
boy  
brained  
bug  
bush  
craft  
field  
fish  
flower  
fly  
girl  
grower

headed  
hearted  
holder  
hopper  
house  
keeper  
keeping  
land  
light  
like  
line  
load  
maid  
maker  
making  
man  
master  
mate  
mill  
mistress

monger  
over  
owner  
*but* #ownership  
person  
picker  
picking  
piece  
plane  
power  
proof  
roach  
room  
shop  
site  
skin  
smith  
stone  
store  
tail

tight  
time (not clock)  
ward  
ware  
water  
way  
wear  
weed  
wide  
wise  
woman  
wood  
work  
worker  
working  
worm  
worthy  
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 compound personal pronouns as one word.

herself  
himself  
itself  
myself

oneself  
ourselves  
themselves

thysself  
yoursself  
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 rules 7.14 and 8.73.)

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 6.16 and elsewhere throughout this chapter. This applies particularly to combinations in which one element is a present or past participle.

agreed-upon standards  
Baltimore-Washington road  
collective-bargaining talks  
contested-election case  
contract-bar rule  
cost-of-living increase  
drought-stricken area  
English-speaking nation  
fire-tested material  
Federal-State-local cooperation  
German-English descent  
guided-missile program  
hard-of-hearing class  
high-speed line  
large-scale project  
law-abiding citizen  
long-term loan

long-term-payment loan  
lump-sum payment  
most-favored-nation clause  
multiple-purpose uses  
no-par-value stock  
part-time personnel  
rust-resistant covering  
service-connected disability  
state-of-the-art technology  
tool-and-die maker  
up-or-down vote  
U.S.-owned property; U.S.-flag ship  
1-inch diameter; 2-inch-diameter pipe  
10-word telegram  
a 4-percent increase, the 10-percent rise  
*but* 4 percent citric acid, 4 percent interest ¹

6.16. 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  
bituminous coal industry  
child welfare plan  
civil rights case  
civil service examination  
durable goods industry  
flood control study  
free enterprise system  
high school student; elemen-  
tary school grade  
income tax form

interstate commerce law  
land bank loan  
land use program  
life insurance company  
mutual security funds  
national defense appropriation  
natural gas company  
per capita expenditure  
Portland cement plant  
production credit loan  
public utility plant

real estate tax  
small businessman  
social security pension  
soil conservation measures  
special delivery mail;  
parcel post delivery  
speech correction class  
*but* no-hyphen rule (readability  
aided); *not* no hyphen  
rule

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

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

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

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

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

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

¹ Note the absence of an article: *a*, *an*, or *the*. The word *of* is understood here.

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

better drained soil  
best liked books  
higher level decision  
highest priced apartment  
larger sized dress  
better paying job  
lower income group

*but* uppercrust society  
lowercase, uppercase type (printing)  
undercoverman  
upperclassman  
bestseller (noun)  
lighter-than-air craft  
higher-than-market price

**6.20.** 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  
wholly owned subsidiary  
unusually well preserved specimen  
very well defined usage  
longer than usual lunch period  
very well worth reading  
not too distant future

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

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

Latin American countries  
North Carolina roads  
a Mexican-American  
South American trade  
Spanish-American pride  
Winston-Salem festival  
Afro-American program

Anglo-Saxon period  
Franco-Prussian War  
*but* Minneapolis-St. Paul region  
North American-South American sphere  
French-English descent  
Washington-Wilkes-Barre route

**6.22.** Do not confuse a modifier with the word it modifies. In some instances clarity can be achieved by the writer by using such terms as *businessperson*, *shoe repairer*, *worker*, etc.

elderly clothesman  
competent shoemaker  
field canning factory  
gallant serviceman  
light blue hat (weight)  
average taxpayer  
American flagship  
well-trained schoolteacher  
preschool children (kindergarten)  
*but* common stockholder  
stock ownership  
small businessman  
working men and women  
steam powerplant site  
meat packinghouse owner

old-clothes man  
wooden-shoe maker  
tomato-canning factory  
service men and women  
light-blue hat (color)  
income-tax payer  
American-flag ship  
elementary school teacher  
pre-school children (before school)

**6.23.** 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  
6.4-, 3.1-, and 2-percent pay raises  
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



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

ante bellum days  
bona fide transaction

ex officio member  
per capita tax

per diem employee  
prima facie evidence

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

abstract B pages  
article 3 provisions

class II railroad  
grade A milk

point 4 program  
ward D beds

**6.26.** 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 8.136.)

"blue sky" law

"good neighbor" policy

"tie-in" sale

but right-to-work law

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

bluish green  
dark green

orange red  
bluish-green feathers

iron-gray sink  
silver-gray body

**6.28.** Do not use a hyphen between independent adjectives preceding a noun.

big gray cat

a fine old southern gentleman

## Prefixes, suffixes, and combining forms

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

afterbirth  
Anglomaniā  
antedate  
antislavery  
biweekly  
bylaw  
circumnavigation  
cispine  
cooperate  
contraposition  
countercase  
deenergize  
demitasse  
excommunicate  
extracurricular

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

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

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

**6.30.** 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

**6.31.** 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

Scotland-like  
MacArthur-like

**6.32.** 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  
multi-ply (several plies)  
non-civil-service position  
non-tumor-bearing tissue  
pre-position (before)

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

**6.33. Use a hyphen to join duplicated prefixes.**

re-direct	sub-subcommittee	super-superlative
-----------	------------------	-------------------

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

ex-governor	self-control	quasi-academic
ex-serviceman	self-educated	quasi-argument
ex-trader	but selfhood	quasi-corporation
ex-vice-president ²	selfsame	quasi-young

**6.35. 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	post-World War II or post-	overanglicize
pro-British	Second World War	prezeppelin
un-American	non-Federal	transatlantic
non-Government	but nongovernmental	

**Numerical compounds**

**6.36. 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 12.22.)**

twenty-one	5-to-4 vote	second grade children
twenty-first	.22-caliber cartridge	but one hundred and twenty-
6-footer	2-cent-per-pound tax	one
24-in ruler	four-in-hand tie	100-odd
3-week vacation	three-and-twenty	foursome
8-hour day	two-sided question	threescore
10-minute delay	multimillion-dollar fund	foursquare
20th-century progress	10-dollar-per-car tax	\$20 million airfield
3-to-1 ratio	thirty- (30-) day period	

**6.37. Print without a hyphen a modifier consisting of a possessive noun preceded by a numeral. (See also rule 8.14.)**

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

**6.38. 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	two one-thousandths	twenty-one thirty-seconds
two-thirds	twenty-three thirtieths	three-fourths of an inch

**6.39. 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**

**6.40. Do not hyphenate a civil or military title denoting a single office, but print a double title with a hyphen. (See also rule 5.6.)**

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	

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

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

President-elect  
Vice-President-elect

ambassador-designate  
minister-designate

### Scientific and technical terms

6.42. 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. 257, and insect names, p. 266.)

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

equivalent uranium content  
whooping cough remedy  
*but* Russian-olive plantings  
Douglas-fir tree

6.43. Chemical elements used in combination with figures use a hyphen, except with superior figures.

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

6.44. 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

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

candela-hour  
crop-year  
horsepower-hour

light-year  
passenger-mile  
staff-hour  
*but* kilowatthour

### Improvised compounds

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

blue-pencil (v.)  
18-year-old (n., u.m.)  
know-it-all (n.)  
know-how (n.)  
lick-the-finger-and-test-the-wind economics  
make-believe (n.)  
one-man-one-vote principle  
roll-on/roll-off ship

stick-in-the-mud (n.)  
let-George-do-it attitude  
how-to-be-beautiful course  
hard-and-fast rule  
penny-wise and pound-foolish policy  
first-come-first-served basis  
*but* a basis of first come, first served  
easy come, easy go

6.47. 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

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

cold-shoulder

blue-pencil

cross-brace

6.49. 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  
even-stephen  
farce-melodrama

murder-suicide  
nitty-gritty  
pitter-patter  
razzle-dazzle  
walkie-talkie  
willy-nilly

young-old  
*but* bowwow  
dillydally  
riffraff

6.50. 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.

6.51. Use a hyphen to join a single capital letter to a noun or a participle.

H-bomb  
I-beam  
T-shaped  
U-boat

V-necked  
S-iron  
T-square  
X-ed out

*but* x ray  
x raying

6.52. Print idiomatic phrases without hyphens.

come by  
inasmuch as

insofar as  
Monday week

nowadays



## 7. GUIDE TO COMPOUNDING

7.1. The following list is based on the rules for compounding given on pages 73 to 80. 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 Third New International Dictionary. It should be added that while Webster's, with indicated exceptions (pp. 63-67), 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 nonliteral 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 used 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 257 to 274.

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 rules 6.16, 6.21, and 6.24.)]

## A

<b>A</b>	<b>actino</b> (c.f.) <i>all one word</i> <b>addle</b> brain head pate add-on (u.m.) <b>adeno</b> (c.f.) <i>all one word</i> <b>aero</b> (c.f.) -otitis <i>rest one word</i> <b>afore</b> <i>all one word</i> Afro-American <b>after</b> (c.f.) <i>all one word</i> agar-agar <b>age</b> less long -old (u.m.) -stricken (u.m.) -weary (u.m.) <b>ague</b> -faced (u.m.) -plagued (u.m.) -sore (u.m.) <b>aide-de-camp</b> <b>air</b> bag base bill blast -blasted (u.m.) blown brake brush burst cargo -clear (u.m.)	<b>coach</b> -condition (all forms) -cool (v.) -cooled (u.m.) course crew -dried (u.m.) -driven (u.m.) drome drop -dry (u.m., v.) fare -floated (u.m.) flow foil -formed (u.m.) frame freight gap glow hammer head hole hose lane lift # line (line for air) line (aviation) liner link locked mail mark (v.) marker mass minded park path photo	<b>port</b> (all meanings) scoop show sleeve ship sick -slaked (u.m.) space speed stream strike strip # time (radio and TV) wave alder-leaved (u.m.) <b>ale</b> cup -fed (u.m.) glass alkali # land <b>all</b> -absorbing (u.m.) -aged (u.m.) -American -clear (n., u.m.) -fired (u.m.) -flotation (mining) -inclusive (u.m.) mark (printing) -out (u.m.) -possessed (u.m.) -round (u.m.) spice -star (u.m.) <b>allo</b> (c.f.) <i>all one word</i> almsgiver	<b>along</b> ship shore side <b>alpen</b> glow stock <b>alpha</b> -cellulose -iron -naphthol also-ran (n., u.m.) <b>alto</b> cumulus relievo stratus <b>amber</b> -clear (u.m.) -colored (u.m.) -tipped (u.m.) <b>ambi</b> (c.f.) <i>all one word</i> amidships <b>amino</b> # acid <i>as prefix, all one word</i> <b>ampere</b> -foot -hour meter -minute -second <b>amphi</b> (pref.) <i>all one word</i> <b>amyo</b> (c.f.) <i>all one word</i> <b>anchor</b> hold # light plate
----------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

angel cake -eyed (u.m.) -faced (u.m.) food angio (c.f.) all one word angle hook meter wing Anglo (c.f.) -American, etc. rest one word anhydr(o) (c.f.) all one word ankle bone -deep (u.m.) jack ant eater hill ante (pref.) #bellum, etc. -Christian, etc. #mortem mortem (nonliteral) rest one word antero (c.f.) all one word anthra (c.f.) all one word anthropo (c.f.) all one word anti (pref.) -American, etc. christ	god -hog-cholera (u.m.) -icer, -imperial, -inflation, etc. -missile-missile (u.m.) missile, personnel, trust, etc. -New #Deal, etc. rest one word antro (c.f.) all one word anvil -faced (u.m.) -headed (u.m.) any how one #one (one thing or one of a group) place (adv.) aorto (c.f.) all one word apo (pref.) all one word apple cart jack juice sauce -scented (u.m.) April-fool (v.) aqua culture lung marine	meter puncture tint tone aquo (c.f.) -ion rest one word arc -over (n., u.m.) -weld (v.) arch (pref.) band bishop duke enemy -Protestant archeo (c.f.) all one word archi (pref.) all one word archo (c.f.) all one word areo (c.f.) all one word aristo (c.f.) all one word arithmo (c.f.) all one word arm band bone chair hole lift pit plate rack rest -shaped (u.m.)	armor -clad (u.m.) -piercing (u.m.) plate -plated (u.m.) arm's-length (u.m.) arrow head -leaved (u.m.) plate -shaped (u.m.) shot -toothed (u.m.) arseno (c.f.) all one word art-colored (u.m.) arterio (c.f.) all one word arthro (c.f.) all one word asbestos -covered (u.m.) -packed (u.m.) ash bin can -colored (u.m.) -free (u.m.) -gray (u.m.) pan pile pit tray assembly #line #room astro (c.f.) all one word	attorney #at #law audio frequency gram meter tape visual auri (c.f.) -iodide rest one word authorship auto (c.f.) -objective -observation -omnibus -ophthalmoscope rest one word awe -bound (u.m.) -filled (u.m.) -inspired (u.m.) some ax -adz -grinding (u.m.) hammer head -shaped (u.m.) axletree axo (c.f.) all one word azo (c.f.) -orange -orchil -orseilline rest one word
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## B

B-flat baby face (n.) sit (v.) back ache band bite (v.) bone breaker cap chain charge -country (u.m.) cross date down (n., u.m.) drop face feed fill fire flap flash flow -focus (v.) furrow ground hand haul -in (n., u.m.) lash list (v.) log lotter	packer (n.) paddle (v.) pay payment pedal (v.) plate rest road 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.) sweet swing tack talk	tender tenter -titrate (v.) track (v.) trail up (n., u.m.) wall wash backer -down -off -up bag -cheeked (u.m.) pipe -shaped (u.m.) baggage # room bailout (n., u.m.) bake pan stove bald faced head (n.) pate ball -like park (nonliteral) #park (literal) player point (n., u.m.) stock ballot # box	band cutter saw stand string -tailed (u.m.) wagon width bandy ball -legged (u.m.) bangup (n., u.m.) bank note side (stream) bantamweight bar post tender -wound (u.m.) bare -armed (u.m.) back bone faced foot handed legged necked worn barge-laden (u.m.) bark cutter peel -tanned (u.m.)	barley corn mow #water barnstormer barrel head -roll (v.) -shaped (u.m.) base ball ball # bat line #line (surveying) -minded (u.m.) basi (c.f.) all one word basketball bas-relief bat blind -eyed (u.m.) fowl wing bath mat robe tub batwing (cloth) battercake battle ax dore -fallen (u.m.) front
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



ground	beechnut	bill	snake	iron
-scarred (u.m.)	beef	back	strap (n.)	lamp
ship	eater	beetle	top	off (n., u.m.)
stead	-faced (u.m.)	broker	<b>blast</b>	out (n., u.m.)
wagon	head	fold	hole	pipe
baybolt	steak	head	plate	spray
<b>beach</b>	tongue	hook	<b>blasto</b> (c.f.)	through (u.m.)
comber	bees	poster	<i>all one word</i>	torch
head	wax	sticker	<b>bleach</b>	tube
wagon	wing	<b>billet</b>	ground	up (n., u.m.)
<b>bead</b>	beetle	-doux	works	<b>blue</b>
flush	-browed (u.m.)	head	<b>blear</b>	-annealed (u.m.)
roll	head	billingsgate	eye	beard (n.)
<b>beak</b>	stock	<b>bio</b> (c.f.)	-eyed (u.m.)	blood
head	before	-aeration	-witted (u.m.)	bonnet
iron	-cited (u.m.)	-osmosis	<b>blepharo</b> (c.f.)	bottle
-shaped (u.m.)	hand	<i>rest one word</i>	<i>all one word</i>	coat (n.)
<b>beam</b>	-mentioned	birchbark	blight-resistant	-eyed (u.m.)
filling	(u.m.)	bird	(u.m.)	grass
-making (u.m.)	-named (u.m.)	bath	<b>blind</b>	-gray (u.m.)
<b>bean</b>	behindhand	bander	-bomb (v.)	-green (u.m.)
bag	<b>bell</b>	cage	-flying (u.m.)	-hot (u.m.)
cod	-bottomed (u.m.)	call	fold	jack
-fed (u.m.)	crank	catcher	-loaded (u.m.)	jacket
pole	-crowned (u.m.)	-eyed (u.m.)	# man	nose
pot	hanger	-faced (u.m.)	spot	-pencil (v.)
setter	hop	life	stitch	point (oyster)
-shaped (u.m.)	mouthed	lime	story	print
stalk	ringer	lore	blink-eyed (u.m.)	stocking
<b>bear</b>	wether	mouthed	blithe-looking	streak
baiting	belly	seed	(u.m.)	(nonliteral)
herd	ache	shot	<b>blitz</b>	tongue (n.)
hide	band	watcher	buggy	<b>blunder</b>
hound	buster	bird's	krieg	buss
off (n., u.m.)	button	-eye	<b>block</b>	head
trap	fed (u.m.)	# nest (literal) (n.)	buster	<b>blunt</b>
<b>beater</b>	pinch	-nest (n., u.m., v.)	head	-edged (u.m.)
-out	belowstairs	<b>birth</b>	hole (v.)	-spoken (u.m.)
-up	<b>belt</b>	bed	ship	<b>boar</b>
<b>beauty</b>	-driven (u.m.)	day	<b>blood</b>	spear
-blind (u.m.)	saw	mark	-alcohol (u.m.)	staff
-clad (u.m.)	<b>bench</b>	place	bath	<b>board</b>
# shop	fellow	right	beat	rack
beaverpelt	-hardened (u.m.)	biscuit-shaped	curdling	walk
<b>bed</b>	made (u.m.)	(u.m.)	-drenched (u.m.)	<b>boat</b>
chair	mark	<b>bismuto</b> (c.f.)	-giving (u.m.)	builder
chamber	(nonliteral)	<i>all one word</i>	guilty	crow
clothes	# mark	bitstock	-hot (u.m.)	hook
cord	(surveying)	bitter	hound	head
cover	warmer	-ender	letting	loader
-fallen (u.m.)	bentwing (n., u.m.)	head	mobile	setter
fast	<b>benzo</b> (c.f.)	sweet	-red (u.m.)	side
fellow	<i>all one word</i>	-tongued (u.m.)	ripe	swain
frame	berry-brown (u.m.)	<b>black</b>	shed	wright
pad	<b>best</b>	ball (nonliteral)	shot	<b>bob</b>
pan	# man	-bordered (u.m.)	spiller	cat
plate	seller (n.)	damp	spot	sled
post	<b>beta</b>	-eyed (u.m.)	stain	stay
quilt	-glucose	face	stock	<b>bobby</b>
rail	tron	fire	stream	pin
ridden	between	guard	sucker	-soxer
rock	decks	jack	thirsty	<b>body</b>
sheet	whiles	leg	-warm (u.m.)	bearer
sick	<b>bi</b> (pref.)	list	<b>bloody</b>	bending
side	-iliac	mail	-nosed (u.m.)	builder
sore	<i>rest one word</i>	mark	-red (u.m.)	-centered
space	<b>big</b>	-market (u.m., v.)	<b>blossom</b>	(u.m.)
spread	-eared (u.m.)	-marketeer	-bordered (u.m.)	guard
spring	-eyed (u.m.)	-marketer	-laden (u.m.)	-mind
stand	head (ego)	mouthed	<b>blow</b>	plate
stead	horn (sheep)	out (n., u.m.)	back	<b>bog</b>
straw	-horned (u.m.)	plate (printing)	by (n., u.m.)	-eyed (u.m.)
<b>bee</b>	-leaguer	print	cock	trot (v.)
bread	mouthed	-robed (u.m.)	down (n., u.m.)	<b>boil</b>
-eater	name (top rank)	shirted	gun	down (n., u.m.)
herd	(n., u.m.)		hard (n.)	off (n., u.m.)
hive			hole	out (n., u.m.)



<b>boiler</b> -off -out plate works	last leg lick strap	crumb earner fruit liner plate seller stuff winner	<b>bride</b> bed bowl cake chamber cup groom knot lace maiden stake	<b>brown</b> back -eyed (u.m.) out (n., u.m.) print
<b>boiling # house</b> <b>bold</b> face (printing) -spirited (u.m.)	<b>bore</b> hole safe sight	<b>break</b> away (n., u.m.) ax back (n., u.m.) bone (fever) down (n., u.m.) -even (u.m.) fast fast # room front	<b>bridge</b> builder head pot tree	<b>brush</b> ball # holder off (n., u.m.) -treat (v.)
<b>bolt</b> cutter head hole -shaped (u.m.) strake	<b>bosom</b> -deep (u.m.) -folded (u.m.) -making (u.m.)	<b>bottle</b> -fed (u.m.) neck -nosed (u.m.)	<b>brighthouse</b> -colored (u.m.) -eyed (u.m.)	<b>brusher</b> -off -up
<b>bomb</b> drop fall shell sight thrower -throwing (u.m.)	<b>bottom # land</b> boughpot	<b>bow</b> back bent grace head knot legged -necked (u.m.) pin shot sprit stave string wow	<b>brilliant</b> -cut (u.m.) -green (u.m.)	<b>buck</b> eye -eyed (u.m.) horn hound passer plate pot saw shot skinned stall stay stove tooth wagon wash
<b>bondslave</b> <b>bone</b> ache black breaker -bred (u.m.) -dry (u.m.) -eater -hard (u.m.) head lace meal set shaker -white (u.m.)	<b>box</b> car haul head (printing) truck	<b>breaker</b> -down -off -up	<b>brine-soaked</b> (u.m.)	<b>bucket-shaped</b> (u.m.)
<b>boobytrap</b> <b>boogie-woogie</b> <b>book</b> binder case dealer fair -fed (u.m.) fold -learned (u.m.) -lined (u.m.) list lore lover mark mobile plate rack rest sale seller shelf stack stall stamp stand stitch -stitching (u.m.) -taught (u.m.) wright	<b>boxer</b> -off -up	<b>breast</b> band beam bone -deep (u.m.) -fed (u.m.) -high (u.m.) hook mark pin plate plow rail rope	<b>bringer-up</b> <b>bristle</b> cone (u.m.) -pointed (u.m.)	<b>buff</b> -tipped (u.m.) -yellow (u.m.)
<b>boondoggling</b> <b>boot</b> black hose jack lace	<b>brachio</b> (c.f.) <i>all one word</i> <b>brachy</b> (c.f.) <i>all one word</i> <b>brain</b> cap child -cracked (u.m.) fag pan sick -spun (u.m.) storm -tired (u.m.) wash	<b>breath</b> -blown (u.m.) -tainted (u.m.) taking	<b>broad</b> acre ax band (radio) (n., u.m.) -beamed (u.m.) brim cast cloth head leaf (n.) -leaved (u.m.) loom minded -mouthed (u.m.) share (n., v.) sheet (n.) side sword wife woven	<b>bug</b> bear bite -eyed (u.m.) buildup (n., u.m.) <b>built</b> -in (u.m.) -up (u.m.) bulb-tee (u.m.) <b>bulbo</b> (c.f.) <i>all one word</i>
	<b>brake</b> drum head meter shoe	<b>breech</b> block cloth loader -loading (u.m.) lock pin plug sight	<b>broken</b> -down (u.m.) -legged (u.m.) -mouthed (u.m.)	<b>bulb</b> head -pile (v.) weigh (v.)
	<b>brandnew</b> (u.m.) <b>brandy</b> -burnt (u.m.) wine	<b>breath</b> -blown (u.m.) -tainted (u.m.) taking	<b>bromo</b> (c.f.) <i>all one word</i> <b>bronchio</b> (c.f.) <i>all one word</i> <b>broncho</b> (c.f.) <i>all one word</i> <b>bronze</b> -clad (u.m.) -covered (u.m.) -red (u.m.)	<b>bull</b> baiting dog doze -faced (u.m.) fight frog head -mouthed (u.m.) neck nose pen ring toad -voiced (u.m.) whack whip
	<b>brass</b> -armed (u.m.) -bold (u.m.) -smith works	<b>bribe</b> -free (u.m.) giver taker	<b>broom</b> -leaved (u.m.) -making (u.m.) stick	<b>bullethead</b> <b>bull's</b> -eye (nonliteral) -foot
	<b>brave</b> -looking (u.m.) -minded (u.m.)	<b>brick</b> bat -built (u.m.) -colored (u.m.) kiln layer liner mason -red (u.m.) setter	<b>brother</b> -german hood -in-law	<b>bumble</b> bee foot kite

**bung**  
hole  
start  
**burn**  
-in (n., u.m.)  
out (n., u.m.)  
up (n., u.m.)  
burned-over (u.m.)  
burner-off  
burnt  
-out (u.m.)  
-up (u.m.)  
**bus**  
driver

fare  
#girl  
**bush**  
beater  
buck  
fighter  
-grown (u.m.)  
hammer  
-headed (u.m.)  
-leaguer  
ranger  
whacker  
wife  
bustup (n., u.m.)

**busy**  
body  
-fingered (u.m.)  
head  
**butt**  
-joint (v.)  
saw  
stock  
strap  
-weld (v.)  
**butter**  
ball  
-colored (u.m.)  
fat

fingers  
head  
milk  
mouth  
nut  
print  
-rigged (u.m.)  
scotch  
-smooth (u.m.)  
wife  
-yellow (u.m.)  
**button**  
-eared (u.m.)  
-headed (u.m.)

hold  
hole  
hook  
mold  
buzzerphone  
by  
-and-by  
-by  
-the-way (n., u.m.)  
-your-leave (n., u.m.)  
*rest one word*

## C

**C**  
-sharp  
-star  
-tube  
**cab**  
driver  
fare  
#owner  
stand  
cabbagehead  
cable-laid (u.m.)  
**caco** (c.f.)  
*all one word*  
cage#bird  
**cake**  
baker  
bread  
-eater  
mixer  
-mixing (u.m.)  
pan  
walk  
**calci** (c.f.)  
*all one word*  
calk-weld (v.)  
**call**  
back (n., u.m.)  
down (n., u.m.)  
-in (n., u.m.)  
note  
-off (n., u.m.)  
out (n., u.m.)  
-over (n., u.m.)  
up (n., u.m.)  
camshaft  
**camel**  
back (rubber)  
-backed (u.m.)  
driver  
-faced (u.m.)  
camel's-hair (u.m.)  
**camp**  
fire  
ground  
stool  
**can**  
capper  
not  
canalside  
**candle**  
bomb  
-foot  
-hour  
lighter  
lit  
-meter  
-shaped (u.m.)  
stand  
stick  
wick

wright  
candystick  
**cane**  
-backed (u.m.)  
brake  
crusher  
cutter  
**canker**  
-eaten (u.m.)  
-mouthed (u.m.)  
cannonball  
canvas-covered  
(u.m.)  
**cap**  
-flash (v.)  
nut  
screw  
sheaf  
shore  
**car**  
barn  
break  
builder  
fare  
goose  
hop  
lot  
-mile  
pool  
port  
sick  
wash  
**carbo** (c.f.)  
*all one word*  
**carbol** (c.f.)  
*all one word*  
**carcino** (c.f.)  
*all one word*  
**card**  
case  
-index (u.m., v.)  
player  
sharp  
stock  
**cardio** (c.f.)  
-aortic  
*rest one word*  
**care**  
free  
-laden (u.m.)  
taker  
-tired (u.m.)  
worn  
**carpet**  
bagger  
beater  
-cleaning (u.m.)  
-covered (u.m.)  
fitter  
layer

-smooth (u.m.)  
-sweeping (u.m.)  
weaver  
-weaving (u.m.)  
web  
woven  
**carpo** (c.f.)  
-olecranal  
*rest one word*  
carriage-making  
(u.m.)  
**carrot**  
-colored (u.m.)  
head  
(nonliteral)  
juice  
top (nonliteral)  
**carry**  
all (n., u.m.)  
around (n., u.m.)  
back (n., u.m.)  
forward (n.)  
-in (n., u.m.)  
out (n., u.m.)  
**cart**  
wheel (coin)  
whip  
wright  
**case**  
bearer  
finding  
hammer  
harden  
lot  
mated  
caser-in  
cash-flow  
**cast**  
away (n., u.m.)  
back (n., u.m.)  
-by (u.m.)  
off (n., u.m.)  
out (n., u.m.)  
-ridden (u.m.)  
-weld (v.)  
caster  
-off  
-out  
castlebuilder  
(nonliteral)  
**cat**  
back  
beam  
block  
call  
-eyed (u.m.)  
face (n.)  
fall  
footed

gut  
head  
hole  
-ion  
nap  
nip  
-o'-nine-tails  
stitch  
walk  
**catch**  
all (n., u.m.)  
-as-catch-can  
(u.m.)  
cry  
penny  
plate  
up (n., u.m.)  
weight  
word  
**cater**  
corner  
wauling  
**cat's**  
-eye (nonliteral)  
-paw (nonliteral)  
**cattle**  
#boat  
feed  
-raising (u.m.)  
yak  
**cauliflower**  
-eared (u.m.)  
#ware  
**cave**  
dweller  
-dwelling (u.m.)  
#fish  
-in (n., u.m.)  
cease-fire (n., u.m.)  
cedar-colored  
(u.m.)  
**celi** (c.f.)  
*all one word*  
**celio** (c.f.)  
*all one word*  
**cement**  
-covered (u.m.)  
mason  
-temper (v.)  
census-taking  
(u.m.)  
**center**  
#field (sports)  
head (printing)  
most  
-second  
**centi** (c.f.)  
*all one word*  
centimeter-gram-second

centri (c.f.)  
*all one word*  
**centro** (c.f.)  
*all one word*  
**cephalo** (c.f.)  
*all one word*  
**cerato** (c.f.)  
*all one word*  
**cerebro** (c.f.)  
-ocular  
*rest one word*  
**cervico** (c.f.)  
-occipital  
-orbicular  
*rest one word*  
**cess**  
pipe  
pit  
pool  
chaffcutter  
**chain**  
-driven (u.m.)  
stitch  
**chair**  
fast  
mender  
person  
-shaped (u.m.)  
warmer  
**chalk**  
cutter  
-white (u.m.)  
chapfallen  
chapelgoing  
**char**  
broiler  
coal  
pit  
**charge**  
#book  
off (n., u.m.)  
out (n., u.m.)  
chattermark  
cheapskate  
**check**  
bite  
hook  
-in (n., u.m.)  
list  
mark  
nut  
off (n., u.m.)  
out (n., u.m.)  
passer (n.)  
point  
rack  
rail  
rein  
ring  
roll  
rope

row	chiro (c.f.) <i>all one word</i>	scape	down (n.)	cock
sheet	chisel	clam	-fertilize (v.)	bill
strap	-cut (u.m.)	bake	fisted	brain
string	-edged (u.m.)	shell	handed	crow
up (n., u.m.)	#maker	clampdown (n., u.m.)	-knit	eye
washer	chitchat	clap	minded	fight
weigher	chitter-chatter	net	mouthed	head
checker	chloro (c.f.) <i>all one word</i>	trap	out (n., u.m.)	pit
-in	chock	claspbook	up (n., u.m.)	spur
-off	ablock	class-conscious (u.m.)	closed	sure
-out	-full (u.m.)	claw	-circuit (u.m.)	-tailed (u.m.)
-up	chocolate	bar	#shop	up (n., u.m.)
cheek	-brown (u.m.)	-footed (u.m.)	cloth-backed (u.m.)	cockleshell
bone	-coated (u.m.)	hammer	clothes	cockscorn
strap	#maker	hatchet	bag	cod
cheerleader	choir #master	-tailed (u.m.)	basket	bank
cheese	choke	clay	brush	fishing
burger	bore	bank	horse	head
cake	damp	-colored (u.m.)	pin	pitchings
cloth	out (n., u.m.)	pan	press	smack
curd	point	pit	rack	coffee
cutter	strap	works	cloud	break
head	chole (c.f.) <i>all one word</i>	clean	base	cake
lip	chondro (c.f.) -osseous	-cut (u.m.)	burst	-colored (u.m.)
parer	rest one word	handed	cap	-growing (u.m.)
plate	chop	out (n., u.m.)	-hidden (u.m.)	pot
chemico (c.f.) <i>all one word</i>	-chop	-shaved (u.m.)	clover	cofferdam
chemo (c.f.) <i>all one word</i>	stick	-smelling (u.m.)	bloom	coffin-headed (u.m.)
cherry	chowchow	up (n., u.m.)	leaf	cogwheel
-colored (u.m.)	Christ	clear	seed	coin-operated (u.m.)
stone	-given (u.m.)	cole	sick	
(nonliteral)	-inspired (u.m.)	-cut (u.m.)	club	cold
#stone (literal)	chromo (c.f.) <i>all one word</i>	cut (forestry) (n., v.)	foot	blooded
chestnut	chrono (c.f.) <i>all one word</i>	-eyed (u.m.)	hand	-chisel (v.)
-colored (u.m.)	chuck	-sighted (u.m.)	haul	cuts
-red (u.m.)	hole	up (n., u.m.)	mobile	-draw (v.)
chicken	plate	wing	ridden	finch
bill	wagon	cleft	root	-flow (v.)
-billed (u.m.)	chucklehead	-footed (u.m.)	-shaped (u.m.)	-forge (v.)
#breast	chunkhead	-graft (v.)	co (pref.)	frame
breasted	churchgoer	cliff	-op	-hammer (v.)
feed	churn	dweller	exist, operate, etc.	-hammered (u.m.)
heart	-butted (u.m.)	-dwelling (u.m.)	rest one word	pack
pox	milk	hanger	coach	-press (v.)
#yard	cigar	side	-and-four	-roll (v.)
chief	case	top	builder	-rolled (u.m.)
#justice	cutter	-worn (u.m.)	whip	-short (u.m.)
-justiceship	-shaped (u.m.)	climbpath	coal	-shortness
#mate	cigarette	clinch-built (u.m.)	bag	-shoulder (v.)
child	#holder	clink-clank	bed	type (printing)
bearing	#maker	clinker-built (u.m.)	bin	-work (v.)
bed	-making (u.m.)	clip	-black (u.m.)	cole
birth	cine (c.f.) <i>all one word</i>	-clap	breaker	seed
crowing	circum (pref.)	-edged (u.m.)	dealer	slaw
hood	arctic, pacific, etc.	sheet	digger	coli (c.f.) <i>all one word</i>
kind	-Saturnal, etc. <i>rest one word</i>	clipper-built (u.m.)	-faced (u.m.)	collar
life	cirro (c.f.) <i>all one word</i>	cloak-and-dagger (n., u.m.)	hole	bag
-minded (u.m.)	cis (pref.)	clock	-laden (u.m.)	band
ridden	alpine	case	#loader	bone
wife	atlantic	face	pit	colo (c.f.) <i>all one word</i>
chill-cast (u.m., v.)	-trans (u.m.) <i>rest one word</i>	-minded (u.m.)	rake	color
chin	city	setter	sack (astron. only)	bearer
band	-born (u.m.)	watcher	shed	blind
-bearded (u.m.)	-bred (u.m.)	clod	ship	#blindness
-chin	folk	head	coastside	fast
cloth	#man	hopping	coat	-free (u.m.)
cough		pate	hanger	#line
-high (u.m.)		close	rack	type (printing) (n.)
rest		bred	tailed	-washed (u.m.)
strap		-connected (u.m.)	cob	comb-toothed (u.m.)
china		cross	head	
-blue (u.m.)		-cut (u.m.)	meal	
#shop			shed	
Chinatown			web	
chipmunk				



<b>come</b> -along (tool) back (n., u.m.) -between (n.) down (n.) -off (n., u.m.) -on (n., u.m.) -out (n.) -outer uppance comic # book commander # in # chief <b>common</b> place # sense (n.) sense (u.m.) weal wealth companionship <b>cone</b> -shaped (u.m.) speaker conference # room Congressman # at # Large contra (pref.) -acting -approach -ion <i>rest one word</i> <b>cook</b> off (n., u.m.) out (n., u.m.) shack stove <b>cooped</b> -in (u.m.) -up (u.m.) <b>cop</b> # out (v.) out (n.) <b>copper</b> -bottomed (u.m.) -colored (u.m.) head -headed (u.m.) nose plate -plated (u.m.) works <b>copy</b> cat cutter desk fitter holding reader right <b>coral</b> -beaded (u.m.) -red (u.m.) <b>cork</b> -lined (u.m.) screw <b>corn</b> bin bread cake cob cracker crib crusher cutter dodger -fed (u.m.)	husk loft meal stalk starch <b>corner</b> bind post corpsmember costo (c.f.) <i>all one word</i> <b>cotton</b> -clad (u.m.) -covered (u.m.) -growing (u.m.) # mill mouth (snake) packer seed sick countdown (n., u.m.) <b>counter</b> # check (banking) # septum -off act, propaganda, etc. <i>as combining form, one word</i> <b>country</b> -born (u.m.) -bred (u.m.) folk people side <b>court</b> bred -martial ship cousin -german hood -in-law <b>cover</b> alls let side up (n., u.m.) <b>cow</b> barn bell catcher -eyed (u.m.) gate hand herd hide hitch lick path pen pox puncher shed sucker <b>crab</b> cake catcher eater faced hole meat stick	<b>crack</b> down (n., u.m.) jaw pot -the-whip (n., u.m.) up (n., u.m.) <b>cradle</b> side song <b>cranio</b> (c.f.) <i>all one word</i> <b>crank</b> case -driven (u.m.) pin pit shaft crapehanger crashdive (v.) crawlup (n., u.m.) <b>crazy</b> bone cat <b>cream</b> cake -colored (u.m.) creditworthiness <b>creek</b> bed side <b>creep</b> hole mouse crepe # de # chine crestfallen <b>crew</b> cut member cribstrap <b>crime</b> fighter wave crisscross <b>crook</b> <i>all one word</i> <b>crooked</b> -foot (n.) -legged (u.m.) -nosed (u.m.) -toothed (u.m.) <b>crop</b> -bound (u.m.) -haired (u.m.) head -year <b>cross</b> -appeal arm band bar beam bearer bedded belt bench -bidding bill (bird) # bill (legal) bind bolt bond bones bred breed -bridge (v.)	-brush (v.) -carve (v.) -channel (u.m.) -check -claim -compound (v.) -connect (v.) -country (u.m.) -cultivate (v.) current -curve (math.) (n.) cut -date (v.) -drain (v.) -dye (v.) -dyeing (n.) -examine (v.) -eye (n., u.m.) -eyed (u.m.) fall feed -fertile (u.m.) -fertilize (v.) -fiber (u.m.) file fire flow foot -grained (u.m.) hair hand hatch haul head -immunity -index (u.m.) -interrogate (v.) -interrogatory -invite (v.) legged legs -level (v.) -license (v.) lift (v.) lock lots mark member patch path plow (v.) -pollinate (v.) -purpose (n.) -question rail -reaction -refer (v.) -reference road row -service -shaft -slide -staff -sterile -stitch -stone -stratification -sue (v.) -surge (v.) talk tie town track trail	tree under (n., u.m.) -vote walk web wind word <b>crow</b> bait bar foot <b>crow's</b> -foot (nonliteral) -nest (nonliteral) crownbar crybaby <b>crypto</b> (c.f.) -Christian, etc. <i>rest one word</i> <b>crystal</b> -clear (u.m.) -girded (u.m.) -smooth (u.m.) cubbyhole <b>cumulo</b> (c.f.) <i>all one word</i> <b>cup</b> bearer cake ful head <b>curb</b> side stoner cure-all (n., u.m.) <b>curly</b> head locks (n.) currycomb cussword <b>custom</b> -built (u.m.) -made (u.m.) -tailored (u.m.) <b>cut</b> away (n., u.m.) back (n., u.m.) glass -in (n., u.m.) off (n., u.m.) out (n., u.m.) rate (u.m.) throat -toothed (u.m.) -under (u.m.) -up (n., u.m.) <b>cutter</b> -built (u.m.) -down head -off -out -rigged (u.m.) -up cuttlebone cyano (c.f.) <i>all one word</i> cyclecar 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

<b>D</b>	-heavy (u.m.)	drop	dis (pref.)	jamb
-day	latch	fall	<i>all one word</i>	knob
-major	#load	-fed (u.m.)	<b>dish</b>	mat
-plus-4-day	lock	-laden (u.m.)	cloth	nail
<b>dairy</b>	melt	lap	pan	plate
-fed (u.m.)	pan	point	rack	post
-made (u.m.)	pay	<b>dextro (c.f.)</b>	rag	-shaped (u.m.)
<b>damp</b>	-roast (v.)	<i>all one word</i>	washer	sill
proofing	weight (n., u.m.)	<b>di (pref.)</b>	wiper	step
-stained (u.m.)	<b>deaf</b>	<i>all one word</i>	<b>disk</b>	stop
damping-off (n., u.m.)	-mute	<b>dia (pref.)</b>	jockey	<b>dope</b>
dancehall	-muteness	<i>all one word</i>	pack	passer
danger #line	<b>death</b>	<b>diamond</b>	plow	pusher
dare	bed	back	-shaped (u.m.)	sheet
-all (n., u.m.)	blow	-backed (u.m.)	<b>ditch</b>	<b>dorsi (c.f.)</b>
<b>devil</b>	day	-shaped (u.m.)	bank	<i>all one word</i>
say	-divided (u.m.)	<b>diaz (c.f.)</b>	digger	<b>dorso (c.f.)</b>
<b>dark</b>	-doom (v.)	-oxide	rider	-occipital
-eyed (u.m.)	#house	<i>rest one word</i>	side	<i>rest one word</i>
horse	-struck (u.m.)	<b>dice</b>	dittograph	<b>double</b>
(nonliteral)	trap	cup	dive-bomb (v.)	-barrel (n., u.m.)
-skinned (u.m.)	watch	play	<b>do</b>	-barreled (u.m.)
<b>dash</b>	-weary (u.m.)	<b>die</b>	-all (n., u.m.)	-bitt (v.)
plate	<b>deckhand</b>	-away (u.m.)	-gooder	-breasted (u.m.)
wheel	<b>deep</b>	back	-little (n., u.m.)	-charge (v.)
<b>data</b>	-affected (u.m.)	case	-nothing (n., u.m.)	check (n., v.)
#bank	-cut (u.m.)	-cast (u.m., v.)	<b>dock</b>	checked (u.m., v.)
#base	-felt (u.m.)	caster	hand	-chinned (u.m.)
<b>date</b>	-freeze (u.m., v.)	-cut (u.m., v.)	head	cross
lined	-frying (u.m.)	cutter	side	(nonliteral)
mark	going	hard (n., u.m.)	<b>dog</b>	deal (v.)
daughter-in-law	-grown (u.m.)	head	bite	-decker
<b>dawn</b>	-laid (u.m.)	#proof (philately) (n.)	-bitten (u.m.)	-distilled (u.m.)
-gray (u.m.)	most	setter	breeder	-duty (u.m.)
streak	mouthed	sinker	cart	-dye (v.)
<b>day</b>	-rooted (u.m.)	-square (u.m.)	catcher	-edged (u.m.)
beam	-seated (u.m.)	stock	-drawn (u.m.)	-ender
bed	-set (u.m.)	<b>diesel</b>	-ear (v.)	-entendre
break	-sunk (u.m.)	-driven (u.m.)	-eared (u.m.)	handed
-bright (u.m.)	-voiced (u.m.)	-electric (u.m.)	face (soldier)	-headed (u.m.)
dawn	<b>deer</b>	dillydally	-faced (u.m.)	header
dream	drive (n.)	<b>dim</b>	fall	-jointed
-fly (aviation) (v.)	-eyed (u.m.)	-lighted (u.m.)	fight	-leaded (u.m.)
-flying (u.m.)	food	lit	food	-quick (u.m.)
going	herd	out (n., u.m.)	-headed (u.m.)	talk
lighted	horn	diner-out	hole	tone (printing)
lit	hound	<b>ding</b>	leg	tree
long (u.m.)	meat	bat	#owner	-trouble
mark	stalker	dong	race	-up (u.m., v.)
side	stand	dining #room	shore	#work
star	<b>dehydr(o) (c.f.)</b>	<b>dinitro (c.f.)</b>	sled	<b>dough</b>
-to-day (u.m.)	<i>all one word</i>	#spray	-tired (u.m.)	-colored (u.m.)
<b>de (pref.)</b>	<b>demi (pref.)</b>	<i>rest one word</i>	tooth	face
-air	-Christian, etc.	<b>dip</b>	-toothed (u.m.)	-faced (u.m.)
icer	-incognito	-dye (v.)	trick	head
-ion	<i>rest one word</i>	-grained (u.m.)	trot	mixer
centralize,	<b>dermato (c.f.)</b>	head	watch	nut
energize, etc.	<i>all one word</i>	stick	-weary (u.m.)	<b>down</b>
<i>rest one word</i>	desert-bred (u.m.)	dipper-in	<b>doll</b>	beat
<b>dead</b>	desk #room	<b>direct</b>	face	by
-alive	dessertspoon	-connected	-faced (u.m.)	cast
beat (n.)	<b>deutero (c.f.)</b>	(u.m.)	dollyhead	check
born	<i>all one word</i>	-indirect	<b>donkey</b>	coast
-burn (v.)	<b>devil</b>	direction-finding	back	come
-cold (u.m.)	-devil	(u.m.)	-drawn (u.m.)	-covered (u.m.)
-dip (v.)	dog (a marine)	<b>dirty</b>	-eared (u.m.)	crier
-drunk (u.m.)	-inspired (u.m.)	-cheap (u.m.)	<b>doomsday</b>	cry
-ender	-ridden (u.m.)	fast	<b>door</b>	curved
eye (n.)	<b>dew</b>	-incrusted (u.m.)	bed	cut
-eyed (u.m.)	beam	plate	bell	dale
fall	-clad (u.m.)	<b>dirty</b>	case	draft
head	claw	-faced (u.m.)	check	drag
-heated (u.m.)	damp	-minded (u.m.)	frame	face
-heater	-drenched (u.m.)	#work	head	fall

feed	<b>draft</b>	net	head	foot (tool)
filled	age (allowance)	off (n., u.m.)	-in (n., u.m.)	-footed (u.m.)
flow	# age	out (n., u.m.)	pipe	pin
fold	-exempt (u.m.)	pin	screw	pond
grade	<b>drag</b>	plate	<b>drop</b>	walk
gradient	bar	point	away (n., u.m.)	<b>due</b>
growth	bolt	sheet	bolt	-in (n., u.m.)
hanging	net	span	-forge (v.)	out (n., u.m.)
haul	pipe	stop	front	<b>duffelbag</b>
hill	rope	string	hammer	<b>dug</b>
lead	saw	tongs	head	out (n.)
lock (n.)	staff	tube	kick	-up (u.m.)
look	wire	<b>drawer</b>	leaf (n., u.m.)	<b>dull</b>
most	<b>dragger</b>	-down	leg	-edged (u.m.)
payment	-down	-in	off (n., u.m.)	head
pour	-in	-off	out (n., u.m.)	-looking (u.m.)
rate	-out	-out	sonde	-witted (u.m.)
right	-up	<b>drawing</b>	stitch	<b>durdum</b>
river	<b>dragon</b>	# board	<b>drug</b>	<b>dumb</b>
rush	-eyed (u.m.)	# room	-addicted (u.m.)	bell
shore	# piece	<b>dream</b>	mixer	head
side	<b>drain</b>	-haunted (u.m.)	passer	waiter
sitting	cleaner	lore	pusher	<b>dump</b>
slip	pipe	world	seller	car
slope	plug	<b>dressup (n., u.m.)</b>	<b>drum</b>	cart
-soft (u.m.)	tile	<b>dressing # room</b>	beat	<b>dunderhead</b>
spout	<b>draw</b>	<b>drift</b>	fire	<b>duo (c.f.)</b>
stage	-arch (n.)	# boat	head	<i>all one word</i>
stairs	arm	bolt	stick	<b>dust</b>
state	back	meter	-up (n., u.m.)	bag
stream	bar	-mining (u.m.)	<b>dry</b>	bin
street	beam	pin	-burnt (u.m.)	brush
stroke	bench	wind	clean	cloth
sun (adv., u.m.)	bolt	<b>drill</b>	-cure (v.)	-covered (u.m.)
swing	bore	case	dock	fall
take	bridge	-like	-dye (v.)	-gray (u.m.)
throw	cut	stock	-farm (v.)	-laden (u.m.)
thrust	down (n., u.m.)	<b>drip</b>	farming (n., u.m.)	pan
town	file	cock	lot	storm
trampling	gate	-drip	-pack (u.m., v.)	<b>duty-free (u.m.)</b>
trend	gear	-dry (u.m., v.)	-rotted (u.m.)	<b>dwelling # house</b>
trodden	glove	sheet	-salt (v.)	<b>dye</b>
turn	head	stick	wash	mixer
valley	horse	<b>drive</b>	<b>duck</b>	stuff
weigh	knife	away (n., u.m.)	bill	works
weight	knot	belt	-billed (u.m.)	<b>dys (pref.)</b>
wind	link	bolt	blind	<i>all one word</i>
	loom	cap		

## E

<b>ear</b>	fall	-spoken (u.m.)	shell	<b>en</b>
ache	fast	eavesdrop	-white (u.m.)	# banc
cap	-fed (u.m.)	ebb tide	<b>eight</b>	# gros
drop	fill	edge	-angled (u.m.)	# route
drum	grubber	# plane	fold	<b>encephalo (c.f.)</b>
flap	# house	shot	penny (nail)	<i>all one word</i>
guard	kin	ways	-ply (u.m.)	<b>end</b>
hole	lit	eel	score	-all (n., u.m.)
lap	mover	cake	-wheeler	bell
mark	nut	catcher	elbow chair	brain
phone	quake	fare	<b>elder</b>	gate
-piercing (u.m.)	-shaking (u.m.)	pot	# brother	lap
plug	slide	pout	brotherhood	long
ring	-stained (u.m.)	spear	brotherly	-match (v.)
screw	wall	<b>egg</b>	-leaved (u.m.)	matcher
shot	<b>east</b>	beater (all meanings)	<b>electro (c.f.)</b>	-measure (v.)
sore	-central (u.m.)	cup	-optics	most
splitting	going	eater	-osmosis	-shrink (v.)
tab	-northeast	fruit	-ultrafiltration	ways
wax	-sider	head	<i>rest one word</i>	<b>ender</b>
wig	-southeast	(nonliteral)	<b>embryo (c.f.)</b>	-on
witness	Eastertide	hot (n.)	<i>all one word</i>	-up
<b>earth</b>	easy	nog	<b>empty</b>	<b>endo (c.f.)</b>
bank	going	plant	handed	<i>all one word</i>
born	mark (n.)	-shaped (u.m.)	-looking	<b>engine</b>
-bred (u.m.)	-rising (u.m.)		(u.m.)	# shop

-sized (u.m.)	tide	-eyed (u.m.)	hazardous	lid
work	ever	-faced (u.m.)	judicial	mark
# worker	-abiding (u.m.)	-looking (u.m.)	-large (u.m.)	-minded (u.m.)
# yard	bearing	minded (u.m.)	-long (u.m.)	peep
entero (c.f.)	blooming	sayer	marginal	pit
<i>all one word</i>	-constant (u.m.)	speaker	mural	point
entry # book	-fertile (u.m.)	wishing	ordinary	service
envelope	glade	ex	polar	shade
# holder	going	# cathedra	-strong (u.m.)	shield
# maker	green	cathedral	territorial	shot
epi (pref.)	lasting	communicate	vascular	sick
<i>all one word</i>	more	-Governor	eye	sight
equi (c.f.)	-normal (u.m.)	# libris	ball	sore
-gram-molar	-present (u.m.)	# officio	bank	spot
<i>rest one word</i>	-ready (u.m.)	# post # facto	bar	-spotted (u.m.)
ere	sporting (biol.)	# rights	blink	stalk
long	which	-serviceman	-blurred (u.m.)	strain
now	every	-trader	bolt	string
erythro (c.f.)	day (n., u.m.)	extra	brow	tooth
<i>all one word</i>	# day (each day)	-alimentary	-conscious (u.m.)	wash
even	how	-American	cup	# weariness
glow	one (all)	bold	flap	wink
handed	# one	-Britannic	glance	witness
minded	(distributive)	-condensed	glass	
-numbered (u.m.)	# time	(u.m.)	hole	
song	evil	curricular	lash	
-tempered (u.m.)	doer	-fine (u.m.)	lens	

## F

F	-sow (v.)	people	-tongue (v.)	glass
-flat	trap	place	weight	stitch
-horn	fallow # land	stead	wing (moth)	Fiberglas
-sharp	false	fashion	fed-up (u.m.)	(copyright)
fable	-bottomed (u.m.)	-led (u.m.)	feeble	fibro (c.f.)
# book	-faced (u.m.)	# piece (naut.)	-bodied (u.m.)	-osteoma
teller	hood	-setting (u.m.)	minded	<i>rest one word</i>
face	-tongued (u.m.)	fast	feed	fickle-minded
about (n., u.m., v.)	fame	-anchored (u.m.)	back (n., u.m.)	(u.m.)
-arbor (v.)	-crowned (u.m.)	back	bag	fiddle
cloth	-thirsty (u.m.)	-dyed (u.m.)	bin	back
-harden (v.)	fan	going	crusher	-faddle
-hardened (u.m.)	back	hold	cutter	head
lifting	bearer	-moving (u.m.)	head	-shaped (u.m.)
mark	fare	-read (v.)	lot	stick
-on (n., u.m.)	fold	-reading (u.m.)	mixer	string
plate	foot	# time (daylight saving)	pipe	field
up (n., u.m.)	-jet	fat	rack	ball
fact	-leaved (u.m.)	back	stuff	glass
finding	marker	-bellied (u.m.)	feeder	goal
sheet	-shaped (u.m.)	-free (u.m.)	-in	-strip
fade	-tailed (u.m.)	head	-up	fierce
away (n., u.m.)	fancy	-soluble (u.m.)	fellow	-eyed (u.m.)
-in (n., u.m.)	-free (u.m.)	father	craft	-looking (u.m.)
out (n., u.m.)	-loose (u.m.)	-confessor	ship	fiery
fail-safe	-woven (u.m.)	-in-law	<i>rest two words</i>	-flaming (u.m.)
faint	-wrought (u.m.)	fault	felt	-hot (u.m.)
heart	far	finder	-cutter	-red (u.m.)
-voiced (u.m.)	-aloft (u.m.)	slip	-lined (u.m.)	-tempered (u.m.)
fair	away (n., u.m.)	faux # pas	packer	fig
ground	-borne (u.m.)	fear	fenbank	bar
-lead (n., u.m.)	-distant (u.m.)	-free (u.m.)	fencepost	eater
minded	-eastern (u.m.)	nought	fern	leaf
play	-famed (u.m.)	-pursued (u.m.)	-clad (u.m.)	shell
-skinned (u.m.)	fetched	-shaken (u.m.)	leaf	figure
fairy	flung (u.m.)	feather	-leaved (u.m.)	head
folk	gone	bed (v.)	ferro (c.f.)	-of-eight (u.m.)
hood	-off (u.m.)	bone	-carbon-titanium	# work (printing)
tale	-reaching (u.m.)	brain	-uranium	file
faithbreaker	seeing	edge	<i>rest one word</i>	card
fall	-seen (u.m.)	-footed (u.m.)	fever	-hard (u.m.)
away (n., u.m.)	-set (u.m.)	head	less	setter
back (n., u.m.)	sight	-leaved (u.m.)	-stricken (u.m.)	-soft (u.m.)
-in (n., u.m.)	farm	stitch	trap	fill
out (n., u.m.)	-bred (u.m.)	-stitched (u.m.)	-warm (u.m.)	-in (n., u.m.)
-plow (v.)	hand	-stitching	fiber	out (n., u.m.)
	hold		-faced (u.m.)	-up (n., u.m.)



filler	<b>firm</b>	-eared (u.m.)	lamp	-crested (u.m.)
cap	-footed (u.m.)	jack	mat	-white (u.m.)
-in	-set (u.m.)	<b>flare</b>	mop	<b>fog</b>
-out	-up (n., u.m.)	back (n., u.m.)	space	born
-up	<b>first</b>	out (n., u.m.)	stain	bow
<b>film</b>	-aider	path	walker	dog
cutter	-born (u.m.)	up (n., u.m.)	-waxing (u.m.)	eater
goer	-class (u.m.)	<b>flash</b>	<b>flour</b>	-hidden (u.m.)
going	comer	back (n., u.m.)	bag	horn
slide	hand (u.m.)	bulb	bin	-ridden (u.m.)
strip	-made (u.m.)	card	# mill	<b>fold</b>
-struck (u.m.)	-named (u.m.)	cube	sack	-in
<b>fin</b>	-nighter	gun	<b>flow</b>	up (n., u.m.)
back	-rate (u.m.)	lamp	chart	<b>folk</b>
-shaped (u.m.)	-rater	pan	meter	free (u.m.)
<b>fine</b>	<b>fish</b>	point	off (n., u.m.)	lore
-cut (u.m., v.)	back	<b>flat</b>	sheet	song
-draw (v.)	bed	back	through	<b>follow</b>
-drawn (u.m.)	-bellied (u.m.)	(bookbinding)	<b>flower</b>	-on
-featured (u.m.)	bolt	bed (printing)	bed	through (n., u.m.)
-looking (u.m.)	bone	-bottomed (u.m.)	bud	up (n., u.m.)
-set (u.m.)	bowl	-compound (v.)	-crowned (u.m.)	<b>follower-up</b>
<b>finger</b>	cake	fold	# grower	<b>food</b>
breadth	eater	foot (n.)	-hung (u.m.)	packer
-cut (u.m.)	eye	hat	pot	sick
hold	-eyed (u.m.)	head	-scented (u.m.)	stuff
hole	fall	iron	# shop	<b>foolhardy</b>
hook	-fed (u.m.)	nose	<b>flue-cure</b> (v.)	<b>foolscap</b>
mark	food	out (n., u.m.)	<b>fluid</b>	<b>foot</b>
nail	garth	-rolled (u.m.)	-compressed	-and-mouth
parted	hook	sawn	(u.m.)	(u.m.)
post	-joint (v.)	top	extract (pharm.)	ball
print	kill	-topped (u.m.)	(n.)	band
shell	meal	woods	glycerate	bath
spin	mouth	<b>flax</b>	<b>fluo</b> (c.f.)	blower
stall	plate	drop	<i>all one word</i>	brake
tip	pond	-leaved (u.m.)	<b>fluoro</b> (c.f.)	breath
<b>fire</b>	pool	-polled (u.m.)	<b>flush</b>	bridge
arm	pot	seed	-cut (u.m.)	-candle
back (n.)	pound	wife	-decked (u.m.)	fall
ball	trap	<b>flea</b>	-decker	-free (u.m.)
bell	weir	bite	gate	gear
bolt	works	-bitten (u.m.)	<b>fluvio</b> (c.f.)	-grain
bomb	<b>fisher</b>	<b>fleet</b>	<i>all one word</i>	hill
brand	folk	foot	<b>fly</b>	hold
brat	people	-footed (u.m.)	away	lambert
break	fishyback (n., u.m.)	wing	back	licker
brick	<b>fit</b>	<b>flesh</b>	ball	lining
-burnt (u.m.)	out (n.)	brush	-bitten (u.m.)	locker
-clad (u.m.)	strip	hook	blow	loose
coat	<b>five</b>	-pink (u.m.)	blown	mark
cracker	bar	pot	-by-night (n., u.m.)	note
crest	fold	<b>fleur-de-lis</b>	catcher	pad
-cure (v.)	-ply (u.m.)	<b>flight</b>	eater	path
damp	-pointed (u.m.)	crew	-fish (v.)	pick
-eater	-reeler	-hour	-fisher	plate
fall	score	path	-fisherman	-pound
fang	-shooter	-test (v.)	# fishing	-pound-second
fighter	<b>flag</b>	<b>flimflam</b>	flap	print
guard	bearer	<b>flip</b>	-free (u.m.)	race
-hardened (u.m.)	pole	-flap	leaf	rail
hose	post	-flip	paper	rest
lit	-raising (u.m.)	-up (n., u.m.)	sheet	rope
pit	ship	<b>flood</b>	speck	scald
place	-signal (v.)	cock	-specked (u.m.)	-second
plow	staff	flow	tier	slogger
plug	stick	gate	trap	sore
-polish (v.)	<b>flame</b>	lamp	weight	stalk
-red (u.m.)	-colored (u.m.)	lighting	wheel	stall
-resistant (u.m.)	-cut (v.)	mark	winch	step
safe	out (n.)	tide	<b>flying</b>	stick
side	thrower	wall	# boat	stock
spout	<b>flannelmouth</b>	<b>floor</b>	# fish	stool
trap	<b>flap</b>	beam	<b>foam</b>	-ton
truck	cake	cloth	bow	walk
wall	doodle	head		wall



-weary (u.m.) worn <b>for</b> (pref.) <i>all one word</i> <b>fere</b> -age -and-aft (n., u.m.) -and-after (n.) -edge -end -exercise <i>rest one word</i> <b>forest</b> -clad (u.m.) -covered (u.m.) # land side <b>fork</b> head lift -pronged (u.m.) -tailed (u.m.) <b>form</b> fitting # work (printing) <b>forth</b> coming right with fortuneteller forty-niner <b>foul</b> # line	-looking (u.m.) mouthed -spoken (u.m.) -tongued (u.m.) up (n., u.m.) foundry # proof (printing) fountainhead <b>four</b> -bagger -ball (u.m.) -eyed (u.m.) flusher fold -footed (u.m.) -in-hand (n., u.m.) -masted (u.m.) -master penny (nail) -ply (u.m.) score some square -wheeler <b>fox</b> -faced (u.m.) hole hound skinned tailed trot <b>fracto</b> (c.f.) <i>all one word</i>	frameup (n., u.m.) <b>free</b> booter born drop -for-all (n., u.m.) -grown (u.m.) hand (drawing) handed hold lance loader -minded masonry -spoken (u.m.) standing (u.m.) thinker trader wheel (u.m., v.) wheeler (n.) # will (n.) will (u.m.) <b>freeze</b> down (n., u.m.) out (n., u.m.) up (n., u.m.) <b>freight</b> # house -mile # room french-minded (u.m.) <b>fresh</b> -looking (u.m.)	-painted (u.m.) <b>frog</b> belly eater -eyed (u.m.) face mouth nose pond tongue (medicine) <b>front</b> -end (u.m.) -focused (u.m.) runner stall -wheel (u.m.) <b>fronto</b> (c.f.) -occipital -orbital <i>rest one word</i> <b>frost</b> bite bow -free (u.m.) -hardy (u.m.) -heaving (u.m.) -killed (u.m.) lamp <b>fruit</b> cake # fly growing # shop	stalk frying # pan fuel # line # oil <b>full</b> back -bellied (u.m.) blood -bound (u.m.) face -fashioned (u.m.) -flowering (u.m.) -grown (u.m.) -handed (u.m.) -headed (u.m.) -lined (u.m.) # load mouth -strength (u.m.) -time (u.m.) fundraising funlover <b>funnel</b> form -shaped (u.m.) <b>fur</b> -clad (u.m.) coat -lined (u.m.) -trimmed (u.m.) fuseplug
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## G

<b>G</b> -major -man -minor -sharp gabfest <b>gad</b> about (n., u.m.) fly gaff-topsail <b>gag</b> -check (v.) root gaugepin <b>gain</b> say -sharing (u.m.) <b>galact(o)</b> (c.f.) <i>all one word</i> gallbladder galley # proof (printing) -west (u.m.) <b>galvano</b> (c.f.) <i>all one word</i> <b>game</b> bag cock <b>gang</b> boss plank saw gapeseed garnet-brown (u.m.) <b>gas</b> bag bomb -driven (u.m.) -fired (u.m.)	firing fitter -heated (u.m.) -laden (u.m.) lamp lighted line (auto) # line (people queue) lock meter works <b>gastro</b> (c.f.) -omental <i>rest one word</i> <b>gate</b> leg (u.m.) pin post tender works <b>gay</b> cat -colored (u.m.) # dog -looking (u.m.) <b>gear</b> case -driven (u.m.) fitter -operated (u.m.) set shift wheel <b>gelatin</b> -coated (u.m.) -making (u.m.) <b>gelatino</b> (c.f.) bromide chloride	<b>gem</b> cutter -set (u.m.) # stone <b>genito</b> (c.f.) <i>all one word</i> <b>gentle</b> folk -looking (u.m.) -mannered (u.m.) mouthed -spoken (u.m.) <b>geo</b> (c.f.) <i>all one word</i> germ-free (u.m.) gerrymander <b>get</b> -at-able away (n., u.m.) off (n., u.m.) -together (n., u.m.) up (n., u.m.) <b>ghost</b> -haunted (u.m.) write (v.) <b>giddy</b> brain head -paced (u.m.) gilt-edge (u.m.) gin-run (u.m.) <b>ginger</b> bread -colored (u.m.) snap spice <b>give</b> -and-take (n., u.m.)	away (n., u.m.) <b>glacio</b> (c.f.) <i>all one word</i> <b>glad</b> -cheered (u.m.) -sad <b>glass</b> blower cutter -eater -eyed (u.m.) -hard (u.m.) works <b>glauco</b> (c.f.) <i>all one word</i> glidepath globetrotter <b>gloss(o)</b> (c.f.) <i>all one word</i> <b>glow</b> lamp meter <b>gluc(o)</b> (c.f.) <i>all one word</i> <b>glue</b> pot stock <b>glycero</b> (c.f.) <i>all one word</i> <b>glyco</b> (c.f.) <i>all one word</i> <b>go</b> -ahead (n., u.m.) -around (n., u.m.) -as-you-please (u.m.) -back (n., u.m.) -between (n.) by (n.)	cart -devil (n.) -getter -getting (n., u.m.) -off (n., u.m.) goalpost <b>goat</b> -bearded (u.m.) -drunk (u.m.) -eyed (u.m.) herd <b>goat's</b> -hair -horn <b>God</b> -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.) <b>god</b> child daughter father head hood less mother parent send ship son sonship goggle-eyed (u.m.)
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

goings-on	<b>gospel</b>	-covered (u.m.)	sand (geology)	<b>gun</b>
<b>gold</b>	like	cutter	sick	bearer
beater	-true (u.m.)	flat	stuff	blast
brick (swindle)	gourdhead	-green (u.m.)	sward	builder
# brick (of real gold)	<b>Government</b> (U.S. or foreign)	hop	town	cotton
-bright (u.m.)	-in-exile	nut	(community)	crew
-brown (u.m.)	-owned (u.m.)	plot	# wood (literal)	deck
digger	wide	roots	wood (forest)	fight
-filled (u.m.)	governmentwide	(nonliteral)	greyhound	fire
foil	(State, city, etc.)	# roots (literal)	gridiron	flint
-inlaid (u.m.)	<b>grab</b>	widow	griddlecake	lock
leaf	-all (n., u.m.)	<b>grave</b>	<b>grip</b>	paper
plate (v.)	hook	clothes	sack	pit
-plated (u.m.)	rope	digger	wheel	play
-plating (u.m.)	<b>grade</b>	side	gross-minded	point
smithing	finder	stead	(u.m.)	powder
-wrought (u.m.)	mark	gravel-blind (u.m.)	<b>ground</b>	rack
<b>golden</b>	<b>grain</b>	<b>gray</b>	hog	-rivet (v.)
-fingered (u.m.)	-cut (u.m.)	back (n., u.m.)	mass	runner
-headed (u.m.)	-laden (u.m.)	beard (n.)	nut	shot
mouthed	mark	-clad (u.m.)	path	-shy (u.m.)
<b>good</b>	sick	coat (n.)	plot	sight
bye	<b>gram</b>	-eyed (u.m.)	-sluicer	stock
-fellowship	-fast (u.m.)	-haired (u.m.)	speed	wale
-for-nothing (n., u.m.)	-meter	head	wave	<b>gut</b>
-looker	-molecular	-headed (u.m.)	# water	less
-looking (u.m.)	-negative (u.m.)	out (n., u.m.)	group-connect (v.)	string
-natured (u.m.)	-positive (u.m.)	<b>great</b>	grownup (n., u.m.)	<b>gutter</b>
# will (kindness)	<b>grand</b>	-aunt	grubstake	blood
will (salable asset)	aunt	coat	<b>guard</b>	-bred (u.m.)
<b>goose</b>	child, etc.	-eared (u.m.)	plate	snipe
bone	stand	-grandchild, etc.	rail	spout
-cackle	grant-in-aid	-headed (u.m.)	guestchamber	<b>gymno</b> (c.f.)
-eyed (u.m.)	<b>grape</b>	heart	guidepost	<i>all one word</i>
flesh	fruit	mouthed	guided-missile	<b>gyneco</b> (c.f.)
-footed (u.m.)	juice	<b>green</b>	(u.m.)	<i>all one word</i>
herd	-leaved (u.m.)	back (n., u.m.)	guide-in	<b>gyro</b>
mouth	seed	belt	<b>gum</b>	# horizon
neck	stalk	(community)	boil	# mechanism
pimples	vine	-clad (u.m.)	chewer	# pelorus
rump	graphalloy	-eyed (u.m.)	digger	plane, compass, etc.
step	<b>grapho</b> (c.f.)	gage (plum)	drop	
wing	<i>all one word</i>	gill	-gum	
	<b>grass</b>	grocer	lac	
	-clad (u.m.)	horn	-saline (n.)	
		-leaved (u.m.)	shoe	

## H

<b>H</b>	stroke (printing)	-mast	-hard (u.m.)	cuff
-bar	<b>half</b>	-miler	-harden (v.)	-cut (v.)
-beam	-and-half (n., u.m.)	-monthly (u.m.)	-hardened (u.m.)	-embroidered
-bomb	-afraid	-on (n., u.m.)	head	(u.m.)
-hour	-alive	pace	lock	-fed (v.)
-piece	-angry	penny	toe	fold
<b>hack</b>	back (football)	-ripe	-weld (v.)	grasp
barrow	-backed (u.m.)	-shy	-wrought (u.m.)	grenade
hammer	-baked (u.m.)	-sole (v.)	<b>hand</b>	grip
log	blood (n.)	staff	bag	guard
saw	-bound (u.m.)	stitch	ball	gun
<b>hailstorm</b>	-bred (u.m.)	-strength (u.m.)	bank (v.)	-high (u.m.)
<b>hair</b>	breed	title	barrow	hold
band	caste	tone (printing)	bill	hole
breadth	-clear	track	-bound (u.m.)	-in-hand (u.m.)
brush	cock (v.)	-true	bow	kerchief
-check (n.)	cocked	-truth	brake	-knit (v.)
cloth	(nonliteral)	-weekly (u.m.)	breadth	-knitter
cut (n.)	-dark	wit	brush	laid
do	deck	-witted (u.m.)	-built (u.m.)	-letter (v.)
dresser	-decked (u.m.)	-yearly (u.m.)	car	lift (truck)
-fibered (u.m.)	-decker	hallmark	-carry (v.)	liner
lock	-feed (v.)	<b>ham</b>	cart	made
pin	-hourly (u.m.)	shackle	-carve (v.)	-me-down (n., u.m.)
space (printing)	-life	string	clap	mix (v.)
splitting	# load	<b>hammer</b>	clasp	mold (v.)
spring	-loaded (u.m.)	cloth	-clean (v.)	mower
streak		dress (v.)	crank	

off (n., u.m.)	-working (u.m.)	ledge	heavy	hepta (c.f.)
out (n., u.m.)	wrought	lighting	back	<i>all one word</i>
pick (v.)	<b>hare</b>	liner	-duty (u.m.)	<b>here</b>
post	brain	lock	-eyed (u.m.)	about
press	foot	long	-footed (u.m.)	after
print	hound	mold	handed	at
rail	lip	most	-locking (u.m.)	by
reading	-mad (u.m.)	note	-set (u.m.)	from
saw	harness-making	-on (u.m.)	# water	in
scrape (v.)	(u.m.)	phone	weight (n., u.m.)	inabove
set	harum-scarum	plate	<b>hecto (c.f.)</b>	inafter
shake	has-been (n.)	post	<i>all one word</i>	inbefore
spade	hashmark	quarters	<b>hedge</b>	into
spike	<b>hat</b>	rail	born	of
splice	bond	reach	breaker	on
split	brim	rest	hog	to
spring	brush	ring	hop	tofore
spun	cleaner	rope	pig	under
-stamp (v.)	pin	set	row	unto
stand	rack	shake	<b>heel</b>	upon
stitch	rail	sill	ball	with
stroke	stand	space	band	<b>herringbone</b>
stuff	hatchet-faced	spin	block	<b>hetero (c.f.)</b>
-tailored (u.m.)	(u.m.)	spring	cap	-ousia, etc.
tap	<b>haul</b>	stall	fast	<i>rest one word</i>
tool	about (n., u.m.)	stand	grip	<b>hexa (c.f.)</b>
-tooled (u.m.)	away (n., u.m.)	start	pad	<i>all one word</i>
-tooling (u.m.)	back (n.)	stick	path	<b>hi</b>
truck	have-not (n., u.m.)	stock	plate	-fi
weave	<b>haversack</b>	stream	post	jack
wheel	<b>hawk</b>	strong	print	<b>hide</b>
worked	bill	wall	ring	-and-seek (n.,
woven	-billed (u.m.)	waiter	stay	u.m.)
write (v.)	-nosed (u.m.)	wind	strap	away (n., u.m.)
written	<b>hawse</b>	<b>header-up</b>	tap	out (n., u.m.)
wrought	hole	heal-all (n., u.m.)	<b>helio (c.f.)</b>	<b>high</b>
handie-talkie	pipe	<b>heart</b>	<i>all one word</i>	ball
handlebar	<b>hay</b>	ache	<b>hell</b>	binder
<b>hang</b>	band	aching	bender	born
dog	cap	beat	bent	bred
nail	cart	block	born	brow
net	cock	blood	bred	(nonliteral)
out (n., u.m.)	fork	break	cat	-caliber (u.m.)
up (n.)	lift	burn	-dark (u.m.)	-class (u.m.)
<b>hanger</b>	loft	deep	diver	flier (n.)
-back	market	felt	dog	flying (u.m.)
-on	mow	free (u.m.)	fire	-foreheaded
-up	rack	grief	hole	(u.m.)
happy-go-lucky	rake	heavy	hound	handed
hara-kiri	rick	leaf	-red (u.m.)	-hat (v.)
harborside	-scented (u.m.)	-leaved (u.m.)	ship	jinks
<b>hard</b>	seed	nut	helpmeet	lander
-and-fast (u.m.)	stack	quake	helter-skelter	# light (literal)
back (beetle)	wire	seed	hemstitch	light (nonlit.)
-baked (u.m.)	<b>hazel</b>	sick	<b>hema (c.f.)</b>	-minded (u.m.)
-bitten (u.m.)	-eyed (u.m.)	sore	<i>all one word</i>	-power (u.m.)
-boiled (u.m.)	nut	string	<b>hemato (c.f.)</b>	-pressure
case	he-man	struck	<i>all one word</i>	(u.m., v.)
core	<b>head</b>	throb	<b>hemi (pref.)</b>	-priced (u.m.)
fist (n.)	ache	-throbbing (u.m.)	<i>all one word</i>	# procf
handed	achy	-weary (u.m.)	<b>hemo (c.f.)</b>	-reaching (u.m.)
hat (n.)	band	<b>hearth</b>	<i>all one word</i>	-rigger (n.)
head	bander	rug	<b>hemp</b>	rise (building)
-hit (u.m.)	block	warming	seed	road
-looking (u.m.)	cap	<b>heat</b>	string	# seas
mouthed	chair	drops	<b>hen</b>	-speed (u.m.)
nose	cheese	-resistant (u.m.)	bill	stepper
pan	chute	stroke	coop	-tension (u.m.)
-pressed (u.m.)	cloth	treat (v.)	-feathered	-up (u.m.)
-set (u.m.)	dress	-treating (u.m.)	(u.m.)	# water
ship	-ender	<b>heaven</b>	pecked	higher-up (n.)
spun	first	-inspired (u.m.)	roost	<b>hill</b>
stand	frame	-sent (u.m.)	<b>hence</b>	billy
tack	gate	<b>heaver</b>	forth	culture
top (auto)	gear	-off	forward	(farming)
-won (u.m.)	hunter	-out	<b>hepato (c.f.)</b>	side
# work	lamp	-over	<i>all one word</i>	top



<b>hind</b>	up (n., u.m.)	moon	herd	trailer
brain	<b>holder</b>	mouthed	hide	wares
cast	-forth	pot	hoof	warming
gut (n.)	-on	sucker	-hour	wife
head	-up	sweet	jockey	wright
leg	<b>hole</b>	honor # man	laugh	<b>how</b>
most	-high (u.m.)	<b>hood</b>	meat	-do-you-do (n.)
quarter	through	cap	mint	ever
saddle	<b>hollow</b>	mold	play	soever
sight	back	wink	pond	<b>hub</b>
wing	(bookbinding)	<b>hoof</b>	power-hour	cap
<b>hip</b>	-backed (u.m.)	beat	power-year	-deep (u.m.)
bone	-eyed (u.m.)	mark	pox	humankind
mold	faced	print	race	<b>humble</b>
shot	-ground (u.m.)	-printed (u.m.)	# sense (n.)	bee
<b>hippo</b> (c.f.)	<b>holo</b> (c.f.)	<b>hook</b>	shoe	-looking (u.m.)
<i>all one word</i>	<i>all one word</i>	ladder	thief	mouthed
<b>histo</b> (c.f.)	<b>home</b>	nose	whip	-spirited (u.m.)
<i>all one word</i>	-baked (u.m.)	-nosed (u.m.)	<b>hot</b>	humdrum
<b>hit</b>	body	pin	bed	<b>humero</b> (c.f.)
-and-miss (u.m.)	born	up (n., u.m.)	blood	-olecranal
-and-run (u.m.)	bred	<b>hooker</b>	-blooded (u.m.)	<i>rest one word</i>
-or-miss (u.m.)	brew	-off	brain	<b>hump</b>
hitchhiker	builder	-on	cake	back
hoarfrost	comer	-out	-cold	-shouldered
hoary-haired	-fed (u.m.)	-over	dog	(u.m.)
(u.m.)	felt	-up	foot	humpty-dumpty
<b>hob</b>	folk	hoopstick	head (n.)	<b>hunchback</b>
goblin	freeze (u.m., v.)	<b>hop</b>	-mix (u.m.)	<b>hundred</b>
nail	front	about (n., u.m.)	pack	fold
nob	furnishings (n.)	off (n., u.m.)	patch	-legged (u.m.)
hobbyhorse	grown	scotch	plate	-percent
hocus-pocus	lander	toad	-press (v.)	-pounder
hodgepodge	life	<b>hopper</b>	rod (nonliteral)	weight
<b>hog</b>	made	burn	-roll (v.)	hung-up (u.m.)
back	plate	dozer	-rolled (u.m.)	<b>hunger</b>
-backed (u.m.)	seeker	<b>horehound</b>	spot	-mad (u.m.)
-faced (u.m.)	sick	<b>hormono</b> (c.f.)	-work (v.)	-worn (u.m.)
fat	spun	<i>all one word</i>	houndshark	hurly-burly
frame	stead	<b>horn</b>	hourglass	<b>hush</b>
hide	stretch	bill	<b>house</b>	-hush
nose (machine)	town	blende	breaking	up (n., u.m.)
-nosed (u.m.)	woven	blower	broken	<b>hydro</b> (c.f.)
pen	<b>homeo</b> (c.f.)	-eyed (u.m.)	builder	electric, plant,
sty	<i>all one word</i>	pipe	cleaner	power, etc.
-tie (v.)	<b>homo</b>	stay	-cleaning (u.m.)	# station
wash	# legalis	tip	coat	<i>rest one word</i>
-wild (u.m.)	# sapiens	<b>horny</b> handed	dress	<b>hygro</b> (c.f.)
hog's-back (geol.)	<b>homo</b> (c.f.)	horse	father	<i>all one word</i>
hogshead	-ousia, etc.	back	furnishing(s) (n.)	<b>hyper</b> (pref.)
hoistaway (n.)	<i>rest one word</i>	breaker	guest	-Dorian, etc.
<b>hold</b>	<b>honey</b>	car	hold	<i>rest one word</i>
all (n., u.m.)	-colored (u.m.)	cloth	husband	<b>hypo</b> (c.f.)
back (n., u.m.)	comb	dealer	mother	<i>all one word</i>
-clear (n., u.m.)	dew	fair	parent	<b>hystero</b> (c.f.)
down (n., u.m.)	drop	fight	pest	-oophorectomy
fast (n., u.m.)	eater	flesh	-raising (u.m.)	-salpingo-oopho-
off (n., u.m.)	-laden (u.m.)	hair	ridden	rectomy
out (n., u.m.)	lipped	head	top	<i>rest one word</i>

## I

<b>I</b>	-cold (u.m.)	<b>ichthyo</b> (c.f.)	-being (n.)	-and-outer
-bar	-cooled (u.m.)	<i>all one word</i>	-born (u.m.)	-being (u.m.)
-beam	-covered (u.m.)	<b>ideo</b> (c.f.)	-bred (u.m.)	-flight (u.m.)
-iron	fall	-unit	# breeding (n.)	-house
-rail	# fishing	<i>rest one word</i>	-doing (n., u.m.)	-law (n.)
<b>ice</b>	floe (island)	<b>idle</b>	-fated (u.m.)	asmuch, sofar
berg	flow	headed	-humored (u.m.)	# re, # rem,
blind	(current)	-looking (u.m.)	-looking (u.m.)	# situ, etc.
# blindness	-free (u.m.)	-minded (u.m.)	-treat (v.)	<b>in</b> (pref.)
blink	melt	<b>ileo</b> (c.f.)	-use (v.)	active (u.m.)
block	pack	<i>all one word</i>	-wisher	depth (u.m.)
bone	plant	<b>ilio</b> (c.f.)	-wishing (u.m.)	hospital (u.m.)
breaker	plow	<i>all one word</i>	<b>in</b>	migration (u.m.)
cap	quake	<b>ill</b>	-and-in (u.m.)	service (u.m.),
-clad (u.m.)	# water	-advised (u.m.)	-and-out (u.m.)	etc.



inch -deep (u.m.) -long (u.m.) meal -pound -ton	-esophageal -umbilical <i>rest one word</i> inguino (c.f.) <i>all one word</i> ink -black (u.m.) mixer pot slinger spot -spotted (u.m.) stain stand well	# man spring ino (c.f.) <i>all one word</i> insect-borne (u.m.) inter (pref.) -American, etc. <i>rest one word</i> intra (pref.) -atomic, etc. <i>rest one word</i> intro (pref.) <i>all one word</i> Irish -American (u.m.) -born (u.m.)	iron back -braced (u.m.) clad fisted -free (u.m.) handed hard -lined (u.m.) mold -red (u.m.) shod shot (mineral) (u.m.) # shot (golf) side works	ironer-up island -born (u.m.) -dotted (u.m.) iso (c.f.) -octane -oleic -osmosis <i>rest one word</i> ivory -tinted (u.m.) type (photog.) -white (u.m.) ivy -clad (u.m.) -covered (u.m.)
index-digest indigo -blue (u.m.) -carmine (u.m.) Indo (c.f.) chinese -European, etc. infra (pref.) -anal -auricular -axillary	inner -city (u.m.)			

## J

J-bolt jack ass hammer head -in-the-box knife -of-all-trades -o'-lantern -plane (v.) pot rabbit screw shaft snipe stay straw tar	jam nut packed jaw bone breaker foot -locked (u.m.) twister jay hawk walk jelly bean roll jerry -build (v.) builder	-built (u.m.) jet black (u.m.) liner port -powered (u.m.) prop -propelled (u.m.) stream wash jewel -bright (u.m.) -studded (u.m.) jew's-harp jib head -o-jib stay	jig -a-jig back -drill (v.) saw job seeker # shop joggle # piece joint # owner joulemeter joy hop killer ride stick jump off (n., u.m.)	rock jungle -clad (u.m.) -covered (u.m.) side junkpile jury # box -fixing (u.m.) -rigged (u.m.) juxta (c.f.) -ampullar -articular <i>rest one word</i>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## K

K -ration -term keel block fat haul -laying (u.m.) # line keepsake kerato (c.f.) <i>all one word</i> kettle drum stitch key bolt hole lock note punch ring seat	stop word kick about (n., u.m.) back (n., u.m.) -in (n., u.m.) off (n., u.m.) out (n., u.m.) up (n., u.m.) killjoy kiln -dry (u.m., v.) eye hole rib stick tree kilo (pref.) gram-meter voltampere watthour <i>rest one word</i> kindheart	king bolt head hood hunter pin kins folk people kiss-off (n., u.m.) kite flier flying knapsack knee -braced (u.m.) brush cap -deep (u.m.) -high (u.m.) hole pad pan	strap knick knack point knight -errant head hood knitback knob kerrie stick knock about (n., u.m.) away (n., u.m.) down (n., u.m.) -knee (n.) -kneed (u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) up (n., u.m.)	knocker -off -up knot hole horn know -all (n., u.m.) -how (n., u.m.) -it-all (n., u.m.) -little (n., u.m.) -nothing (n., u.m.) knuckle bone -deep (u.m.) -kneed (u.m.) Ku # Klux # Kian
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## L

L -bar -beam -block -shaped -square labio (c.f.) <i>all one word</i> laborsaving	lace -edged (u.m.) # edging wing (insect) -winged (u.m.) worked lackluster ladder-backed (u.m.)	lady beetle finger killer ship lake bed front lander	shore side lameduck (nonliteral) (n., u.m.) lamp black -blown (u.m.) -foot	hole -hour # house lighter lit post shade stand wick
----------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------

<b>land</b>	<b>law</b>	<b>most</b>	<b>lily</b>	<b>log</b>
# base	-abiding (u.m.)	-sided (u.m.)	handed	jam
-based (u.m.)	breaker	wing (political)	-shaped (u.m.)	roll
# bird	-fettered (u.m.)	<b>leg</b>	-white (u.m.)	sheet
fall	giver	band	<b>lime</b>	loggerhead
fast	suit	puller	juice	logo (c.f.)
fill	<b>lawnmower</b>	rope (v.)	kiln	<i>all one word</i>
flood	<b>lay</b>	lend-lease	lighter	<b>long</b>
form	away (n., u.m.)	lepto (c.f.)	pit	-awaited (u.m.)
grabber	back (n., u.m.)	<i>all one word</i>	quat	beard (n.)
-grant (u.m.)	-by (n.)	<b>let</b>	wash	-bearded (u.m.)
holding	down (n., u.m.)	down (n., u.m.)	<b>linch</b>	-billed (u.m.)
lady	-minded (u.m.)	off (n., u.m.)	bolt	bow
locked	off (n., u.m.)	up (n., u.m.)	pin	cloth
look	on (n., u.m.)	<b>letter</b>	<b>line</b>	-distance (u.m.)
lord	out (n., u.m.)	drop	-bred (u.m.)	-drawn (u.m.)
lubber	up (n., u.m.)	gram	-breed (v.)	felt
mark	<b>layer</b>	head	casting	hair (n.)
mass	-on	-perfect (u.m.)	crew	-haired (u.m.)
mine	-out	press	cut (printing)	hand (nonlit.)
-poor (u.m.)	-over	space	finder	-handed (u.m.)
right	-up	<b>leuc(o)</b> (c.f.)	up (n., u.m.)	-handled (u.m.)
scape	<b>lazy</b>	<i>all one word</i>	walker	head (n.)
sick	bones	liberal-minded	<b>link</b>	horn (cattle)
side	boots	(u.m.)	up (n., u.m.)	-horned (u.m.)
slide	legs	<b>lieutenant</b>	# up (v.)	leaf
slip	<b>lead</b>	# colonel	<b>lion</b>	-leaved (u.m.)
spout	-alpha	-colonelcy	-bold (u.m.)	-legged (u.m.)
storm	-burn (v.)	# governor	-headed (u.m.)	legs (n.)
wash	-filled (u.m.)	-governorship	-maned (u.m.)	-lived (u.m.)
wire	-gray (u.m.)	<b>life</b>	<b>lip</b>	mouthed
wrack	-in (n., u.m.)	belt	read	-necked (u.m.)
lantern-jawed	line	blood	service	nose (n.)
(u.m.)	# line (medical,	drop	stick	-nosed (u.m.)
<b>lap</b>	naut. only)	float	listener-in	-past (u.m.)
belt	off (n., u.m.)	giver	<b>litho</b> (c.f.)	play (records)
-lap	out (n., u.m.)	guard	-offset	playing (u.m.)
robe	<b>leaden</b>	hold	<i>rest one word</i>	run (u.m.)
streak	-eyed (u.m.)	jacket	<b>little</b>	spun
weld (v.)	pated	long	-known (u.m.)	standing (u.m.)
-welded (u.m.)	-souled (u.m.)	raft	neck (clam)	stitch
-welding (u.m.)	<b>leader</b> # line	ring	-used (u.m.)	wave (radio)
<b>large</b>	<b>leaf</b>	saver	<b>live</b>	ways
-eyed	bud	-size (u.m.)	# load	wool (sheep)
-handed (u.m.)	-clad (u.m.)	-sized (u.m.)	long	<b>look</b>
-minded (u.m.)	-eating (u.m.)	span	stock	down (n., u.m.)
mouthed	-red (u.m.)	spring	<b>wire</b>	-in (n., u.m.)
-scale (u.m.)	-shaped (u.m.)	stream	wire	out (n., u.m.)
<b>lark</b>	stalk	style	(nonliteral)	through (n.,
-colored (u.m.)	<b>lean</b>	tide	<b>liver</b>	u.m.)
spur	-faced (u.m.)	vest	-brown (u.m.)	<b>looker-on</b>
<b>laryngo</b> (c.f.)	-looking (u.m.)	weary (u.m.)	-colored (u.m.)	<b>loop</b>
<i>all one word</i>	-to (n., u.m.)	lift-off (n., u.m.)	wurst	hole
<b>last</b>	<b>leapfrog</b>	<b>light</b>	living # room	stitch
-born (u.m.)	<b>lease</b>	-armed (u.m.)	loadmeter	<b>loose</b>
-cited (u.m.)	back (n., u.m.)	-clad (u.m.)	loanword	leaf (u.m.)
-ditcher	hold	-colored (u.m.)	<b>lob</b>	mouthed
-named (u.m.)	<b>leather</b>	-drab (u.m.)	fig	-tongued (u.m.)
<b>latch</b>	back	-draft (u.m.)	lolly	<b>lop</b>
bolt	-backed (u.m.)	face (printing)	<b>lobster-tailed</b>	-eared (u.m.)
key	-bound (u.m.)	-footed (u.m.)	(u.m.)	sided
string	-brown (u.m.)	handed	<b>lock</b>	<b>loud</b>
<b>late</b>	-covered (u.m.)	house # keeping	fast	mouthed
-born (u.m.)	head	(nautical)	hole	speaker (radio)
comer	neck	# housekeeping	jaw	-voiced (u.m.)
-lamented (u.m.)	side	(domestic)	nut	<b>love</b>
-maturing (u.m.)	leavetaking	mouthed	out (n., u.m.)	born
<b>latero</b> (c.f.)	lee-bow (v.)	-producing (u.m.)	pin	-inspired (u.m.)
<i>all one word</i>	<b>leech</b>	ship	ring	lorn
lath-backed	eater	-struck (u.m.)	step	seat
(u.m.)	# rope	weight (n., u.m.)	stitch	sick
lathe-bore (v.)	<b>left</b>	-year	up (n., u.m.)	<b>low</b>
<b>latter</b>	-bank (v.)	lighter-than-air	washer	born
-day (u.m.)	# field (sports)	(u.m.)	locker # room	bred
most	-hand (u.m.)	<b>like</b>	<b>lode</b>	brow (nonlit.)
laughingstock	-handed (u.m.)	-looking (u.m.)	star	browed
laundry # room	-hander	-minded (u.m.)	stuff	(nonliteral)

-built (u.m.)	-power (u.m.)	most	lumber	lumen-hour
down (n., u.m.)	-pressure	lug	jack	lung
-downer	(u.m.)	bolt	# room	-grown (u.m.)
-lander	# water	mark	lumbo (c.f.)	motor
-lived (u.m.)	lower	sail	-ovarian	lying-in (n., u.m.)
-lying (u.m.)	case (printing)	lukewarm	rest one word	

## M

M-day	mal (c.f.)	mass	melon	splitter
macebearer	<i>all one word</i>	-minded (u.m.)	-laden (u.m.)	weight
machine	man	-produce (v.)	-shaped (u.m.)	midi (n.)
-finished (u.m.)	back	mast	melt	midi (pref.)
gun	-child	-brown (u.m.)	down (n., u.m.)	<i>all one word</i>
-hour	-created (v.m.)	head	water	mighty-handed
-made (u.m.)	-day	master	men	(u.m.)
#shop	eater	# at # arms	folk	mil-foot
#work	-fashion (u.m.)	mind	kind	mild
macro (c.f.)	-grown (u.m.)	# of # ceremonies	meningo (c.f.)	-cured (u.m.)
<i>all one word</i>	handle	ship	<i>all one word</i>	-spoken (u.m.)
mad	hater	# workman	merry	mile
brain	-high (u.m.)	mat-covered (u.m.)	-go-round	-long (u.m.)
cap	hole	match	meeting	-ohm
made	hood	head	-minded (u.m.)	post
-over (u.m.)	-hour	-lined (u.m.)	meshbag	-pound
-up (u.m.)	killer	mark	meso (c.f.)	-ton
magnetite	kind	safe	<i>all one word</i>	-wide (u.m.)
-basalt	made (u.m.)	stick	mess	milk
-olivinite	-minute	maxi (n.)	hall	-fed (u.m.)
-spinelite	-of-war (ship)	maxi (pref.)	kit	head
magneto (c.f.)	rope	<i>all one word</i>	tin	shake
-optics	servant	May	-up (n., u.m.)	shed
<i>rest one word</i>	-size (u.m.)	# Day	meta (pref.)	sick
mahjong	slaughter	-day (u.m.)	<i>all one word</i>	sop
maid	slayer	pole	metal	-white (u.m.)
# of # honor	stealer	tide	ammonium	mill
servant	stopper	may	-clad (u.m.)	cake
maiden	trap	be (adv.)	-coated (u.m.)	course
hair	-woman	beetle	-lined (u.m.)	dam
head	-year	day (distress	works	feed
hood	manic-depressive	call)	meter	hand
mail	manifold	hap	-amperes	-headed (u.m.)
bag	mantel	mealymouth	gram	pond
clad	shelf	mean	-kilogram	post
clerk	tree	-acting (u.m.)	-kilogram-second	race
guard	many	-spirited (u.m.)	-millimeter	ring
-order (u.m.)	-colored (u.m.)	time	metro (c.f.)	stock
pouch	-folded (u.m.)	(meanwhile)	<i>all one word</i>	stream
truck	plies	# time	mezzo	wright
main	-sided (u.m.)	(astronomical)	graph	milli (c.f.)
frame	map	tone (u.m.)	relievo	gram-hour
mast	reader	while	soprano	<i>rest one word</i>
pin	tack	meat	tint	mincemeat
sail	marble	ball	micro (c.f.)	mind
sheet	head	cutter	-organism	-healing (u.m.)
spring	-looking (u.m.)	-eater	<i>rest one word</i>	reader
stay	-topped (u.m.)	-fed (u.m.)	mid (c.f.)	set (n.)
stream	-white (u.m.)	hook	-American, etc.	sight
(nonliteral)	mare's	-hungry (u.m.)	-April	mine
top	-nest	packer	day	layer
topmost	-tail	works	-decade	ship
#yard	mark	wrapper	-dish	sweeper
major	down (n., u.m.)	mechanico (c.f.)	-ice	thrower
-domo	off (n., u.m.)	<i>all one word</i>	-1958	works
-leaguer	shot	medico (c.f.)	-Pacific, etc.	mini (n.)
-minor	up (n., u.m.)	<i>all one word</i>	-Victorian, etc.	mini (pref.)
make	marker	medio (c.f.)	<i>rest one word</i>	<i>all one word</i>
-believe (n., u.m.)	-down	<i>all one word</i>	middle	minor-leaguer
fast (n.)	-off	medium	-aged (u.m.)	minute # book
ready (printing)	-up	-brown (u.m.)	breaker	mirror
shift	marketplace	-siz(d) (u.m.)	brow (nonlit.)	-faced (u.m.)
up (n., u.m.)	marrowbone	weight (n., u.m.)	-burst (v.)	scope
weight	marsh	meek	buster	mis (pref.)
maker	buck	-eyed (u.m.)	most	<i>all one word</i>
-off	mallow	-spirited (u.m.)	-of-the-roader	mist
-up	(confection)	meetingplace	-sized (u.m.)	bow
making # up	# mallow (plant)	megalo (c.f.)		-clad (u.m.)
		<i>all one word</i>		



-covered (u.m.)	pot	struck	cade	flow
fall	shine	tide	car	guard
miter	mono (c.f.)	walker	coach	head
# box	-ideistic	-white (u.m.)	cycle	hole
-lock (v.)	-iodo	moosecall	-driven (u.m.)	lark
mix	-iodohydrin	mop	drome	sill
blood	-ion	head	jet	slinger
up (n.)	-ousian	stick	-minded (u.m.)	-splashed (u.m.)
mixing # room	<i>rest one word</i>	up (n., u.m.)	ship	stain
mizzenmast	month	mopper-up	truck	sucker
mock	end	mopping-up (u.m.)	van	track
-heroic (u.m.)	long (u.m.)	morningtide	moundbuilder	muddlehead
up (n., u.m.)	moon	mosquito	mountain	mule
mock-up	beam	# boat	-high (u.m.)	back
mocking	bill	-free (u.m.)	side	skinner
stock	blind	moss	top	multi (c.f.)
-up (u.m.)	# blindness	back	-walled (u.m.)	<i>all one word</i>
mold	blink	-clad (u.m.)	mouse	multiple-purpose
made (u.m.)	born	-green (u.m.)	-brown (u.m.)	(u.m.)
# shop	-bright (u.m.)	-grown (u.m.)	-eared (u.m.)	music
mole	calf	head	-eaten (u.m.)	lover
catcher	down	-lined (u.m.)	hole	-mad (u.m.)
-eyed (u.m.)	eye	most-favored-	trap	musico (c.f.)
head	face	nation (u.m.)	mouth	<i>all one word</i>
heap	gazing	moth	-filling (u.m.)	musk
hill	glow	ball	-made (u.m.)	melon
money	head	-eaten (u.m.)	wash	rat
bag	lighter	hole	muck	mutton
changer	lit	mother	rake (v.)	# chop (meat)
getter	-mad (u.m.)	hood	sweat	chop (shape)
grubber	path	-in-law	muco (c.f.)	fist
lender	rise	-of-pearl	<i>all one word</i>	head
-mad (u.m.)	sail	moto (c.f.)	mud	myria (c.f.)
saver	set	<i>all one word</i>	bank	<i>all one word</i>
monkey	shade	motor	bath	mytho (c.f.)
-faced (u.m.)	shine	bike	cap	<i>all one word</i>
nut	shot	bus	-colored (u.m.)	myxo (c.f.)
pod	sick	cab	flat	<i>all one word</i>

## N

nail	neck	braider	reader	nimble
bin	band	-veined (u.m.)	reel	-fingered (u.m.)
brush	bone	nettle	sheet	footed
head	-breaking	fire	stand	nimbostratus
-headed (u.m.)	(u.m.)	foot	story	(clouds)
print	cloth	some	teller	nine
puller	-deep (u.m.)	neuro (c.f.)	nick	fold
rod	fast	<i>all one word</i>	-eared (u.m.)	holes
-shaped (u.m.)	guard	never	name	-lived (u.m.)
-studded (u.m.)	-high (u.m.)	-ending (u.m.)	nickel	penny (nail)
name	hole	more	plate (v.)	pin
-calling (u.m.)	lace	theless	-plated (u.m.)	score
-dropping (u.m.)	mold	new	-plating (u.m.)	nitro (c.f.)
plate	tie	born	type	-hydro-carbon
sake	necro (c.f.)	-car (u.m.)	night	<i>rest one word</i>
narco (c.f.)	<i>all one word</i>	comer	-black (u.m.)	no
<i>all one word</i>	needle	-created (u.m.)	cap	-account (n.,
narrow	bill	fangled	-clad (u.m.)	u.m.)
heartedness	case	-fashioned (u.m.)	clothes	-fault
-mouthed (u.m.)	-made (u.m.)	-front (v.)	club	-good (n., u.m.)
minded	point	-made (u.m.)	dress	-hitter (n.)
naso (c.f.)	-shaped (u.m.)	-mown (u.m.)	fall	how
-occipital	-sharp (u.m.)	-rich (u.m.)	-fly (aviation)	# man's land
-orbital	worked	newlywed	(v.)	-par (u.m.)
<i>rest one word</i>	ne'er-do-well	news	-flying (u.m.)	-par-value (u.m.)
native-born	neo (c.f.)	case	gown	-show (n., u.m.)
(u.m.)	-Greek, etc.	cast	-grown (u.m.)	-thoroughfare
navy-blue (u.m.)	<i>rest one word</i>	clip	hawk	(n.)
near	nephro (c.f.)	dealer	long (u.m.)	whit
-acquainted	<i>all one word</i>	-greedy (u.m.)	mare	noble
(u.m.)	nerve	letter	shade	-born (u.m.)
-bordering (u.m.)	ache	paper	shirt	-featured (u.m.)
by	-celled (u.m.)	paper # work	side	heartedness
-miss	-racked (u.m.)	paper # worker	tide	-looking (u.m.)
sighted	net	photo	-veiled (u.m.)	-minded (u.m.)
neat's-foot (u.m.)	ball	print	walker	not-pros (v.)



<b>non</b> -civil-service (u.m.) -European, etc. -pros (v.) #sequitur, etc. -tumor-bearing (u.m.) <i>as prefix, one word</i>	<b>noon</b> day tide <b>north</b> -central (u.m.) east going most -northeast -sider	<b>nose</b> bag bleed bone dive down (n., u.m.) gay guard -high (u.m.) hole -led (u.m.) pipe	<b>ring</b> -thumbing (u.m.) up (n., u.m.) wheel notehead notwithstanding <b>novel</b> -reading (u.m.) #writer -writing (u.m.) nucleo (c.f.) <i>all one word</i>	<b>nut</b> breaker -brown (u.m.) cake cracker hatch hook pecker pick -shaped (u.m.) shell sweet
----------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------

## O

<b>oak</b> -beamed (u.m.) -clad (u.m.) -green (u.m.) -leaved (u.m.) <b>oar</b> -footed (u.m.) lock <b>oat</b> bin cake -fed (u.m.) meal seed oathbreaker <b>oblong</b> -elliptic (u.m.) -leaved (u.m.) -linear (u.m.) -ovate (u.m.) -shaped (u.m.) -triangular (u.m.) <b>occipito</b> (c.f.) -otic <i>rest one word</i> <b>ocean</b> -born (u.m.) -girdled (u.m.) going side -spanning (u.m.) <b>octo</b> (c.f.) <i>all one word</i> <b>odd</b> -jobber -job man -looking (u.m.) -numbered (u.m.) <b>off</b> -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 -hours loading look	-lying (u.m.) peak print put -reckoning (n.) saddle scape scour scum -season set shoot shore side -sorts (n.) spring stage street take -the-record (u.m.) type -wheel (n.) -wheeler (n.) -white (u.m.) <b>office</b> #boy seeker -seeking (u.m.) oftentimes ofttimes <b>ohm</b> -ammeter meter -mile <b>oil</b> cake can cloth coat cup -driven (u.m.) -fed (u.m.) -forming (u.m.) -harden (v.) hole meal paper proofing seed skinned -soaked (u.m.) spill stove -temper (v.) tightness <b>old</b> -fashioned (u.m.) -fogy (u.m.)	-growing (u.m.) -looking (u.m.) #maid -maish (u.m.) #man -new style (printing) timer #woman -young <b>oleo</b> #butter #gear #oil #strut <i>as combining form, one word</i> <b>olive</b> -brown (u.m.) -clad (u.m.) -drab (u.m.) -growing (u.m.) -skinned (u.m.) wood #wood (color) <b>omni</b> (c.f.) -ignorant <i>rest one word</i> <b>on</b> -and-off (n., u.m.) -go (n.) going <i>noun, adjective, one word</i> <b>once</b> -over (n.) -run (u.m.) <b>one</b> -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-three -way (u.m.) onion peel <b>open</b> -air (u.m.) -armed (u.m.) -back (u.m.) -backed (u.m.) band (yarn) cast cut (mining) -faced (u.m.) handed #house minded mouthed #shop side (u.m.) -sided (u.m.) worked <b>opera</b> goer going #house <b>ophthalgo</b> (c.f.) <i>all one word</i> <b>orange</b> ade colored (u.m.) peel -red (u.m.) stick orchard #house orderly #room <b>organo</b> (c.f.) <i>all one word</i> <b>ornitho</b> (c.f.) <i>all one word</i> <b>orrisroot</b> <b>ortho</b> (c.f.) <i>all one word</i> <b>osteo</b> (c.f.) <i>all one word</i> <b>oto</b> (c.f.) <i>all one word</i> <b>out</b> -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>	<b>outer</b> -city (u.m.) #man most <b>outward</b> -bound (u.m.) -bounder <b>ovate</b> -acuminate (u.m.) -oblong (u.m.) <b>ovato</b> (c.f.) -oblong -orbicular <i>rest one word</i> <b>oven</b> baked dried peel <b>over</b> age (surplus) age (older) (n., u.m.) all (all meanings) -the-counter (u.m.) <i>as combining form, one word</i> owl-eyed (u.m.) <b>ox</b> biter blood (color) bow brake cart cheek eye -eyed (u.m.) gall harrow hide horn shoe <b>oxy</b> (c.f.) <i>all one word</i> <b>oyster</b> bed root seed shell -white (u.m.)
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## P

pace-setting (u.m.)	papier # mache	breaker	pest	-eyed
pachy (c.f.)	para (c.f. or pref.)	-loving (u.m.)	hole	marker
<i>all one word</i>	-aminobenzoic	peach	-ridden (u.m.)	pan
pack	-analgesia	bloom	petcock	plant
builder	-anesthesia	blow (color)	peternet	-stuffed (u.m.)
cloth	# red	-colored (u.m.)	petro (c.f.)	piece
horse	<i>rest one word</i>	pear-shaped	-occipital	-dye (v.)
-laden (u.m.)	parcel-plate (v.)	(u.m.)	<i>rest one word</i>	meal
sack	parchment	pearl	pharmaco (c.f.)	mold
saddle	-covered (u.m.)	-eyed (u.m.)	-oryctology	piezo (c.f.)
staff	# maker	fishing	<i>rest one word</i>	-oscillator
thread	-making (u.m.)	-pure (u.m.)	pharyngo (c.f.)	<i>rest one word</i>
up (n., u.m.)	parieto (c.f.)	-set (u.m.)	-esophageal	pig
packing # box	-occipital	-studded (u.m.)	-oral	-back (v.)
pad	<i>rest one word</i>	-white (u.m.)	<i>rest one word</i>	-backed (u.m.)
cloth	parimutuel	peat	phase	-bellied (u.m.)
lock	part	-roofed (u.m.)	meter	belly
tree	-finished (u.m.)	stack	out (n., u.m.)	-eyed (u.m.)
paddlefoot	# owner	pebble	-wound (u.m.)	face
page	-time (u.m.)	-paved (u.m.)	pheno (c.f.)	-faced (u.m.)
-for-page (u.m.)	-timer (n.)	-strewn (u.m.)	<i>all one word</i>	foot
# proof (printing)	# way	peeloff (n., u.m.)	philo (c.f.)	-footed (u.m.)
painkiller	parti (c.f.)	peep	-French, etc.	headed
painstaking	<i>all one word</i>	eye	<i>rest one word</i>	herd
paint	party # line	hole	phlebo (c.f.)	out
brush	parvi (c.f.)	show	<i>all one word</i>	pen
mixer	<i>all one word</i>	sight	phono (c.f.)	root
pot	pass	pegleg	<i>all one word</i>	stick
stained (u.m.)	back (n.)	pellmell	phospho (c.f.)	sty
pale	key	pen	<i>all one word</i>	tailed
belly	out (n., u.m.)	-cancel (v.)	photo (c.f.)	wash
-blue (u.m.)	port	head	-offset	pigeon
buck	through	knife	-oxidation	gram
-cheeked (u.m.)	word	manship	-oxidative	hole
face (n.)	passenger-mile	point	<i>rest one word</i>	-toed (u.m.)
-faced (u.m.)	passer(s)-by	pusher	phreno (c.f.)	wing
-looking (u.m.)	passion	rack	<i>all one word</i>	piggyback
-reddish (u.m.)	-driven (u.m.)	script	phrase-mark	pike
paleo (c.f.)	-feeding (u.m.)	-shaped (u.m.)	(music)	-eyed (u.m.)
-Christian, etc.	-filled (u.m.)	stock	phylo (c.f.)	staff
<i>rest one word</i>	paste	trough	<i>all one word</i>	pile
pallbearer	down (n., u.m.)	pencil	phylo (c.f.)	driver
palm	pot	# box	<i>all one word</i>	-driving (u.m.)
-green (u.m.)	up (n., u.m.)	-mark (v.)	physico (c.f.)	hammer
-shaded (u.m.)	patent-in-fee	penny	<i>all one word</i>	up (n., u.m.)
palmi (c.f.)	path	-a-liner	physio (c.f.)	woven
<i>all one word</i>	breaker	pincher	<i>all one word</i>	pill
pan	finder	weight	phyto (c.f.)	pusher
-American, etc.	patho (c.f.)	winkle	<i>all one word</i>	rolling
-broil (v.)	<i>all one word</i>	worth	piano	taker
# ice	patri (c.f.)	pent-up (u.m.)	forte	pillow
<i>rest one word</i>	<i>all one word</i>	penta (c.f.)	graph	case
Pan	pattycake	-acetate	player	made
# American	pawnbroker	<i>rest one word</i>	pick	slip
Union	pay	peptalk	aback	pilot
(official name)	back (n., u.m.)	pepper	ax	# boat
hellenic	check	corn	lock	# light
panel-lined	day	mint	-me-up (n., u.m.)	pin
(u.m.)	dirt	pot	off (n., u.m.)	ball
panic-stricken	off (n., u.m.)	-red (u.m.)	over (n., u.m.)	block
(u.m.)	out (n., u.m.)	per	# over (v.)	bone
panto (c.f.)	roll	cent	pole	case
<i>all one word</i>	sheet	# centum	shaft	cushion
panty hose	-TV	compound	up (n., u.m.)	-eyed (u.m.)
paper	pea	(chemical)	picker-up	fall
back (n.)	coat	current	picket # line	feather
# box	cod	(botanical)	pickle-cured (u.m.)	fire
cutter	-green (u.m.)	# diem	picture	fold
hanger	jacket	salt (chemical)	# book	head
shell (n., u.m.)	nut	# se	# writing	hold
-shelled (u.m.)	shooter	sulfide	pie	hole
-thin (u.m.)	-sized (u.m.)	peri (pref.)	bald	hook
weight	stick	-insular	crust	lock
-white (u.m.)	peace	<i>rest one word</i>	-eater	paper
	-blessed (u.m.)	permafrost		point

prick	plane	pneumo (c.f.)	#partum	prick
rail	-mile	<i>all one word</i>	#school (military)	-eared (u.m.)
setter	-parallel (u.m.)	<b>pock</b>	audit, graduate,	mark
spot	table	mark	etc.	seam
stripe	(surveying)	-marked (u.m.)	<i>as prefix, one</i>	<b>priest</b>
-tailed (u.m.)	<b>plani</b> (c.f.)	-pit (v.)	<i>word</i>	hood
up (n., u.m.)	<i>all one word</i>	<b>pocket</b>	<b>pot</b>	-prince
wheel	<b>plano</b> (c.f.)	book (purse)	ash	<b>prime</b>
<b>pinch</b>	<i>all one word</i>	#book (book)	bellied	#minister
back	plantlife	-eyed (u.m.)	boil	-ministerial
bar	plate	knife	eye	(u.m.)
beck	-incased (u.m.)	-sized (u.m.)	hanger	-ministership
cock	layer	-veto (v.)	head	-ministry
fist	mark	<b>poet</b>	herb	<b>prince</b>
-hit (v.)	#proof (printing)	-artist	hole	hood
-hitter	-roll (v.)	-painter	hook	-priest
penny	-rolled (u.m.)	pointblank	hunter	<b>print</b>
<b>pine</b>	<b>platy</b> (c.f.)	poison-dipped	latch	cloth
apple	<i>all one word</i>	(u.m.)	lid	out
-bearing (u.m.)	<b>play</b>	<b>pole</b>	luck	script
-clad (u.m.)	-act (v.)	arm	pie	<b>printing</b>
-fringed (u.m.)	back (n., u.m.)	-armed (u.m.)	pourri	-in (n., u.m.)
-shaded (u.m.)	bill	ax	rack	-out (n., u.m.)
<b>pink</b>	broker	burn	shot	<b>prison</b>
-blossomed (u.m.)	day	cat	whiskey	-free (u.m.)
eye (n.)	down (n., u.m.)	-dried (u.m.)	potato # field	-made (u.m.)
-eyed (u.m.)	fellow	horse	<b>poultry</b>	prisoner-of-war
<b>pipe</b>	goer	-pile (v.)	#house	(u.m.)
-drawn (u.m.)	going	setter	#keeper	<b>prize</b>
dream	ground	-shaped (u.m.)	-keeping (u.m.)	fighter
fitter	off (n., u.m.)	sitter	#raiser	taker
layer	pen	-stack (v.)	-raising (u.m.)	winner
lined	reader	star	#yard	-winning (u.m.)
-shaped (u.m.)	script	timber	<b>pound</b>	<b>pro</b>
stem	suit	trap	cake	-Ally, etc.
walker	thing	-vault (v.)	-foolish (u.m.)	#forma
welder	wright	<b>politico</b> (c.f.)	-foot	#rata
<b>pisci</b> (c.f.)	#yard	-orthodox	worth	#tem
<i>all one word</i>	<b>pleasure</b>	<i>rest one word</i>	<b>powder</b>	#tempore
pistol-whipped (v.)	-bent (u.m.)	<b>poly</b> (c.f.)	-blue (u.m.)	<i>as prefix, one</i>
pistonhead	#boat	<i>all one word</i>	#house	<i>word</i>
<b>pit</b>	-seeking (u.m.)	<b>poor</b>	#mill	<b>procto</b> (c.f.)
-eyed (u.m.)	-tired (u.m.)	-blooded (u.m.)	#room	<i>all one word</i>
fall	-weary (u.m.)	farm	-scorched (u.m.)	<b>profit</b>
head	<b>pleo</b> (c.f.)	-spirited (u.m.)	<b>power</b>	-and-loss (u.m.)
-headed (u.m.)	<i>all one word</i>	<b>pop</b>	-driven (u.m.)	-sharing (u.m.)
hole	<b>pleuro</b> (c.f.)	corn	-operated (u.m.)	<b>prong</b>
mark	<i>all one word</i>	eye	pack	buck
-marked (u.m.)	<b>plow</b>	gun	plant	-hoe (v.)
-rotted (u.m.)	back (n., u.m.)	up (n., u.m.)	<b>praise</b>	horn
saw	-bred (u.m.)	<b>poppy</b>	-deserving (u.m.)	-horned (u.m.)
side	hand	-bordered (u.m.)	-spoiled (u.m.)	<b>proof</b>
<b>pitch</b>	horse	cock	worthiness	read
-black (u.m.)	pan	-red (u.m.)	<b>pre</b> (pref.)	sheet
blende	point	seed	-Incan, etc.	<b>prop</b>
#box	-shaped (u.m.)	<b>port</b>	-elect	jet
-colored (u.m.)	share	fire	#pro # tempore	wash
-dark (u.m.)	shoe	folio	<b>press</b>	<b>proso</b> (c.f.)
fork	sole	hole	#agent	<i>all one word</i>
hole	staff	hook	-agency	<b>proto</b> (c.f.)
-lined (u.m.)	#tail	manteau	feeder	-Egyptian, etc.
-marked (u.m.)	wright	-mouthed (u.m.)	-forge (v.)	<i>rest one word</i>
out (n., u.m.)	<b>plug</b>	side	-made (u.m.)	<b>proud</b>
up (n., u.m.)	hole	<b>post</b>	mark	-looking (u.m.)
<b>place</b>	-in (n., u.m.)	#bellum	pack (v.)	-minded (u.m.)
card	tray	#boat	plate	<b>pseudo</b> (c.f.)
kick	-ugly (n., u.m.)	card	#proof (printing)	-Messiah, etc.
plague-infested	plume-crowned	-Christian, etc.	preter (pref.)	-occidental
(u.m.)	(u.m.)	#diem	<i>all one word</i>	-official
<b>plain</b>	<b>pluri</b> (c.f.)	-free (u.m.)	<b>price</b>	-orientalism
back (fabric)	<i>all one word</i>	haste	#cutter	-orthorhombic
-bodied (u.m.)	<b>pluto</b> (c.f.)	#hospital	-cutting (u.m.)	-osteomalacia
clothes (u.m.)	<i>all one word</i>	(military)	#fixer	-owner
-headed (u.m.)	<b>pneumato</b> (c.f.)	#meridiem	-fixing (u.m.)	<i>rest one word</i>
-looking (u.m.)	-hydato-genetic	#mortem (literal)	list	<b>psycho</b> (c.f.)
-spoken (u.m.)	(u.m.)	mortem (non-	-support (u.m.)	-organic
woven (u.m.)	<i>rest one word</i>	literal)		<i>rest one word</i>



<b>ptero</b> (c.f.) <i>all one word</i>	-on (n., u.m.) out (n., u.m.)	-marked (u.m.) out (n.)	cart off (n., u.m.)	<b>putter</b> -forth
<b>public</b> -minded (u.m.) -spirited (u.m.)	-push (u.m.) through (n., u.m.)	<b>pure</b> blood bred	-pull (u.m.) up (n., u.m.)	-in -off -on
<b>pusg</b> nose -pile (v.)	up (n., u.m.)	<b># line</b> (biological)	<b>pussey</b> cat foot	-out -through -up
<b>pull</b> back (n., u.m.)	<b>puller</b> -in -out	<b>purple</b> -blue (u.m.) -clad (u.m.) -colored (u.m.) heart (wood)	<b>put</b> back (n., u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) -put (n.) -up (n., u.m.)	<b>pyo</b> (c.f.) <i>all one word</i>
<b># box</b> down (n., u.m.) -in (n., u.m.) off (n., u.m.)	<b>punch</b> bowl card -drunk (u.m.) mark	<b>push</b> button card		<b>pyro</b> (c.f.) <i>all one word</i>

## Q

<b>Q</b> -boat -fever	-bloom (u.m.) -bound (u.m.) -breed (u.m.) -cast (u.m.) -cut (u.m.) deck -miler pace -phase (u.m.)	saw (v.) staff stretch	<b>quick</b> -change (u.m., v.) -drawn (u.m., v.) freeze (u.m., v.) lime sand set silver step	<b># time</b> -witted (u.m.)
<b>quadri</b> (c.f.) -invariant <i>rest one word</i>		<b>quartermaster</b> # general -generalship		<b>quin</b> (c.f.) <i>all one word</i>
<b>quarter</b> -angled (u.m.) back		<b>quasi</b> <i>all hyphenated</i> queen # bee		<b>quit</b> claim rent

## R

<b>rabbit</b> -backed (u.m.) -eared (u.m.) mouth -mouthed (u.m.)	wash rakeoff (n., u.m.)	<b>re</b> (pref.) -cover (cover again), -create (create again), etc. -cross- examination -ice -ink -redirect <i>rest one word</i> reading # room readout (n.) ready -built (u.m.) -handed (u.m.) made (u.m.) -mix (u.m.) -witted (u.m.)	cut (n., u.m.) -skinned (u.m.) tape (nonliteral) # tape (literal) -throated (u.m.) -yellow (u.m.)	<b>right</b> about about-face -angle (u.m., v.) -angled (u.m.) # field (sports) -handed (u.m.) -hander -headed (u.m.) most -of-way wing (political)
<b>race</b> about (n., u.m.) course goer horse track	ranch # hand range finder # light rider	-reading # room readout (n.) ready -built (u.m.) -handed (u.m.) made (u.m.) -mix (u.m.) -witted (u.m.)	<b>religio</b> (c.f.) <i>all one word</i> repair # shop representative # at # large -elect research # worker	<b>rim</b> -deep (u.m.) fire lock rock
<b>radarscope</b>	<b>rash</b> -brain (u.m.) -headed (u.m.) -hearted (u.m.) -minded (u.m.)	reception # room recorder recti (c.f.) <i>all one word</i> recto (c.f.) <i>all one word</i> red bait (v.) -billed (u.m.) -blooded (u.m.) bone buck cap (porter) coat (n.) eye (n.) -eyed (u.m.) -faced (u.m.) -haired (u.m.) handed head (n.) -hot (u.m.) -legged (u.m.) # line (literal) # man	<b>resino</b> (c.f.) <i>all one word</i> <b>retro</b> (c.f.) -ocular -omental -operative -oral <i>rest one word</i> <b>rheo</b> (c.f.) <i>all one word</i> <b>rhino</b> (c.f.) <i>all one word</i> <b>rhizo</b> (c.f.) <i>all one word</i> <b>rhod(o)</b> (c.f.) <i>all one word</i> <b>rhomb(o)</b> (c.f.) <i>all one word</i>	<b>ring</b> -adorned (u.m.) -banded (u.m.) -billed (u.m.) bolt giver head -in (n., u.m.) lead (v.) -necked (u.m.) -off (n., u.m.) pin -porous (u.m.) -shaped (u.m.) side sight stand stick -tailed (u.m.) -up (n., u.m.)
<b>radio</b> <i>generally two words except the following forms</i> frequency isotope telegraph telephone	rat bite catcher hole -infested (u.m.) -tailed (u.m.) -tight (u.m.) trap	reception # room recorder recti (c.f.) <i>all one word</i> recto (c.f.) <i>all one word</i> red bait (v.) -billed (u.m.) -blooded (u.m.) bone buck cap (porter) coat (n.) eye (n.) -eyed (u.m.) -faced (u.m.) -haired (u.m.) handed head (n.) -hot (u.m.) -legged (u.m.) # line (literal) # man	<b>rhino</b> (c.f.) <i>all one word</i> <b>rhizo</b> (c.f.) <i>all one word</i> <b>rhod(o)</b> (c.f.) <i>all one word</i> <b>rhomb(o)</b> (c.f.) <i>all one word</i>	<b>ring</b> -adorned (u.m.) -banded (u.m.) -billed (u.m.) bolt giver head -in (n., u.m.) lead (v.) -necked (u.m.) -off (n., u.m.) pin -porous (u.m.) -shaped (u.m.) side sight stand stick -tailed (u.m.) -up (n., u.m.)
<b>radiumtherapy</b>	<b>rate</b> -cutting (u.m.) -fixing (u.m.) payer -raising (u.m.) setting	reception # room recorder recti (c.f.) <i>all one word</i> recto (c.f.) <i>all one word</i> red bait (v.) -billed (u.m.) -blooded (u.m.) bone buck cap (porter) coat (n.) eye (n.) -eyed (u.m.) -faced (u.m.) -haired (u.m.) handed head (n.) -hot (u.m.) -legged (u.m.) # line (literal) # man	<b>rhino</b> (c.f.) <i>all one word</i> <b>rhizo</b> (c.f.) <i>all one word</i> <b>rhod(o)</b> (c.f.) <i>all one word</i> <b>rhomb(o)</b> (c.f.) <i>all one word</i>	<b>ring</b> -adorned (u.m.) -banded (u.m.) -billed (u.m.) bolt giver head -in (n., u.m.) lead (v.) -necked (u.m.) -off (n., u.m.) pin -porous (u.m.) -shaped (u.m.) side sight stand stick -tailed (u.m.) -up (n., u.m.)
<b>rag</b> bolt -made (u.m.) sorter tag	<b>razor</b> back -billed (u.m.) edge -keen (u.m.) -sharp (u.m.) strop razzle-dazzle	reception # room recorder recti (c.f.) <i>all one word</i> recto (c.f.) <i>all one word</i> red bait (v.) -billed (u.m.) -blooded (u.m.) bone buck cap (porter) coat (n.) eye (n.) -eyed (u.m.) -faced (u.m.) -haired (u.m.) handed head (n.) -hot (u.m.) -legged (u.m.) # line (literal) # man	<b>rhino</b> (c.f.) <i>all one word</i> <b>rhizo</b> (c.f.) <i>all one word</i> <b>rhod(o)</b> (c.f.) <i>all one word</i> <b>rhomb(o)</b> (c.f.) <i>all one word</i>	<b>ring</b> -adorned (u.m.) -banded (u.m.) -billed (u.m.) bolt giver head -in (n., u.m.) lead (v.) -necked (u.m.) -off (n., u.m.) pin -porous (u.m.) -shaped (u.m.) side sight stand stick -tailed (u.m.) -up (n., u.m.)
<b>rail</b> car guard head -ridden (u.m.) road setter splitter way # maker	<b>raw</b> boned -edged (u.m.) hide -looking (u.m.)	reception # room recorder recti (c.f.) <i>all one word</i> recto (c.f.) <i>all one word</i> red bait (v.) -billed (u.m.) -blooded (u.m.) bone buck cap (porter) coat (n.) eye (n.) -eyed (u.m.) -faced (u.m.) -haired (u.m.) handed head (n.) -hot (u.m.) -legged (u.m.) # line (literal) # man	<b>rhino</b> (c.f.) <i>all one word</i> <b>rhizo</b> (c.f.) <i>all one word</i> <b>rhod(o)</b> (c.f.) <i>all one word</i> <b>rhomb(o)</b> (c.f.) <i>all one word</i>	<b>ring</b> -adorned (u.m.) -banded (u.m.) -billed (u.m.) bolt giver head -in (n., u.m.) lead (v.) -necked (u.m.) -off (n., u.m.) pin -porous (u.m.) -shaped (u.m.) side sight stand stick -tailed (u.m.) -up (n., u.m.)
<b>rain</b> band -beaten (u.m.) bow check coat drop fall -soft (u.m.) spout storm	<b>razor</b> back -billed (u.m.) edge -keen (u.m.) -sharp (u.m.) strop razzle-dazzle	reception # room recorder recti (c.f.) <i>all one word</i> recto (c.f.) <i>all one word</i> red bait (v.) -billed (u.m.) -blooded (u.m.) bone buck cap (porter) coat (n.) eye (n.) -eyed (u.m.) -faced (u.m.) -haired (u.m.) handed head (n.) -hot (u.m.) -legged (u.m.) # line (literal) # man	<b>rhino</b> (c.f.) <i>all one word</i> <b>rhizo</b> (c.f.) <i>all one word</i> <b>rhod(o)</b> (c.f.) <i>all one word</i> <b>rhomb(o)</b> (c.f.) <i>all one word</i>	<b>ring</b> -adorned (u.m.) -banded (u.m.) -billed (u.m.) bolt giver head -in (n., u.m.) lead (v.) -necked (u.m.) -off (n., u.m.) pin -porous (u.m.) -shaped (u.m.) side sight stand stick -tailed (u.m.) -up (n., u.m.)



<b>river</b> bank bed flow -formed (u.m.) front head scape side wash -worn (u.m.)	<b>roll</b> about (n., u.m.) back (n., u.m.) call -fed (v.) film off (n., u.m.) -on (n., u.m.) out (n., u.m.) top up (n., u.m.)	<b>-scented (u.m.)</b> -sweet (u.m.) tan # water rotorship rotten -dry (u.m.) -minded (u.m.)	<b>round</b> about (n., u.m.) about-face -faced (u.m.) head -made (u.m.) mouthed nose (tool) out (n., u.m.) robin (petition) seam table (panel) -tailed (u.m.) -topped (u.m.) -tripper up (n., u.m.)	<b>hole</b> post stock rule # of # thumb rum -crazed (u.m.) runner seller 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.) -in (n., u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) through (n., u.m.) up (n., u.m.) runner-up rush-bottomed (u.m.) Russo (c.f.) -Chinese, etc. <i>rest one word</i> rust -brown (u.m.) -eaten (u.m.) proofing -resistant (u.m.) -stained (u.m.) rye # field
<b>road</b> bank bed block builder head hog map side -test (v.) -weary (u.m.)	<b>roller</b> -made (u.m.) -milled (u.m.) <b>Romano (c.f.)</b> -canonical, etc. -Gallic, etc. <b>roof</b> garden top tree	<b>rough</b> -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.) hew -legged (u.m.) -looking (u.m.) neck rider setter shod -sketch (v.) stuff tailed	<b>rub</b> -a-dub down (n., u.m.) <b>rubber</b> band -down -lined (u.m.) neck -off -set (u.m.) stamp (nonliteral) (n., u.m., v.) # stamp (n.) -stamped (u.m.)	
<b>rock</b> abye bottom (nonlit.) -climbing (u.m.) fall (n.) -fallen (u.m.) fill firm pile -ribbed (u.m.) shaft slide rod-shaped (u.m.) roebuck roentgeno (c.f.) <i>all one word</i>	<b>root</b> cap -cutting (u.m.) fast hold stalk stock <b>rope</b> dance layer stitch walk <b>rose</b> -bright (u.m.) bud head -headed (u.m.)	<b>rougher</b> -down -out -up roughing-in (u.m.)	<b>ruby</b> -hued (u.m.) -red (u.m.) -set (u.m.) -throated (u.m.) <b>rudder</b> head	

## S

<b>S</b> -bend -brake -iron -ray -shaped -trap -wrench <b>saber</b> -legged (u.m.) tooth -toothed (u.m.) sable-cloaked (u.m.) Sabrejet <b>saccharo (c.f.)</b> <i>all one word</i> <b>sack</b> bearer cloth # coat -coated (u.m.) -making (u.m.) -shaped (u.m.) <b>sacro (c.f.)</b> <i>all one word</i> <b>sad</b> -eyed (u.m.) iron -voiced (u.m.) <b>saddle</b> back -backed (u.m.) bag bow cloth	<b>-graft (v.)</b> -making (u.m.) nose -nosed (u.m.) sore -stitched (u.m.) tree -wire (u.m.) <b>safe</b> blower cracker -deposit (u.m.) guard hold <b>sage</b> brush leaf -leaved (u.m.) <b>sail</b> cloth -dotted (u.m.) flying <b>sales</b> clerk manship people person <b>salmon</b> -colored (u.m.) -red (u.m.) <b>salpango (c.f.)</b> -oophorectomy -oophoritis -ovariotomy -ovaritis <i>rest one word</i>	<b>salt</b> cellar -cured (u.m.) mouth pack pan peter pit pond shaker spoon sprinkler works <b>salver</b> form -shaped (u.m.) <b>sample</b> # book # box -making (u.m.) <b>sand</b> bag bank bar bath bin blast blown -built (u.m.) -buried (u.m.) -cast (u.m., v.) culture fill flea glass heat	<b>hill</b> -hiller hog hole lapper lot paper pile pipe pit -pump (u.m., v.) shoe spit storm table weld (v.) -welded (u.m.) -welding (u.m.) sandy-bottomed (u.m.) <b>sangfroid</b> <b>sans</b> # serif # souci <b>sapphire</b> -blue (u.m.) -colored (u.m.) <b>sarco (c.f.)</b> <i>all one word</i> sashcord <b>sat</b> -lined (u.m.) -smooth (u.m.) <b>sauce</b> dish pan	<b>sauer</b> braten kraut save-all (n., u.m.) <b>saw</b> back belly -billed (u.m.) bones (n.) buck dust -edged (u.m.) setter timber tooth -toothed (u.m.) <b>sax</b> cornet horn tuba <b>say</b> -nothing (n., u.m.) -so (n.) <b>scale</b> bark down (n., u.m.) pan -reading (u.m.) scapegoat scapulo (c.f.) <i>all one word</i> <b>scar</b> -clad (u.m.) face -faced (u.m.)
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p> scare  crow  head  scarfpin  scarlet    -breasted (u.m.)    -red (u.m.)  scatter    brain    good  scene    shifter    wright  schisto (c.f.)    <i>all one word</i>  schizo (c.f.)    <i>all one word</i>  school    bag  # board    bookish    bus    children    day    -made (u.m.)    ship    teacher    -trained (u.m.)  scientifico (c.f.)    <i>all one word</i>  scissor    bill    -tailed (u.m.)    -winged (u.m.)  scissors    hold    -shaped (u.m.)  # smith  sclero (c.f.)    -oophoritis    -optic    <i>rest one word</i>  score    card    sheet  scot-free  Scoto (c.f.)    -Britannic, etc.  scouthood  scrap    basket    works  scratch    brush    -brusher    -coated (u.m.)  screen    out (n., u.m.)    play  screw    ball    bolt    cap    down (u.m.)    -driven (u.m.)    driver    head    hook    jack    -lifted (u.m.)    nut    ship    -threaded (u.m.)    -turned (v.m.)  scrollhead  scuttlebutt  scythe-shaped    (u.m.) </p>	<p> sea  # base    -based (u.m.)    -bathed (u.m.)    beach    -beaten (u.m.)    bed  # bird    -blue (u.m.)  # boat    -born (u.m.)    -bred (u.m.)    coast    -deep (u.m.)    dog    -driven (u.m.)    drome    -encircled (u.m.)    fare (food)    fighter    folk    food    front    goer    going    hound    lane    lift    mark    port    quake  # room    scape  # scout    scouting    shell    shine    shore    sick    side    stroke  # time (clock)    wall    wing    worn    worthiness    -wrecked (u.m.)  seam    blasting    rend (v.)    stitch    weld (v.)    -welded (u.m.)  seat    belt    -mile  second    -class (u.m.)    -degree (u.m.)    -foot    -guess (v.)    hand    (adv., u.m.)    -rate (u.m.)  secretary  # general    -generalcy    -generalship  section # man  seesaw  seed    bed    cake    case    coat    kin    stalk </p>	<p> seer    band    hand    sucker  seismo (c.f.)    <i>all one word</i>  self    dom    hood    less    ness    same    <i>reflexive prefix,</i>    <i>use hyphen</i>  sell    off (n., u.m.)    out (n., u.m.)  semi (pref.)    annual, arid,    etc.    -armor-piercing    (u.m.)    -Christian, etc.    -idleness,    -indirect, etc.  send    off (n., u.m.)    out (n., u.m.)  senso (c.f.)    <i>all one word</i>  septi (c.f.)    <i>all one word</i>  septo (c.f.)    <i>all one word</i>  serio (c.f.)    <i>all one word</i>  sero (c.f.)    <i>all one word</i>  serrate    -ciliate (u.m.)    -dentate (u.m.)  service    -connected (u.m.)  servo    accelerometer    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.)    off (n., u.m.)    -on (n., u.m.)    out (n., u.m.)    pin    screw    -stitched (u.m.)    -to (n., u.m.)    up (n., u.m.)  setter    -forth    -in    -on    -out    -to    -up  seven    -branched (u.m.) </p>	<p> fold    penny (nail)    score    -shooter    -up (n.)  severalfold  shade    -giving (u.m.)    -grown (u.m.)  shadow    boxing    gram    graph  # line  shag    bark    -haired (u.m.)  shake    down (n., u.m.)    out (n., u.m.)    up (n., u.m.)  shallow    -draft (u.m.)    -headed (u.m.)  shame    -crushed (u.m.)    faced  shank    bone    # mill  shapeup (n., u.m.)  share    bone    broker    cropper    out (n., u.m.)  sharp    -angled (u.m.)    -cut (u.m.)    -edged (u.m.)    -freeze (u.m., v.)    -freezer    -looking (u.m.)    -set (u.m.)    shod    shooter    -tailed (u.m.)    -witted (u.m.)  shavehook  shear    pin    waters  shedhand  sheep    biter    crook    dip    faced    fold    gate    herder    hook    kill    -kneed (u.m.)    nose (apple)    pen    shank    shear (v.)    shearer (n.)    shed    sick    stealer    walk    -white (u.m.)  sheer    off (n., u.m.)    up (n., u.m.) </p>	<p> sheet    block    flood    rock    ways  shell    back    burst    fire    fishery    hole    -like    shocked  shelterbelt  shield-shaped    (u.m.)  shilly-shally  shin    bone    guard    plaster  shiner-up  ship    breaker    broken    broker    builder    lap    mast    owning    -rigged (u.m.)    shape    side    wreck  shipping  # master  # room  shirt    band    waist  shoe    black    brush    horn    lare    pack    scraper    shine    string    tree  shootoff    (n., u.m.)  shop    breaker    folk    lifter    -made (u.m.)    mark    -soiled (u.m.)    talk    walker    window  shore  # bird  # boat    fast    going    side  short    -armed (u.m.)    bread    cake    change (v.)    changer    circuitued (u.m.)    coming    cut (n., u.m., v.)    fall (n.) </p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

-fed (u.m.)	plate	Sino (c.f.)	-deserted (u.m.)	small
hand (writing)	play	-Japanese, etc.	holding	# businessman
-handed (u.m.)	saddle	sister	pen	-hipped (u.m.)
head (whale)	show	-german	# worker	mouthed
horn (n., u.m.)	slip	hood	Slavo (c.f.)	pox
-horned (u.m.)	splitting	-in-law	-Hungarian, etc.	-scale (u.m.)
-lasting (u.m.)	step	sit	sledge	sword
leaf (u.m.)	stitch	down (n., u.m.)	-hammered	talk
-lived (u.m.)	-stitched (u.m.)	-downer	(u.m.)	town (u.m.)
rib	sway	fast (n., u.m.)	meter	smart
run (u.m.)	swipe	up (n., u.m.)	sleep	-alecky (u.m.)
sighted	track	sitter	-filled (u.m.)	-looking (u.m.)
staff	walk	-by	talker	-tongued (u.m.)
stop	wall	-out	walker	smashup (n., u.m.)
wave (radio)	-wheeler	sitting # room	sleepy	smearcase
shot	winder	sitzmark	-eyed (u.m.)	smoke
gun	sight	six	head	-blinded (u.m.)
hole	hole	-cylinder	-looking (u.m.)	bomb
put	read	(u.m.)	sleetstorm	chaser
star	saver	fold	sleeveband	-dried (u.m.)
shoulder-high	seeing	penney (nail)	sleuthound	-dry (v.)
(u.m.)	setter	-ply (u.m.)	slide	-died (u.m.)
shovel	sign	score	film	-filled (u.m.)
-headed (u.m.)	off (n., u.m.)	-shooter	knot	jack
-nosed (u.m.)	-on (n., u.m.)	-wheeler	sling	jumper
show	post	sizeup (n., u.m.)	ball	-laden (u.m.)
card	up (n., u.m.)	skid	shot	pot
case	silico (c.f.)	lift (truck)	slip	screen
down (n., u.m.)	<i>all one word</i>	road	along (u.m.)	stack
off (n., u.m.)	silk	skin	back	smoking # room
place	-stockinged	-clad (u.m.)	band	smooth
through	(u.m.)	deep	case	bore
(printing)	works	diver	cover	-browed (u.m.)
(n., u.m.)	siltpan	flint	knot	-cast (u.m.)
up (n., u.m.)	silver	-graft (v.)	-on (n., u.m.)	mouthed
shredout (n., u.m.)	-backed (u.m.)	skipjack	# proof	-tongued (u.m.)
shroud	beater	skirtmarker	(printing)	-working (u.m.)
-laid (u.m.)	-bright (u.m.)	skullcap	proof	snackbar
plate	-gray (u.m.)	skunk	ring	snail
shunt-wound	-haired (u.m.)	head	sheet	-paced (u.m.)
(u.m.)	-lead (u.m.)	top	shod	-slow (u.m.)
shut	-leaved (u.m.)	sky	sole	snail's # pace
away (n., u.m.)	plate (v.)	-blue (u.m.)	step	snake
down (n., u.m.)	-plated (u.m.)	gazer	stitch	bite
eye (n., u.m.)	point	-high (u.m.)	stream	-bitten (u.m.)
-in (n., u.m.)	(drawing)	jacker	-up (n., u.m.)	-eater
-mouthed (u.m.)	print	lift	washer	-eyed (u.m.)
off (n., u.m.)	tip	look (v.)	slit	head
out (n., u.m.)	-tongued (u.m.)	rocket	-eyed (u.m.)	hole
up (u.m.)	top	sail	shell	pit
shuttlecock	simon-pure (u.m.)	scape	slop	snap
sick	simple	scraper	-molded (u.m.)	back
bay	-headed (u.m.)	shine	seller	dragon
bed	-minded (u.m.)	wave	slope	head
list	-rooted (u.m.)	slab-sided (u.m.)	-faced (u.m.)	hook
side	-witted (u.m.)	slack	ways	-on (n., u.m.)
arms	simulcast	-bake (v.)	slow	out (n.)
band	sin	-filled (u.m.)	belly	ring
bone	-born (u.m.)	# water	down (n., u.m.)	roll
burns	-bred (u.m.)	slambang	-footed (u.m.)	shooter
car	singsong	slant-eyed (u.m.)	going	shot
check	single	slap	-motion (u.m.)	-up (u.m.)
-cut (u.m.)	bar	bang	mouthed	snapper
dress (v.)	-breasted (u.m.)	dab	poke	-back
flash	-decker	dash	# time	-up
head (printing)	-edged (u.m.)	down (n., u.m.)	up (n., u.m.)	snipe
hill	handed	happy	-witted (u.m.)	bill
hook	hood	jack	slug	-nosed (u.m.)
kick	-loader	stick	-cast (v.)	sniperscope
lap	-minded (u.m.)	-up (n., u.m.)	caster	snooperscope
# light (literal)	-phase (u.m.)	slate	slum	snow
light	-seater	-blue (u.m.)	dweller	ball
(nonliteral)	stick	-colored (u.m.)	gullion	bank
# line (literal)	tree	works	gum	berg
line (nonliteral)	sink	slaughter	lord	blind
long	head	pen	slumber-bound	# blindness
note	hole	-born (u.m.)	(u.m.)	blink



block	tack	spade	spino (c.f.)	tide (season)
-blocked (u.m.)	soldier-fashion	-dug (u.m.)	-olivary	trap
blower	(u.m.)	foot	<i>rest one word</i>	spritsail
break	sole	-footed (u.m.)	spirit	spur
capped	cutter	-shaped (u.m.)	-born (u.m.)	-clad (u.m.)
-choked (u.m.)	plate	span	-broken (u.n.)	-driven (u.m.)
clad (u.m.)	somato (c.f.)	-long (u.m.)	# writing	gall
-covered (u.m.)	<i>all one word</i>	-new (u.m.)	spit	-galled (u.m.)
drift	some	Spanish	ball	-heeled (u.m.)
fall	day	-Arab	fire	spy
flake	how	-born (u.m.)	stick	glass
melt	one (anyone)	-speaking (u.m.)	splanchno (c.f.)	hole
-melting (u.m.)	# one	spare	<i>all one word</i>	tower
mobile	(distributive)	-bodied (u.m.)	splay	square
pack	place (adv.)	rib	footed	-bottomed (u.m.)
pit	time (adv., u.m.)	# room	mouthed	-built (u.m.)
plow	# time (some time)	spark	spleen	-faced (u.m.)
scape	ago	# plug (literal)	-born (u.m.)	flipper
shade	what	plug (nonliteral)	sick	head
shed	son-in-law	speakeasy (n.)	-swollen (u.m.)	-headed
shine	song	spear	spleno (c.f.)	-rigged (u.m.)
shoe	fest	cast	<i>all one word</i>	-set (u.m.)
sled	wright	head	split	shooter
slide	sonobuoy	-high (u.m.)	finger	squeeze
slip	sooth	-shaped (u.m.)	(crustacean)	-in (n., u.m.)
storm	fast	spectro (c.f.)	fruit	out (n., u.m.)
suit	sayer	<i>all one word</i>	mouth	up (n., u.m.)
-topped (u.m.)	sore	speech	saw	squirrel-headed
# water	-eyed (u.m.)	-bereft (u.m.)	-tongued (u.m.)	(u.m.)
-white (u.m.)	foot (n.)	-read (v.)	up (n., u.m.)	stackup (n., u.m.)
snuff-stained	focted (u.m.)	speed	spoilsport	staff-herd (v.)
(u.m.)	head (n., u.m.)	boating	spondylo (c.f.)	stag
so	sorry-looking	letter	<i>all one word</i>	-handled (u.m.)
-and-so	(u.m.)	trap	sponge	head
beit (n., conj.)	soul	up (n., u.m.)	cake	-headed (u.m.)
-called (u.m.)	-deep (u.m.)	spell	diver	horn
-seeming (u.m.)	-searching (u.m.)	binding	-diving (u.m.)	-horned (u.m.)
-so	sick	down (n., u.m.)	-shaped (u.m.)	hound
soap	sound	-free (u.m.)	spongio (c.f.)	hunter
bubble	-absorbing (u.m.)	spend	<i>all one word</i>	stage
dish	# field	-all (n.)	spoolwinder	coach
flakes	film	thrift	spoon	hand
rock	-minded (u.m.)	spermato (c.f.)	-beaked (u.m.)	-struck (u.m.)
stock	off (n., u.m.)	<i>all one word</i>	-billed (u.m.)	stair
suds	track	spermo (c.f.)	bread	case
sober	soup	<i>all one word</i>	-fed (u.m.)	head
-minded (u.m.)	bone	spheno (c.f.)	-shaped (u.m.)	step
sides	spoon	-occipital	ways	stake
social	sour	<i>rest one word</i>	sporeformer	head
# work	belly	sphygmo (c.f.)	sporo (c.f.)	out (n.)
# worker	bread	<i>all one word</i>	<i>all one word</i>	stale-worn (u.m.)
socio (c.f.)	dough (n.)	spice	spot	stall
-official	faced	-burnt (u.m.)	-checked (u.m.)	-fed (u.m.)
economic, etc.	-natured (u.m.)	cake	-face (v.)	-feed (v.)
sod	-sweet	-laden (u.m.)	weld (v.)	stand
buster	south	spider	welded (u.m.)	by (n., u.m.)
culture	-born (u.m.)	-legged	-welding (u.m.)	down (n., u.m.)
# house	-central (u.m.)	-spun (u.m.)	spray-washed	fast (n., u.m.)
soda	east	# web (n.)	(u.m.)	-in (n., u.m.)
jerk	going	web (u.m., v.)	spread	off (n., u.m.)
# water	lander	spike	-eagle (u.m., v.)	offish
sofa	paw	horn	head	out (n., u.m.)
# maker	-sider	-kill (v.)	out (n., u.m.)	pat
-making (u.m.)	-southeast	-pitch (v.)	-set (v.)	pipe
-ridden (u.m.)	west	spin	spring	point
soft	soybean	back	back	post
ball	sow	off	(brokbinding)	still (n., u.m.)
-boiled (u.m.)	back	spindle	bok	up (n., u.m.)
head	belly	-formed (u.m.)	-born (u.m.)	standard
-pedal (v.)	space	head	buck	bred
-shelled (u.m.)	band	-legged (u.m.)	-clean (v.)	# time
-soap (nonliteral)	bar	legs	finger	staphylo (c.f.)
(v.)	-cramped	shanks	-grown (u.m.)	<i>all one word</i>
-soaper	(u.m.)	spine	halt	star
(nonliteral)	mark	bone	head	blind
(n.)	ship	-broken (u.m.)	-plow (v.)	bright
-spoken (u.m.)	# time	-pointed (u.m.)	-piowed (u.m.)	dust



gazer	steep	stink	storage # room	bed
-led (u.m.)	-rising (u.m.)	ball	store	flow
lit	-to (u.m.)	bomb	front	head
lite (gem)	-up (u.m.)	damp	ship	lined
nose (mole)	-walled (u.m.)	pot	storm	side
shake	steep	stir	-beaten (u.m.)	street
shine	chase	about (n., u.m.)	cock	-bred (u.m.)
shoot	-high (u.m.)	fry	flow	car
-spangled (u.m.)	jack	-up (n., u.m.)	-laden (u.m.)	cleaner
stroke	top	stitch	-swept (u.m.)	-cleaning (u.m.)
-studded (u.m.)	stem	down (n., u.m.)	-tossed (u.m.)	sweeper
# time	head	up (n., u.m.)	wind	walker
starchworks	post	stock	storyteller	strepto (c.f.)
stark	sickness	breeder	stout	<i>all one word</i>
-blind (u.m.)	winder	broker	-armed (u.m.)	stretchout
-mad (u.m.)	stencil-cutting	feeder	heartedness	(n., u.m.)
-naked (u.m.)	(u.m.)	holding	-minded (u.m.)	strike
-raving (u.m.)	steno (c.f.)	jobber	stove	breaker
starter-off	<i>all one word</i>	judging	brush	-in (n., u.m.)
startup (n., u.m.)	step	list	-heated (u.m.)	out (n., u.m.)
stat (pref.)	aunt	pile	pipe	striker
<i>all one word</i>	child, etc.	pot	stow	-in
State	down (n., u.m.)	raiser	away (n., u.m.)	-out
-aided (u.m.)	-in (n., u.m.)	rack	down (n., u.m.)	string
# line	ladder	-still (u.m.)	straddle	course
-owned (u.m.)	off (n., u.m.)	taker	back	halt
state	-on (n., u.m.)	truck	-face (v.)	# proof (density)
hood	-up (n., u.m.)	wright	-legged (u.m.)	ways
quake	stepping	stoke	straight	strip
side	-off (u.m.)	hold	away	cropping
station # house	-out (u.m.)	hole	-backed (u.m.)	tease
stato (c.f.)	stereo (c.f.)	stomach	-cut (u.m.)	strong
<i>all one word</i>	<i>all one word</i>	-filling (u.m.)	edge	-arm (u.m., v.)
statute	stern	-shaped (u.m.)	-edged (u.m.)	back (nautical)
-barred (u.m.)	castle	-sick (u.m.)	-faced (u.m.)	-backed (u.m.)
# book	-faced (u.m.)	-weary (u.m.)	forward	hold
stay	-heavy (u.m.)	stomato (c.f.)	head	# man
-at-home	-looking (u.m.)	<i>all one word</i>	-legged (u.m.)	-minded (u.m.)
(n., u.m.)	most	stone	# line	point (n.)
bar	post	biter	-lined (u.m.)	stub
bolt	# wheel	blind	-out (n., u.m.)	runner
boom	-wheeler	brash	-spoken (u.m.)	-toed (u.m.)
lace	sterno (c.f.)	breaker	# time	wing
log	<i>all one word</i>	broke	-up (u.m.)	stubble
pin	stetho (c.f.)	brood	-up-and-down	# field
plow	<i>all one word</i>	cast	(u.m.)	-mulch (u.m.)
sail	stew	-cold (u.m.)	strainslip	stubbornminded
wire	pan	crusher	strait	stucco-fronted
steam	pot	cutter	-cheded (u.m.)	(u.m.)
boating	stick	-dead (u.m.)	jacket	stuck
car	-at-it (n., u.m.)	-deaf (u.m.)	laced	up (n., u.m.)
-cooked (u.m.)	fast (n.)	-eyed (u.m.)	stranglehold	-upper
-driven (u.m.)	-in-the-mud	hand (printing)	strap	-uppish (u.m.)
fitter	(n., u.m.)	head	-bolt (v.)	stud
pipe	out (n., u.m.)	layer	hanger	bolt
plant	pin	lifter	head	horse
power (n.)	-to-it-iveness	mason	-shaped (u.m.)	mare
# powerplant	(n.)	# proof (printing)	watch	stupid
-pocket (v.)	up (n., u.m.)	shot	strato (c.f.)	head
-propelled	sticker	# wall (n.)	<i>all one word</i>	-headed (u.m.)
(u.m.)	-in	wall (u.m., v.)	straw	-looking (u.m.)
roll (v.)	-on	# writing	berry # field	sturdy-limbed
roller (u.m., v.)	-up	stony	boss	(u.m.)
ship	stiff	-eyed (u.m.)	-built (u.m.)	stylo (c.f.)
table	-backed (u.m.)	# land	hat	<i>all one word</i>
tightness	neck	stop	-roofed (u.m.)	sub (pref.)
steamer # line	-necked (u.m.)	back (n.)	splitting	-Himalayan, etc.
steel	still	block	stack	machinegun
-blue (u.m.)	-admired (u.m.)	clock	-stuffed (u.m.)	# rosa, # specie,
-bright (u.m.)	born	cock	walker	etc.
-cased (u.m.)	burn (v.)	gap	-yellow (u.m.)	-subcommittee
clad	-fish (v.)	hound	stray	polar, standard,
-framed (u.m.)	-hunt (v.)	list	away (n., u.m.)	etc.
-hard (u.m.)	-recurring	log	# line	<i>rest one word</i>
head	(u.m.)	-loss (u.m.)	mark	subject
plate	stand	off (n., u.m.)	stream	-object
works		watch	bank	-objectivity

subter (pref.) <i>all one word</i>	bow	Super Bowl	sweep	herd
such-and-such	break	supra (pref.)	back (aviation)	pox
suck	burn	-abdominal	(n., u.m.)	sty
-egg (n., u.m.)	burst	-acromial	forward	swing
hole	-cured (u.m.)	-aerial	(aviation)	back (n., u.m.)
-in (n., u.m.)	dial	anal	(n., u.m.)	bar
sugar	dog	-angular	stake	dingle
cake	down	-arytenoid	through	stock
cane	dress	-auditory	(n., u.m.)	-swang
-coat (v.)	-dried (u.m.)	-auricular	washer	tree
-coated (u.m.)	-dry (v.)	-axillary	sweet	swingle
-cured (u.m.)	fall	-Christian, etc.	bread	bar
loaf	fast	<i>rest one word</i>	-breathed (u.m.)	tree
plum	glade	sur (pref.)	brier	switch
spoon	glare	<i>all one word</i>	faced	back
sweet	glass	sure	heart	blade
# water	glow	-fire (u.m.)	meat	gear
works	lamp	-footed (u.m.)	mouthed	plate
sulfa (c.f.)	lit	-slow	-pickle (v.)	plug
<i>all one word</i>	quake	surf	-sour	rail
sulfo (c.f.)	ray	-battered (u.m.)	-sweet	tender
<i>all one word</i>	rise	# fish	swell	swivel
sulfon (c.f.)	scald	-swept (u.m.)	-butted (u.m.)	eye
<i>all one word</i>	set	swallow	head	-eyed (u.m.)
sullen	shade	pipe	toad	-hooked (u.m.)
hearted	shine	-tailed (u.m.)	swelled-headed	sword
-natured (u.m.)	-shot (u.m.)	swampside	(u.m.)	-armed (u.m.)
summer	shower	swan	swept	bearer
-clad (u.m.)	spot	-bosomed (u.m.)	back (n., u.m.)	bill
-dried (u.m.)	stricken	dive	forward	fishing
-fallow (v.)	stroke	herd	(n., u.m.)	play
-made (u.m.)	struck	mark	wing (n., u.m.)	-shaped (u.m.)
tide	tan	neck	swift	stick
time (season)	# time (measure)	song	foot	syn (pref.)
# time (daylight)	time (dawn)	swansdown	-footed (u.m.)	<i>all one word</i>
saving)	up	swash	-handed (u.m.)	synchro
sun	sunny	buckler	-running (u.m.)	cyclotron
-baked (u.m.)	-looking (u.m.)	plate	swill	flash
bath	-natured (u.m.)	sway	bowl	mesh
-bathed (u.m.)	super (pref.)	back (n., u.m.)	tub	tron
beam	-Christian, etc.	-backed (u.m.)	swimsuit	Syro (c.f.)
blind	# high frequency	bar	swine	-Arabian, etc.
# blindness	-superlative	-brace (v.)	-backed (u.m.)	phenician
bonnet	highway,	swearer-in	bread	
	market, etc.	sweatband	head	

## T

T	lock	take	tame	-fashion (u.m.)
-bandage	rag	-all (n.)	-grown (u.m.)	-headed (u.m.)
-beam	sore	down (n., u.m.)	-looking (u.m.)	tapestry
-boat	tail	-home (n., u.m.)	tan	-covered (u.m.)
-bone	band	-in (n., u.m.)	bark	# maker
-cloth	-cropped	off (n., u.m.)	works	-making (u.m.)
-iron	(u.m.)	out (n., u.m.)	tangent	# work
-man	-ender	up (n., u.m.)	-cut (v.)	tapper-out
-rail	first	taker	-saw (v.)	tar
-scale (score)	foremost	-down	tangle	-brand (v.)
-shape	gate	-in	brush	brush
-shaped	head	-off	-haired (u.m.)	-coal (u.m.)
-shirt	-heavy (u.m.)	-up	tank	-dipped (u.m.)
-square	hook	tale	ship	-paved (u.m.)
table	lamp	bearer	town	pot
cloth	pin	carrier	bolt	-roofed (u.m.)
-cut (u.m.)	pipe	teller	dance	works
cutter	race	talkfest	hole	tariff-protected
-cutting (u.m.)	spin	talking-to (n.)	net	(u.m.)
fellow	stock	tall	off (n., u.m.)	tarpaulin
-formed (u.m.)	-tied (u.m.)	-built (u.m.)	-riveted (u.m.)	-covered (u.m.)
-shaped (u.m.)	twister	-looking (u.m.)	root	# maker
spoon	-up (n., u.m.)	tallow	-tap	-making (u.m.)
talk	wheel	-faced (u.m.)	tape	tarso (c.f.)
top	wind	-pale (u.m.)	string	<i>all one word</i>
tachy (c.f.)	tailor	taily	-tied (u.m.)	tasksetter
<i>all one word</i>	-cut (u.m.)	# board	taper	tattletale
tag	made (u.m.)	ho	bearer	tauro (c.f.)
-affixing (u.m.)	-suited (u.m.)	# room		<i>all one word</i>

<b>tax</b>	<b>terneplate</b>	<b>-degree (u.m.)</b>	<b>thrust-pound</b>	<b>wright</b>
-burdened (u.m.)	<b>terra</b>	hand	<b>thumb</b>	<b>tilt</b>
eater	#cotta	(adv., u.m.)	-made (u.m.)	hammer
-exempt (u.m.)	#firma	#house	mark	up (n.)
-free (u.m.)	mara	-rate (u.m.)	-marked (u.m.)	<b>timber</b>
gatherer	terrace-fashion	-rater	mail	-built (u.m.)
-laden (u.m.)	(u.m.)	thistledown	print	head
paid	test-fly (v.)	thoraco (c.f.)	screw	-headed (u.m.)
payer	tetra (c.f.)	<i>all one word</i>	stall	jack
-supported (u.m.)	<i>all one word</i>	<b>thorn</b>	string	-propped (u.m.)
<b>taxi</b>	thanksgiving	back	sucker	wright
auto	thatch-roofed	bill	tack	<b>time</b>
bus	(u.m.)	-covered (u.m.)	worn	born
cab	<b>theater</b>	-set (u.m.)	<b>thunder</b>	card
meter	goer	-strewn (u.m.)	bearer	clerk
stand	going	<b>thorough</b>	blast	clock
<b>tea</b>	thenceforth	-bind (v.)	bolt	-consuming
ball	theo (c.f.)	bred	clap	(u.m.)
cake	<i>all one word</i>	-dried (u.m.)	cloud	frame
cart	<b>theologico (c.f.)</b>	fare	head	-honored (u.m.)
-colored (u.m.)	<i>all one word</i>	going	peal	keep (v.)
cup	<b>there</b>	-made (u.m.)	shower	killer
dish	about(s)	paced	storm	lag
kettle	above	pin	struck	lock
pot	across	<b>thought</b>	<b>thymo (c.f.)</b>	outs (n., u.m.)
-scented (u.m.)	after	-free (u.m.)	<i>all one word</i>	pleaser
spoon	against	-out (u.m.)	<b>thyro (c.f.)</b>	saver
taster	among	-provoking	<i>all one word</i>	server
teamplay	around	(u.m.)	<b>tibio (c.f.)</b>	sheet
<b>tear</b>	at	<b>thousand</b>	<i>all one word</i>	slip
bomb	away	fold	<b>tick</b>	slot
-dimmed (u.m.)	before	-headed (u.m.)	seed	span
down (n., u.m.)	between	-legged (u.m.)	tacktoe	-stamp (v.)
drop	by	legs (worm)	tick	study
-off (n., u.m.)	for	<b>thrall</b>	tock	table
-out (n., u.m.)	fore	born	<b>ticket</b>	taker
pit	from	dom	-selling (u.m.)	waster
sheet	in	-less	#writer	worn
stain	inafter	<b>thread</b>	tiddlywink	<b>tin</b>
-stained (u.m.)	inbefore	bare	<b>tide</b>	-bearing (u.m.)
<b>teen</b>	into	-leaved (u.m.)	flat	-capped (u.m.)
age (u.m.)	on	worn	head	-clad (u.m.)
ager	through	<b>three</b>	mark	cup
teeter-totter	to	-bagger	-marked (u.m.)	#fish
tele (c.f.)	tofore	-cornered (u.m.)	race	(torpedo)
<i>all one word</i>	under	-dimensional	table	foil
teleo (c.f.)	until	(u.m.)	-tossed (u.m.)	horn
<i>all one word</i>	unto	fold	waiter	kettle
<b>tell</b>	upon	-in-hand	-worn (u.m.)	-lined (u.m.)
tale	with	-master	<b>tie</b>	pan
truth	<b>thermo (c.f.)</b>	penny (nail)	back (n.)	plate
telo (c.f.)	<i>all one word</i>	-piece (u.m.)	down (n., u.m.)	-plated (u.m.)
<i>all one word</i>	<b>thick</b>	-ply (u.m.)	-in (n., u.m.)	pot
tempest-rocked	-blooded (u.m.)	score	-on (n., u.m.)	-roofed (u.m.)
(u.m.)	head	some	-out (n., u.m.)	type
<b>temporo (c.f.)</b>	lips	-spot	pin	-white (u.m.)
-occipital	-looking (u.m.)	-square	-plater	<b>tinsel</b>
<i>rest one word</i>	pated	-striper	up (n., u.m.)	-bright (u.m.)
<b>ten</b>	set (n., u.m.)	<b>throat</b>	tierlift (truck)	-clad (u.m.)
fold	skinned	band	tiger	-covered (u.m.)
penny (nail)	skull (n.)	cutter	eye	<b>tintblock</b>
pins	skulled	latch	-striped (u.m.)	(printing)
<b>tender</b>	-tongued (u.m.)	strap	<b>tight</b>	<b>tip</b>
#boat	wit	<b>thrombo (c.f.)</b>	-belted (u.m.)	burn
-faced (u.m.)	-witted (u.m.)	<i>all one word</i>	fisted	cart
foot	-wooded (u.m.)	<b>through</b>	-fitting (u.m.)	-curled (u.m.)
-footed (u.m.)	-woven (u.m.)	out	lipped	head
footish	<b>thin</b>	put	rope	-in (n., u.m.)
-handed (u.m.)	-clad (u.m.)	<b>throw</b>	-set (u.m.)	most
heart	down (n., u.m.)	away (n., u.m.)	-tie (v.)	off (n., u.m.)
loin	set (u.m.)	back (n., u.m.)	wad	staff
-looking (u.m.)	-voiced (u.m.)	-in (n., u.m.)	wire	stock
<b>tenement #house</b>	<b>thio (c.f.)</b>	#line	<b>tile</b>	tank
<b>tent</b>	<i>all one word</i>	off (n., u.m.)	-clad (u.m.)	-tap
-dotted (u.m.)	<b>third</b>	-on (n., u.m.)	-red (u.m.)	toe
pole	-class (u.m.)	out (n., u.m.)	setter	top
-sheltered (u.m.)		-weight	works	-up (u.m.)



tire	-free (u.m.)	topo (c.f.)	traffic-mile	-dressed (u.m.)
changer	-lash (v.)	<i>all one word</i>	<b>tragico</b> (c.f.)	-looking (u.m.)
dresser	# lashing	topsy-turvy	<i>all one word</i>	<b>trinitro</b> (c.f.)
fitter	play	<b>torch</b>	<b>trail</b>	<i>all one word</i>
-mile	-shaped (u.m.)	bearer	blazer	<b>trip</b>
shaper	shot	# holder	breaker	-free (u.m.)
some	sore	lighted	-marked (u.m.)	hammer
tit	tack	lit	side	wire
bit	tied	<b>torpedo</b>	sight	<b>triple</b>
# for # tat	tip	# boat	-weary (u.m.)	-acting (u.m.)
<b>titano</b> (c.f.)	-twisting (u.m.)	# room	<b>train</b>	back (sofa)
<i>all one word</i>	<b>tool</b>	torquemeter	bearer	branched (u.m.)
<b>tithe</b>	bag	toss	bolt	-edged (u.m.)
-free (u.m.)	builder	pot	crew	fold
payer	crib	up (n., u.m.)	-mile	-tailed (u.m.)
right	dresser	<b>touch</b>	shed	tree (n.)
<b>title</b>	fitter	# and # go	sick	trolley # line
-holding (u.m.)	-grinding (u.m.)	back (n., u.m.)	stop	troopship
winner	head	down (n., u.m.)	<b>tram</b>	<b>tropho</b> (c.f.)
-winning (u.m.)	holding	hole	-borne (u.m.)	<i>all one word</i>
<b>to</b>	kit	-me-not (n., u.m.)	car	<b>tropo</b> (c.f.)
-and-fro	mark	pan	rail	<i>all one word</i>
-do (n.)	plate	reader	road	<b>trouble</b>
<b>toad</b>	post	up (n., u.m.)	<b>trans</b> (pref.)	-free (u.m.)
back	rack	<b>tough</b>	alpine	-haunted (u.m.)
-bellied (u.m.)	setter	-headed (u.m.)	atlantic	shooter
blind	shed	-looking (u.m.)	-Canadian, etc.	some
fish	slide	-skinned (u.m.)	pacific	<b>truce</b>
-green (u.m.)	stock	<b>tow</b>	uranic	breaker
stool	<b>tooth</b>	away	<i>rest one word</i>	-seeking (u.m.)
<b>tobacco</b>	ache	head	transit # time	<b>truck</b>
# grower	# and # nail	mast	<b>trap</b>	driver
-growing (u.m.)	-billed (u.m.)	-netter	door	-mile
# shop	brush	path	fall	stop
<b>toe</b>	drawer	rope	shoot	<b>true</b>
cap	mark	<b>tower</b>	trashrack	-aimed (u.m.)
-in (n., u.m.)	-marked (u.m.)	-high (u.m.)	<b>travel</b>	-blue (u.m.)
-mark (v.)	paste	-shaped (u.m.)	-bent (u.m.)	born
nail	pick	<b>town</b>	-tired (u.m.)	bred
plate	plate	-bred (u.m.)	-worn (u.m.)	-eyed (u.m.)
print	powder	-dotted (u.m.)	trawl-net	love (n., u.m.)
<b>toil</b>	puller	folk	tread-wheel	penny (n.)
-beaten (u.m.)	-pulling (u.m.)	gate	<b>treasure</b>	# time
some	-set (u.m.)	going	-filled (u.m.)	<b>trunk</b>
-stained (u.m.)	-shaped (u.m.)	hall	# house	back
-weary (u.m.)	some	lot	-laden (u.m.)	nose
worn	wash	ship	<b>treaty</b>	breaker
<b>toilet # room</b>	<b>top</b>	side	sealed (u.m.)	<b>trust</b>
<b>toll</b>	cap (n.)	talk	<b>tree</b>	breaking
bar	coat	-weary (u.m.)	-clad (u.m.)	buster
gate	cutter	<b>towns</b>	# line	-controlled (u.m.)
gatherer	-drain (v.)	fellow	-lined (u.m.)	-ridden (u.m.)
# line	dress (v.)	people	nail	<b>truth</b>
payer	flight (u.m.)	<b>toy</b>	-ripe (u.m.)	-filled (u.m.)
penny	full	-sized (u.m.)	scape	lover
taker	gallant	town	top	seeker
<b>tom</b>	(n., u.m.)	<b>tracheo</b> (c.f.)	trellis-covered	-seeking (u.m.)
cat	-graft (v.)	<b>trachy</b> (c.f.)	(u.m.)	teller
foolery	hat	<i>all one word</i>	<b>trench</b>	<b>try</b>
-tom	-hatted (u.m.)	<b>track</b>	back	-on (n., u.m.)
<b>tommy</b>	heavy	barrow	coat	out (n., u.m.)
gun	kick	hound	foot	square
rot	knot	layer	mouth	works
<b>ton</b>	liner	mark	-plowed (u.m.)	<b>tube</b>
-hour	mark	-mile	<b>tri</b> (c.f.)	-eyed (u.m.)
-kilometer	mast	side	-iodide	-fed (u.m.)
-mile	milk	walker	-ply (u.m.)	form (u.m.)
-mileage	most	tractor-trailer	state, etc.	head
-mile-day	notch	<b>trade</b>	<i>rest one word</i>	-nosed (u.m.)
<b>tone</b>	(nonliteral)	# board	tribespeople	works
-deaf (u.m.)	rail	-in (n., u.m.)	<b>tribo</b> (c.f.)	<b>tuberculo</b> (c.f.)
down (n., u.m.)	rope	-laden (u.m.)	<i>all one word</i>	<i>all one word</i>
-producing (u.m.)	sail	-made (u.m.)	<b>tricho</b> (c.f.)	<b>tubo</b> (c.f.)
up (n., u.m.)	-secret (u.m.)	mark	<i>all one word</i>	-ovarian
<b>tongue</b>	-shaped (u.m.)	off	<b>trim</b>	<i>rest one word</i>
-baited (u.m.)	side (naut.)	tradespeople	-cut (u.m.)	tumbledown
-bound (u.m.)	soil			(n., u.m.)



<b>tune</b> out (n., u.m.) up (n., u.m.)	<b>back</b> (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.) pike pin plate screw sheet sole spit stile stitch table -to (n.) under (n., u.m.) up (n., u.m.)	<b>turned</b> -back (u.m.) -down (u.m.) -in (u.m.) -on (u.m.) -out (u.m.) -over (u.m.) turner-off <b>turtle</b> back -footed (u.m.) neck (u.m.) <b>twelve</b> fold penny (nail) score <b>twenty</b> -first fold -one penny (nail) <b>twice</b> -born (u.m.) -reviewed (u.m.) -told (u.m.)	<b>twin</b> #boat born -engined (u.m.) fold -jet (u.m.) -motor (u.m.) -screw (u.m.) <b>two</b> -a-day (u.m.) -along (n.) (bookbinding) -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 tympano (c.f.) <i>all one word</i> <b>type</b> case cast cutter face foundry -high (u.m.) script set write (v.) typho (c.f.) <i>all one word</i> typo (c.f.) <i>all one word</i> tyro (c.f.) <i>all one word</i>
------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## U

<b>U</b> -boat -cut -magnet -rail -shaped -tube <b>ultra</b> (pref.) -ambitious, -atomic, etc. -English, etc. high # frequency -high-speed (u.m.) #valorem, etc. <i>rest one word</i> <b>un</b> (pref.) -American, etc. called-for (u.m.)	heard-of (u.m.) -ionized (u.m.) self-conscious sent-for (u.m.) thought-of (u.m.) <i>rest one word</i> <b>under</b> age (deficit) age (younger) (n., u.m.) #cultivation (tillage) cultivation (insufficient) #secretary -secretaryship <i>as prefix, one word</i>	<b>uni</b> (c.f.) -univalent <i>rest one word</i> <b>union</b> -made (u.m.) #shop unit-set (u.m.) <b>up</b> -anchor (u.m., v.) -and-coming (u.m.) #and # up beat coast country dip end (v.) grade gradient	keep lift -over (u.m.) rate river stairs state stream swing take tight (n., u.m.) #tight (v.) -to-date (u.m.) #to # date town trend turn wind	<b>upper</b> case (printing) #class classman crust (n., u.m.) cut most <b>urano</b> (c.f.) <i>all one word</i> uretero (c.f.) <i>all one word</i> urethro (c.f.) <i>all one word</i> uro (c.f.) <i>all one word</i> used-car (u.m.) utero (c.f.) <i>all one word</i>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## V

<b>V</b> -connection -curve -engine -neck -shaped -type <b>vacant</b> -eyed (u.m.) -looking (u.m.) -minded (u.m.) <b>vagino</b> (c.f.) <i>all one word</i> <b>valve</b> -grinding (u.m.) -in-head (u.m.) <b>van</b> driver guard most pool <b>vapor</b> -filled (u.m.) -heating (u.m.) vase-shaped (u.m.)	<b>vaso</b> (c.f.) <i>all one word</i> <b>vegeto</b> (c.f.) <i>all one word</i> <b>vein</b> -mining (u.m.) -streaked (u.m.) <b>vellum</b> -bound (u.m.) -covered (u.m.) <b>velvet</b> -crimson (u.m.) -draped (u.m.) -green (u.m.) -pile (u.m.) <b>venthole</b> <b>ventri</b> (c.f.) <i>all one word</i> <b>ventro</b> (c.f.) <i>all one word</i> <b>vertebro</b> (c.f.) <i>all one word</i> <b>vesico</b> (c.f.) <i>all one word</i> <b>vibro</b> (c.f.) <i>all one word</i>	<b>vice</b> #admiral -admiralty #consul -consulate #governor -governorship #minister -ministry -presidency #president -president-elect -presidential #rector -rectorship regal -regency #regent royal #versa #warden -wardenship Vietcong <b>view</b> finder point	<b>vile-natured</b> (u.m.) <b>vine</b> -clad (u.m.) -covered (u.m.) dresser growing stalk <b>vinegar</b> -flavored (u.m.) -hearted (u.m.) -making (u.m.) -tart (u.m.) <b>violet</b> -blue (u.m.) -colored (u.m.) -eared (u.m.) -rayed (u.m.) #water violin-shaped (u.m.) virtue-armed (u.m.) <b>viscero</b> (c.f.) <i>all one word</i> <b>vitreo</b> (c.f.) <i>all one word</i>	<b>vitro</b> (c.f.) -clarain -di-trina <i>rest one word</i> <b>vivi</b> (c.f.) <i>all one word</i> volleyball <b>volt</b> ammeter -ampere -coulomb meter ohmmeter -second <b>volta</b> (c.f.) <i>all one word</i> <b>vote</b> -casting (u.m.) getter -getting (u.m.) <b>vow</b> -bound (u.m.) breaker -pledged (u.m.) <b>vulvo</b> (c.f.) <i>all one word</i>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## W

<b>W</b>			
-engine	trough	works	-hidden (u.m.)
-shaped	tub	worn	hook
-surface	up (n., u.m.)	watt	killer
-type	washed	-hour	<b>week</b>
wage-earning	-out (u.m.)	meter	day
(u.m.)	-up (u.m.)	-second	end
<b>waist</b>	<b>waste</b>	<b>wave</b>	-ender
band	basket	-cut (u.m.)	-ending (u.m.)
belt	leaf	form	long (u.m.)
cloth	(bookbinding)	guide	-old (u.m.)
coat	paper	-lashed (u.m.)	<b>weigh</b>
-deep (u.m.)	word	length	bridge
-high (u.m.)	<b>watch</b>	mark	-in (n., u.m.)
<b>waiting</b>	band	meter	lock
# man	case	-moist (u.m.)	out (n., u.m.)
# room	cry	-on (n., u.m.)	shaft
# woman	dog	off (n., u.m.)	<b>well</b>
<b>walk</b>	-free (u.m.)	-swept (u.m.)	-being (n.)
around	glass	-worn (u.m.)	-beloved (u.m.)
(n., u.m.)	tower	<b>wax</b>	-born (u.m.)
away (n., u.m.)	word	-billed (u.m.)	-bound (u.m.)
-on (n., u.m.)	<b>water</b>	chandler	-bred (u.m.)
out (n., u.m.)	bag	cloth	-clad (u.m.)
up (n., u.m.)	bank	-coated (u.m.)	-deserving (u.m.)
walkie-talkie	bearer	-headed (u.m.)	-doer
<b>wall</b>	-bearing (u.m.)	# stone	-doing (n., u.m.)
eyed	-beaten (u.m.)	-yellow (u.m.)	-drained (u.m.)
-like	-bind (v.)	<b>way</b>	-drilling (u.m.)
-painting (u.m.)	bloom	back (n., u.m.)	# field
paper	buck	beam	-grown (u.m.)
plate	color	down (n., u.m.)	head
-sided (u.m.)	-colored (u.m.)	farer	-headed (u.m.)
<b>walled</b>	-cool (v.)	fellow	hole
-in (u.m.)	-cooled (u.m.)	going	-informed (u.m.)
-up (u.m.)	course	laid	-known (u.m.)
<b>war</b>	dog	lay	-looking (u.m.)
-disabled (u.m.)	-drinking (u.m.)	mark	-meaner
-famed (u.m.)	drop	post	-nigh (u.m.)
fare	fall	side	-off (u.m.)
head	-filled (u.m.)	-sore (u.m.)	-read (u.m.)
horse	finder	-up (n., u.m.)	-set-up (u.m.)
(nonliteral)	flood	worn	-settled (u.m.)
-made (u.m.)	flow	<b>weak</b>	side
path	fog	-backed (u.m.)	-spoken (u.m.)
ship	-free (u.m.)	-eyed (u.m.)	spring
-swept (u.m.)	front	handed	stead
# time (clock)	gate	-kneed (u.m.)	-thought-of
time (duration)	head	minded	(u.m.)
<b>ward</b>	hole	mouthed	-thought-out
heeler	horse	<b>weather</b>	(u.m.)
robe	-inch	beaten	-to-do (u.m.)
ship	-laden (u.m.)	blown	-wisher
<b>warm</b>	lane	-borne (u.m.)	-wishing (u.m.)
blooded	leaf	break	-worn (u.m.)
-clad (u.m.)	-lined (u.m.)	cock	welterweight
up (n., u.m.)	locked	glass	werewolf
warmed-over	log	going	<b>west</b>
(u.m.)	mark	-hardened (u.m.)	-central (u.m.)
warpsetter	melon	# house	-faced (u.m.)
<b>wash</b>	meter	-marked (u.m.)	going
basin	plant	most	most
basket	pot	proofing	-northwest
bowl	proofing	-stain (v.)	-sider
cloth	quake	strip	<b>wet</b>
-colored (u.m.)	-rot (v.)	-stripped (u.m.)	back
day	scape	worn	-cheeked (u.m.)
down (n., u.m.)	shed	<b>web</b>	-clean (v.)
-in (n., u.m.)	shoot	-fingered (u.m.)	-nurse (v.)
off (n., u.m.)	side	foot	pack
out (n., u.m.)	-soak (v.)	-footed (u.m.)	wash
pot	-soaked (u.m.)	<b>wedge</b>	<b>whale</b>
rag	-soluble (u.m.)	-billed (u.m.)	back
stand	spout	-shaped (u.m.)	-backed (u.m.)
tray	stain	<b>weed</b>	bone
	wall	-choked (u.m.)	-built (u.m.)
			-headed (u.m.)
			-mouthed (u.m.)
			ship
			<b>wharf</b>
			# boat
			hand
			head
			side
			<b>what</b>
			ever
			-is-it (n.)
			not (n.)
			soever
			-you-may-call-it
			(n.)
			<b>wheat</b>
			cake
			-colored (u.m.)
			ear
			-fed (u.m.)
			-rich (u.m.)
			stalk
			<b>wheel</b>
			band
			barrow
			base
			chair
			-cut (u.m.)
			going
			horse
			(nonliteral)
			# load
			-made (u.m.)
			plate
			race
			spin
			stitch
			-worn (u.m.)
			wright
			<b>when</b>
			ever
			-issued (u.m.)
			soever
			<b>where</b>
			abouts
			after
			as
			at
			by
			for
			from
			in
			insoever
			into
			of
			on
			soever
			to
			under
			upon
			with
			withal
			wherever
			<b>which</b>
			ever
			soever
			whiffletree
			<b>whip</b>
			cord
			crack
			-graft (v.)
			lash
			-marked (u.m.)
			post
			saw

-shaped (u.m.)	wife	growing	with	winder
socket	beater	-hardy (u.m.)	draw	woolly
staff	hood	pot	hold	-coated (u.m.)
stalk	killer	-red (u.m.)	in	-headed (u.m.)
stall	-ridden (u.m.)	seller	out	-looking (u.m.)
stick	wigwag	taster	stand	-white (u.m.)
stitch	wild	tester	within	word
stock	cat (n.)	vat	-bound (u.m.)	-blind (u.m.)
-tailed (u.m.)	-eyed (u.m.)	wing	-named (u.m.)	builder
whipper	fire	band	woe	catcher
-in	# land	bar	begone	-clad (u.m.)
snapper	life	beat	worn	-deaf (u.m.)
whirl	# man	bolt	wolf	jobber
about (n., u.m.)	wind	bone	-eyed (u.m.)	list
blast	will	bow	# fish	-perfect (u.m.)
pool	-less	cut	hound	play
-shaped (u.m.)	-o'-the-wisp	-footed (u.m.)	pack	seller
wind	wilt-resistant	handed	woman	slinger
whisk	(u.m.)	-heavy (u.m.)	folk	work
broom	wind (v.)	-loading (u.m.)	hood	aday (n., u.m.)
# tail	down (n., u.m.)	-loose (u.m.)	kind	-and-turn (u.m.)
whistlestop	up (n., u.m.)	nut	womenfolk	away (n., u.m.)
white	wind	-shaped (u.m.)	wonder	bag
back	bag	-shot (u.m.)	strong	basket
beard (n.)	ball	span	-struck (u.m.)	bench
# book	blown	-swift (u.m.)	wood	card
(diplomatic)	brace	tip	bark (color)	day
cap (n.)	breaker	top	bin	-driven (u.m.)
coat (n.)	burn	walker	bined	flow
-collar (u.m.)	catcher	wall	block	folk
comb (n.)	-chapped (u.m.)	-weary (u.m.)	-built (u.m.)	hand
corn	chill	winter	-cased (u.m.)	-hardened (u.m.)
-eared (u.m.)	fall	-beaten (u.m.)	chipper	horse
-eyed (u.m.)	fast	-clad (u.m.)	chopper	-hour (u.m.)
face	-fertilized (u.m.)	-fallow (v.)	chuck	housed
-faced (u.m.)	firm	-fed (u.m.)	cut	life
foot (n.)	flow	feed	grub	manship
-footed (u.m.)	gall	# green (color)	hole	out (n., u.m.)
handed	-galled (u.m.)	green (plant,	horse	pan
-hard (u.m.)	hole	etc.)	hung (u.m.)	paper
head	-hungry (u.m.)	-hardy (u.m.)	-lined (u.m.)	people
-headed (u.m.)	jammer	kill	lot	place
-hot (u.m.)	lass	-made (u.m.)	-paneled (u.m.)	saving
# line	pipe	-sown (u.m.)	pile	sheet
minded	-pollinated (u.m.)	tide	-planing (u.m.)	shoe
out (u.m., v.)	-rode (u.m.)	-worn (u.m.)	print	-shy (n., u.m.)
pot	row	wire	pulp	-shyness
-tailed (u.m.)	screen	bar	ranger	slip
-throated (u.m.)	-shaken (u.m.)	-caged (u.m.)	rock	space
top (n.)	-shear (u.m.)	-cut (u.m.)	shed	-stained (u.m.)
vein	shield	cutter	side	stand
wash	shock	dancer	stock	stream
who	side	draw (v.)	turner	table
ever	sleeve	-edged (u.m.)	-turning (u.m.)	up (n., u.m.)
soever	sock	hair (dog)	-walled (u.m.)	ways
whole	speed	-haired (u.m.)	wind (music)	-weary (u.m.)
-headed (u.m.)	stop	less	wooden	week
-hogger	storm	# line	head (n.)	worn
sale	stream	photo	-hulled (u.m.)	working
some	swept	puller	-weary (u.m.)	# load
whomsoever	worn	spun	wool	# room
wicker-woven	wind	stitch	fell	world
(u.m.)	breaker	-stitched (u.m.)	gatherer	beater
wicket	-breaking (u.m.)	-tailed (u.m.)	grader	-conscious (u.m.)
keeper	-cleaning (u.m.)	tap	growing	# consciousness
keeping	-dressing (u.m.)	walker	head	# line
wide	pane	works	-laden (u.m.)	# power
-angle (u.m.)	peeper	-wound (u.m.)	-lined (u.m.)	-self
-awake (u.m.)	-shop (v.)	wise	pack	-weary (u.m.)
-handed (u.m.)	-shopping (u.m.)	acre	press	worm
mouthed	sill	crack	shearer	-eaten (u.m.)
-open (u.m.)	# work	head (n.)	shed	-eating (u.m.)
spread	wine	-headed (u.m.)	sorter	hole
-spreading (u.m.)	bag	-spoken (u.m.)	stock	-riddled (u.m.)
widow	-black (u.m.)	wishbone	washer	-ripe (u.m.)
# bird	-drinking (u.m.)	witch-hunting	wheel	seed
hood	glass	(u.m.)	-white (u.m.)	shaft

<b>worn</b> down (u.m.) out (u.m.) outness worrywart <b>worth</b> while (u.m.) whiteness (n.) <b>wrap</b> around (n., u.m.)	-up (n., u.m.) wreath-crowned (u.m.) wreck-free (u.m.) <b>wring</b> bolt staff <b>wrist</b> band bone	drop fall lock pin plate watch <b>write</b> back (n., u.m.) -in (n., u.m.) off (n., u.m.) up (n., u.m.)	writing # room <b>wrong</b> doer -ended (u.m.) -minded (u.m.) -thinking (u.m.) wrought-up (u.m.)	<b>wry</b> bill -billed (u.m.) -faced (u.m.) -looking (u.m.) -mouthed (u.m.) neck -set (u.m.)
-----------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------

## X

<b>X</b> -body -disease -virus	-shaped x # ray (n.) -ray (u.m.)	<b>xantho</b> (c.f.) <i>all one word</i> <b>xeno</b> (c.f.) <i>all one word</i>	<b>xero</b> (c.f.) <i>all one word</i> <b>xylo</b> (c.f.) <i>all one word</i>
-----------------------------------------	-------------------------------------------	------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

## Y

<b>Y</b> -chromosome -joint -level -potential -shaped -track -tube Yankee-Doodle <b>yard</b> arm	-deep (u.m.) -long (u.m.) stick -wide (u.m.) yaw meter -sighted (u.m.) year day end -hour (u.m.)	long (u.m.) -old (u.m.) -round (u.m.) yellow back -backed (u.m.) -bellied (u.m.) belly -billed (u.m.) -headed (u.m.) -tailed (u.m.)	-throated (u.m.) top yes -man -no yester day year yoke fellow mating	-toed (u.m.) young eyed (u.m.) -headed (u.m.) -ladylike -looking (u.m.) -manlike -old -womanhood youthtide yuletide
--------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------

## Z

<b>Z</b> -bar -chromosome zero axial -dimensional (u.m.)	gravity zigzag zinc -coated (u.m.) -white (u.m.)	<b>zoo</b> (c.f.) <i>all one word</i> <b>zoologico</b> (c.f.) <i>all one word</i>	<b>zygo</b> (c.f.) <i>all one word</i> <b>zygomatiko</b> (c.f.) -orbital <i>rest one word</i>	<b>zymo</b> (c.f.) <i>all one word</i>
----------------------------------------------------------------------------	--------------------------------------------------------------	--------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------	-------------------------------------------



## 8. PUNCTUATION

8.1. Punctuation is a device used 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 ensure 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.

8.2. 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.

### Apostrophes and possessives

8.3. 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. (For possessives of italicized nouns, see rule 11.6.)

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

Punctua-  
tion

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

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

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

8.6. 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. (Note use of "St.")

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
Freedmen's Hospital	Hinds' Precedents
	but Martha's Vineyard

8.7. Generally 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  
United Nations meeting  
Southern States industries  
Massachusetts laws  
Bureau of Ships report  
Actors Equity Association  
House of Representatives  
    session  
Teamsters Union  
editors handbook

syrup producers manual  
technicians guide  
teachers college  
merchants exchange  
children's hospital  
Young Men's Christian Association  
*but* Veterans' Administration (in  
    conformity with enabling statute)  
Congress' attitude

8.8. Possessive pronouns do not take an apostrophe.

its                      ours                      theirs

8.9. Possessive indefinite or impersonal pronouns require an apostrophe.

each other's books  
one's home

someone's pen  
*but* somebody else's proposal

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

arm's length  
attorney's fees  
author's alterations  
confectioner's sugar

cow's milk  
distiller's grain  
fuller's earth  
miner's inch

printer's ink  
traveler's checks  
writer's cramp

8.11. In addition to illustrating possession, an apostrophe is used to indicate contractions, the omission of figures or letters (see also "Courtwork," rule 17.34), and the coined plurals of letters, figures, and symbols.

don't  
I've  
ne'er  
it's (it is) (it has)  
class of '92  
spirit of '76  
three R's  
4-H'ers  
49'ers  
TV'ers

the 1920's *or* the  
    twenties; *not*  
    the '20's *nor* 20's  
*but* age: in her  
    seventies  
Btu's  
OK's  
MC'ing  
RIF'ing  
RIF'd

RIF's  
YMCA's  
ABC's  
a's; l's; 7's  
T's, Y's  
2 by 4's (lumber)  
*but* 10s (yarn and thread)  
4 1/2s (bonds)  
3s (golf)

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

Danl., *not* Dan'l  
Sgt., *not* Sg't  
phone

coon  
possum  
Frisco

Halloween  
copter  
*but* ma'am

8.13. 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, threes, sevens  
ands, ifs, and buts  
ins and outs

ups and downs  
whereases and  
    wherefores

*but* yeses and noes  
do's and don'ts  
which's and that's

8.14. 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)  
2 hours' traveltime  
a stone's throw  
2 weeks' pay

5 or 10 billion dollars' worth  
for charity's sake  
for pity's sake

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

day labor (labor by the day)  
quartermaster stores

State prison  
State rights

8.16. 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  
Mr. Hughes' service

for old times' sake  
for acquaintance' sake

for conscience' sake

8.17. 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

8.18. A noun preceding a gerund should be in the possessive case.  
in the event of Mary's leaving      the ship's hovering nearby

## Brace

8.19. 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 13.26.

Supervision of timber sales.	1-hour jobs	District 1	1 ½ hours' travel .....	} Sales conducted monthly from May to July.
		District 7		
	2-hour jobs	District 6	1 hour's travel.....	
		District 4		
	3-hour jobs	District 2	2 hours' travel .....	
		District 3		
		District 5		

## Brackets

*Brackets, in pairs, are used—*

8.20. In transcripts, congressional hearings, testimony in courtwork, etc., to enclose interpolations that are not specifically a part of the original quotation, corrections, explanations, omissions, editorial comments, or a caution that an error is reproduced literally. (For use of parentheses, see rule 8.94.)

We found this to be true at the Government Printing Office [GPO].

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:]

[Chorus of "Mr. Chairman."]

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.]

[Discussion off the record.]

[Pause.]

The WITNESS [interrupting]. It is known——

Mr. JONES [continuing]. Now let us take the next item.

Mr. SMITH [presiding]. Do you mean that literally?

Mr. JONES [interposing]. Absolutely.

[The matter referred to is as follows:]

The CHAIRMAN [to Mr. Smith].

The CHAIRMAN [reading]:

Mr. KELLEY [to the chairman]. From 15 to 25 percent.

[Objected to.]

[Mr. Smith nods.]

[Mr. Smith aside.]

[Mr. Smith makes further statement off the record.]

Mr. JONES [for Mr. Smith].

A VOICE FROM AUDIENCE. Speak up.

SEVERAL VOICES. Quiet!

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

8.22. In mathematics, to denote that enclosed matter is to be treated as a unit. (For examples, see p. 156.)

8.23. 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—*

8.24. Before a final clause that extends or amplifies preceding matter. (See also rule 8.64.)

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.

8.25. To introduce formally any matter that forms a complete sentence, question, or quotation. (See also rule 3.43.)

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 8.36.)

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

8.26. After a salutation.

MY DEAR SIR:

Ladies and Gentlemen:

To Whom It May Concern:

8.27. In expressing clock time.

2:40 p.m.



8.28. 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.

8.29. In Biblical and other citations.

Luke 4:3.

I Corinthians xiii:13.

Journal of Education 3:342-358.

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

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

8.31. To separate book titles and subtitles.

Financial Aid for College Students: Graduate

Germany Revisited: Education in the Federal Republic

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

U.S. Government Printing Office

Washington : 1984

8.33. In proportions.

Concrete mixed 5:3:1

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

8.34. In double colon as ratio sign.

1:2::3:6

## Comma

### *The comma is used—*

8.35. 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.

8.36. Before a direct quotation of only a few words following an introductory phrase. (See also rule 8.25.)

He said, "Now or never."

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

Then we had much; now, nothing.

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

short, swift streams; *but* short tributary streams

8.39. Between an introductory modifying phrase and the subject modified.

Beset by the enemy, they retreated.

8.40. Before and after *Jr.*, *Sr.*, *Esq.*, *Ph.D.*, *F.R.S.* *Inc.*, etc., within a sentence except where possession is indicated. (See rule 8.4.)

Henry Smith, Jr., chairman  
 Peter Johns, F.R.S., London  
 Washington, DC, schools  
 Motorola, Inc., factory  
 Alexandria, VA's waterfront

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

#### 8.41. 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 guarantee.

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 that gave way [restrictive clause] was poorly constructed.

He therefore gave up the search.

#### 8.42. 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.

8.43. 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; *but* horses and mules and cattle

by the bolt, by the yard, or in remnants

a, b, and c

neither snow, rain, nor heat

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

#### 8.44. Before the conjunction in a compound sentence.

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.

#### 8.45. After a noun or phrase in direct address.

Senator, will the measure be defeated?

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

*but* Yes, sir; he did see it.

No, sir; I do not recall.

#### 8.46. After an interrogative clause, followed by a direct question.

You are sure, are you not?

You will go, will you not?

8.47. Between title of person and name of organization in the absence of the words *of* or *of the*. (See also rule 8.60.)

Chief, Division of Finance

chairman, Committee on Appropriations

colonel, 7th Cavalry

president, Yale University

#### 8.48. Inside closing quotation mark. (See rule 8.145.)

He said "four," not "five."

"Freedom is an inherent right," he insisted.

Items marked "A," "B," and "C," inclusive, were listed.

8.49. To separate thousands, millions, etc., in numbers of four or more digits. (See also rule 8.55.)

4,230      50,491      1,250,000

8.50. After year in complete dates within sentence.

The reported dates of September 11, 1943, to June 12, 1944, were erroneous.

This was reflected in the June 13, 1959, report.

but Production for June 1950 was normal. The 10 February 1980 deadline passed.

*The comma is omitted—*

8.51. Between superior figures or letters in footnote references.

Numerous instances may be cited.^{1 2}

Data are based on October production.^{a b}

8.52. Before ZIP (zone improvement plan) Code postal-delivery number.

Government Printing Office, Washington, DC 20401

Thornburg, VA 22565-0120

8.53. Between month, holiday, or season and year in dates.

June 1938; 22d of May 1938; February and March 1938; January, February, and

March 1938; January 24 A.D. 1938; 15th of June A.D. 1938; 150 B.C.; Labor

Day 1966; Easter Sunday 1966; 5 January 1944 (military usage); spring 1929

8.54. Between the name and number of an organization.

Columbia Typographical Union No. 161

General U.S. Grant Post No. 25

8.55. In fractions, in decimals, and in serial numbers, except patent numbers.

$\frac{1}{2500}$

1.0947

page 2632

202-275-2303 (telephone number)

1721-1727 St. Clair Avenue

Executive Order 11242

motor No. 189463

1450 kilocycles; 1100 meters (no comma unless more than four figures, radio only)

8.56. Between two nouns one of which identifies the other.

The Children's Bureau's booklet "Infant Care" is a bestseller.

8.57. Before ampersand (&). (For exception, see rule 15.29.)

Brown, Wilson & Co.

Mine, Mill & Smelter Workers

8.58. Before abbreviations of compass directions.

6430 Princeton Dr. SW.

8.59. In bibliographies, between name of publication and volume or similar number.

American Library Association Bulletin 34:238, April 1940.

8.60. 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

He graduates in the year 2000 (*not* 2,000)

My age is 30 years 6 months 12 days.

John Lewis 2d (*or* II)

Murphy of Illinois; Murphy of New York

Carroll of Carrollton; Henry of Navarre (places closely identified with the persons); *but* Clyde Downs, of Maryland; 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—*

8.61. To mark a sudden break or abrupt change in thought. (See also rule 8.95.)

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.

8.62. 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. (Note that extracts must begin with a true paragraph. Following extracts, 10 point must start as a paragraph, as example shown.)

"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 * * *.

8.63. 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.

8.64. Before a final clause that summarizes a series of ideas. (See also rule 8.24.)

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

8.65. 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.

8.66. With a preceding question mark, in lieu of a colon.

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

8.67. 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.

8.68. After a run-in sidehead. (For examples, see rule 8.110.)

8.69. To separate run-in questions and answers in testimony. (See also rule 17.7.)

Q. Did he go?—A. No.



*The em dash is not used—*

8.70. At the beginning of any line of type, except as shown in rule 8.67.

8.71. Immediately after a comma, colon, or semicolon.

*A 3-em dash is used—*

8.72. In bibliographies to indicate repetition.

POWELL, JAMES W., Jr., *Hunting in Virginia's lowlands*. 1972. 200 pp.

——— *Fishing off Delmarva*. 1972. 28 pp.

*The en dash is used—*

8.73. In a combination of (1) figures, (2) capital letters, or (3) figures and capital letters. (An en dash, not a hyphen, is used, even when such terms are adjectival modifiers.) (See also rules 6.21 and 6.44.)

exhibit 6-A  
5-20 bonds  
DC-14; *but* Convair 340  
Public Law 85-1, *but* Public Laws 85-1—  
85-20 (note en dash between two  
elements with en dashes)  
301-942-8367 (telephone number  
including area code)  
section 12 (a)-(f)  
I-95 (interstate)

WTOP-AM-FM-TV  
4-H Club  
LK-66-A(2)-74  
\$15-\$20  
CBS-TV network  
AFL-CIO merger  
*but* ACF-Brill Motors Co.  
loran-C  
Mig-21

8.74. In the absence of the word *to* when denoting a period of time. (See also rule 12.9c.)

1935-37

January-June

Monday-Friday

*The en dash is not used—*

8.75. For *to* when the word *from* precedes the first of two related figures or expressions. (See also rules 12.9c and 13.123.)

From January 1 to June 30, 1951; *not* from January 1-June 30, 1951.

8.76. For *and* when the word *between* precedes the first of two related figures or expressions.

Between 1923 and 1929; *not* between 1923-29

*Ellipses*

8.77. Three asterisks (preferred form) or three periods, 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 8.83). To achieve faithful reproduction of excerpt material, editors using period ellipses 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]

8.78. Ellipses are not overrun alone at the end of a paragraph.

8.79. When both asterisks and periods for ellipsis occur in the copy and periods are not specifically requested, use asterisks throughout.

8.80. 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 seven 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, five asterisks are used. Quotation marks are not used on line of asterisks or periods in quoted matter. Where line of asterisks ends complete quotation, no closing quote is used.

*            *            *            *            *            *            *

8.81. Indented matter in 26½-pica or wider measure also requires a seven-asterisk line to indicate the omission of one or more entire paragraphs.

8.82. An extra indentation is added in indented matter; except where there are too many varying indentions, then all the asterisks (or periods) have the same alignment.

8.83. If an omission occurs in the last part of a paragraph immediately before a line of asterisks, three asterisks are used, in addition to the line of asterisks, to indicate such an omission.

8.84. If two or more sizes of type are used on a page, 10-point asterisks are indented 2 ems, 8-point and 6-point asterisks being aligned with the 10-point asterisks.

8.85. Equalize spacing above and below an ellipsis line.

### Exclamation point

8.86. 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!

How beautiful!

"Great!" he shouted. [Note omission of comma.]

What!

Who shouted, "All aboard!" [Note omission of question mark.]

8.87. 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!

8.88. 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—*

8.89. To connect the elements of certain compound words. (See "Compound Words," pp. 73-80.)

8.90. 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.)

8.91. Between the letters of a spelled word.

The Style Board changed the spelling a-l-i-n-e to a-l-i-g-n.

Note the adoption of g-a-u-g-e to replace g-a-g-e and the addition of e-n-s-u-r-e.

8.92. To separate elements of chemical formulas. (See rule 6.44.)

*The hyphen, as an element, may be used—*

8.93. To represent letters deleted or illegible words in copy.

d - - n

h - ll

Leroy Joseph B - - -

Parentheses (See rule 8.20 for use of brackets in colloquy.)

*Parentheses are used—*

8.94. 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. In colloquy, brackets must be used. (See rule 8.20.)

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).

8.95. To enclose a parenthetical clause where the interruption is too great to be indicated by commas. (See also rules 8.20 and 8.61.)

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

8.96. To enclose an explanatory word not part of a written or printed statement.

the Erie (PA) News; *but* the News of Erie, PA

Portland (OR) Chamber of Commerce; *but* Washington, DC, schools.

8.97. 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 2.9).)

8.98. To enclose a figure inserted to confirm a written or printed statement given in words if double form is specifically requested. (See also rule 12.18.)

This contract shall be completed in sixty (60) days.

8.99. 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.)

8.100. 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).

8.101. 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.

8.102. 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.

Sec. 12 (a) If no period is used and a letter in parentheses appears after a numbered item—

(b) Space must be used after the number if at least one other lettered subsection is shown.

8.103. 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).)

8.104. To enclose bylines in congressional work.

(By Sylvia Porter, staff writer)

8.105. 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—*

8.106. 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.

8.107. 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.

8.108. In place of a parenthesis after a letter or number denoting a series.

a. Bread well baked.

b. Meat cooked rare.

c. Cubed apples stewed.

1. Punctuate freely.

2. Compound sparingly.

3. Index thoroughly.

8.109. Sometimes to indicate ellipsis. (See rule 8.77.)



## 8.110. 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, etc.

**DETERMINATION OF TYPES.**—*Statement of characteristics.*—Before types of, etc.

**NOTE.**—The source material was furnished.

*but* Source: U.S. Department of Commerce, Bureau of the Census.

8.111. 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)

(1)

A.

(a)

1.

(i) (lowercase Roman numeral)

a.

(aa)

## 8.112. To separate integers from decimals in a single expression.

3.75 percent

\$3.50

1.25 meters

## 8.113. In continental European languages, to indicate thousands.

1.317

72.190.175

8.114. After abbreviations, unless otherwise specified. (See "Abbreviations," p. 135.)

Apr.  
fig.  
Ph.D.

NE. (Northeast)  
RR.

*but* m (meter)  
kc (kilocycle)  
NY (New York)

8.115. After legends and explanatory matter beneath illustrations. Legends without descriptive language do not receive periods.

FIGURE 1.—Schematic drawing.

FIGURE 1.—Continued.

*but* FIGURE 1 (no period)

8.116. After *Article 1*, *Section 1*, etc., at beginning of paragraphs. An en space is used after such terms.

*A center period is sometimes used—*

8.117. To indicate multiplication. (Multiplication sign preferable.)

$a \cdot b$        $(a \times b)$

*The period is omitted—*

8.118. 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.

8.119. After a quotation mark that is preceded by a period. (See also rule 8.145.)

He said, "Now or never."

8.120. After letters used as names without specific designation.

Officer B; Subject A, etc.

A said to B that all is well.

Mr. A told Mr. B that the case was closed.

Mr. X (for unknown or censored name)

*but* Mr. A. [for Mr. Andrews]. I do not want to go.

Mr. K. [for Mr. King]. The meeting is adjourned.

8.121. After a middle initial which is merely a letter and not an abbreviation of a name.

Daniel D Tompkins  
Ross T McIntire

*but* Harry S. Truman (his  
preference)

8.122. After a short name which is not an abbreviation of the longer form. (See also rule 9.23.)

Alex

Ed

Sam

8.123. After Roman numerals used as ordinals.

King George V

Apollo XII insignie

Super Bowl XVII

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

8.125. After explanatory matter set in 6 point under leaders or rules.

.....	.....	.....
(Name)	(Address)	(Position)

8.126. Immediately before leaders, even if an abbreviation precedes the leaders.

## Question mark

### *The question mark is used—*

8.127. 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)

"Did you hurt yourself, my son?" she asked.

8.128. To express more than one query in the same sentence.

Can he do it? or you? or anyone?

8.129. To express doubt.

He said the boy was 8(?) feet tall. (No space before question mark)

The statue(?) was on the statute books.

The scientific identification *Dorothia?* was noted.

## Quotation marks

### Quotation marks are used—

8.130. 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?"

8.131. To enclose any matter following such terms as *entitled, the word, the term, marked, designated, classified, named, endorsed, cited as, referred to as, 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.

8.132. To enclose titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, hearings, motion pictures and plays (including television and radio programs), papers, short poems, reports, songs, studies, subheadings, subjects, and themes. All principal words are to be capitalized. (See also rules 3.51 and 8.136.)

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 for 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."

8.133. The lines of a poem should range on the left, those that rhyme taking the same indention. Poems are usually centered on the longest line; overs 3 ems; 6 points of space between stanzas.

We care not whence they came,  
Dear in their lifeless clay.  
Whether unknown or known to fame,  
Their cause and country still the same,  
They died—and wore the gray.

8.134. At the beginning of each paragraph of a quotation, but at the end of the last paragraph only.

8.135. To enclose a letter or communication, which bears both date and signature, within a letter. (See rule 8.140.)

8.136. To enclose misnomers, slang expressions, sobriquets, coined words, or ordinary words used in an arbitrary way. (See also rule 6.26.)

His report was "bunk."  
It was a "gentlemen's agreement."  
The "invisible government" is responsible.  
George Herman "Babe" Ruth.

but He voted for the lameduck amendment.

8.137. 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 case 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—*

8.138. To enclose titles of works of art: paintings, statuary, etc.

8.139. To enclose names of newspapers or magazines.

8.140. To enclose complete letters having date and signature.

8.141. 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.

8.142. In indirect quotations.

Tell her yes.  
He could not say no.

8.143. Before a display initial which begins a quoted paragraph.

8.144. 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 8.48.)

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"?

8.145. 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, 1983", to "June 30, 1983".  
"Insert in lieu thereof 'July 1, 1983,'."



8.146. 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

8.147. Quotation marks should be limited, if possible, to three sets (double, single, double).

"The question in the report is, '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—*

8.148. To separate clauses containing commas. (See also rule 8.151.)

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.

8.149. 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.

8.150. 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.

### *The semicolon is not used—*

8.151. Where a comma will suffice.

Regional offices are located in New York, NY, Chicago, IL, and Dallas, TX.

## Single punctuation

8.152. 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

8.153. All punctuation marks, including parentheses, brackets, and superior reference figures, are set to match the type of the words which they adjoin. A lightface dash is used after a run-in boldface sidehead followed by lightface matter. Lightface brackets,

parentheses, or quotation marks shall be used when both boldface and lightface matter are enclosed.

Charts: C&GS 5101 (N.O. 18320), page 282 (see **above**); N.O. 93491 (**Plan**); page 271.

## 9. ABBREVIATIONS

(See also Numerals; Symbols)

9.1. 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.

9.2. 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.

9.3. Internal and terminal punctuation in units of measure are to be omitted to conform with practice adopted by scientific, technical, and industrial groups, nationally and internationally. Where omission of terminal punctuation causes confusion; e.g., the symbol *in* (inch) mistaken for the preposition *in*, the abbreviation should be spelled out.

9.4. 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.

9.5. In technical matter, abbreviations for units 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

9.6. 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.

St.

but ft•lb

9.7. Abbreviations and initials of a personal name with points are set without spaces. However, 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.)

B.S., LL.D., Ph.D., B.Sc.

H.R. 116 (*but* S. 116, S. Con.

Res. 116)

C.A.D.C. (*but* App. D.C.)

A.B. Secrest, D.D.S.

A.F. of L-CIO (*or* AFL-CIO preferred)

AT&T

Texas A&M

R&D

A.D., B.C.

e.s.t.

i.e., e.g. (*but* op. cit.)

J.F.K.

L.B.J.

Abbrevia-  
tions

9.8. Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. "Other organized bodies" shall be interpreted to mean organized bodies that have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), GMAC (General Motors Acceptance Corp.), etc. (See rule 9.61.) Symbols, when they appear in copy, may be used for acts of Congress. Example: ARA (Area Redevelopment Act).

MIT  
NLRB  
TVA

AFL-CIO  
ARC  
ASTM

### Geographic terms

9.9. *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. Department of Health and Human Resources  
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.-NATO assistance  
U.S.-U.S.S.R. meeting

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

9.10. 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.

U.S. foreign policy  
U.S. farm-support program  
U.S. attorney  
U.S. citizen

*but* Foreign policy of the United States  
United States Code (official title)  
United States Steel Corp. (legal title)

9.11. The names of foreign countries, except U.S.S.R. (to avoid too long a name), are not abbreviated.

9.12. In other than formal usage, all States of the United States, the Canal Zone, Puerto Rico, and the Virgin Islands are abbreviated immediately following any capitalized geographic term (see p. 47), including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, memorial, seashore, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

Prince George County, VA  
Mount Rainier National Forest, WA  
Stone Mountain, GA  
National Naval Medical Center,  
Bethesda, MD

Mark Twain National Wildlife Refuge,  
IL-IA-MO (note use of hyphens here)

Richmond, VA  
Arlington National Cemetery, VA  
Aberdeen Proving Ground, MD  
Friendship Airport, MD  
Redstone Arsenal, AL  
*but* Leavenworth freight yards, Kansas  
Altoona sidetrack, Wisconsin



9.13. The Postal Service style of two-letter State and Province abbreviations is to be used.

## UNITED STATES

AL	Alabama	MD	Maryland	PA	Pennsylvania
AK	Alaska	MA	Massachusetts	RI	Rhode Island
AZ	Arizona	MI	Michigan	SC	South Carolina
AR	Arkansas	MN	Minnesota	SD	South Dakota
CA	California	MS	Mississippi	TN	Tennessee
CO	Colorado	MO	Missouri	TX	Texas
CT	Connecticut	MT	Montana	UT	Utah
DE	Delaware	NE	Nebraska	VT	Vermont
FL	Florida	NV	Nevada	VA	Virginia
GA	Georgia	NH	New Hampshire	WA	Washington
HI	Hawaii	NJ	New Jersey	WV	West Virginia
ID	Idaho	NM	New Mexico	WI	Wisconsin
IL	Illinois	NY	New York	WY	Wyoming
IN	Indiana	NC	North Carolina	CZ	Canal Zone
IA	Iowa	ND	North Dakota	DC	District of Columbia
KS	Kansas	OH	Ohio	GU	Guam
KY	Kentucky	OK	Oklahoma	PR	Puerto Rico
LA	Louisiana	OR	Oregon	VI	Virgin Islands
ME	Maine				

## CANADA

AB	Alberta	NF	Newfoundland	PE	Prince Edward Island
BC	British Columbia	NT	Northwest Territories	PQ	Quebec
LB	Labrador	NS	Nova Scotia	SK	Saskatchewan
MB	Manitoba	ON	Ontario	UT	Yukon Territory
NB	New Brunswick				

9.14. The names of other insular possessions, trust territories, and *Long Island*, *Staten Island*, etc., are not abbreviated.

9.15. The names of Canadian Provinces and other foreign political subdivisions are not abbreviated except as noted in rule 9.13.

**Addresses.** (For use of numerals in addresses, see rule 12.13.)

9.16. The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated in footnotes, sidenotes, tables, leaderwork, and lists.

9.17. In addresses, a single period is used with the abbreviations *NW.*, *SW.*, *NE.*, *SE.* (indicating sectional divisions of cities) following name or number. *North*, *South*, *East*, and *West* are spelled out at all times.

9.18. 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 Bldg.

9.19. The words *county*, *fort*, *mount*, *point*, and *port* are not abbreviated. *Saint* (*St.*) and *Sainte* (*Ste.*) should be abbreviated.

**Descriptions of tracts of land**

9.20. 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.

9.21. 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)

9.22. 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

9.23. The following forms are not always abbreviations, and copy should be followed as to periods:

Al	Ed	Will
Alex	Fred	
Ben	Sam	

9.24. In signatures the exact form used by the signer must be retained.

George Wythe

Geo. Taylor

9.25. 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.

Radio Corp. of America  
Aluminum Co. of America  
Standard Oil Co. of New Jersey  
Ronald G. Brown & Bro.  
Jones Bros. & Co.  
American Telephone & Telegraph Co.  
Norbert J. Schackmar Investment Corp.  
Vic 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  
Little Theater Company  
Senate Banking, Housing, and Urban Affairs Committee  
Federal Savings and Loan Insurance Corporation (Federal unit)

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

Panama Railroad Company

Commodity Credit Corporation

9.27. 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." *SS* for *steamship*, *MS* for *motorship*, etc., preceding name are used at all times. (See rule 11.6.)

9.28. In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan

Currier and Ives

9.29. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by Christian or given name or initial; but *Mr.*, *Mrs.*, *Miss*, *Ms.*, *M.*, *MM.*, *Messrs.*, *Mlle.*,

*Mme.*, and *Dr.* are abbreviated with or without Christian or given name or initial.

Adj.	Hosp. Steward	Q.M. Sgt.
Adj. Gen.	Insp. Gen.	Rdm3c. (radarman, third class)
Adm. (admiral)	Judge Adv. Gen.	Rear Adm.
Alc. (airman, first class)	Lt.	S1c. (seaman, first class)
Asst. Surg.	Lt. Col.	2d Lt.
Brig. Gen.	Lt. Comdr.	Sfc. (sergeant, first class)
Bvt. (brevet)	Lt. Gen.	Sgt.
Capt.	Lt. Gov.	Sgt. Maj.
Col.	Lt. (jg.)	Sp3c. (specialist, third class)
Comdr.	Maj.	S. Sgt.
Cpl.	Maj. Gen.	Supt.
CWO (chief warrant officer)	M. Sgt.	Surg.
En1c. (engineman, first class)	Orderly Sgt.	Surg. Gen.
Ens.	Ord. Sgt. (ordnance sergeant)	T2g. (technician, second grade)
1st Lt.	Passed Asst. Surg.	T. Sgt.
1st Sgt.	Pfc. (private first class)	Vice Adm.
Gen.	PO (petty officer)	WO (warrant officer)
Gov.	Prof.	WO (jg.)
Hosp. Corpsman 3c.	Pvt.	
Hosp. Sgt.	Q.M. Gen.	

If requested, the following military abbreviations will be used:

ADM, admiral	LTG, lieutenant general
BG, brigadier general	LTJG, lieutenant junior grade
CDR, commander	2LT, second lieutenant
COL, colonel	MAJ, major
CPL, corporal	PFC, private first class
CAPT, captain	PVT, private
CPT, captain	RADM, radarman
CWO4, chief warrant officer (W-4)	SFC, sergeant first class
ENS, ensign	S4, specialist four
LCDR, lieutenant commander	SGT, sergeant
LT, lieutenant	VADM, vice admiral
LTC, lieutenant commander	WO1, warrant officer

9.30. Spell *Senator*, *Representative*, *commodore*, and *commandant*.

9.31. Unless preceded by *the*, abbreviate *honorable*, *reverend*, and *monsignor* when followed by the first name, initials, or title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root  
the Honorables William H. Rehnquist, Lewis F. Powell, Jr., and Harry A. Blackmun

Rev. Martin Luther King, Jr.; the Reverend Dr. King; Rev. Dr. King; Reverend King (*not* Rev. King, *nor* the Reverend King)

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

9.32. The following and similar forms 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., C.P.A., etc.

9.33. The abbreviation *Esq.* and other titles such as *Mr.*, *Mrs.*, and *Dr.*, should *not* appear 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.

Dwight A. Bellinger, D.V.M.



9.34. *Sr.* and *Jr.* should not be used without Christian or given name or initials, but may be used in combination with any title. (See also rule 8.40.)

A.K. Jones, Jr., or Mr. Jones, Junior, *not* Jones, Jr., *nor* Jones, Junior.  
President J.B. Nelson, Jr.

9.35. 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.  
Samuel J. Deckelbaum, P.M.

9.36. 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.

9.37. In addresses, signatures, and lists of names, including leaderwork 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 16.3.)

## Parts of publications

9.38. For parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, list of references, synonymies, tables, and leaderwork, and followed by figures, letters, or Roman numerals, the following abbreviations are used:

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

9.39. The word *article* and the word *section* are abbreviated when appearing at the beginning of a paragraph 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

9.40. At the beginning of a legend, the word *figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.



## Terms relating to Congress

9.41. The words *Congress* and *session*, when accompanied by a numerical reference, are abbreviated in parentheses, brackets, and text footnotes. In sidenotes, lists of references, synonymies, tables, leaderwork, and footnotes to tables and leaderwork, the following abbreviations are used:

92d Cong., 1st sess.  
1st sess., 92d Cong.

Public Law 84, 92d Cong.  
Private Law 68, 92d Cong.

9.42. In references to bills, resolutions, documents and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)  
S. 116 (Senate bill)

The above two examples may be used in either abbreviated or spelled-out form in text.

H. Res. 5 (House resolution)  
H. Con. Res. 10 (House concurrent resolution)  
H.J. Res. 21 (House joint resolution)  
S. Res. 50 (Senate resolution)  
S. Con. Res. 17 (Senate concurrent resolution)

S.J. Res. 45 (Senate joint resolution)  
H. Conf. Rept. 10 (House conference report)  
H. Doc. 35 (House document)  
S. Doc. 62 (Senate document)  
H. Rept. 214 (House report)  
S. Rept. 410 (Senate report)  
Ex. Doc. B (Executive document)  
Ex. F (92d Cong., 2d sess.)  
Ex. Rept. 9 (92d Cong., 1st sess.)  
Misc. Doc. 16 (miscellaneous document)  
Public Res. 47

9.43. References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated as follows (for references in courtwork, see rule 17.12):

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801; 18 U.S.C. 38  
Supp. Rev. Stat. (Supplement to the Revised Statutes)  
Stat. L. (Statutes at Large)

but Public Law 85-1

## Calendar divisions

9.44. 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 9.45.) *May*, *June*, and *July* are always spelled out. In narrow columns in tables, however, the names of months may be abbreviated even if standing alone. Preferred forms follow:

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

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

(Op. Atty. Gen., Dec. 4, 1985)  
(Congressional Record, Sept. 25, 1981)  
[From the New York Times, Mar. 4, 1978]  
[From the Mar. 4 issue]

On Jan. 25 (we had commenced on Dec. 26, 1977) the work was finished. (In footnotes, tables, leaderwork, and sidenotes)

On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 1975). (Text, but with citation in parentheses)

but On January 25 (we had commenced on December 26, 1967) the work was finished. (Not a citation or reference in text)

9.46. Weekdays are 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.		

9.47. The following forms are to be used when abbreviating names of time zones:

A.s.t., Atlantic standard time	G.m.t., Greenwich mean time
A.t., Atlantic time	l.s.t., local standard time
c.s.t., central standard time	m., noon (meridies)
c.t., central time	m.s.t., mountain standard time
d.s.t., daylight saving (no "s") time	m.t., mountain time
e.d.t., eastern daylight time	P.s.t., Pacific standard time
e.s.t., eastern standard time	P.t., Pacific time
e.t., eastern time	u.t., universal time
G.c.t., Greenwich civil time	
G.m.a.t., Greenwich mean astronomical time	

### Coined words and symbols

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

When only first letter of each word or selected words is used to make up symbol, use all caps:

APPR (Army package power reactor)  
 MAG (Military Advisory Group)  
 MIRV (multiple independently targetable reentry vehicle)  
 SALT (strategic arms limitation talks)  
 STEP (supplemental training and employment program)

Where first letters of prefixes and/or suffixes are utilized as part of established expressions, use all caps:

CPR (cardiopulmonary resuscitation)  
 ESP (extrasensory perception)  
 FLIR (forward-looking infrared)

Where an acronym or abbreviated form is copyrighted or established by law, copy must be followed:

ACTION (agency of Government; not an acronym)  
 MarAd (*Maritime Administration*)  
 NACo (National Association of Counties)  
 MEDLARS (*Medical Literature Analysis and Retrieval System*)

When proper names are used in shortened form any word of which uses more than first letter of each word, use caps and lowercase:

Conrail (Consolidated Rail Corporation)  
 Vepco (Virginia Electric Power Co.)  
 Inco (International Nickel Co.)  
 Aramco (Arabian-American Oil Co.)

In common-noun combinations made up of more than first letter of lowercased words, use lowercase:

loran (*long-range navigation*)  
 sonar (*sound navigation ranging*)  
 secant (*separation control of aircraft by nonsynchronous techniques*)

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

## Terms of measure

9.50. Compass directions are abbreviated as follows:

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

9.51. 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.

9.52. 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.

9.53. Temperature and gravity are expressed in figures. When using the degree mark bump to cap letters, not against figures. Note the following abbreviations and letter symbols:

abs, absolute	API, American Petroleum Institute
Bé, Baumé	Twad, Twaddell
°C, ¹ degree Celsius ²	100 °C
°F, degree Fahrenheit	212 °F ¹
°R, degree Rankine	671.67 °R
K, kelvin	273.15 K
°API	18 °API

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

10 a.m.  
2:30 p.m.

12 m. (noon)  
12 p.m. (midnight)

9.55. The word *o'clock* is not used with abbreviations of time. (See rule 12.9b.)

9.56. Metric unit letter symbols are set lowercase roman unless the unit name has been derived from a proper name, in which case the first letter of the symbol is capitalized (for example Pa for pascal and W for watt). The exception is the letter L for liter. The same form is used for singular and plural. The preferred symbol for *cubic centimeter* is *cm*³; use *cc* only when requested.

A space is used between a figure and a unit symbol except in the case of the symbols for degree, minute, and second of plane angle.

3 m

25 °C

but 33°15'21"

## Prefixes for multiples and submultiples

## Metric units

E	exa (10 ¹⁸ )	d	deci (10 ⁻¹ )	m, meter (for length)
P	peta (10 ¹⁵ )	c	centi (10 ⁻² )	g, gram (for weight or mass)
T	tera (10 ¹² )	m	milli (10 ⁻³ )	L, liter (for capacity)
G	giga (10 ⁹ )	μ	micro (10 ⁻⁶ )	
M	mega (10 ⁶ )	n	nano (10 ⁻⁹ )	
k	kilo (10 ³ )	p	pico (10 ⁻¹² )	
h	hecto (10 ² )	f	femto (10 ⁻¹⁵ )	
da	deka (10)	a	atto (10 ⁻¹⁸ )	

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

² Preferred form (superseding Centigrade) approved by Ninth General Conference on Weights and Measures, October 1948.

Length			Area		Volume	
km	kilometer	km ²	square kilometer	km ³	cubic kilometer	
hm	hectometer	hm ²	square hectometer	hm ³	cubic hectometer	
dam	dekameter	dam ²	square dekameter	dam ³	cubic dekameter	
m	meter	m ²	square meter	m ³	cubic meter	
dm	decimeter	dm ²	square decimeter	dm ³	cubic decimeter	
cm	centimeter	cm ²	square centimeter	cm ³	cubic centimeter	
mm	millimeter	mm ²	square millimeter	mm ³	cubic millimeter	

Weight			Land area		Capacity of containers	
kg	kilogram	ha	hectare	kL	kiloliter	
hg	hectogram	a	are	hL	hectoliter	
dag	dekagram			daL	dekaliter	
g	gram			L	liter	
dg	decigram			dL	deciliter	
cg	centigram			cL	centiliter	
mg	milligram			mL	milliliter	
μg	microgram					

9.57. A similar plan of abbreviation applies to any unit of the metric system.

A	ampere	V	volt	mH	millihenry
VA	voltampere	W	watt	μF	microfarad (one-millionth of a farad)
c	cycle (radio)	kc	kilocycle		
F	farad	kV	kilovolt		
H	henry	kVA	kilovoltampere		
J	joule	kW	kilowatt		
		mF	millifarad		



9.58. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

<i>Length</i>		<i>Area and volume</i>
in, inch		in ² , square inch
ft, foot		in ³ , cubic inch
yd, yard		mi ² , square mile
mi, mile (statute)		ft ³ , 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
d, day	oz, ounce	qt, quart
h, hour	lb, pound	gal, gallon
min, minute	cwt, hundredweight	pk, peck
s, second	dwt, pennyweight	bu, bushel
	ton(s), not abbreviated	bbl, barrel
	but t, metric ton (tonne)	

9.59. 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 12.9b.)

2^m35^h3^m9^s4.5^h

## Money

9.60. The following are some of the abbreviations and symbols used for indicating money:

\$, dol. (dollar)  
c, ct, ¢ (cent, cents)  
LT175 (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. 238.)

## LIST OF STANDARD WORD ABBREVIATIONS

and

## LIST OF LETTER SYMBOLS FOR UNITS OF MEASURE

(Standard word abbreviations, this page; standard letter symbols for units of measure, etc., pp. 150-153.)

## Standard word abbreviations

(For a comprehensive list of standard abbreviations of legal and other Latin phrases, see pp. 414-417; for similar abbreviations in other languages, see section on abbreviations in the language desired, pp. 355-460.)

9.61. If abbreviations are required, use these forms:

- |                                                                                |                                                                 |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------|
| AA, Alcoholics Anonymous                                                       | ASTM, American Society for Testing Materials                    |
| A.B. or B.A., bachelor of arts                                                 | Atl., Atlantic Reporter; A.2d, Atlantic Reporter, second series |
| abbr., abbreviation                                                            | AUS, Army of the United States                                  |
| abs., abstract                                                                 | Ave., avenue                                                    |
| acct., account                                                                 | AWACS, airborne warning and control system                      |
| ACDA, Arms Control and Disarmament Agency                                      | a.w.l., absent with leave                                       |
| ACTH, adrenocorticotrophic hormone                                             | a.w.o.l., absent without official leave                         |
| ACTION (not an acronym, an independent agency)                                 | B.C., before Christ                                             |
| A.D. (anno Domini), in the year of our Lord                                    | BCG (bacillus Calmette-Guérin), antituberculosis vaccine        |
| ADP, automated data processing                                                 | bf., boldface                                                   |
| AEF, American Expeditionary Forces                                             | BGN, Board on ( <i>not</i> of) Geographic Names                 |
| AF, audiofrequency                                                             | BIA, Bureau of Indian Affairs                                   |
| AFB, and similar military symbols (with name), Air Force Base                  | BIS, Bank for International Settlements                         |
| AFL-CIO, American Federation of Labor and Congress of Industrial Organizations | Blatch. Pr. Cas., Blatchford's Prize Cases                      |
| AID, Agency for International Development                                      | Bldg., building                                                 |
| a.k.a., also known as                                                          | B.Lit(t). or Lit(t).B., bachelor of literature                  |
| A.L.R., American Law Reports                                                   | BLM, Bureau of Land Management                                  |
| AM (no periods), amplitude modulation                                          | BLS, Bureau of Labor Statistics                                 |
| A.M. (anno mundi), in the year of the world                                    | Blvd., boulevard                                                |
| A.M. or M.A., master of arts                                                   | b.o., buyer's option                                            |
| a.m. (ante meridiem), before noon                                              | B.S. or B.Sc., bachelor of science                              |
| Am. Repts., American Reports                                                   | ca. (circa), about                                              |
| AMVETS, American Veterans of World War II; Amvet(s) (individual)               | ca, centiare                                                    |
| antilog (no period), antilogarithm                                             | CAB, Civil Aeronautics Board                                    |
| A1 (rating)                                                                    | CACM, Central American Common Market                            |
| AOA, Administration on Aging                                                   | c. and s.c., caps and small caps                                |
| API, American Petroleum Institute                                              | CAP, Civil Air Patrol                                           |
| APO (no periods), Army post office                                             | CARE, Cooperative for American Remittances to Everywhere, Inc.  |
| App. D.C., District of Columbia Appeal Cases                                   | c.b.d., cash before delivery                                    |
| App. Div., Appellate Division                                                  | C.C.A., Circuit Court of Appeals                                |
| APPR, Army package power reactor                                               | CCC, Commodity Credit Corporation                               |
| approx., approximately                                                         | C.Cls., Court of Claims                                         |
| ARC, American Red Cross                                                        | C.Cls.R., Court of Claims Reports                               |
| ARS, Agricultural Research Service                                             | C.C.P.A., Court of Customs and Patents Appeals                  |
| ASCS, Agricultural Stabilization and Conservation Service                      | CCR, Commission on Civil Rights                                 |
| ASME, American Society of Mechanical Engineers                                 | CDC, Centers for Disease Control                                |
| A.S.N., Army service number                                                    | CEA, Council of Economic Advisers                               |
|                                                                                | Cento, Central Treaty Organization                              |
|                                                                                | cf. (confer), compare, or see                                   |

- CFR, Code of Federal Regulations  
 CFR Supp., Code of Federal Regulations Supplement  
 CHAMPUS, Civilian Health and Medical Program of the Uniformed Services  
 CIA, Central Intelligence Agency  
 CIC, Counterintelligence Corps  
 C.J. (corpus juris), body of law; Chief Justice  
 CLC, Cost of Living Council  
 CO, commanding officer  
 Co., company (commercial)  
 c.o.d., cash on delivery  
 COLA, cost-of-living adjustment  
 Comp. Dec., Comptroller's Decisions (Treasury)  
 Comp. Gen., Comptroller General Decisions  
 Comsat, communication satellite  
 con., continued  
 conelrad, control of electromagnetic radiation (civil defense)  
 Conrail, Consolidated Rail Corporation  
 Conus, continental United States  
 Corp., corporation (commercial)  
 cos (no period), cosine  
 cosh (no period), hyperbolic cosine  
 cot (no period), cotangent  
 coth (no period), hyperbolic cotangent  
 c.p., chemically pure  
 C.P.A., certified public accountant  
 CPI, Consumer Price Index  
 CPR, cardiopulmonary resuscitation  
 cr., credit; creditor  
 csc (no period), cosecant  
 csch (no period), hyperbolic cosecant  
 Ct., court  
 Dall., Dallas (U.S. Supreme Court Reports)  
 DAR, Daughters of the American Revolution  
 DAR, defense acquisition regulation  
 d.b.a., doing business as  
 d.b.h., diameter at breast height  
 D.D., doctor of divinity  
 D.D.S., doctor of dental surgery  
 DDT, dichlorodiphenyltrichloroethane  
 DEW, distant early warning (DEW line)  
 Dist. Ct., District Court  
 D.Lit(t). or Lit(t).D., doctor of literature  
 do. (ditto), the same  
 DNC, Domestic Names Committee (BGN)  
 DOD, Department of Defense  
 DOT, Department of Transportation  
 DP (no periods), displaced person  
 D.P.H., doctor of public health  
 D.P.Hy., doctor of public hygiene  
 dr., debit; debtor  
 Dr., doctor; drive  
 D.V.M., doctor of veterinary medicine  
 E., east  
 EEC, European Economic Community (Common Market)  
 EEOC, Equal Employment Opportunity Commission  
 EFTA, European Free Trade Association  
 EFTS, electronic funds transfer system  
 e.g. (exempli gratia), for example  
 EHF, extremely high frequency  
 8°, octavo  
 emcee, master of ceremony  
 e.o.m., end of month  
 EOP, Executive Office of the President  
 EPA, Environmental Protection Agency  
 ERP, European Recovery Program  
 et al. (et alii), and others  
 et seq. (et sequentia), and the following  
 etc. (et cetera), and so forth  
 Euratom, European Atomic Energy Community  
 Eurodollars, U.S. dollars used to finance foreign trade  
 Euromarket, European Common Market (European Economic Community)  
 Ex. Doc. (with letter), executive document  
 f., ff., and following page (pages)  
 FAA, Federal Aviation Administration  
 FAO, Food and Agriculture Organization  
 f.a.s., free alongside ship  
 FAS, Foreign Agricultural Service  
 FBI, Federal Bureau of Investigation  
 FCA, Farm Credit Administration  
 FCC, Federal Communications Commission  
 FCIC, Federal Crop Insurance Corporation  
 FCSC, Foreign Claims Settlement Commission  
 FDA, Food and Drug Administration  
 FDIC, Federal Deposit Insurance Corporation  
 Fed., Federal Reporter; F.2d, Federal Reporter, second series  
 FEOF, Foreign Exchange Operations Fund  
 FHA, Federal Housing Administration  
 FmHA, Farmers Home Administration  
 FHLBB, Federal Home Loan Bank Board  
 FHWA, Federal Highway Administration  
 FICA, Federal Insurance Contributions Act  
 FIPS, Federal Information Processing Standards  
 FLSA, Fair Labor Standards Act  
 FM, frequency modulation  
 FMC, Federal Maritime Commission  
 FMCS, Federal Mediation and Conciliation Service  
 FNMA, Federal National Mortgage Association (Fannie Mae)  
 FNS, Food and Nutrition Service  
 f°, folio  
 f.o.b., free on board  
 4°, quarto  
 FPC, Federal Power Commission  
 FPO (no periods), fleet post office  
 FR, Federal Register (publication)  
 FRG, Federal Republic of Germany  
 FRS, Federal Reserve System



- FS, Forest Service  
 FSLIC, Federal Savings and Loan Insurance Corporation  
 FSS, Federal Supply Service  
 F.Supp., Federal Supplement  
 FTC, Federal Trade Commission  
 FWS, Fish and Wildlife Service  
 GAO, General Accounting Office  
 GATT, General Agreement of Tariffs and Trade  
 GDR, German Democratic Republic  
 GI, general issue; Government issue  
 G.M.&S., general, medical, and surgical  
 GNMA, Government National Mortgage Association (Ginnie Mae)  
 GNP, gross national product  
 Gov., governor  
 GPO, Government Printing Office  
 gr. wt., gross weight  
 GS, Geological Survey  
 GSA, General Services Administration  
 H.C., House of Commons  
 H. Con. Res. (with number), House concurrent resolution  
 H. Doc. (with number), House document  
 HE (no periods), high explosive  
 HF (no periods), high frequency  
 HHS, Health and Human Resources (Department of)  
 H.J. Res. (with number), House joint resolution  
 H.L., House of Lords  
 How., Howard (U.S. Supreme Court Reports)  
 H.R. (with number), House bill  
 H. Rept. (with number), House report  
 H. Res. (with number), House resolution  
 HUD, Housing and Urban Development  
 IADB, Inter-American Defense Board  
 IAEA, International Atomic Energy Agency  
 ibid. (ibidem), in the same place  
 ICBM, intercontinental ballistic missile  
 ICC, Interstate Commerce Commission  
 id. (idem), the same  
 IDA, International Development Association  
 i.e. (id est), that is  
 IF (no periods), intermediate frequency  
 IFC, International Finance Corporation  
 IMCO, Intergovernmental Maritime Consultative Organization  
 IMF, International Monetary Fund Inc., incorporated  
 INS, Immigration and Naturalization Service  
 Insp. Gen., Inspector General  
 Interpol, International Criminal Police Organization  
 IOU, I owe you  
 IQ, intelligence quotient  
 IRBM, intermediate range ballistic missile  
 IRE, Institute of Radio Engineers  
 IRO, International Refugee Organization  
 IRS, Internal Revenue Service  
 ITO, International Trade Organization  
 ITU, International Telecommunication Union; International Typographical Union  
 JAG, Judge Advocate General  
 jato, jet-assisted takeoff  
 J.D. (jurum doctor), doctor of laws  
 JOBS, Job Opportunities in the Business Sector  
 Jr., junior  
 Judge Adv. Gen., Judge Advocate General  
 LAFTA, Latin American Free Trade Association  
 lat., latitude  
 LC, Library of Congress  
 lc., lowercase  
 L.Ed., Lawyer's edition (U.S. Supreme Court Reports)  
 liq., liquid  
 lf., lightface  
 LF, low frequency  
 LL.B., bachelor of laws  
 LL.D., doctor of laws  
 loc. cit. (loco citato), in the place cited  
 log (no period), logarithm  
 long., longitude  
 loran (no periods), long-range navigation  
 lox (no periods), liquid oxygen  
 LPG, liquefied petroleum gas  
 Ltd., limited  
 Lt. Gov., lieutenant governor  
 M, money supply:  
      $M_1$ ;  $M_1B$ ;  $M_2$   
 M., monsieur; MM., messieurs  
 m. (meridies), noon  
 M, more  
 MA (see MarAd)  
 MAC, Military Airlift Command  
 MAG, Military Advisory Group  
 MarAd, Maritime Administration  
 MC, Member of Congress (emcee, master of ceremonies)  
 M.D., doctor of medicine  
 MDAP, Mutual Defense Assistance Program  
 MediCal, Medicaid California  
 memo, memorandum  
 MF, medium frequency  
 MFN, most favored nation  
 MIA, missing in action (plural, MIA's)  
 Misc. Doc. (with number), miscellaneous document  
 Mlle., mademoiselle  
 Mme., madam  
 Mmes., mesdames  
 mo., month  
 MOS, military occupational specialty  
 M.P., Member of Parliament  
 MP, military police  
 Mr., mister (plural, Messrs.)  
 Mrs., mistress  
 Ms., coined feminine title (plural, Mses.)  
 M.S., master of science  
 MS., MSS., manuscript, manuscripts  
 MSC, Military Sealift Command  
 Msgr., monsignor  
 m.s.l., mean sea level



- MTN, multilateral trade negotiations  
 N., north  
 NA., not available; not applicable  
 NAC., National Association of Counties  
 NAS, National Academy of Science  
 NASA, National Aeronautics and Space Administration  
 NATO, North Atlantic Treaty Organization  
 NBS, National Bureau of Standards  
 NCUA, National Credit Union Administration  
 NE., northeast  
 n.e.c., not elsewhere classified  
 n.e.s., not elsewhere specified  
 net wt., net weight  
 N.F., National Formulary  
 NFAH, National Foundation on the Arts and the Humanities  
 NIH, National Institutes of Health  
 n.l., natural log or logarithm  
 NLRB, National Labor Relations Board  
 No., Nos., number, numbers  
 NOAA, National Oceanic and Atmospheric Administration  
 n.o.i.b.n., not otherwise indexed by name  
 n.o.p., not otherwise provided (for)  
 n.o.s., not otherwise specified  
 NOS, National Ocean Service (formerly National Ocean Survey)  
 NOVS, National Office of Vital Statistics  
 NPS, National Park Service  
 NRC, Nuclear Regulatory Commission  
 NS, nuclear ship  
 NSA, National Shipping Authority  
 NSC, National Security Council  
 NSF, National Science Foundation  
 n.s.k., not specified by kind  
 n.s.p.f., not specifically provided for  
 NW., northwest  
 OAS, Organization of American States  
 OASDHI, Old-Age, Survivors, Disability, and Health Insurance Program  
 OASI, Old-Age and Survivors Insurance  
 OCD, Office of Civil Defense  
 OD, officer of the day  
 OD, overdose; OD'd, overdosed  
 O.D., doctor of optometry  
 OECD, Organization for Economic Cooperation and Development  
 OK, OK'd OK'ing, OK's  
 OMB, Office of Management and Budget  
 Op. Atty. Gen., Opinions of the Attorney General  
 op. cit. (opere citato), in the work cited  
 OPEC, Organization of Petroleum Exporting Countries  
 OSD, Office of the Secretary of Defense  
 OTC, Organization for Trade Cooperation  
 PA, public address system  
 Pac., Pacific Reporter; P.2d, Pacific Reporter, second series  
 PAC, political action committee (plural, PAC's)  
 Passed Asst. Surg., passed assistant surgeon  
 PBS, Public Building Service  
 Pet., Peters (U.S. Supreme Court Reports)  
 Ph, phenyl  
 Phar.D., doctor of pharmacy  
 Ph.B. or B.Ph, bachelor of philosophy  
 Ph.D., or D.Ph., doctor of philosophy  
 Ph.G., graduate in pharmacy  
 PHS, Public Health Service  
 PIN, personal identification number  
 Pl., place  
 p.m. (post meridiem), afternoon  
 P.O. Box (with number); *but* post office box (in general sense)  
 POW, prisoner of war (plural, POW's)  
 Private Res. (with number), private resolution  
 Prof., professor  
 pro tem (pro tempore), temporarily  
 P.S. (post scriptum), postscript; public school (with number)  
 PTA, parent-teachers' association  
 Public Res. (with number), public resolution  
 PX, post exchange  
 QT, on the quiet  
 racon, radar beacon  
 radar, radio detection and ranging  
 RAM, random access memory  
 Rand Corp. (research and development)  
 R&D, research and development  
 rato, rocket-assisted takeoff  
 Rd., road  
 RDT&E, research, development, testing, and evaluation  
 REA, Rural Electrification Administration  
 Rev., reverend  
 Rev. Stat., Revised Statutes  
 RF, radiofrequency  
 R.F.D., rural free delivery  
 Rh, Rhesus (blood factor)  
 RIF, reduction(s) in force; RIF'd, RIF'ing, RIF's  
 R.N., registered nurse  
 ROTC, Reserve Officers' Training Corps  
 RR., railroad  
 RRB, Railroad Retirement Board  
 Rt. Rev., right reverend  
 Ry., railway  
 S, south; Senate bill (with number)  
 SAC, Strategic Air Command  
 SAE, Society of Automotive Engineers  
 S&L's, savings and loan(s)  
 SALT, strategic arms limitation talks  
 SAR, Sons of the American Revolution  
 SBA, Small Business Administration  
 sc. (scilicet), namely (see also ss)  
 s.c., small caps  
 S. Con. Res. (with number), Senate concurrent resolution  
 s.d. (sine die), without date  
 S. Doc. (with number), Senate document  
 SE., southeast

- SEATO, Southeast Asia Treaty Organization  
 SEC, Securities and Exchange Commission  
 sec, secant  
 sech, hyperbolic secant  
 2d, 3d, second, third  
 SHF, superhigh frequency  
 shoran, short range (radio)  
 SI, Systeme International d' Unités  
 sic, thus  
 sin, sine  
 sinn, hyperbolic sine  
 S.J. Res. (with number), Senate joint resolution  
 sonar (no period), sound, navigation, and ranging  
 SOP, standard operating procedure  
 SOS, wireless distress signal  
 SP, shore patrol  
 SPAR, Coast Guard Women's Reserve (semper paratus—always ready)  
 sp. gr., specific gravity  
 Sq., square (street)  
 Sr., senior  
 S. Rept. (with number), Senate report  
 S. Res. (with number), Senate resolution  
 SS, steamship  
 ss (scilicet), namely (in law) (see also sc.)  
 SSA, Social Security Administration  
 SSS, Selective Service System  
 St., Ste., SS., Saint, Sainte, Saints  
 St., street  
 Stat., Statutes at Large  
 STP, standard temperature and pressure  
 Sup. Ct., Supreme Court Reporter  
 Supp. Rev. Stat., Supplement to the Revised Statutes  
 Supt., superintendent  
 Surg., surgeon  
 Surg. Gen., Surgeon General  
 SW., southwest  
 S.W.2d, Southwestern Reporter, second series  
 SWAT, special weapons and tactics (team)  
 T., Tps., township, townships  
 tan, tangent  
 tann, hyperbolic tangent  
 TB, tuberculosis  
 T.D., Treasury Decisions  
 Ter., terrace  
 t.m., true mean  
 TNT, trinitrotoluol  
 TV, television  
 TVA, Tennessee Valley Authority  
 2,4-D (insecticide)  
 uc., uppercase  
 UHF, ultrahigh frequency  
 UMTA, Urban Mass Transportation Administration  
 U.N., United Nations  
 Unesco, United Nations Educational, Scientific, and Cultural Organization (copyrighted form)  
 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  
 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  
 USDA, U.S. Department of Agriculture  
 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 Pharmacopeia  
 USPS, U.S. Postal Service  
 U.S.S., U.S. Senate; U.S. ship  
 U.S.S.R., Union of Soviet Socialist Republics  
 v. or vs. (versus), against  
 VA, Veterans' Administration  
 VAT, value added tax  
 VCR, video cassette recorder  
 VHF, very high frequency  
 VIP, very important person  
 viz (videlicet), namely  
 VLF, very low frequency  
 VTR, video tape recording  
 W., west  
 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)  
 WAVES, women accepted for volunteer emergency service; a Wave  
 wf, wrong font  
 Wheat., Wheaton (U.S. Supreme Court Reports)  
 WHO, World Health Organization  
 WMAL, WRC, etc., radio stations  
 w.o.p., without pay  
 Yale L.J., Yale Law Journal  
 ZIP Code, Zone Improvement Plan Code (Postal Service)  
 ZIP +4, 9-digit ZIP Code

**Standard letter symbols for units of measure** (Note: The same form is used for singular and plural senses.)

A, ampere  
 Å, angstrom  
 a, are  
 a, atto (prefix, one-quintillionth)

aA, attoampere  
 abs, absolute (temperature and gravity)  
 ac, alternating current  
 AF, audiofrequency

Ah, ampere-hour	dm, decimeter
A/m, ampere per meter	dm ² , square decimeter
AM, amplitude modulation	dm ³ , cubic decimeter
asb, apostilb	dol, dollar
At, ampere-turn	doz, dozen
at, atmosphere, technical	dr, dram
atm, atmosphere (infrequently, As)	dwt, deadweight tons
at wt, atomic weight	dwt, pennyweight
au, astronomical units	dyn, dyne
avdp, avoirdupois	EHF, extremely high frequency
b, barn	emf, electromotive force
B, bel	emu, electromagnetic unit
b, bit	erg, erg
bbl, barrel	esu, electrostatic unit
bbl/d, barrel per day	eV, electronvolt
Bd, baud	°F, degree Fahrenheit
bd. ft., board foot (obsolete); use fbm	F, farad
Bé, Baumé	f, femto (prefix, one-quadrillionth)
Bev (obsolete); see GeV	F, fermi (obsolete); use fm, femtometer
Bhn, Brinell hardness number	fbm, board foot; board foot measure
bhp, brake horsepower	fc, footcandle
bm, board measure	fL, footlambert
bp, boiling point	fm, femtometer
Btu, British thermal unit	FM, frequency modulation
bu, bushel	ft, foot
c, ¢, ct; cent(s)	ft ² , square foot
c, centi (prefix, one-hundredth)	ft ³ , cubic foot
C, coulomb	ftH ₂ O, conventional foot of water
c, cycle (radio)	ft·lb, foot-pound
°C, degree Celsius	ft·lbf, foot pound-force
cal, calorie (also: cal _{IT} , International Table; cal _{th} , thermochemical)	ft/min, foot per minute
cc. (obsolete), use cm ³	ft ² /min, square foot per minute
cd, candela (candle obsolete)	ft ³ /min, cubic foot per minute
cd/in ² , candela per square inch	ft-pdl, foot poundal
cd/m ² , candela per square meter	ft/s, foot per second
c.f.m. (obsolete), use ft ³ /min	ft ² /s, square foot per second
c.f.s. (obsolete), use ft ³ /s	ft ³ /s, cubic foot per second
cg, centigram	ft/s ² , foot per second squared
c·h, candela-hour	ft/s ³ , foot per second cubed
Ci, curie	G, gauss
cL, centiliter	G, giga (prefix, 1 billion)
cm, centimeter	g, gram; acceleration of gravity
c/m, cycles per minute	Gal, gal cm/s ²
cm ² , square centimeter	gal, gallon
cm ³ , cubic centimeter	gal/min, gallons per minute
cmil, circular mil	gal/s, gallons per second
cp, candlepower	Gb, gilbert
cP, centipoise	g/cm ³ , gram per cubic centimeter
cSt, centistokes	GeV, gigaelectronvolt
cu ft (obsolete) use ft ³	GHz, gigahertz (gigacycle per second)
cu in (obsolete) use in ³	gr, grain; gross
cwt, hundredweight	h, hecto (prefix, 100)
D, darcy	H, henry
d, day	h, hour
d, deci (prefix, one-tenth)	ha, hectare
d, pence	HF, high frequency
da, deka (prefix, 10)	hg, hectogram
dag, dekagram	hL, hectoliter
daL, dekaliter	hm, hectometer
dam, dekameter	hm ² , square hectometer
dam ² , square dekameter	hm ³ , cubic hectometer
dam ³ , cubic dekameter	hp, horsepower
dB, decibel	hph, horsepower-hour
dBu, decibel unit	Hz, hertz (cycles per second)
dc, direct current	id, inside diameter
dg, decigram	ihp, indicated horsepower
dL, deciliter	in, inch



- $\text{in}^2$ , square inch  
 $\text{in}^3$ , cubic inch  
 $\text{in/h}$ , inch per hour  
 $\text{inH}_2\text{O}$ , conventional inch of water  
 $\text{inHg}$ , conventional inch of mercury  
 $\text{in-lb}$ , inch-pound  
 $\text{in/s}$ , inch per second  
 $\text{J}$ , joule  
 $\text{J/K}$ , joule per kelvin  
 $\text{K}$ , kayser  
 $\text{K}$ , kelvin (degree symbol improper)  
 $\text{k}$ , kilo (prefix, 1,000)  
 $\text{k}$ , thousand ( $7\text{k}=7,000$ )  
 $\text{kc}$ , kilocycle; see also  $\text{kHz}$  (kilohertz), kilocycles per second  
 $\text{kcal}$ , kilocalory  
 $\text{keV}$ , kiloelectronvolt  
 $\text{kG}$ , kilogauss  
 $\text{kg}$ , kilogram  
 $\text{kgf}$ , kilogram-force  
 $\text{kHz}$ , kilohertz (kilocycles per second)  
 $\text{kL}$ , kiloliter  
 $\text{klbf}$ , kilopound-force  
 $\text{km}$ , kilometer  
 $\text{km}^2$ , square kilometer  
 $\text{km}^3$ , cubic kilometer  
 $\text{km/h}$ , kilometer per hour  
 $\text{kn}$ , knot (speed)  
 $\text{k}\Omega$ , kilohm  
 $\text{kt}$ , kiloton; carat  
 $\text{kV}$ , kilovolt  
 $\text{kVA}$ , kilovoltampere  
 $\text{kvar}$ , kilovar  
 $\text{kW}$ , kilowatt  
 $\text{kWh}$ , kilowatthour  
 $\text{L}$ , lambert  
 $\text{L}$ , liter  
 $\text{lb}$ , pound  
 $\text{lb ap}$ , apothecary pound  
 $\text{lb, avdp}$ , avoirdupois pound  
 $\text{lb}_f$ , pound-force  
 $\text{lb}_f/\text{ft}$ , pound-force foot  
 $\text{lb}_f/\text{ft}^2$ , pound-force per square foot  
 $\text{lb}_f/\text{ft}^3$ , pound-force per cubic foot  
 $\text{lb}_f/\text{in}^2$ , pound-force per square inch  
 $\text{lb/ft}$ , pound per foot  
 $\text{lb/ft}^2$ , pound per square foot  
 $\text{lb/ft}^3$ , pound per cubic foot  
 $\text{lct}$ , long calcined ton  
 $\text{ldt}$ , long dry ton  
 $\text{LF}$ , low frequency  
 $\text{lin ft}$ , linear foot  
 $\text{l/m}$ , lines per minute  
 $\text{lm}$ , lumen  
 $\text{lm/ft}^2$ , lumen per square foot  
 $\text{lm/m}^2$ , lumen per square meter  
 $\text{lm}\cdot\text{s}$ , lumen second  
 $\text{lm/W}$ , lumen per watt  
 $\text{l/s}$ , lines per second  
 $\text{L/s}$ , liter per second  
 $\text{lx}$ , lux  
 $\text{M}$ , mega (prefix, 1 million)  
 $\text{M}$ , million ( $3\text{M}=3$  million)  
 $\text{m}$ , meter  
 $\text{m}$ , milli (prefix, one-thousandth)  
 $\text{M}_1$ , monetary aggregate  
 $\text{m}^3$ , cubic meter  
 $\text{m}^2$ , square meter  
 $\mu$ , micro (prefix, one-millionth)  
 $\mu$ , micron (name micron obsolete); use  $\mu\text{m}$ , micrometer  
 $\text{mA}$ , milliamper  
 $\mu\text{A}$ , microampere  
 $\text{mbar}$ , millibar  
 $\mu\text{bar}$ , microbar  
 $\text{Mc}$ , megacycle; see also  $\text{MHz}$  (megahertz), megacycles per second  
 $\text{mc}$ , millicycle; see also  $\text{mHz}$  (millihertz), millicycles per second  
 $\text{mcg}$ , microgram (obsolete, use  $\mu\text{g}$ )  
 $\text{mD}$ , millidarcy  
 $\text{meq}$ , milliequivalent  
 $\text{MeV}$ , megaelectronvolts  
 $\text{mF}$ , millifarad  
 $\mu\text{F}$ , microfarad  
 $\text{mG}$ , milligauss  
 $\text{mg}$ , milligram  
 $\mu\text{g}$ , microgram  
 $\text{Mgal/d}$ , million gallons per day  
 $\text{mH}$ , millihenry  
 $\mu\text{H}$ , microhenry  
 $\text{mho}$ , mho (obsolete, use  $\text{S}$ , siemens)  
 $\text{MHz}$ , megahertz  
 $\text{mHz}$ , millihertz  
 $\text{mi}$ , mile (statute)  
 $\text{mi}^2$ , square mile  
 $\text{mi/gal}$ , mile(s) per gallon  
 $\text{mi/h}$ , mile per hour  
 $\text{mil}$ , mil  
 $\text{min}$ , minute (time)  
 $\mu\text{in}$ , microinch  
 $\text{mL}$ , milliliter  
 $\text{mm}$ , millimeter  
 $\text{mm}^2$ , square millimeter  
 $\text{mm}^3$ , cubic millimeter  
 $\text{m}\mu$  (obsolete); see  $\text{nm}$ , nanometer  
 $\mu\text{m}$ , micrometer  
 $\mu\text{m}^2$ , square micrometer  
 $\mu\text{m}^3$ , cubic micrometer  
 $\mu\mu$ , micromicron (use of compound prefixes obsolete; use  $\text{pm}$ , picometer)  
 $\mu\mu\text{f}$ , micromicrofarad (use of compound prefixes obsolete; use  $\text{pF}$ )  
 $\text{mmHg}$ , conventional millimeter of mercury  
 $\mu\text{mho}$ , micromho (obsolete, use  $\mu\text{S}$ , microsiemens)  
 $\text{M}\Omega$ , megohm  
 $\text{mo}$ , month  
 $\text{mol}$ , mole (unit of substance)  
 $\text{mol wt}$ , molecular weight  
 $\text{mp}$ , melting point  
 $\text{ms}$ , millisecond  
 $\mu\text{s}$ , microsecond  
 $\text{Mt}$ , megaton  
 $\text{mV}$ , millivolt  
 $\mu\text{V}$ , microvolt  
 $\text{MW}$ , megawatt  
 $\text{mW}$ , milliwatt  
 $\mu\text{W}$ , microwatt  
 $\text{MWd/t}$ , megawatt-days per ton  
 $\text{Mx}$ , maxwell  
 $\text{n}$ , nano (prefix, one-billionth)  
 $\text{N}$ , newton  
 $\text{nA}$ , nanoampere



nF, nanofarad	s, shilling
nm, nanometer (millimicron, obsolete)	S, siemens
N-m, newton meter	sb, stilb
$N/m^2$ , newton per square meter	scp, spherical candlepower
nmi, nautical mile	s·ft, second-foot
Np, neper	shp, shaft horsepower
ns, nanosecond	slug, slug
$N\cdot s/m^2$ , newton second per square meter	sr, steradian
nt, nit	sSf, standard saybolt fural
od, outside diameter	sSu, standard saybolt universal
Oe, oersted (use of A/m, amperes per meter, preferred)	stdft ³ , standard cubic foot (feet)
oz, ounce (avoirdupois)	Sus, saybolt universal second(s)
p, pico (prefix, one-trillionth)	T, tera (prefix, 1 trillion)
P, poise	Tft ³ , trillion cubic feet
Pa, pascal	T, tesla
pA, picoampere	t, tonne (metric ton)
pct, percent	tbsp, tablespoonful
pdl, poundal	thm, therm
pF, picofarad (micromicrofarad, obsolete)	ton, ton
pF, water-holding energy	tsp, teaspoonful
pH, hydrogen-ion concentration	Twad, twaddell
ph, phot; phase	u, (unified) atomic mass unit
pk, peck,	UHF, ultrahigh frequency
p/m, parts per million	V, volt
ps, picosecond	VA, voltampere
pt, pint	var, var
pW, picowatt	VHF, very high frequency
qt, quart	V/m, volt per meter
quad, quadrillion ( $10^{15}$ )	W, watt
°R, rankine	Wb, weber
°R, roentgen	Wh, watthour
R, degree rankine	W/(m·K), watt per meter kelvin
R, degree reamur	W/sr, watt per steradian
rad, radian	W/(sr·m ² ), watt per steradian square meter
rd, rad	x, unknown quantity
rem, roentgen equivalent man	yd, yard
r/min, revolutions per minute	yd ² , square yard
rms, root mean square	yd ³ , cubic yard
r/s, revolutions per second	yr, year
s, second (time)	

## NOTES

## 10. SIGNS AND SYMBOLS

10.1. 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.

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

10.3. 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-vii+1-288 pages  
The equation  $A+B$   
The result is  $4\times 4$

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

### Symbols with figures

10.4. In technical publications the degree mark is used in lieu of the word *degree* following a figure denoting measurement.

10.5. Following a figure the percent symbol is used in areas where space will not allow the word *percent* to be used. The spelled form is preferred.

In that period the price rose 12, 15, and 19 percent.

10.6. Any symbol that is set close up to figures, such as the dollar mark or cent mark, is used before or after each figure in a group or series.

45 to 65 °F., not 45° to 65° F.  
\$5 to \$8 price range  
5'-7' long, not 5-7' long

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

### Letter symbols

10.7. Letter symbols are set in italic (see rule 10.8) or in roman (see rule 9.56) without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning.

Signs and  
Symbols

### Equations

10.8. 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.

10.9. If an equation or a mathematical expression needs to be divided, break before  $+$ ,  $-$ ,  $=$ , etc. However, the equal sign is to clear on left of other beginning mathematical signs.

10.10. 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.

10.11. 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.

10.12. Two or more equations in series are aligned on the equal signs and centered on the longest equation in the group.

10.13. Connecting words of explanation, such as *hence*, *therefore*, and *similarly*, are set flush left either on the same line with the equation or on a separate line.

10.14. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

10.15. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are aligned on left.

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

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

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

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

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

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



## Chemical symbols

10.16. The names and symbols listed below are approved by the International Union of Pure and Applied Chemistry. (See rule 6.44.)

Element	Sym- bol	Atomic num- ber ¹	Atomic weight	Element	Sym- bol	Atomic num- ber ¹	Atomic weight
Actinium .....	Ac	89	227.0278	Molybdenum .....	Mo	42	95.94
Aluminium .....	Al	13	26.98154	Neodymium .....	Nd	60	144.24
Americium .....	Am	95	(243)	Neon .....	Ne	10	20.179
Antimony .....	Sb	51	121.75	Neptunium .....	Np	93	237.0482
(Stibium).							
Argon .....	Ar	18	39.948	Nickel .....	Ni	28	58.69
Arsenic .....	As	33	74.9216	Niobium .....	Nb	41	92.9064
Astatine .....	At	85	(210)	Nitrogen .....	N	7	14.0067
Barium .....	Ba	56	137.33	Nobelium .....	No	102	(259)
Berkelium .....	Bk	97	(247)	Osmium .....	Os	76	190.2
Beryllium .....	Be	4	9.01218	Oxygen .....	O	8	15.9994
Bismuth .....	Bi	83	208.9804	Palladium .....	Pd	46	106.42
Boron .....	B	5	10.81	Phosphorus .....	P	15	30.97376
Bromine .....	Br	35	79.904	Platinum .....	Pt	78	195.08
Cadmium .....	Cd	48	112.41	Plutonium .....	Pu	94	(244)
Caesium .....	Cs	55	132.9054	Polonium .....	Po	84	(209)
Calcium .....	Ca	20	40.08	Potassium .....	K	19	39.0983
				(Kalium).			
Californium .....	Cf	98	(251)	Praseodymium .....	Pr	59	140.9077
Carbon .....	C	6	12.011	Promethium .....	Pm	61	(145)
Cerium .....	Ce	58	140.12	Protactinium .....	Pa	91	231.0359
Chlorine .....	Cl	17	35.453	Radium .....	Ra	88	226.0254
Chromium .....	Cr	24	51.996	Radon .....	Rn	86	(222)
Cobalt .....	Co	27	58.9332	Rhenium .....	Re	75	186.207
Copper .....	Cu	29	63.546	Rhodium .....	Rh	45	102.9055
Curium .....	Cm	96	(247)	Rubidium .....	Rb	37	85.4678
Dysprosium .....	Dy	66	162.50	Ruthenium .....	Ru	44	101.07
Einsteinium .....	Es	99	(252)	Samarium .....	Sm	62	150.36
Erbium .....	Er	68	167.26	Scandium .....	Sc	21	44.9559
Europium .....	Eu	63	151.96	Selenium .....	Se	34	78.96
Fermium .....	Fm	100	(257)	Silicon .....	Si	14	28.0855
Fluorine .....	F	9	18.998403	Silver .....	Ag	47	107.8682
Francium .....	Fr	87	(223)	Sodium .....	Na	11	22.98977
				(Natrium).			
Gadolinium .....	Gd	64	157.25	Strontium .....	Sr	38	87.62
Gallium .....	Ga	31	69.72	Sulfur .....	S	16	32.06
Germanium .....	Ge	32	72.59	Tantalum .....	Ta	73	180.9479
Gold .....	Au	79	196.9665	Technetium .....	Tc	43	(98)
Hafnium .....	Hf	72	178.49	Tellurium .....	Te	52	127.60
Helium .....	He	2	4.00260	Terbium .....	Tb	65	158.9254
Holmium .....	Ho	67	164.9304	Thallium .....	Tl	81	204.383
Hydrogen .....	H	1	1.00794	Thorium .....	Th	90	232.0381
Indium .....	In	49	114.82	Thulium .....	Tm	69	168.9342
Iodine .....	I	53	126.9045	Tin .....	Sn	50	118.69
Iridium .....	Ir	77	192.22	Titanium .....	Ti	22	47.88
Iron .....	Fe	26	55.847	Tungsten .....	W	74	183.85
				(Wolfram).			
Krypton .....	Kr	36	83.80	(Unnilhexium) .....	(Unh)	106	(263)
Lanthanum .....	La	57	138.9055	(Unnilpentium) .....	(Unp)	105	(262)
Lawrencium .....	Lr	103	(260)	(Unnilquadium) .....	(Unq)	104	(261)
Lead .....	Pb	82	207.2	Uranium .....	U	92	238.0289
Lithium .....	Li	3	6.941	Vanadium .....	V	23	50.9415
Lutetium .....	Lu	71	174.967	Xenon .....	Xe	54	131.29
Magnesium .....	Mg	12	24.305	Ytterbium .....	Yb	70	173.04
Manganese .....	Mn	25	54.9380	Yttrium .....	Y	39	88.9059
Mendelveium .....	Md	101	(258)	Zinc .....	Zn	30	65.38
Mercury .....	Hg	80	200.59	Zirconium .....	Zr	40	91.22

¹ The atomic weights of many elements are not invariant but depend on the origin and treatment of the material. The values of atomic weight given here apply to elements as they exist naturally on Earth and to certain artificial elements. Values in parentheses are used for radioactive elements whose atomic weights cannot be quoted precisely without knowledge of the origin of the elements. The value given is the atomic mass number of the isotope of that element of longest known half life.

## Standardized symbols

10.17. 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

10.18. This list contains some signs and symbols frequently used in printing. The forms and style of many symbols vary with the method of reproduction employed by the printer.

10.19. It is important that editors and writers clearly identify signs and symbols when they appear within a manuscript.

### ACCENTS

- ˊ acute
- ˘ breve
- ˜ cedilla
- ˆ circumflex
- ¨ dieresis
- ˋ grave
- ˉ macron
- ˜ tilde

- ⊙ dot in triangle in circle
- ⊕ cross in circle
- © copyright
- ① Ceres
- ② Pallas
- ③ Juno
- ④ Vesta

- ⦿ (184 N)
- ↔ key
- ⦿ (206 N)
- ¶ paragraph

### ARROWS

- direction
- ↖ direction
- ↗ direction
- ↘ direction
- ↙ direction
- ↔ bold arrow
- ↔ open arrow
- ⇌ reversible reaction

### BULLETS

- solid circle; bullet
- bold center dot
- movable accent

### CHEMICAL

- ‰ salinity
- ℥ minim
- ⚗ exchange
- ↑ gas

### CIRCLED SYMBOLS

- ⊙ angle in circle
- ⊕ circle with parallel rule
- ⊙ triangle in circle
- ⊙ dot in circle

### CODE

- No. 1 6 pt. code dot
- No. 2 8 pt. code dot
- No. 3 10 pt. code dot
- No. 4 8 pt. code dot
- No. 4 10 pt. code dot
- No. 1 6 pt. code dash
- No. 2 8 pt. code dash
- No. 3 10 pt. code dash
- No. 4 8 pt. code dash
- No. 4 10 pt. code dash

### COMPASS

- ° degree
- ◊ degree with period
- ′ minute
- ′ minute with period
- ″ second
- ″ second with period
- ˘ canceled second

### DECORATIVE

- ⊕ bold cross
- ⊕ cross patte
- ⊕ cross patte
- ⊕ cross patte

### ELECTRICAL

- ℜ reluctance
- ↔ reaction goes both right and left
- ↑ reaction goes both up and down
- ↑ reversible
- direction of flow; yields
- direct current
- ⇌ electrical current
- ⇌ reversible reaction
- ⇌ reversible reaction
- ⇌ alternating current
- ⇌ alternating current
- ⇌ reversible reaction beginning at left
- ⇌ reversible reaction beginning at right
- Ω ohm; omega
- MΩ megohm; omega
- μΩ microohm; mu omega
- ω angular frequency, solid angle; omega
- Φ magnetic flux; phi
- Ψ dielectric flux; electrostatic flux; psi
- γ conductivity; gamma

## ELECTRICAL—Con.

$\rho$  resistivity; rho  
 $\Delta$  equivalent conductivity  
 HP horsepower

## MATHEMATICAL

— vinculum (above letters)  
 $\div$  geometrical proportion  
 $\dashv$  difference, excess  
 $\parallel$  parallel  
 $\parallel\!\!\!\parallel$  parallels  
 $\nparallel$  not parallels  
 $||$  absolute value  
 $\cdot$  multiplied by  
 $:$  is to; ratio  
 $\div$  divided by  
 $\therefore$  therefore; hence  
 $\because$  because  
 $::$  proportion; as  
 $\ll$  is dominated by  
 $>$  greater than  
 $\sqsupset$  greater than  
 $\geq$  greater than or equal to  
 $\geq$  greater than or equal to  
 $\leq$  greater than or less than  
 $\nless$  is not greater than  
 $<$  less than  
 $\sqsubset$  less than  
 $\lessgtr$  less than or greater than  
 $\nlessgtr$  is not less than  
 $\lessdot$  smaller than  
 $\lessgtr$  less than or equal to  
 $\lessgtr$  less than or equal to  
 $\geq$  or  $\leq$  greater than or equal to  
 $\lessgtr$  equal to or less than  
 $\lessgtr$  equal to or less than  
 $\lessgtr$  is not greater than equal to or less than  
 $\lessgtr$  equal to or greater than  
 $\lessgtr$  is not less than equal to or greater than  
 $\perp$  equilateral  
 $\perp$  perpendicular to  
 $\vdash$  assertion sign  
 $\approx$  approaches

## MATHEMATICAL—Con.

$\doteq$  approaches a limit  
 $\simeq$  equal angles  
 $\neq$  not equal to  
 $\equiv$  identical with  
 $\ncong$  not identical with  
 $\approx$  score  
 $\approx$  or  $\doteq$  nearly equal to  
 $=$  equal to  
 $\sim$  difference  
 $\cong$  perspective to  
 $\cong$  congruent to approximately equal  
 $\doteq$  difference between  
 $\simeq$  geometrically equivalent to  
 $($  included in  
 $)$  excluded from  
 $\subset$  is contained in  
 $\cup$  logical sum or union  
 $\cap$  logical product or intersection  
 $\sqrt{\phantom{x}}$  radical  
 $\sqrt{\phantom{x}}$  root  
 $\sqrt{\phantom{x}}$  square root  
 $\sqrt{\phantom{x}}$  cube root  
 $\sqrt{\phantom{x}}$  fourth root  
 $\sqrt{\phantom{x}}$  fifth root  
 $\sqrt{\phantom{x}}$  sixth root  
 $\pi$  pi  
 $e$  base (2.718) of natural system of logarithms; epsilon  
 $e$  is a member of; dielectric constant; mean error; epsilon  
 $+$  plus  
 $+$  bold plus  
 $-$  minus  
 $-$  bold minus  
 $/$  shall(ing); slash; virgule  
 $\pm$  plus or minus  
 $\mp$  minus or plus  
 $\times$  multiplied by  
 $=$  bold equal  
 $\#$  number  
 $\text{per}$  per  
 $\%$  percent  
 $\int$  integral  
 $|$  single bond  
 $\backslash$  single bond  
 $/$  single bond

## MATHEMATICAL—Con.

$||$  double bond  
 $\simeq$  double bond  
 $\parallel$  double bond  
 $\bigcirc$  benzene ring  
 $\partial$  or  $\delta$  differential; variation  
 $\partial$  Italian differential  
 $\rightarrow$  approaches limit of  
 $\sim$  cycle sine  
 $\int$  horizontal integral  
 $\oint$  contour integral  
 $\propto$  variation; varies as  
 $\Pi$  product  
 $\Sigma$  summation of; sum; sigma  
 $!$  or  $\perp$  factorial product

## MEASURE

lb pound  
 $\text{dr}$  dram  
 $f\text{dr}$  fluid dram  
 $\text{oz}$  ounce  
 $f\text{oz}$  fluid ounce  
 $\text{pt}$  pint

## MISCELLANEOUS

$\S$  section  
 $\dagger$  dagger  
 $\ddagger$  double dagger  
 $\%$  account of  
 $\%$  care of  
 $\approx$  score  
 $\P$  paragraph  
 $\text{b}$  Anglo-Saxon  
 $\text{C}$  center line  
 $\text{c}$  conjunction  
 $\perp$  perpendicular to  
 $"$  or " ditto  
 $\propto$  variation  
 $\text{R}$  recipe  
 $\text{J}$  move right  
 $\text{C}$  move left  
 $\text{O}$  or  $\text{O}$  or  $\text{O}$  annual  
 $\text{O}$  or  $\text{O}$  biennial  
 $\in$  element of  
 $\text{D}$  scruple  
 $f$  function  
 $!$  exclamation mark  
 $\boxplus$  plus in square  
 $\text{P}$  perennial

## MISCELLANEOUS—Con.

φ	diameter
$\bar{c}$	mean value of <i>c</i>
U	mathmodifier
C	mathmodifier
□	dot in square
△	dot in triangle
⊠	station mark
@	at

## MONEY

¢	cent
¥	yen
£	pound sterling
ₘ	mills

## MUSIC

♮	natural
♭	flat
♯	sharp

## PLANETS

☿	Mercury
♀	Venus
⊕	Earth
♂	Mars
♃	Jupiter
♄	Saturn
♅	Uranus
♆	Neptune
♇	Pluto
♁	dragon's head, ascending node
♂	dragon's tail, descending node
♌	conjunction
♍	opposition
☉ or ☿	Sun
☿	Sun's lower limb
☿	Sun's upper limb
☉	solar corona
⊕	solar halo
☾	Moon
●	new Moon
☾	first quarter
☾	first quarter
☾	third quarter
☾	last quarter
☾	last quarter
☉	last quarter
☉	full Moon
☉	full Moon

## PLANETS—Con.

☾	eclipse of Moon
☾	lunar halo
☾	lunar corona
♁	Ceres
♁	Juno

## PUNCTUATION

{ }	braces
[ ]	brackets
( )	parentheses
< >	square parentheses; angle brackets
¡	Spanish open quote
¿	Spanish open quote

## SEX

♂ or ♂	male
□	male, in charts
♀	female
○	female, in charts
♀	hermaphrodite

## SHAPES

◆	solid diamond
◇	open diamond
○	circle
▲	solid triangle
△	triangle
□	square
■	solid square
▭	parallelogram
▭	rectangle
▭	double rectangle
★	solid star
☆	open star
└	right angle
∠	angle
✓	check
✓	check
ß	German ss
ß	italic German ss
☞	solid index
☞	solid index
☞	index
☞	index

GEOLOGIC SYSTEMS¹

Q	Quaternary
T	Tertiary
K	Cretaceous

J	Jurassic
᠓	Triassic
P	Permian
P	Pennsylvanian
M	Mississippian
D	Devonian
S	Silurian
O	Ordovician
Є	Cambrian
pЄ	Precambrian
C	Carboniferous

## VERTICAL

	5 unit vertical
	8 point vertical
	9 unit vertical

## WEATHER

T	thunder
☉	thunderstorm; sheet lightning
☉	sheet lightning
↓	precipitate
☉	rain
←	floating ice crystals
↔	ice needles
▲	hail
⊗	sleet
∞	glazed frost
└	hoarfrost
∨	frostwork
*	snow or sextile
⊠	snow on ground
⊕	drifting snow (low)
≡	fog
∞	haze
△	Aurora

## ZODIAC

♈	Aries; Ram
♉	Taurus; Bull
♊	Gemini; Twins
♋	Cancer; Crab
♌	Leo; Lion
♍	Virgo; Virgin
♎	Libra; Balance
♏	Scorpio; Scorpion
♐	Sagittarius; Archer
♑	Capricornus; Goat
♒	Aquarius; Water bearer
♓	Pisces; Fishes

¹ Standard letter symbols used by the Geological Survey on geologic maps. Capital letter indicates the system and one or more lowercased letters designate the formation and member where used.



## 11. ITALIC

(See also Courtwork; Symbols; Datelines, Addresses, and Signatures)

11.1. 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

11.2. 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.

11.3. 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 17.8.)

11.4. 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."

11.5. 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 aircraft and vessels

11.6. The names of aircraft, vessels, and spacecraft are italicized unless otherwise indicated. In lists set in columns and in stubs and reading columns of tables consisting entirely of such names they will be set in roman. Missiles and rockets will be caps and lower-case and will not be italicized.

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 Geodetic Survey)  
ship *Pathfinder*  
C.S.N. *Virginia*  
CG cutter *Thetis*  
the *U-7*  
destroyer *31*  
H.M.S. *Hornet*  
HS (hydrofoil ship) *Denison*  
MS (motorship) *Richard*  
FPV (free piston vessel) *James*

GTS (gas turbine ship) *Alexander*  
NS (nuclear ship) *Savannah*  
MV (motor vessel) *Havtroll*  
*Freedom 7*; *Friendship 7* (U.S.  
spaceships)  
*West Virginia* class or type  
the *Missouri's* (roman "s") turret  
the *U-7's* (roman "s") deck  
*F-18 Hornet*  
*F-15 Eagle*  
*but* Air Force One (President's plane)  
*B-50* (type of plane)  
*DD-882*  
*LST-1155*  
*Mig*; *Mig-21*  
*PT-109*

Italic

11.7. 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 17.12.)

11.8. 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.* In matter set in italic, legal cases are set in roman with the *v.* being set roman.

*"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)  
*Durham rule*  
*Brown decision*

## Scientific names

11.9. 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.

*A.s. perpallidus*  
*Dorothia?* sp. (roman "?")  
*Tsuga canadensis*  
*Cypripedium parviflorum* var. *pubescens*  
the genera *Quercus* and *Liriodendron*  
the family Leguminosae; the family Nessiteras rhombopteryx  
*Measurements of specimens of Cyanoderma erythroptera neocara*

11.10. Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or boldface, even if there is italic type available in the series.

## Words and letters

11.11. 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)

11.12. All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized (except as provided by rule 8.120), but in italic matter roman letters are used. Chemical sym-

bols (even in italic matter) and certain other standardized symbols are set in roman. (See also rules 6.44 and 10.8.)

*n*th degree; *x* dollars

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



11.13. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

11.14. 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.

11.15. 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.

## NOTES



## 12. NUMERALS

(See also Tabular Work; Leaderwork)

12.1. 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.

12.2. 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.

12.3. Arabic numerals are generally preferable to the use of Roman numerals.

### NUMBERS EXPRESSED IN FIGURES (rules 12.4 to 12.15)

12.4. A figure is used for a single number of *10* or more with the exception of the first word of the sentence. (See also rules 12.9, 12.23.)

50 ballots  
10 guns

24 horses  
nearly 10 miles

about 40 men  
10 times as large

### Numbers and numbers in series

12.5. When 2 or more numbers appear in a sentence and 1 of them is *10* or more, figures are used for each number. See supporting rule 12.6.

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 12.21.)  
There were three six-room houses, five four-room houses, and three two-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.

Numerals

**12.6.** A unit of measurement, time, or money (as defined in rule 12.9), 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 six-room houses, three four-room houses, and four two-room cottages, and they were built by nine men in thirty 5-day weeks. (See rule 12.21.)

**12.7.** Figures are used for serial numbers.

Bulletin 725

Document 71

pages 352-357

lines 5 and 6

paragraph 1

chapter 2

290 U.S. 325

Genesis 39:20

202-275-2348 (telephone number)

the year 1931

1721-1727 St. Clair Avenue

*but* Letters Patent No. 2,189,463

**12.8.** 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 and time

**12.9.** Units of measurement and time, actual or implied, are expressed in figures.

### a. Age:

6 years old

52 years 10 months 6 days

a 3-year-old

at the age of 3 (*years* implied)

### b. Clock time (see also Time):

4:30 p.m.

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); this p.m.; in the p.m.

half past 4

4^h30^m or 4.5^h, in scientific work, if so written in copy

0025, 2359 (astronomical and military time)

08:31:04 (stopwatch reading)

### c. Dates:

June 1985 (*not* June, 1985); June 29, 1985 (*not* June 29th, 1985)

March 6 to April 15, 1935 (*not* March 6, 1935, to April 15, 1935)

May, June, and July 1965 (*but* June and July 1965)

15 April 1951 (military)

4th of July (*but* Fourth of July, meaning the holiday)

the 1st [day] of the month (*but* the last of April or the first [part] of May, *not* referring to specific days)

in the year 2000 (*not* 2,000)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1900-11, 1906-38, 1931-32, 1801-2, 1875-79 are used (*but* upon change of century, 1895-1914 and to avoid three ciphers together, 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  
gauge 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°  
an angle of 57°  
strike N. 16° E.  
dip 47° W. *or* 47° N. 31° W.

25.5' (preferred); *also* 25'.5 *or* 25'.5, as in copy

*but* two degrees of justice;  
12 degrees of freedom  
32d degree Mason  
150 million degrees Fahrenheit

f. Game scores:

1 up (golf)  
3 to 2 (baseball)

7 to 6 (football), etc.  
2 all (tie)

g. 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

h. Mathematical expressions:

multiplied by 3      divided by 6

a factor of 2

i. 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  
2 by 4 (lumber) (*not* 2 x 4 or 2×4)  
1½ miles  
6 acres  
9 bushels  
1 gallon  
3 ems  
20/20 (vision)

30/30 (rifle)  
12 gauge shotgun  
2,500 horsepower  
15 cubic yards  
6-pounder  
80 foot-pounds  
10s (for yarns and threads)  
f/2.5 (camera focal length)

*but* tenpenny nail; fourfold; three-ply;  
five votes; six bales; two dozen; one  
gross; zero miles; seven-story  
building (see also rule 12.22)

j. Money:

\$3.65; \$0.75; 75 cents; 0.5 cent  
\$3 (*not* \$3.00) per 200 pounds  
75 cents apiece  
Rs32,25,644 (Indian rupees)  
2.5 francs *or* fr2.5  
£2 4s. 6d.

T£175  
65 yen  
P265

*but* two pennies, three quarters, one half,  
six bits, etc.

k. 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 8.11)  
50-50 (colloquial expression)  
5 percentage points  
an 1100-percent rise

l. Proportion:

1 to 4      1-3-5      1:62,500

m. Time (see also Clock time):

6 hours 8 minutes 20 seconds  
10 years 3 months 29 days  
7 minutes  
8 days  
4 weeks  
1 month  
3 fiscal years

1 calendar year  
*but* four centuries; three decades;  
three quarters (9 months)  
statistics of any one year  
in a year or two  
four afternoons  
one-half hour



## n. 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

o. Vitamins B₁₂, B₇, A₁, etc.**Ordinal numbers**

12.10. Except as indicated in rules 12.11 and 12.19, 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 when not the beginning of sentence, except *Corps*. (For ordinals in addresses, see rule 12.13.)

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  
first grade; 11th grade  
1st Army  
1st Calvary Division

323d Fighter Wing  
12th 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)

12.11. 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 92d Congress.  
He served in the 9th and 10th Congresses.  
From the 1st to the 92d 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.  
The report was the sixth in a series of 14.

12.12. 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 12.4, 12.5, and 12.24.)

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.

12.13. Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc., but in tables, leaderwork, footnotes to tables and leaderwork, and sidenotes, figures are used at all times and *street*, *avenue*, etc., are abbreviated. (See also rule 9.16.)

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; 51-35 61st Avenue

**Punctuation**

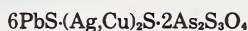
12.14. The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, as-



tronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

### Chemical formulas

12.15. 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 6.44 and 10.16.)



### NUMBERS SPELLED OUT (rules 12.16 to 12.28)

12.16. Numerals are spelled out at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures. (See rule 12.25 for related numbers.)

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 * * *

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

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

1958 REPORT *change to* THE 1958 REPORT

\$3,000 BUDGETED *change to* THE SUM OF \$3,000 BUDGETED

4 MILLION JOBLESS *change to* JOBLESS NUMBER 4 MILLION

12.17. 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. BIRCH, Junior. 1977 was a good year.

Mr. BELL. \$1 per share was the return. Two dollars in 1956 was the alltime high.

Nineteen hundred and seventy-eight may be another story.

Colonel DAVIS. 92 cents.

Mr. SMITH. 12.8 people.

Mr. JONES. 1240 Pennsylvania Avenue NW., Washington, DC 20004.

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?

12.18. A spelled-out number should not be repeated in figures, except in legal documents. In such instances use these forms:

five (5) dollars, *not* five dollars (5)

ten dollars (\$10), *not* ten (\$10) dollars

12.19. Numbers appearing as part of proper names or mentioned in connection with serious and dignified subjects such as Executive orders, legal proclamations, and in formal writing are spelled out.

Three Rivers, PA, Fifteenmile Creek, etc.

the Thirteen Original States

in the year nineteen hundred and eighty-four

the Ninety-eighth Congress

millions for defense but not one cent for tribute

threescore years and ten

Ten Commandments

Air Force One (Presidential plane)

12.20. 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)

12.21. Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.

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

but 120 8-inch boards  
 three four-room houses

12.22. Indefinite expressions are spelled out.

the seventies; the early seventies;

but 1 to 3 million

but the early 1870's or 1970's

mid-1971; mid-1970's

in his eighties, *not* his '80's *nor* 80's

40-odd people; nine-odd people

midthirties (age, years, money)

40-plus people

a thousand and one reasons

100-odd people

between two and three hundred horses ¹

3½-fold; 250-fold; 2.5-fold/41-fold

twelfefold; thirtefold; fortyfold;

hundredfold; twentyfold to thirtyfold

(see rule 6.23)

The use of such words as *nearly*, *about*, *around*, *approximately*, etc., do not constitute indefinite expressions.

The bass weighed about 6 pounds.

She was nearly 80 years old.

12.23. Except as indicated in rules 12.5 and 12.9, a number less than 10 is spelled out within a sentence.

six horses

but 3½ cans

five wells

2½ times or 2.5 times

eight times as large

12.24. 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 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

a hundred cows, *change* to 100 cows

a thousand dollars, *change* to \$1,000

a million and a half, *change* to 1½ million

two thousand million dollars, *change* to \$2,000 million

less than a million dollars, *change* to less than \$1 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 (note full figure with second fraction); \$1¼ to \$1½ billion.

three-quarters of a billion dollars

5 or 10 billion dollars' worth (see rule 8.14)

¹ Better: Between 200 and 300 horses.

12.25. Related numbers appearing at the beginning of a sentence, separated by no more than three words, are treated alike.

Fifty or sixty more miles away is snowclad Mount McKinley.

Sixty and, quite often, seventy listeners responded.

Fifty or, in some instances, almost 60 applications were filed.

## Fractions

12.26. Fractions standing alone, or if followed by *of a* or *of an*, are generally spelled out. (See also rule 12.28.)

three-fourths of an inch;

*not*  $\frac{3}{4}$  inch *nor*  $\frac{3}{4}$  of an inch

one-half inch

one-half of a farm; *not*  $\frac{1}{2}$  of a farm

one-fourth inch

seventh-tenths of 1 percent

*or*, if copy so reads:

three-quarters of an inch

half an inch

a quarter of an inch

one-tenth

one-hundredth

two one-hundredths

one-thousandth

five one-thousandths

thirty-five one-thousandths

*but*  $\frac{1}{2}$  to  $1\frac{3}{4}$  pages

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

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

$3\frac{1}{2}$  cans;  $2\frac{1}{2}$  times

12.27. Fractions ( $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ ,  $\frac{3}{8}$ ,  $\frac{5}{8}$ ,  $\frac{7}{8}$ ,  $\frac{1}{2954}$ ) or the shilling mark with full-sized figures ( $\frac{1}{4}$ ,  $\frac{1}{2954}$ ) may be used only when either is specifically requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals.

12.28. Fractions are used in a unit modifier.

$\frac{1}{2}$ -inch pipe; *not* one-half-inch pipe

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

$\frac{7}{8}$ -point rise

## ROMAN NUMERALS

12.29. 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 $\bar{V}$ .....	4,000
X.....	10	LIX.....	59	CL.....	150	$\bar{V}$ .....	5,000
XV.....	15	LX.....	60	CC.....	200	$\bar{M}$ .....	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	MCMLXX.....	1970
MCM or MDCCCC.....	1900	MCMXL.....	1940	MCMLXXX.....	1980

## NOTES



## 13. TABULAR WORK

(See also Abbreviations; Leaderwork)

(See pp. 192-193 for sample table and tabular terms)

13.1. The object of a table is to present in a concise and orderly manner information that cannot be presented so clearly in any other way.

13.2. Tabular material should be kept as simple as possible, so that the meaning of the data can be easily grasped by the user.

13.3. Tables shall be set without down (vertical) rules when there is at least an em space between columns, except where: (1) In the judgment of the Government Printing Office down rules are required for clarity; (2) the agency has indicated on the copy they are to be used. The mere presence of down rules in copy or enclosed sample is not considered a request that down rules be used. The publication dictates the type size used in setting tables. The Congressional Record is set 6 on 7. The balance of congressional work sets 7 on 8.

### Abbreviations

13.4. To avoid burdening tabular text, commonly known abbreviations (see rule 9.61 and abbreviation rules) are used in tables. Metric and unit-of-measurement abbreviations (p. 150) are used with figures.

13.5. 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 or boxheads consisting solely of single months, the months may be abbreviated.

13.6. 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.

13.7. Abbreviate the words *United States* if preceding the word *Government*, the name of any Government organization, or as an adjective generally. (See rules 9.9-9.10.)

13.8. Use the abbreviations *RR.* and *Ry.* following name (except as indicated in rule 9.27), and *SS*, *MS*, etc., preceding name.

13.9. Use *lat.* and *long.* with figures.

13.10. Abbreviate, when followed by figures, the various parts of publications, as *article*, *part*, *section*, etc. (See rule 9.38.)

13.11. Use, generally, such abbreviations and contractions as *98th Cong.*, *1st sess.*, *H. Res. 5*, *H.J. Res. 21*, *S. Doc. 62*, *S. Rept. 410* (see rules 9.42-9.43), *Rev. Stat.*, etc.

13.12. In columns containing names of persons, copy is followed as to abbreviations of given names.

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

**Bearoff** (normally an en space)

13.14. An en space is used for all bearoffs.

13.15. In a crowded table, when down rules are necessary, the bearoff may be reduced in figure columns.

13.16. Fractions are set flush right to the bearoff of the allotted column width, and not aligned. (See example, p. 184.)

13.17. Mathematical signs, parentheses, fractions, and brackets are set with a normal bearoff.

**Boxheads****Horizontal**

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

13.19. Boxheads run crosswise.

13.20. Boxheads are set solid, even in leaded tables.

13.21. Boxheads are centered horizontally and vertically.

**Down-Rule Style** (See Rule 13.3)

Sex and age	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box does not influence the depth of box on left]				
	Number	Distribu- tion (percent)	June to August		September to May		Not reported
			Number	Distribu- tion (percent)	Number	Distribu- tion (percent)	
Boys (12 to 14).....	3,869	45.5	1,415	9.6	2,405	15.8	49

**No-Down-Rule Style** (Preferred)TABLE 9.—*Mine production of gold, silver, copper, lead, and zinc in 1953*

Class of material	Short tons	Gold (fine ounces)	Silver (fine ounces)	Copper (pounds)	Lead (pounds)	Zinc (pounds)
Concentrate shipped to smelters and recoverable metals						
Copper.....	220,346	763	70,357	14,242,346	9,950	6,260
Lead .....	3,931	392	48,326	72,500	5,044,750	290,980
Zinc .....	25,159	269	41,078	263,400	581,590	26,441,270
Total:						
1953 .....	249,436	1,424	159,756	14,578,246	5,636,290	26,738,510
1952 .....	367,430	1,789	432,122	10,622,155	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	2,200
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

13.22. In parallel tables, and when so prepared in divide tables, a spanner head that is divided is repeated on subsequent pages with the word *Continued*. (See pp. 194-195.)

13.23. In referring to quantity of things, the word *Number* in box-heads is spelled if possible.

13.24. Column numbers or letters in parentheses may be set under boxheads, and are separated by a quadline below the deepest head. (If alignment of parentheses is required within the table, use brackets in boxhead.) These column references align across the table. Units of quantity are set in parentheses within boxheads.

No-Down-Rule Style (Preferred)

States	Department of Agriculture				Department of Commerce		
	Commodity Credit Corporation, value of commodities donated	Special school milk program ¹	Value of commodities distributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in drought-stricken areas)	Civil Aeronautics Administration—Federal airport program—regular grants	Bureau of Public Roads: Highway construction	
	(1)	(2)	(3)	(4)	(5)	Regular grants ²	Emergency grants ³
Alabama.....	\$4,730,154	\$1,520,362	\$7,970,875	.....	\$79,284	\$1,176,401	\$247,515
Alaska.....	393,484	269,274	591,487	.....	297,266	12,366,106	472,749
Arizona.....	4,545,983	823,136	6,512,639	.....	127,749	9,317,853	.....

13.25. Leaders may be supplied in a column consisting entirely of symbols or years or dates or any combination of these.

Braces

13.26. Braces are avoided if possible; if used, they are placed in the left-hand bearoff of the column braced, or to the right of down rules, and should extend to the complete depth of the group, including overruns.

No-Down-Rule Style (Preferred)

New Jersey.....	659,425	659,425	62.35	.....	649,374	62.35
New York.....	} 2,900,499	(1) 2,900,499	{ 66.56 54.32 }	} 3,312,610	3,312,610	{ 66.92 39.64 }
Pennsylvania, Delaware, Maryland, and the District of Columbia.....						
Tennessee.....						
Virginia.....						
South Dakota.....	640	640	51.03	19,718	19,718	46.00
Texas.....	} 5,453	5,453	{ 51.50 45.02 }	} 208	208	{ 52.50 47.10 }
Oklahoma.....						
Utah.....	326,500	326,500	54.97	355,006	355,006	54.47

## Down-Rule Style (See Rule 13.3)

New Jersey.....		659,425	659,425	62.35		649,374	62.35
New York.....							
Pennsylvania, Delaware, Maryland, and the District of Columbia.....	} ¹ 2,900,499	( ² )	2,900,499	{ 66.56 39.73 }	} ¹ 3,312,610	3,312,610	{ 66.92 39.64 }
Tennessee.....							
Virginia.....	} 23,187		23,187	{ 47.24 54.32 }			{ 53.60 52.50 }
South Dakota.....	640		¹ 640	51.03	19,718	19,718	46.00
Texas.....				{ 51.50 45.02 }			52.50
Oklahoma.....	} 5,453		5,453	45.02	208	208	47.10
Utah.....	326,500		326,500	54.97	355,006	355,006	54.47

## Centerheads, flush entries, and subentries

13.27. Heads follow the style of the tables as to the use of figures and abbreviations.

13.28. 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. 194-195.)

13.29. In divide tables that are made up parallel, the heads and headnotes are set over parallel tables; the heads and the headnotes repeat on each succeeding page; the word *Continued* is used on the head only.

13.30. 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 13.101-13.102.)

## No-Down-Rule Style (Preferred)

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



13.31. 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 space is omitted; if it clears less than an em, a space is used. (See also rule 13.32.) However, if an overrun, rule, etc., in another column, or in the same column, creates a blank space above the head, the extra space is not added.

13.32. Units of quantity and years used as heads in reading and figure columns are set in italic with space above and no space below. If italic is not available in a font, a space is used both above and below the year.

#### No-Down-Rule Style (Preferred)

<i>1941</i>								
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
<i>1942</i>								
Jan. 3 .....	43.9	15	Apr. 2 .....	40.9	15	July 24 .....	45.9	16
			Apr. 28 .....	47.7	13	Aug. 6 .....	46.5	16

#### Down-Rule Style (See Rule 13.3)

<i>1941</i>								
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	19
			Mar. 19 .....	42.7	15	July 9 .....	46.6	17
<i>1942</i>								
Jan. 3 .....	43.9	15	Apr. 2 .....	40.9	15	July 24 .....	45.9	16
			Apr. 28 .....	47.7	13	Aug. 6 .....	46.5	16

13.33. Where the logical construction of a table requires, it is permissible to insert subheads between table-width cross rules, or between rules spanning all columns, except stub, within the table, to indicate the data to which they refer.

#### No-Down-Rule Style (Preferred)

C-302	{ Chehalis silty clay loam. }	1	{ PK .....	2.58	9.13	1.62	0.255	2.21	0.95
			{ PKCa .....	2.45	8.78	1.24	.257	2.30	.95
			{ NPKCa ..	2.54	10.08	.54	.240	2.07	.89
SOILS DERIVED FROM ORGANIC MATERIAL									
C-303	Peat .....	1	{ Check .....	3.31	7.77	1.41	0.268	1.14	0.55
			{ P .....	3.14	6.66	1.42	.358	.83	.73
			{ PK .....	3.92	7.25	1.49	.310	1.78	.59
			{ PKCa .....	3.84	8.44	1.40	.289	1.83	.64

Down-Rule Style (See Rule 13.3)

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 .54	0.255 .257 .240	2.21 2.30 2.07	0.95 .95 .89
-------	----------------------------------	---	-----------------------------------	----------------------	-----------------------	---------------------	-----------------------	----------------------	--------------------

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
-------	------------	---	------------------------------------------------	------------------------------	------------------------------	------------------------------	-------------------------------	-----------------------------	---------------------------

Ciphers

13.34. 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 repeats before decimals unless given totals.

No-Down-Rule Style (Preferred)

January .....	+26.4	0	0	0	0	0	¹ +\$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

Down-Rule Style (See Rule 13.3)

January .....	+26.4	0	0	0	0	0	¹ +\$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

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

13.36. Where column consists of single decimal, supply a cipher on the right, unless the decimal is a cipher.

0.6  
0  
3.0  
4.2  
5.0

13.37. Where column has mixed decimals of two or more places, do not supply ciphers but follow copy.

0.22453  
1.263  
4  
2.60  
3.4567  
78  
12.6  
-----  
102.14423

13.38. 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, unless a clear is specifically requested.

13.39. 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*.

13.40. 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*.

13.41. In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars.

### Continued heads

13.42. In continued lines an em dash is used between the head and the word *Continued*. No period is carried after a continued line.

13.43. Continued heads over tables will be worded exactly like table heading. Notes above tables are repeated; footnote references are repeated in boxheads and in continued lines.

### Dashes or rules

13.44. Rules are not carried in reading columns or columns consisting of serial or tracing numbers, but are carried through all figure columns.

13.45. Parallel rules are used to cut off figures from other figures below that are added or subtracted; also generally above a grand total. (For examples, see rules 13.31, 13.60, and 13.105.)

### Ditto (do.)

13.46. The abbreviation *do.* is used in reading columns only, lowercased and preceded by leaders when there is matter in preceding column. If ditto marks are requested, opening quotes will be used.

13.47. Capitalize *Do.* in first and last columns.

13.48. To achieve consistency in the treatment of *do.*, tracing columns are counted as the first and last columns of table.

13.49. 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 pp. 192-193.)

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

13.51. *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 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 abbreviated unit of quantity or other abbreviations;
- (6) Under a braced group; and
- (7) Under words of three letters or less.

13.52. *Do.* is used, however, under a clear space and under the word *None* in a reading column.

13.53. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.* (See table, pp. 192-193.)

13.54. Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.

13.55. In a first and/or last column 6 ems or less in width, a 1-em space is used before *Do.* In all other columns 6 ems or less in width, six periods are used. Bearoff is not included.

13.56. In a first and/or last column more than 6 ems in width, 2 ems of space are used before *Do.* In all other columns more than 6 ems in width, six periods are used. Bearoff space is not included. If the preceding line is indented, the indentation of *Do.* is increased accordingly.

13.57. *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by six periods which are indented to align with item above.

**Divide tables.** (See "Parallel and divide tables," p. 186.)

## Dollar mark

13.58. 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.

13.59. 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.

13.60. If several sums of money are grouped together, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

## No-Down-Rule Style (Preferred)

	1958	1967
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.

Source: U.S. Department of Commerce, Bureau of the Census.



13.61. In a double money column, dollar marks are used in the first group of figures only; en dashes are aligned. (See also rule 13.123.)

\$7-\$9  
10-12  
314-316  
1,014-1,016

13.62. The dollar mark is omitted from a first item consisting of a cipher.

0	<i>but</i> \$0.12
\$300	13.43
500	15.07
700	23.18

13.63. The dollar mark should be repeated in stub or reading columns.

0 to \$0.99 .....  
\$1 to \$24 .....  
\$25 to \$49 .....  
\$50 to \$74 .....

## Double-up tables

13.64. A hairline rule is used to separate the two parts of a double-up table. If down rules are necessary, a parallel rule is used to separate the two parts.

## No-Down-Rule Style (Preferred)

TABLE 14.—*Production of crude petroleum, 1962-63, by districts and fields, in thousand barrels*

[Oil & Gas Journal]

District and field	1962	1963	District and field	1962	1963
Southeast:			Lovington and East.....	1,136	2,472½
Arrowhead.....	809	953½	Other .....	14,648	22,183
Do .....	1,353	1,162	Northwest ² .....	566	755
Hare.....	2,027	2,047	Total.....	22,174	31,042
Hobbs.....	( ¹ )	( ¹ )			
Langlie-Mattix .....	1,635	1,669			

¹ Included in "Other" fields.

² Bureau of Mines data.

Source: U.S. Department of Commerce, Bureau of the Census.

## Down-Rule Style (See Rule 13.3)

TABLE 14.—*Production of crude petroleum, 1962-63, by districts and fields, in thousand barrels*

[Oil &amp; Gas Journal]

District and field	1962	1963	District and field	1962	1963
Southeast:			Lovington and East .....	1,136	2,472½
Arrowhead .....	809	953½	Other .....	14,648	22,183
Do .....	(1,353)	1,162	Northwest ² .....	566	755
Hare .....	2,027	2,047	Total .....	22,174	31,042
Hobbs .....	( ¹ )	( ¹ )			
Langlie-Mattix .....	1,635	1,669			

## Figure columns

13.65. Figures align on right. To conserve space in a table the bearoff may be reduced in figure columns only. There is no bearoff on leaders. (See rule 13.26.)

13.66. In a crowded table, when down rules are used, the bearoff may be reduced. It is preferable to retain the bearoff. The whole table, including all parts of a divided table, must be treated alike. (For example, see rule 13.26.)

13.67. Figures in parentheses align if so required.

13.68. In double rows of figures in a single column, connected by a dash, a plus, or minus sign, and in dates appearing in the form 2-12-43, the dashes or signs are aligned.

13.69. Plus or minus signs at the left of figures are placed against the figures regardless of alignment; plus and minus signs at the right of figures are cleared. (For example, see rule 13.34.)

13.70. Words and Roman numerals in figure columns are aligned on the right with the figures, without periods.

## No-Down-Rule Style (Preferred)

Median value of livestock .....	\$224	\$62	.....
Median value of machinery .....	\$54	Small	.....
Median value of furniture .....	\$211	\$100	.....
Possessing automobiles (percent) .....	25	17	.....
Median age (years) .....			5.5
Median value .....			\$144
Fraternal membership:			
Men .....		IV	486
Women .....			None

## Down-Rule Style (See Rule 13.3)

Median value of livestock .....	\$224	\$82	.....
Median value of machinery .....	\$54	Small	.....
Median value of furniture .....	\$211	\$100	.....
Possessing automobiles (percent) .....	25	17	.....
Median age (years) .....			5.5
Median value .....			\$144
Fraternal membership:			
Men .....		IV	486
Women .....			None

13.71. For symbols and letters in columns, see rules 13.127-13.128.

13.72. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are aligned on the right.

13.73. Decimal points are aligned except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

13.74. It is preferred that all columns in a table consisting entirely of figure columns be centered.

### Footnotes and references

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

13.76. Superior figures are used for footnote references, beginning with 1 in each table.

13.77. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

13.78. When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. (See rule 15.15.) These, in the same sequence, precede mathematical signs. A thin space is used to bear off an asterisk, dagger, or similar character.

13.79. Footnote references are repeated in boxheads or in continued lines over tables.

13.80. 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. 192-195.)

13.81. 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.

13.82. 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.

13.83. Footnote references are placed at the right in reading columns and symbol columns, and at the left in figure columns (also at the left of such words as *None* in figure columns), and are separated by a thin space. (See table, pp. 192-193.)

13.84. Two or more footnote references occurring together are separated by spaces, not commas. (For example, see rule 13.133.)

13.85. In a figure column, a footnote reference standing alone is set in parentheses and flushed right. 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, as if it were a word. In a symbol column it is set at left and cleared.

13.86. Numbered footnotes are placed immediately beneath the table. 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. The footnote to it precedes all other footnotes.

13.87. For better makeup or appearance, footnotes may be placed at the end of a lengthy table. A line reading "Footnotes at end of table." is supplied.

13.88. 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 left; but if there are footnotes to the text and none to the table, the 50-point rule is retained.

13.89. Footnotes to cut-in and indented tables and tables in rules are set full measure, except when footnotes are short, they can be set in 1 em under indented table.

13.90. Footnotes are set as paragraphs, but two or more short footnotes should be combined into one line, separated by not less than 2 ems. (See rule 2.20.)

13.91. The footnotes and notes to tables are set solid.

13.92. Footnotes and notes to tables and boxheads are set the same size, but not smaller than 6 point.

13.93. Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

13.94. In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence. (For fractions, see rule 13.98.)

13.95. If a footnote consists entirely or partly of a table or leader-work, it should always be preceded by introductory matter carrying the reference number; if necessary, the copy preparer should add an introductory line, such as "See the following table:".

13.96. 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 space.

## Fractions

13.97. All fractions are set flush right to the bearoff.

### No-Down-Rule Style (Preferred)

Total length .....	40%	41	0.42	43	44	0.455	46	47	48	½ in.
Sleeve length .....	10%	10	10	10	11	11	11	11	11	1 in.
Armhole length .....	8%	8½	9	9½	9½	10	10½	10½	11	1 in.
Sleeve cuff length (if cuff is used) .....	5½	5½	5½	5½	5½	5½	5½	5½	5½	Maximum.
Neck opening .....	26½	26	27½	28½	28	29½	30	30	31	2 in.
Waist:										
7, 8, 9, 10 cut .....	23½	24	25½	27½	28	29½	31	32	33½	6 pct.
11, 12, 14 cut .....	22½	23½	25	26½	27½	29	30½	31½	33	6 pct.

13.98. Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

## Headnotes

13.99. Headnotes should be set lowercase, but not smaller than 6 point, bracketed, and period omitted at end, even if the statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

13.100. Headnotes are repeated under continued heads but the word *Continued* is not added to the headnote.



**Indentions and overruns*****Subentries***

13.101. 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.

13.102. Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 em more.

***Total, mean, and average lines***

13.103. All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indentions, depending on length of line.

13.104. Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also 1 em more.

13.105. It is not necessary to maintain uniform indention of the word *Total* throughout the same table. The word *Total* is supplied when not in copy.

**No-Down-Rule Style (Preferred)**

Wide stub column—subentries 2 ems	Total, all banks	National banks	Non- national banks	Building associ- ations
<b>ASSETS</b>				
Loans and discounts:				
Loans to banks .....	\$74,518	\$1,267,493	\$947,289	\$135,619
Commercial and industrial loans .....	2,753,456	450,916	211,597	18,949
Total (total lines generally indent 3 ems)...	2,827,974	718,409	1,158,886	154,568
Real estate loans:				
Secured by farmland .....	12,532	29,854	186,228	19,044
Secured by residential property other than rural and farm .....	1,011,856	167,765	1,554,084	3,172,837
Total (indent 1 em more to avoid con- flict with line above) .....	1,024,388	194,619	1,740,312	3,191,881
Securities:				
U.S. Government obligations:				
Direct obligations:				
U.S. savings bonds .....	1,149,764	3,285,721	2,361,796	23,506
Nonmarketable bonds (including investment series A-1965) .....	242,500	490,677	732,689	167,735
Total (indent 1 em more than runover above) .....	1,392,264	3,776,398	3,094,485	191,241

***Italic***

13.106. Names of vessels and aircraft (except in columns consisting entirely of such names), titles of legal cases (except *v.* for *versus*), and certain scientific terms are set in italic. The word "Total" and headings in the column do not affect the application of this rule. In gothic typefaces without italic, quotes are allowed.

13.107. Set "See" and "See also" in roman. (See rule 15.21.)

## Leaders

13.108. Leaders run across the entire table except that they are omitted from a last reading column. (For example, see table, pp. 192–193.)

13.109. The style of leadering is guided by two rules: (1) Tables with a single reading column leader from the bottom line, and (2) tables with any combination of more than one reading or symbol column leader from the top line.

13.110. If leadering from the top line, overruns end with a period. (For example, see table, pp. 192–193.)

13.111. A column of dates is regarded as a reading column only if leaders are added; in all other cases it is treated as a figure column.

13.112. In parallel tables and in tables with tracing figures on left and right of page, leader from top line. (See pp. 192–193.)

## Numerals in tables

13.113. 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 13.94, 13.98, and 13.126.)

Overruns. (See “Indentions and overruns.”)

## Parallel and divide tables

*Parallel tables.* (For examples, see pp. 194–195.)

13.114. Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page; leader from the top line.

13.115. Heads and headnotes center across the pair of pages, with 2-em hanging indention for three 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.

13.116. Boxheads are set as described on pages 174–175. Boxheads and horizontal rules align across both pages.

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

13.118. Vertical rules are used on the right of even pages and on the left of odd pages only when down rules are used.

13.119. Tracing figures are carried through from the outside columns of both pages and are set to “leader from the top line.”

## Divide tables

13.120. In divide tables that are made up parallel, with stub column repeated, the head and headnote repeat on each succeeding page, with *Continued* added to the head only.

## No-Down-Rule Style (Preferred)

TABLE 1.—*Data available in Source Book of Statistics of Income from corporation returns for the years 1965-66*

[Excludes consolidated returns of inactive corporations]

Division and State	All industries	Agriculture, forestry, and fishery	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

## No-Down-Rule Style (Preferred)

TABLE 1.—*Data available in Source Book of Statistics of Income from corporation returns for the years 1965-66—Continued*

[Excludes consolidated returns of inactive corporations]

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	309,017	123,832
New York.....	216,106	101,091	172,664	47,231	212,765	182,687	65,807

13.121. 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

13.122. Figures or combinations of figures and letters used to form a reading column align on left and are followed by leaders. *Do.* is not used under such items.

13.123. The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

13.124. Cut-in items following a colon are indented 2 ems.

13.125. Run in single entry under colon line; retain the colon.

13.126. Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item. (See also rules 9.16 and 12.13.)

### Symbol columns

13.127. 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 set flush left and cleared, except when it takes the place of the stub, it should then be leadered. No closing period is used when such column is the last column. Blank lines in a last column are cleared. *Do.* is not used in a symbol column.

#### No-Down-Rule Style (Preferred)

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.	41-X-59	N	Extreme pressure.....	BR
CW ¹	Wheel-bearing grease..... Grease not typified .....	OE20 ²	X	.....do..... Further tests being conducted.	WBG ³
G090	Universal gear lubricant..... (Stub or reading column)	S.&T.	B	Water-pump grease..... (Reading column)	80D

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

#### No-Down-Rule Style (Preferred)

Symbol or catalog number	Typical commercial designation	Symbol or product number	Symbol or filing order symbol	General description	Symbol or specification number
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..... (Stub or reading column)		468	Free flowing in any weather ... (Reading column)	749

### Tables without rules

13.129. It is preferable to set all tables alike; that is, without either down rules or cross rules and with roman boxheads. When so indicated on copy, by ordering agency, tabular matter may be set without rules, with italic boxheads. The same arrangement and bearoff for figures prevails as in ruled tables; that is, neither leaders nor rules bear off.



13.130. Column heads over figure columns in 6- or 8-point tables are set in 6-point italic, solid.

13.131. Horizontal rules (spanner) 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.

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

		Fixed assets					
		Balance June 30, 1966 (table 9-a)	Investment		Operations		Balance June 30, 1966
			Current additions	Adjust- ments	Transfers	Retire- ments	
Supporting and general facilities:							
Transportation and utilities:							
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	
Total, transportation and utilities.....	60,714,390	755,319	(113,261)	2,923	(797,113)	60,562,258	
Employee service and facilities:							
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	
Total employee service and facilities.....	46,426,836	124,702	(130,891)	(463,241)	(1,204,610)	44,752,796	
Grand total.....	107,141,236	880,021	(244,152)	(466,164)	(2,001,723)	105,315,054	

13.132. More than one figure column, also illustrating use of dollar mark, rule, bearoff, etc.

For property purchased from—

Central Pipeline Distributing Co.:

  Capital stock issued recorded amount..... \$75,000

  Undetermined consideration recorded..... 341

Pan American Bonded 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

	Quantity (million cubic feet)	Value at point of consumption
Use:		
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
Total.....	636,704	98,335,246

	Estimated		
	1953	1957	Change
General account:			
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 13.103-13.105.)

**Units of quantity**

13.133. Units of quantity in stub columns are set in lowercase in plural form and placed in parentheses.

**No-Down-Rule Style (Preferred)**

Coke (short tons).....	4,468,437	¹ 25,526,646	5,080,403	² 29,519,871
Diatomite.....	( ^{1 2 3} )	( ¹ )	( ¹ )	( ^{1 2 3} )
Emery (pounds).....	765	6,828	1,046	9,349
Feldspar (crude) (long tons).....	( ¹ )	( ¹ )	( ¹ )	( ¹ )
Ferroalloys (short tons).....	183,465	² 18,388,766	259,303	² 30,719,756

13.134. 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.

13.135. 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 italic and are placed immediately above the figures, without periods other than abbreviating periods. In congressional work (gothic), or at any time when italic is not available, these units should be placed in the boxheads in parentheses. 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 space above and no space below. The space is placed both above and below only when there is no italic available. (See examples, pp. 192-193.)

#### Quoted tabular work

13.136. When a table is part of quoted matter, quotation marks will open on each centerhead on top of table, on first centered boxhead then on each footnote paragraph, and if table is end of quoted matter, quotation marks close at end of footnotes. If there are no footnotes and the table is the end of the quotation, quotation marks close at end of last item.





2 READING COLUMNS		1	
(Leader from top line)		Reading column.....	
1 Dairy products:		.....do.....	2
2 In ctns (pounds).....	1,485,692 380 462 .....	3,624 Mar. 3, 1958.....	3
3 In cans (pounds).....	263,491 .....	198 3,762 Dec. 17, 1957....	4
4 Clay products (other than pottery, refractories) (boxes).....	325,000 621 .....	4,111 1,926 Nov. 26, 1957 ...	
5 Ferrous alloys (tons).....	163,381 556 276 1,985 112,812 .....	do.....	Same reading column..
1 READING COLUMN		If tracer-figure (line number) column is used on right, preceding column will carry leaders to adjacent cast and leader from top	
(Leader from bottom line)			
1 A short line (boxes).....	13,092 748 365 2,421 986	7,654,000	5,137
2 A long, crowded line (thousands of tons) ...	5,692 345 721 2,679 3,542	962,111	4,728
3 A very long line that runs over (crates).....	386,591 475 582 13,563 12,297	82,129	18,591,763
Foot or bottom rule usually hairline and single		Tracer-figure (line number) column	
Footnotes or reference lines		¹ Reference number in boxheading. ² Reference number followed by leaders in stub or inside reading column. ³ Reference number in figure column. ⁴ Reference number in last or outside reading column. ⁵ Reference number following "do" in inside reading column. ⁶ Reference number following "do" in last or outside column. ⁷ Reference number standing alone in last or outside column, enclosed in parentheses followed by period "(.)", and quadded out to end of line. ⁸ Reference number standing alone in figure column, enclosed in parentheses ⁽⁸⁾ . ⁹ Reference number standing alone in inside reading column, enclosed in parentheses ⁽⁹⁾ , and leadered out to cast on right.	
		NOTE.—If no tracer-figure column is used on the left of table and the stub or reading column is set flush, "Do." will be capitalized and leadered out to cast on right.	

## No-Down-Rule Style (Preferred)

## 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	.....

NOTE.—References to footnotes are numbered across parallel pages from left to right and top to bottom.

## No-Down-Rule Style (Preferred)

## PARALLEL TABLE WITH

TABLE 6.—*Corporation returns with balance sheets,¹ 1949, by total assets returns with no net income.³ Number of returns, selected assets and deficit, and dividends paid in cash and assets other than own stock;*

[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—Insurance agents and brokers	Real estate, except lessors of real property other than buildings	Lessors of real property, except buildings	Total services	Hotels and other lodging places
1	Number of returns ⁴ .....	5,341	76,010	3,589	29,468	3,584
Receipts:						
2	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	3,631	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

NOTE.—Preparers of parallel tables will indicate the width of 1 page immediately adjacent the instruction

TABLE

*of Income from corporation returns for the years 1926-66*

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

# TRACING FIGURES

*classes, and by major industrial groups,² for returns with net income and liabilities, selected receipts, compiled net profit or net loss, net income or also, for returns with net income, the income tax*

figures in thousands of dollars]

Major industrial groups—Continued							
Services—Continued							
Personal services	Business services	Automotive repair services and garages	Miscella- neous repair services, hand trades	Motion pictures	Amuse- ment, except motion pictures	Other services, including schools	Nature of business not allocable
⁵ 6,689	6,067	2,488	⁶ 1,190	3,558	2,822	3,070	902 1
312,555	181,732	113,906	88,304	72,602	51,215	56,431	57,971 2
865,090	1,599,119	157,940	113,000	1,480,924	431,053	462,104	17,938 3
259	734	126	24	1,041	358	339	41 4
11	69	1	3	7	6	18	15 5
¹² 34	40	1 .....		542	2	21	23 6

"parallel table." In the example above, the table should be rubberstamped "parallel table 26½ picas."

## NOTES



## 14. LEADERWORK

(See also Abbreviations; Tabular Work)

14.1. Leaderwork is a simple form of tabular work without box-heads or rules and is separated from text by 4 points of space above and below in solid matter and 6 points of space in leaded matter. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, aligning 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. 188.)

### Bearoff

14.2. No bearoff is required at the right in a single reading column.

### Columns

14.3. A figure column is at least an en quad wider than the largest group of figures, but not less than 3 ems in single columns and 2 ems in double-up columns. Total rules are to be the full width of all figure columns.

	¹ Pounds
Year: 1952.....	655,939
Fiscal year:	
1954.....	368,233
1955.....	100,000
Total .....	1,124,172

¹ Certain production methods require the use of an 8-point italic centered heading here.

14.4. Where both columns are reading columns, they are separated by an em space.

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

## Continued heads

14.5. The use of continued lines is no longer in effect.

## Ditto

14.6. The abbreviation *do.* is indented and capitalized in stub. It is capitalized and cleared in last reading column. (See rules 14.4 and 14.20.)

## Dollar mark and ciphers

14.7. The dollar mark or any other money symbol is used at the beginning of each statement.

14.8. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are aligned 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 rule, and the symbol is placed on the first figure of the separated group only. (See rule 13.60.)

14.9. 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

14.10. Flush items clear the figure column.

14.11. Subheads are centered in full measure.

## Footnotes

14.12. Footnotes to leaderwork follow the style of footnotes to tables. (See "Footnotes and references," p. 183.)

14.13. Footnote references begin with 1 in each leadered grouping, and footnotes are placed at end, separated from it by 4 points of space. Separate notes from matter following by not less than 6 points of space.

14.14. If the leaderwork runs over from one page to another, they will be placed at the bottom of the leadered material.¹

## Units of quantity

14.15. Units of quantity or other words over a stub or figure column are set italic.

14.16. 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:

May.....	<i>Tons</i> 50,000
June.....	52,000

Coal carried.....	90,000
-------------------	--------

Dixie RR.: Freight carried Jan. 1, 1978, including freight carried by all its subsidiaries.....	1 2,000
-------------------------------------------------------------------------------------------------	---------

¹ Livestock not included.

¹ If footnotes to leaderwork and text fall at bottom of page, leaderwork footnotes are placed above text footnotes. The two groups are separated by a 50-point rule.

14.17. If there is no colon line, the style is as follows:

Freight carried by the Dixie RR. and the Baltimore & Ohio	<i>Tons</i>
RR. in May .....	71,500

14.18. Explanatory matter is set in 6 point under leaders (note omission of period):

.....	.....	.....
(Name)	(Address)	(Position)

14.19. 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.....

14.20. In half measure doubled up, units of quantity are aligned across the page. (See also rule 15.22.)

Seedlings:	<i>Inches</i>		<i>Inches</i>
Black locust.....	27	Osage-orange.....	20
Honey locust.....	16	Catalpa.....	16
Green ash.....	7	Black walnut.....	10

14.21. 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 (acres).....	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

## NOTES



## 15. TEXT FOOTNOTES, INDEXES, AND CONTENTS

### FOOTNOTES AND REFERENCE MARKS

(For footnotes in tabular work, see p. 183.)

15.1. Except as noted under "Abbreviations" (p. 135), footnotes to text follow the style of text.

15.2. 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 appendices and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

15.3. Copy preparers must see that references and footnotes are plainly marked and must also indicate the measure if footnotes are to be doubled up.

15.4. On a job that is not completed, the last footnote number must be given to the supervisor, who will record it so that there will be no question as to next footnote number.

15.5. 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, etc.) on p.—" instead of the entire footnote.

15.6. 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 7 point. (See also "Courtwork," p. 215.)

15.7. Footnotes are set as paragraphs at the bottom of the page and are separated from the text by a 50-point rule, flush on the left, with no less than 2 points of space above and below the rule.

15.8. Footnotes to indented matter (other than excerpt footnotes) are set full measure. (See also rule 13.89.)

15.9. To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are also indented and placed at bottom of excerpt, separated by 6 points of space. No side dash is used. Reference numbers are not changed to fit numbering sequence of text footnotes.

15.10. 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.¹

15.11. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

¹ When a footnote breaks from an odd (right-hand) page to an even (left-hand) page, the word (*Continued*) will be placed flush right below the last line where the break occurs. The usual 50-point dash is used above each part. Where break occurs on facing pages; i.e., from even page to odd page, do not use (*Continued*) lines.

15.12. A cutoff dash is not required between the chart or graph and the footnotes.

15.13. For reference marks use: (1) Roman superior figures, (2) italic superior letters, and (3) symbols. Superior figures (preferred), letters, and symbols are separated from the words to which they apply by thin spaces, unless immediately preceded by periods or commas.

15.14. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

15.15. When symbols or signs are used for footnote reference marks, their sequence should be (*) asterisk, (†) dagger, (‡) double dagger, and (§) section mark. 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.

15.16. Symbols with commonly established other meanings likely to produce confusion, such as the percent mark (%) and the number mark (#), should not be used.

15.17. 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.

15.18. When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

15.19. 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.

15.20. Two or more superior footnote references occurring together are separated by thin spaces.

INDEXES AND TABLES OF CONTENTS

15.21. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.

15.22. *Page, section, paragraph*, etc., over figure columns are set in roman, flush on right.

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

456	ANNUAL REPORT OF THE SECRETARY OF THE TREASURY	
Notes—Continued		Page
Treasury.....		459

15.23. 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.....	Frontispiece	Page
General instructions.....	VIII	
Capitalization ( <i>see also</i> Abbreviations).....	16	
Correct imposition (diagram).....	Facing 34	

	Page
Explanatory diagram.....	Frontispiece
Legends. ( <i>See</i> Miscellaneous rules.)	
Appendixes A, B, C, and D, maps, illustrations, and excerpts.....	In supplemental volume

15.24. For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and indexes.

15.25. 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. If the entry makes three or more lines and the last line of figures is not full, do not use a period at the end.

If page folios overrun due to an excessive amount of figures use this form .....	220, 224, 227, 230, 240
And this way when overrun folios make two or more lines.....	220, 224-225, 230-240, 245, 246, 250-255, 258, 300, 320, 330, 350, 360, 370, 380, 390, 400, 410-500, 510, 520, 530, 540, 550, 560, 570, 580, 590, 600-620, 630, 640, 650, 660, 670, 680, 690, 700

(For examples of item indentions in reading column of indexes set with leaders, see index in this MANUAL.)

15.26. Overrun page numbers are indented 3½ 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.

15.27. 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.

15.28. 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—Continued  
   Williams mission (*see also* Williams,  
     John H., special mission), efforts  
     in connection with exchange con-  
     trol 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: Brazil-  
   ian attitude, 553, 569, 570,  
   572-574; information concern-  
   ing, 550, 551, 552

15.29. 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.)

15.30. In a table of contents, where *chapter*, *plate*, or *figure* is followed by a number and period, an en space is used after the period. The periods are aligned on the right.

Chapter	Page
I. Introduction.....	1
II. Summary.....	1
VI. Conclusions .....	7

15.31. Subheads in indexes and tables of contents are centered in the full measure.

15.32. In contents set in combination of two sizes of lightface type, or in combination of boldface and lightface type, all leaders and page numbers 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.

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



## 16. DATELINES, ADDRESSES, AND SIGNATURES

16.1. 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 ensure uniformity and good appearance. Street addresses and ZIP Code numbers are not to be used. (But in certain lists which carry ZIP Code numbers regular spacing will be used preceding ZIP Code.) Certain general instructions apply alike to datelines, addresses, and signatures.

### General instructions

16.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.

16.3. *Mr.*, *Mrs.*, *Miss*, *Ms.*, 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 9.37.)

### Spacing

16.4. At least 2 points of space should appear between dateline and text or address, address and text, text and signature, and signature and address. (See examples, rule 16.26.)

### DATELINES

16.5. 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 two lines; and 5 ems, 3 ems, and 1

em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.

THE WHITE HOUSE,□□□  
*Washington, DC, January 1, 1983.*□

THE WHITE HOUSE, *July 30, 1983.*□

TREASURY DEPARTMENT,□□□□□  
OFFICE OF THE TREASURER,□□□  
*Washington, DC, January 1, 1983.*□

TREASURY DEPARTMENT, *July 30, 1983.*□  
DEPARTMENT OF COMMERCE,□□□  
*July 30, 1983.*□

FAIRFAX COUNTY, VA.□  
OFFICE OF JOHN SMITH & Co.,□□□  
*New York, NY, June 6, 1983.*□

WASHINGTON, *May 20, 1983—10 a.m.*□  
THURSDAY, *MAY 8, 1983—2 P.M.*□

JANUARY 24, 1983.□  
WASHINGTON, *November 29, 1983* □□□  
[Received December 6, 1983].□

ON BOARD U.S.S. "CONNECTICUT,"□□□  
*January 21, 1983.*□

OFFICE OF THE COMMISSIONERS OF THE □□□□□  
DISTRICT OF COLUMBIA,□□□  
*Washington, January 6, 1983.*□

## 16.6. Congressional hearings:

MONDAY, OCTOBER 24, 1983¹

HOUSE OF REPRESENTATIVES,□□□□□□□  
SUBCOMMITTEE ON IMMIGRATION,□□□□□  
COMMITTEE ON THE JUDICIARY,□□□  
*Washington, DC.*□

U.S. SENATE,□□□□□  
COMMITTEE ON ARMED SERVICES,□□□  
*Washington, DC.*□

CONGRESS OF THE UNITED STATES,□□□□□  
JOINT COMMITTEE ON PRINTING,□□□  
*Washington, DC.*□

16.7. 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.

□MAY 7, 1983.

□STEUBENVILLE, OH.

□STEUBENVILLE, OH, *July 1, 1983.*

□Dated July 1, 1983.

□Dated Albany, March 12, 1983.

¹ Normally, dates in House hearings on appropriation bills are set on right in 10-point caps and small caps.

NOTE.—The U.S. Government Correspondence Manual offers proper forms of addresses, salutations and closings. (See "Bibliography," p. 3.)

16.8. 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, followed by a period and a 1-em dash.

□ABOARD SS "HOPE," April 3, 1983.—

□NEW YORK, NY, August 21, 1983.—A dispatch received here from * * *.

#### ADDRESSES

16.9. Addresses are set flush left at the beginning of a letter or paper in congressional work (or at end in formal usage). (See examples, rule 16.26.)

16.10. At beginning or at end:

To SMITH & JONES and  
□BROWN & GREEN, Esqs.,  
*Attorneys for Claimant*

(Attention of Mr. Green).

Hon. HOWARD H. BAKER,  
*U.S. Senate.*

Hon. JIM WRIGHT,  
*U.S. House of Representatives.* (Collective address).

The PRESIDENT,  
*The White House.*

16.11. 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, DC.*

16.12. 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, DC.*

Hon. RALPH R. ROBERTS,  
*Clerk of the House of Representatives.*

Hon. JOHN L. MCCLELLAN,  
*U.S. Senator, Washington, DC.*

Hon. CHARLES POTTER,  
*Senate Office Building, Washington, DC.*

The COMMITTEE ON APPROPRIATIONS,  
*House of Representatives.*

16.13. 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.

**16.14.** Examples of general addresses when not followed by salutation (note the use of colon at end of italic line):

*To the Officers and Members of the Daughters of the American Revolution,*  
☐ *Washington, DC.:*

*To the American Diplomatic and Consular Officers:*

*To Whom It May Concern:*

*Collectors of Customs:*

*To the Congress of the United States:*

**16.15.** Example of general address when followed by salutation (note the use of period at end of italic line):

*Senate and House of Representatives:*

☐ GENTLEMEN: You are hereby * * *.

**16.16.** Examples illustrating other types of addresses:

To the EDITOR:

To JOHN L. NELSON, *Greeting:*

To JOHN L. NELSON, *Birmingham, AL, Greeting:*

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

CHIEF OF ENGINEERS

(Through the Division Engineer).

☐ 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:*

☐ The care shown by you * * *.

STATE OF NEW YORK,

*County of New York, ss:*

☐ Before me this day appeared * * *.

DISTRICT OF COLUMBIA, ss:

☐ Before me this day appeared * * *.

#### Envelope addresses

U.S. House of Representatives  
 Committee on Education and Labor  
 Room 429, House Office Building  
 Washington, DC 20515

#### SIGNATURES

**16.17.** Signatures, preceded by an em dash, are sometimes run in with last line of text. (See also rule 8.67.)

**16.18.** Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em. (See examples, rule 16.26.)

**16.19.** 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.

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



16.21. Two to eight independent signatures, with or without titles, are aligned on the left, at approximately the center of the measure.

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.*

16.22. 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 2 and 3 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.

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

16.24. Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT CO.,  
(By) JOHN SMITH, *Secretary.*

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

TEXARKANA TEXTILE MERCHANTS &  
MANUFACTURERS' ASSOCIATION,  
HUBERT P. STONEGARTEN,  
*Board Member and 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.*

JOHN [his thumbmark] SMITH.□

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

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.*□

□On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS.  
SAML. CAMPBELL.

☐ 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*. ☐

☐ 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*. ☐

## 16.25. In quoted matter:

☐ "Very respectfully,

"KENNETH ADAMS.

"JOHN STEPHEN.

"BEVERLY RYAN.

"WILLIAM ARNOLD.

"M.T. JENKINSON.

"ALBERT WARD."

## 16.26. Examples of various kinds of datelines, addresses, and signatures:

Re weather reports submitted by the International Advisory Committee of the ☐ Weather Council.

Mr. WILLIAM E. JONES, Jr.,  
*Chairman, Commerce Committee,*  
*Washington, DC.*

☐ DEAR MR. JONES: We have been in contact with your office, etc.

PAUL S. REED, ☐

*Executive Director*, ☐

*National Information Bureau*. ☐

☐ NEW YORK, August 19, 1983.

or, if copy—

☐ AUGUST 19, 1983.

LINCOLN PARK, MI, February 15, 1983.□

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

Hon. FRANCIS E. WALTER,  
*Chairman, Subcommittee on Immigration,  
 Committee on the Judiciary, Washington, DC.*

□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, DC.*

□DEAR MR. WALTER: You have for some time * * *.

U.S. DEPARTMENT OF COMMERCE,□□□□  
 WEATHER BUREAU,□□□  
*Washington, March 3, 1983.*□

Hon. CHARLES E. CHAMBERLAIN,  
*House of Representatives,  
 Washington, DC.*

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

□□Sincerely yours,

F.W. REICHELDERFER,□□□  
*Chief of Bureau.*□

NEW YORK, NY, February 10, 1983.□

To: All supervisory employees of production plants, northern and eastern divisions,  
 □□New York State.

From: Production manager.

Subject: Regulations concerning vacations, health and welfare plans, and wage con-  
 tract negotiations.

□It has come to our attention that the time * * *.

WASHINGTON, DC, May 16, 1983.□

The Honorable the SECRETARY OF THE NAVY.

□DEAR MR. SECRETARY: This is in response to your letter * * *.

□□Very sincerely yours,

[SEAL]□RONALD REAGAN.□

EAST LANSING, MI, June 10, 1983.□

To Whom It May Concern:

□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, 1983. ☐

Hon. STROM THURMOND,  
*Chairman, Committee on the Judiciary,*  
*U.S. Senate, Washington, DC.*

☐ 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, DC.* ☐

Hon. STROM THURMOND,  
*Chairman, Committee on the Judiciary,*  
*U.S. Senate, Washington, DC.*

☐ DEAR SENATOR THURMOND: Further reference is made to your reply * * *.

☐ Sincerely yours,

JOHN S. PATTERSON, ☐☐☐☐☐☐  
*Deputy Administrator* ☐☐☐☐  
 (For and in the absence of ☐☐  
 H.V. Higley, Administrator) ☐

WASHINGTON, DC, *September 16, 1983.* ☐

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

☐ DEAR MR. JONES: In reply to your letter * * *.

☐ Yours truly,

(Signed) ☐ THOMAS E. RHODES, ☐☐  
*Special Assistant to the Attorney General.* ☐

☐ P.S.—A special word of thanks to you from J.R. Brown for your fine help.

T.E.R. ☐

TOKYO, JAPAN, *November 13, 1983.* ☐

U.S. DEPARTMENT OF JUSTICE,  
 IMMIGRATION AND NATURALIZATION SERVICE,  
*Detroit, MI.*

☐ 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, CA.* ☐

16.27. The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is spaced 1 em from the signature. The word *seal* is to be set in small caps and bracketed. (See rule 16.28.)

[SEAL] ☐ RICHARD ROE, ☐☐  
*Notary Public.* ☐

[SEAL] ☐ J.M. WILBER. ☐

[SEAL] ☐ BARTLETT, ROBINS & Co. ☐

16.28. Presidential proclamations after May 23, 1967, do not utilize the seal except when they pertain to treaties, conventions, protocols, or other international agreements. Copy will be followed literally with respect to the inclusion of *and* between elements of numerical expressions.



NOW, THEREFORE, I, RICHARD NIXON, President of the United States of America, do hereby designate Saturday, September 23, 1972, as National Hunting and Fishing Day.

* * * * *

IN WITNESS WHEREOF, I have hereunto set my hand this second day of May, in the year of our Lord nineteen hundred seventy-two, and of the Independence of the United States of America the one hundred ninety-sixth.

RICHARD NIXON.□

## NOTES

## 17. COURTWORK

(See also Capitalization; General Instructions; Italic)

17.1. 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.

Courtwork

### Briefs, decisions, exhibits, and opinions

17.2. In general, copy is printed "Fol. lit."

17.3. Titles of legal cases are italicized.

17.4. Single punctuation is used in citations wherever possible.

17.5. 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."

17.6. When *Question* and *Answer* are spelled out in copy, set in separate paragraphs.

17.7. In National Labor Relations Board transcript, the abbreviated forms *Q.* and *A.* are always used, run in, and the question and its answer are connected by an em dash.

17.8. 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.

17.9. In the titles of cases the first word and all principal words are capitalized, but not such terms as *defendant* and *appellee*.

17.10. In the titles of cases copy is followed as to use of figures and abbreviations.

17.11. Abbreviations in names of legal cases are to be followed literally in all classes of work.

17.12. 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. Bas-*

*sett* (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 192.1 [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* 208 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*  
 Restatement, Second, *Agency* § 103  
 2 Moore, *Federal Practice* 9.2 at 1162,  
 footnote 15  
 Legislative History:  
 I Leg. Hist. 983 (1949)  
 II Leg. Hist. 1001 (1959)

17.13. In citations of single lines, the period is inserted at the end of each line.

17.14. If citations are run in, semicolons are used.

17.15. 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.

17.16. When spelled out, use the following forms:

cross-examination  
 cross-interrogatory  
 re-cross-examination

redirect examination  
 re-direct examination

17.17. Brackets, not parentheses, are used (in transcripts, congressional hearings, testimony in courtwork, etc.) to enclose interpolations that are not specifically a part of the original quotation, corrections, explanations, omissions, editorial comments, or to caution that an error is reproduced literally.

17.18. If the entire sentence is in brackets, the punctuation should be within the brackets.

17.19. The following examples illustrate the use of brackets, other punctuation, and spacing. (See also rule 8.20.)

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].

By the COMMISSIONER:

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].

By Mr. SMITH:

17.20. In text, a parenthetic 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 parenthetic 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.]

17.21. 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 on the left and separated from the preceding and following full-measure matter by 3 leads. Other matter that follows a colon is quoted.

17.22. Footnote matter following a colon does not indent. It is quoted and set full measure.

17.23. All footnotes in 12-point briefs are set 10-point leaded, and extracts in footnotes are set full measure and are quoted.

17.24. 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.

17.25. The following capitalization is followed in all courtwork:

Circuit Court	Court of Appeals	Southern District
Circuit Court for the	Court of Customs and	Sixth Circuit
Southern District	Patent Appeals	Superior Court
Circuit Court of the	Court of Claims	Supreme Bench
United States for the	District Court	Tax Court
Southern District of	Emergency Court of Ap-	
New York	peals	
County Court	John Smith, U.S. mar-	
	shal for the Northern	
	District	

17.26. Unless otherwise indicated, covers and captions in briefs are single leaded at all times. Signatures are also single leaded, even in briefs set double leaded.

### Supreme Court records

17.27. Paragraphs are made of answers in Q. and A. matter.

17.28. 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. 246.)

17.29. A cut-in folio is not used opposite a paragraph reading "Endorsement on cover."

17.30. Copy is followed literally, including capitalization (initial capitalization of words), punctuation (including compounding), and obscene language, but not italic.

17.31. 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.

17.32. 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.

17.33. Words having the sanction of any dictionary are permissible, and the spelling is not changed.

17.34. 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.

17.35. Doublets are indicated by italicizing the repeated words or lines.

17.36. A 3-em quad is used to indicate the omission of one or more words.

17.37. The names of vessels are set in roman, quoted.

17.38. The titles of cases are set in roman, including the abbreviation of *versus*.

17.39. 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

17.40. 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. 12-345a, J. 12-345b, etc., to the end).

17.41. Preparers must indicate on the instruction sheet such information as 11-point type, solid or leaded, cut-in folios, etc.

17.42. The following abbreviations of the names of reporters are used in citations of U.S. Supreme Court Reports:

Name	Abbreviation
Cranch	Cranch
Dallas	Dall. or Dal.
Howard	How.
Peters	Pet.
U.S. Reports	U.S.
Wallace	Wall.
Wheaton	Wheat.

[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, Jr.,

*Attorney.*

## BREAKDOWN OF DISPLAY HEADS IN BRIEFS

### Supreme Court

#### 8-POINT IONIC 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

#### 8-POINT IONIC CAPS ¹

#### I. 10-point Century bold lowercase, first up

##### A. 8-point Century bold lowercase, first up

##### 1. *8-point Century bold lowercase italic, first up* (with roman figure "1")

##### a. *12-point lowercase italic (centered or run-in side-head)*

##### 12-point lowercase (centered or run-in sidehead)

¹ Second Circuit, 10-point Century bold Caps.

[Cover for briefs]

No. 738

---

---

# In the Supreme Court of the United States

OCTOBER TERM, 1966

---

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  
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, 1966

---

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  
COURT OF APPEALS FOR THE THIRD CIRCUIT

---

BRIEF FOR THE RESPONDENT IN OPPOSITION

---

In briefs, agencies may request ZIP Code numbers in a signature on cover and at end of brief.

JOHN SMITH,  
Attorney,  
Department of Justice,  
Washington, D.C. 20530.



[Cover for Circuit Court briefs]

No. 11266

---

---

In the ¹ United States Court of Appeals  
for the ¹ Sixth Circuit

---

[Case number is carried at this point in captions over text]

NATIONAL LABOR RELATIONS BOARD, PETITIONER

v.

S. H. KRESS &amp; COMPANY, RESPONDENT

---

ON PETITION FOR ENFORCEMENT OF AN ORDER OF THE  
NATIONAL LABOR RELATIONS BOARD ²

---

BRIEF FOR THE NATIONAL LABOR RELATIONS BOARD ³GEORGE 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 12-point Century bold if one line and in 12-point Cheltenham bold condensed to avoid two 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; 10-point briefs, 8 point; and 11-point Supreme Court reports, 9 point.

4. Tenth Circuit briefs are set 30 picas wide.

5. Tables are set 8-point leaded, with 8-point solid boxheads.

[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**

(See rules 17.28-17.29)

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, U.S. Patent Office.*

E. L. REYNOLDS,  
*Of Counsel.*

---

[Supreme Court decisions]

---

## SUPREME COURT OF THE UNITED STATES

---

No. 295.—OCTOBER TERM, 1960.

---

Colonel Henry S. Robertson, President, Army Review Board, Petitioner, <i>v.</i> Robert H. Chambers.	} On Writ of Certiorari to the United States Court of Appeals for the District of Colum- bia Circuit.
-----------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------

[April 9, 1961.]

MR. JUSTICE DOUGLAS delivered the opinion of the Court.

Respondent, a former captain in the Army, was honorably discharged for physical disability and without retirement pay, as the result of a decision by an Army Retiring

[Court of Claims—Reports ¹²]

# In the United States Court of Claims

No. 284-63

(Filed Oct. 24, 1966)

---

 ANDREW ALFORD v. THE UNITED STATES
 

---



---

 REPORT OF COMMISSIONER TO THE COURT*
 

---

*Loren K. Olson*, attorney of record for plaintiff. *Richara H. Speidel* and *Charles Hieken*, of counsel.

*Michael T. Platt*, with whom was *Assistant Attorney General John W. Douglas*, for defendant.

---

## OPINION

LANE, *Commissioner*: This is a patent suit under Title 28 U.S.C. § 1498, in which plaintiff seeks to recover reasonable

* * * * *

Respectfully submitted,

---

[Supreme Court—Transcripts of record]

SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1966

---

 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]

---

*The opinion, findings of fact, and recommended conclusion of law are submitted under the order of reference and Rule 57(a).

¹ Decisions follow same general style.

² Footnotes and references are followed even if numbers are duplicated on same page. Place first footnote near reference, second footnote at bottom of page.



[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 Galley*, 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 THE ¹ 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, 1938 ²March 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 copy² As in copy.³ Do not supply if not in copy.

## 18. USEFUL TABLES

### GEOLOGIC TERMS

[With suggestions by U.S. Geological Survey]

For capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The list below exemplifies common usage of both rock and time terms. 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 terms lower, middle, and upper (referring to rocks) are capitalized only as indicated in the list (Upper Devonian, lower Tertiary, lower Paleozoic); similarly, the terms early, middle, and late (referring to time) are capitalized only as indicated. A formal geologic term is capitalized: Devonian System, Pliocene Series, San Rafael Group, Morrison Formation, Fayetteville Shale, Wedington Sandstone Member, Wisconsin Glaciation, Tazewell Stade. (Geologic terms quoted verbatim from published material should be left as the original author used them; however, it should be made clear that the usage is that of the original author.) A structural term such as arch, anticline, syncline, dome, uplift, or basin is not capitalized even if preceded by a name: Cincinnati arch, Cedar Creek anticline, Ozark uplift, Michigan basin. (A physiographic term that is preceded by a name is capitalized: Bighorn Basin, Half Dome.)

Useful  
Tables

Alexandrian	glacial:	Mississippian:	Permian:
Animikie	interglacial	Upper, Late	Upper, Late
Atoka	postglacial	Lower, Early	Lower, Early
Belt	preglacial	Missouri	Pleistocene
Cambrian:	Glenarm	Mohawkian	Pliocene:
Upper, Late	Grand Canyon	Morrow	upper, late
Middle, Middle	Grenville	Niagara	middle, middle
Lower, Early	Guadalupe	Ochoa	lower, early
Carboniferous	Gulf	Ocoee	Precambrian:
Systems	Gunnison River	Oligocene:	upper
Cayuga	Holocene	upper, late	middle
Cenozoic	Jurassic:	middle, middle	lower
Cincinnatian	Upper, Late	lower, early	Quaternary
Chester	Middle, Middle	Osage	red beds
Coahuila	Lower, Early	Ordovician:	Shasta
Comanche	Keweenaw	Upper, Late	Silurian:
Cretaceous:	Kinderhook	Middle, Middle	Upper, Late
Upper, Late	Leonard	Lower, Early	Middle, Middle
Lower, Early	Little Willow	Pahrump	Lower, Early
Des Moines	Llano	Paleocene:	St. Croixan
Devonian:	Meramec	upper, late	Tertiary
Upper, Late	Mesozoic:	middle, middle	Triassic:
Middle, Middle	pre-Mesozoic	lower, early	Upper, Late
Lower, Early	post-Mesozoic	Paleozoic	Middle, Middle
Eocene:	Miocene:	Pennsylvanian:	Lower, Early
upper, late	upper, late	Upper, Late	Virgil
middle, middle	middle, middle	Middle, Middle	Wolfcamp
lower, early	lower, early	Lower, Early	Yavapai

### PHYSIOGRAPHIC TERMS

[With suggestions by U.S. Geological Survey]

The following table lists physical divisions of the United States 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 .....	
Atlantic Plain.....	Continental Shelf.....	
	Coastal Plain .....	Embayed section. Sea Island section. Floridian section. East Gulf Coastal Plain. Mississippi Alluvial Plain. West Gulf Coastal Plain.
Appalachian Highlands.....	Piedmont province.....	Piedmont Upland. Piedmont Lowland.
	Blue Ridge province .....	Northern; Southern section.
	Valley and Ridge province .....	Tennessee section. Middle section. Hudson Valley.
	St. Lawrence Valley.....	Champlain section. Northern section.
	Appalachian Plateaus.....	Mohawk section. Catskill section. Southern New York section. Allegheny Mountain section. Kanawha section. Cumberland Plateau. Cumberland Mountain section.
	New England province .....	Seaboard Lowland. New England Upland. White Mountain section. Green Mountain section. Taconic section.
Interior Plains.....	Adirondack province .....	
	Interior Low Plateaus.....	Highland Rim. Lexington Plain. Nashville Basin.
	Central Lowland .....	Eastern lake section. Western lake section. Wisconsin Driftless section. Till Plains. Dissected Till Plains.
	Great Plains.....	Osage Plains. Missouri Plateau, glaciated. Missouri Plateau, unglaciated. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton section. Pecos Valley. Edwards Plateau. Central Texas section. Springfield-Salem Plateaus. Boston "Mountains."
Interior Highlands.....	Ozark Plateaus.....	Arkansas Valley. Ouachita Mountains.
	Ouachita province .....	
Rocky Mountain System .....	Southern Rocky Mountain.....	
	Wyoming Basin.....	
	Middle Rocky Mountains.....	
	Northern Rocky Mountains.....	
Intermontane Plateaus.....	Columbia Plateaus.....	Walla Walla Plateau. Blue Mountain section. Payette section. Snake River Plain. Harney section. High Plateaus of Utah. Uinta Basin. Canyon Lands. Navajo section. Grand Canyon section. Datil section.
	Colorado Plateaus.....	
	Basin and Range province .....	Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento section.
Pacific Mountain System .....	Sierra-Cascade Mountains .....	Northern Cascade Mountains. Middle Cascade Mountains. Southern Cascade Mountains. Sierra Nevada.
	Pacific Border province .....	Puget Trough. Olympic Mountains. Oregon Coast Range. Klamath Mountains. California Trough. California Coast Ranges. Los Angeles Ranges.
	Lower Californian province.....	



# PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.	Kanab Guide Meridian. (Utah)
First, second, etc., guide meridian.	Kolob Guide Meridian. (Utah)
First, second, etc., principal meridian.	Little Porcupine Guide Meridian. (Montana)
Auxiliary (first, second, etc.) meridian.	Louisiana Meridian. (Louisiana)
Ashley Guide Meridian. (Utah)	Maginnis Guide Meridian. (Montana)
Beaverhead Guide Meridian. (Montana)	Michigan Meridian. (Michigan-Ohio)
Belt Mountain Guide Meridian. (Montana)	Mount Diablo base line. (California-Nevada)
Big Hole Guide Meridian. (Montana)	Mount Diablo Meridian. (California-Nevada)
Bitterroot Guide Meridian. (Montana)	Musselshell Guide Meridian. (Montana)
Black Hills base line. (South Dakota)	Navajo base line. (Arizona-New Mexico)
Black Hills Guide Meridian. (South Dakota)	Navajo Meridian. (Arizona-New Mexico)
Boise Meridian. (Idaho)	New Mexico Guide Meridian. (New Mexico-Colorado)
Boulder Guide Meridian. (Montana)	New Mexico Principal Meridian. (New Mexico-Colorado)
Browning Guide Meridian. (Montana)	Panguitch Guide Meridian. (Utah)
Buffalo Creek Guide Meridian. (Montana)	Passamari Guide Meridian. (Montana)
Carson River Guide Meridian. (Nevada)	Pine Valley Guide Meridian. (Utah)
Castle Valley Guide Meridian. (Utah)	Principal Meridian. (Montana)
Chickasaw Meridian. (Mississippi)	Red Rock Guide Meridian. (Montana)
Choctaw base line. (Mississippi)	Reese River Guide Meridian. (Nevada)
Choctaw Meridian. (Mississippi)	Ruby Valley Guide Meridian. (Nevada)
Cimarron Meridian. (Oklahoma)	St. Helena Meridian. (Louisiana)
Colorado Guide Meridian. (Utah)	St. Stephens base line. (Alabama-Mississippi)
Columbia Guide Meridian. (Washington)	St. Stephens Meridian. (Alabama-Mississippi)
Colville Guide Meridian. (Washington)	Salt Lake Meridian. (Utah)
Copper River Meridian. (Alaska)	San Bernardino base line. (California)
Coulson Guide Meridian. (Montana)	San Bernardino Meridian. (California)
Deer Lodge Guide Meridian. (Montana)	Sevier Lake Guide Meridian. (Utah)
Deschutes Meridian. (Oregon)	Seward Meridian. (Alaska)
Emery Valley Guide Meridian. (Utah)	Shields River Guide Meridian. (Montana)
Fairbanks Meridian. (Alaska)	Smith River Guide Meridian. (Montana)
Flathead Guide Meridian. (Montana)	Snake Valley Guide Meridian. (Utah)
Fort Belknap Guide Meridian. (Montana)	Square Butte Guide Meridian. (Montana)
Fremont Valley Guide Meridian. (Utah)	Sweet Grass Guide Meridian. (Montana)
Gila and Salt River Meridian. (Arizona)	Tallahassee Meridian. (Florida)
Grand River Guide Meridian. (Utah)	Teton Guide Meridian. (Montana)
Grande Ronde Guide Meridian. (Oregon)	Uinta Special Meridian. (Utah)
Green River Guide Meridian. (Utah)	Ute Principal Meridian. (Colorado)
Haystack Butte Guide Meridian. (Montana)	Valley Creek Guide Meridian. (Montana)
Helena Guide Meridian. (Montana)	Wah Wah Guide Meridian. (Utah)
Henry Mountain Guide Meridian. (Utah)	Washington Meridian. (Mississippi)
Horse Plains Guide Meridian. (Montana)	Willamette Meridian. (Oregon-Washington)
Humboldt Meridian. (California)	Willow Springs Guide Meridian. (Utah)
Humboldt River Guide Meridian. (Nevada)	Wind River Meridian. (Wyoming)
Huntsville Meridian. (Alabama-Mississippi)	Yantic Guide Meridian. (Montana)
Indian Meridian. (Oklahoma)	Yellowstone Guide Meridian. (Montana)
Jefferson Guide Meridian. (Montana)	
Judith Guide Meridian. (Montana)	

# PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF MARCH 1983

[With suggestions by the Department of State and the Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Afghanistan	King	Revolutionary Council; Council of Ministers	Democratic Republic	Kabul (Kabul).
Albania	President of the Presidium	People's Assembly (unicameral)	People's Republic	Tirana (Tiranë).
Algeria	President	National Assembly (suspended)	Republic	Algiers.
Andorra	Bishop of Urgel (Spain); President of the French Republic.	General Council of the Valleys (unicameral)	Coprincipality	Andorra.
Angola	President	National Assembly (planned)	People's Republic	Luanda.
Antigua and Barbuda	Queen (represented by Governor General).	Parliament	Parliamentary State	Saint Johns.
Argentina	President	National Congress: Senate, Chamber of Deputies (dissolved)	Republic	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).
Bahamas, The	Queen (represented by Governor General).	Parliament: Senate, House of Assembly	Commonwealth	Nassau.
Bahrain	King	None	Traditional Monarchy	Manama.
Bangladesh	President	Constituent Assembly (unicameral)	Republic	Dacca.
Barbados	Queen (represented by Governor General).	Parliament: Senate, House of Assembly	Parliamentary State	Bridgetown.
Belgium	King	Parliament: Senate, Chamber of Representatives	Constitutional Monarchy	Brussels (Bruxelles, Brussel).
Belize	Queen (represented by Governor General).	National Assembly: Senate, House of Representatives	Parliamentary State	Belmopan.
Benin (formerly Dahomey)	President	National Revolutionary Assembly	Military (Revolutionary Assembly)	Porto-Novo.
Bhutan	King	National Assembly (unicameral)	Monarchy	Thimphu; Paro, administrative capital.
Bolivia	President	Congress: Senate, Chamber of Deputies	Republic	Sucre, legal capital; La Paz, seat of government.
Botswana	do.	National Assembly (unicameral)	do.	Gaborone.
Brazil	do.	Congress: Senate, Chamber of Deputies	Federative Republic	Brasilia.
Bulgaria	President of the Presidium	National Assembly (unicameral)	People's Republic	Sofia (Sofiya).
Burma	President	People's Assembly (unicameral)	Socialist Republic	Rangoon.
Burundi	do.	None	Republic	Bujumbura.
Cameroon	do.	National Assembly (unicameral)	do.	Yaoundé.
Canada	Queen (represented by Governor General).	Parliament: Senate, House of Commons	Parliamentary State	Ottawa.
Cape Verde	President	National Assembly (unicameral)	Republic	Praia.
Central African Republic	do.	National Assembly (unicameral)	do.	Bangui.
Ceylon (see Sri Lanka).	do.	National Assembly (unicameral) (dissolved)	do.	N'Djamena.
Chad	do.	National Assembly (dissolved)	do.	Santiago.
Chile	do.	National Congress (dissolved)	do.	Beijing.
China	Chairman, National People's Congress.	National People's Congress	People's Republic	Bogotá.
Colombia	President	Congress: Senate, House of Representatives	Republic	Medellín.
Comoros	do.	None	do.	Moroni.

Congo.....	President.....	Council of State.....	People's Republic.....	Brazzaville.
Costa Rica.....	do.....	Legislative Assembly (unicameral).....	do.....	San José.
Cuba.....	do.....	National Assembly of People's Power.....	Socialist Republic.....	Havana (La Habana).
Cyprus.....	do.....	House of Representatives (unicameral).....	Republic.....	Nicosia.
Czechoslovakia.....	do.....	Federal Assembly: Chamber of the People, Chamber of the Nations.....	Socialist Republic.....	Prague.
Dahomey (see Benin).				
Denmark.....	King.....	Parliament.....	Constitutional Monarchy.....	Copenhagen.
Djibouti.....	President.....	Parliament: Chamber of Deputies (unicameral).....	Republic.....	Djibouti.
Dominica.....	do.....	House of Assembly (unicameral).....	Commonwealth.....	Roseau.
Dominican Republic.....	do.....	Congress: Senate, Chamber of Deputies.....	Republic.....	Santo Domingo.
Ecuador.....	do.....	National Congress (unicameral).....	do.....	Quito.
Egypt.....	do.....	People's Assembly (unicameral).....	do.....	Cairo.
El Salvador.....	do.....	People's Assembly (unicameral).....	do.....	San Salvador.
Equatorial Guinea.....	do.....	Constituent Assembly.....	Republic.....	Malabo.
Estonia ¹ .....	do.....	Legislature (suspended).....	do.....	Tallinn.
Ethiopia.....	Head of State.....	Parliament (dissolved).....	Military.....	Addis Ababa.
Fiji.....	Queen (represented by Governor-General).....	Parliament: Senate, House of Representatives.....	Parliamentary State.....	Suva.
Finland.....	President.....	Parliament (Eduskunta) (unicameral).....	Republic.....	Helsinki.
France.....	do.....	Parliament: Senate, National Assembly.....	do.....	Paris.
Gabon.....	do.....	National Assembly (unicameral).....	do.....	Libreville.
Gambia, The.....	do.....	House of Representatives (unicameral).....	do.....	Banjul.
German Democratic Republic.....	Chairman, Council of State.....	People's Chamber (unicameral).....	Socialist Republic.....	East Berlin. ^a
Germany, Federal Republic of, ² .....	do.....	Parliament: Federal Council (Bundesrat), Federal Assembly (Bundestag).....	Federal Republic.....	Bonn.
Ghana.....	President (suspended).....	Parliament (unicameral).....	Republic.....	Accra.
Greece.....	President.....	Parliament (Vouli) (unicameral) (suspended).....	Parliamentary Republic.....	Athens.
Grenada.....	Queen (represented by Governor-General).....	Parliament (suspended).....	Commonwealth.....	Saint Georges.
Guatemala.....	President.....	Congress (unicameral).....	Republic.....	Guatemala.
Guinea.....	do.....	National Assembly (unicameral).....	do.....	Conakry.
Guinea-Bissau.....	do.....	National People's Assembly (dissolved).....	do.....	Bissau.
Guyana.....	do.....	Parliament: National Assembly (unicameral).....	do.....	Georgetown.
Haiti.....	do.....	Legislative Chamber (unicameral).....	do.....	Port-au-Prince.
Honduras.....	do.....	Congress (unicameral).....	do.....	Tegucigalpa.
Hungary.....	President of the Presidential Council.....	National Assembly (unicameral).....	People's Republic.....	Budapest.
Iceland.....	do.....	Parliament (Althing): Upper Chamber (Efi Deild), Lower Chamber (Neore Deild).....	Republic.....	Reykjavik.
India.....	do.....	Parliament: Council of States (Rajya Sabha), House of the People (Lok Sabha).....	do.....	New Delhi.
Indonesia.....	do.....	Parliament: People's Consultative Assembly.....	do.....	Jakarta.
Iran.....	President.....	Parliament (Majlis) (unicameral).....	Islamic Republic.....	Tehran.
Iraq.....	do.....	Revolutionary Command Council.....	Republic.....	Baghdad.
Ireland.....	do.....	National Parliament (Oireachtas): Senate (Seanad Eireann), House of Representatives (Dail Eireann).....	do.....	Dublin.
Israel.....	do.....	Parliament (Knesset) (unicameral).....	do.....	Tel Aviv. ⁴
Italy.....	do.....	Parliament: Senate, Chamber of Deputies.....	do.....	Rome.
Ivory Coast.....	do.....	National Assembly (unicameral).....	do.....	Abidjan.
Jamaica.....	Queen (represented by Governor-General).....	Parliament: Senate, House of Representatives.....	Parliamentary State.....	Kingston.
Japan.....	Emperor.....	Diet: House of Councillors, House of Representatives.....	Constitutional Monarchy.....	Tokyo.



PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF MARCH 1983—Continued  
[With suggestions by the Department of State and the Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Jordan	King	National Assembly: Senate, Chamber of Deputies		Amman
Kampuchea	President	National Assembly (unicameral)	Republic	Phnom Penh.
Kenya	President	Parliament (unicameral)	.....do	Nairobi.
Kiribati	.....do	Supreme People's Assembly	Republic	Tarawa.
Korea, North	.....do	National Assembly (unicameral)	People's Republic	Pyongyang.
Korea, South	.....do	.....do	Constitutional Monarchy	Seoul.
Kuwait	Amir	Supreme People's Assembly	People's Republic	Kuwait.
Laos	President	Chamber of Deputies (unicameral)	Republic	Vientiane.
Latvia ¹	President	Parliament: Senate, National Assembly (dissolved)	.....do	Riga (Riga).
Lebanon	King	General: Senate, House of Representatives (dissolved)	Constitutional Monarchy	Beirut.
Lesotho	President	Congress: Senate, House of Representatives (dissolved)	Republic	Maseru.
Liberia	Chief of State	General Peoples' Congress	.....do	Monrovia.
Libya	Prince	Diet (unicameral)	Constitutional Monarchy	Tripoli's
Liechtenstein		Parliament: Chamber of Deputies, Council of State	Republic	Vaduz.
Lithuania ¹	Grand Duke	National Popular Assembly	Constitutional Monarchy	Kaunas.
Luxembourg	President	National Assembly (unicameral)	Republic	Luxembourg.
Madagascar	.....do	Parliament: Senate, House of Representatives	.....do	Antananarivo.
Malawi	Paramount Ruler	National Legislature (Majlis) (unicameral)	Constitutional Monarchy	Lilongwe.
Malaysia	President	National Assembly (unicameral)	Republic	Kuala Lumpur.
Maldives, Republic of the	.....do	House of Representatives (unicameral)	.....do	Male.
Malta	.....do	National Assembly (unicameral)	.....do	Bamako.
Mauritania	Queen	Legislative Assembly (unicameral)	Islamic Republic	Valletta.
Mauritius	President	Congress: Chamber of Deputies	Parliamentary State	Nouakchott.
Mexico	Prince	National Council (unicameral)	Federal Republic	Port Louis.
Monaco	Chairman, President, People's Great Hural	Legislature (unicameral)	Constitutional Monarchy	Mexico (Ciudad de México).
Mongolia	King	People's Great Hural (National Assembly) (unicameral)	People's Republic	Monaco.
Morocco	President	Parliament (unicameral)	Constitutional Monarchy	Ulaanbaatar.
Mozambique	.....do	States-General: First-Chamber, Second-Chamber	Republic	Rabat.
Nauru	King	Parliament: House of Representatives (unicameral)	People's Republic	Maputo.
Nepal	Queen	Congress: Senate, Chamber of Deputies (suspended)	Republic	Yaren.
Netherlands	Queen (represented by Governor General)	National Assembly (Panchayat) (unicameral)	Constitutional Monarchy	Katmandu.
New Zealand	Coordinator, Junta of the Government of National Reconstruction	Parliament: First-Chamber, Second-Chamber	.....do	Capital, Amsterdam. Seat of government, The Hague.
Nicaragua	President	Parliament: House of Representatives (unicameral)	Parliamentary State	Wellington.
Niger	.....do	Congress: Senate, Chamber of Deputies (suspended)	Republic	Managua.
Nigeria	President	National Assembly (unicameral)	.....do	Niamey.
Norway	King	Parliament: Senate, House of Representatives	Federal Republic	Lagos.
Oman	Sultan	Parliament (Storting): Lagting, Odelsting ⁶	Constitutional Monarchy	Oslo.
Pakistan	President (suspended)	Absolute Monarchy	Sultanate	Muscat.
Panama	President	Parliament: Senate, National Assembly (suspended)	Islamic Republic	Islamabad.
		Legislature (unicameral)	Republic	Panama.



Port Moresby.			
Papua New Guinea.....	Queen (represented by Governor General).....	Parliament (unicameral).....	Parliamentary State.....
Paraguay.....	President.....	Congress: Senate, Chamber of Deputies.....	Republic.....
Peru.....	do.....	do.....	do.....
Philippines.....	do.....	National Assembly (unicameral).....	People's Republic.....
Poland.....	President of Council of State.....	Parliament (Sejm) (unicameral).....	Republic.....
Portugal.....	President.....	Advisory Council.....	Traditional Emirate.....
Qatar.....	Amir.....	Grand National Assembly (unicameral).....	Socialist Republic.....
Romania.....	President of Council of State.....	National Assembly (unicameral).....	Republic.....
Rwanda.....	President.....	do.....	Kingdom.....
Saint Lucia.....	Queen (represented by Governor General).....	Parliament: Senate, House of Assembly.....	Parliamentary State.....
Saint Vincent and the Grenadines.....	do.....	House of Assembly (unicameral).....	do.....
San Marino.....	Captains-Regent.....	Grand and General Council (unicameral).....	Republic.....
Sao Tome and Principe.....	President.....	National Popular Assembly (unicameral).....	do.....
Saudi Arabia.....	King.....	Absolute Monarchy.....	Monarchy.....
Senegal.....	President.....	National Assembly (unicameral).....	Republic.....
Seychelles.....	do.....	People's Assembly (unicameral).....	do.....
Sierra Leone.....	do.....	House of Representatives (unicameral).....	do.....
Singapore.....	do.....	Parliament (unicameral).....	do.....
Solomon Islands.....	Queen (represented by Governor General).....	Legislative Assembly (unicameral).....	Parliamentary State.....
Somalia.....	President.....	National Assembly.....	Republic.....
South Africa.....	do.....	Parliament: Senate, House of Assembly.....	do.....
Spain ⁷ .....	King.....	Cortes: Senate, Congress of Deputies.....	Monarchy.....
Sri Lanka.....	President.....	Parliament (unicameral).....	Republic.....
Sudan.....	do.....	People's Assembly (unicameral).....	do.....
Suriname.....	do.....	Parliament (unicameral).....	do.....
Swaziland.....	King.....	House of Assembly, Senate.....	Constitutional Monarchy.....
Sweden.....	do.....	Parliament (Riksdag) (unicameral).....	do.....
Switzerland.....	President.....	Federal Assembly (Bundesversammlung): Council of States (Ständerat), National Council (Nationalrat).....	Confederation.....
Syria.....	do.....	People's Council.....	Republic.....
Tanzania.....	do.....	National Assembly (unicameral).....	do.....
Thailand.....	King.....	do.....	Constitutional Monarchy.....
Togo.....	President.....	Legislative Assembly (unicameral).....	Republic.....
Tonga.....	King.....	Parliament: Senate, House of Representatives.....	Constitutional Monarchy.....
Trinidad and Tobago.....	President.....	National Assembly (unicameral).....	Parliamentary State.....
Tunisia.....	do.....	Grand National Assembly: Senate of the Republic, National Assembly.....	Republic.....
Turkey.....	do.....	House of Assembly (unicameral).....	do.....
Tuvalu.....	Queen (represented by Governor General).....	do.....	Parliamentary State.....
Uganda.....	President.....	National Assembly (unicameral).....	do.....
Union of Soviet Socialist Republics.....	Chairman of the Presidium of Supreme Soviet.....	Supreme Soviet: Soviet of the Union, Soviet of Nationalities.....	Federation of Soviet Republics.....
United Arab Emirates.....	President.....	Supreme Council of Rulers; National Assembly.....	Federation of Emirates.....
United Kingdom.....	Queen.....	Parliament: House of Lords, House of Commons.....	Constitutional Monarchy.....
Upper Volta.....	President.....	National Assembly (unicameral).....	Republic.....
Uruguay.....	do.....	General Assembly: Senate, Chamber of Deputies (suspended).....	do.....
Vanuatu.....	Prime Minister.....	Representative Assembly (unicameral).....	Montevideo.....

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF MARCH 1983—Continued

[With suggestions by the Department of State and the Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Vatican City	Pope	None	Papacy	Vatican City.
Venezuela	President	Congress: Senate, Chamber of Deputies	Republic	Caracas.
Vietnam	.....do	None	Socialist Republic	Hanoi.
Western Samoa	Head of State	Legislative Assembly	Constitutional Monarchy	Apia.
Yemen (Aden)	Chairman, Supreme People's Council	Supreme People's Council	Republic	Aden.
Yemen (Sanaa)	President	Assembly, Republican Council (suspended)	.....do	Sanaa.
Yugoslavia	Presidium	Assembly: Federal Council, Council of the Republic and Provinces.	Federal Socialist Republic	Belgrade.
Zaire	.....do	Legislative Council (unicameral)	Republic	Kinshasa.
Zambia	.....do	National Assembly (unicameral)	.....do	Lusaka.
Zimbabwe	.....do	Parliament: Senate, House of Assembly	Parliamentary State	Harare.

¹ The United States has not recognized the Soviet regime in Estonia, Latvia, and Lithuania. ² 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 terms of the Paris treaties. The government for Berlin functions in the American, British, and French sectors of occupation of Berlin, under authority of the Allied Kommandatura. ³ The GDR has located the seat of its government in the Eastern Sector of Berlin. However, Greater Berlin, including all four occupied sections, retains its Four Power juridical status. ⁴ In 1950, the Israel Parliament proclaimed Jerusalem as the capital. The United States does not recognize Jerusalem as the capital and the U.S. Embassy continues to be located in Tel Aviv. ⁵ Officially Banghaz is a co-capital, but there are no central government operations there at the present time. ⁶ No accurate English equivalents. ⁷ The Law of Succession, July 27, 1947, declared that Spain was constituted a Kingdom.

## NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Afghanistan .....	Afghan(s) .....	Afghan.
Albania .....	Albanian(s) .....	Albanian.
Algeria .....	Algerian(s) .....	Algerian.
Andorra .....	Andorran(s) .....	Andorran.
Angola .....	Angolan(s) .....	Angolan.
Antigua and Barbuda .....	Antiguan(s) .....	Antiguan.
Argentina .....	Argentine(s) .....	Argentine.
Australia .....	Australian(s) .....	Australian.
Austria .....	Austrian(s) .....	Austrian.
Bahamas, The .....	Bahamian(s) .....	Bahamian.
Bahrain (State of) .....	Bahraini(s) .....	Bahraini.
Bangladesh .....	Bangladeshi(s) .....	Bangladeshi.
Barbados .....	Barbadian(s) .....	Barbadian.
Belgium .....	Belgian(s) .....	Belgian.
Belize .....	Belizean(s) .....	Belizean.
Benin .....	Beninese (singular, plural) .....	Beninese.
Bermuda .....	Bermudan(s) .....	Bermudan.
Bhutan .....	Bhutanese (singular, plural) .....	Bhutanese.
Bolivia .....	Bolivian(s) .....	Bolivian.
Botswana .....	Motswana (singular), Botswana (plural) .....	Botswana.
Brazil .....	Brazilian(s) .....	Brazilian.
Brunei .....	Bruneian(s) .....	Bruneian.
Bulgaria .....	Bulgarian(s) .....	Bulgarian.
Burma .....	Burman(s) .....	Burmese.
Burundi .....	Burundian(s) .....	Burundi.
Cameroon .....	Cameroonian(s) .....	Cameroonian.
Canada .....	Canadian(s) .....	Canadian.
Cape Verde .....	Cape Verdean(s) .....	Cape Verdean.
Central African Republic .....	Central African(s) .....	Central African.
Chad .....	Chadian(s) .....	Chadian.
Chile .....	Chilean(s) .....	Chilean.
China .....	Chinese (singular, plural) .....	Chinese.
Colombia .....	Colombian(s) .....	Colombian.
Comoro Islands .....	Comoran(s) .....	Comoran.
Congo .....	Congolese (singular, plural) .....	Congolese or Congo.
Cook Islands .....	Cook Islander(s) .....	Cook Islander.
Costa Rica .....	Costa Rican(s) .....	Costa Rican.
Cuba .....	Cuban(s) .....	Cuban.
Cyprus .....	Cypriot(s) .....	Cypriot.
Czechoslovakia .....	Czechoslovak(s) .....	Czechoslovak.
Denmark .....	Dane(s) .....	Danish.
Djibouti .....	Afar(s), Issa(s) .....	Afar, Issa.
Dominica .....	Dominican(s) .....	Dominican.
Dominican Republic .....	.....do .....	Do.
Ecuador .....	Ecuadorian(s) .....	Ecuadorian.
Egypt .....	Egyptian(s) .....	Egyptian.
El Salvador .....	Salvadoran(s) .....	Salvadoran.
Equatorial Guinea .....	Equatorial Guinean(s) .....	Equatorial Guinean.
Estonia .....	Estonian(s) .....	Estonian.
Ethiopia .....	Ethiopian(s) .....	Ethiopian.
Falkland Islands .....	Falkland Islander(s) .....	Falkland Island.
Faroe Islands .....	Faroeese (singular, plural) .....	Faroeese.
Fiji .....	Fijian(s) .....	Fijian.
Finland .....	Finn(s) .....	Finnish.
France .....	Frenchman(men) .....	French.
French Guiana .....	French Guianese (singular, plural) .....	French Guiana.
French Polynesia .....	French Polynesian(s) .....	French Polynesian.
Gabon .....	Gabonese (singular, plural) .....	Gabonese.
Gambia, Republic of The .....	Gambian(s) .....	Gambian.
German Democratic Republic .....	German(s) .....	German.
Germany, Federal Republic of .....	German(s) .....	German.
Ghana .....	Ghanaian(s) .....	Ghanaian.
Gibraltar .....	Gibraltar(s) .....	Gibraltar.
Greece .....	Greek(s) .....	Greek.
Greenland .....	Greenlander(s) .....	Greenlandic.
Grenada .....	Grenadian(s) .....	Grenadian.
Guadeloupe .....	Guadeloupian(s) .....	Guadeloupe.
Guatemala .....	Guatemalan(s) .....	Guatemalan.
Guinea .....	Guinean(s) .....	Guinea.
Guinea-Bissau .....	Guinean(s) .....	Guinean.
Guyana .....	Guyanese (singular, plural) .....	Guyanese.
Haiti .....	Haitian(s) .....	Haitian.
Honduras .....	Honduran(s) .....	Honduran.
Hong Kong .....	..... .....	Hong Kong.
Hungary .....	Hungarian(s) .....	Hungarian.
Iceland .....	Icelander(s) .....	Icelandic.
India .....	Indian(s) .....	Indian.
Indonesia .....	Indonesian(s) .....	Indonesian.
Iran .....	Iranian(s) .....	Iranian.
Iraq .....	Iraqi(s) .....	Iraqi.
Ireland .....	Irishman(men), Irish (collective, plural) .....	Irish.



## NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Israel.....	Israeli(s).....	Israeli.
Italy.....	Italian(s).....	Italian.
Ivory Coast.....	Ivorian(s).....	Ivorian.
Jamaica.....	Jamaican(s).....	Jamaican.
Japan.....	Japanese (singular, plural).....	Japanese.
Jordan.....	Jordanian(s).....	Jordanian.
Kampuchea.....	Kampuchean(s).....	Kampuchean.
Kenya.....	Kenyan(s).....	Kenyan.
Khmer Republic.....	Cambodian(s) or Khmer (singular, plural).....	Cambodian or Khmer.
Kiribati.....	Kiribatan(s).....	Kiribati.
Korea.....	Korean(s).....	Korean.
Kuwait.....	Kuwaiti(s).....	Kuwaiti.
Laos.....	Lao or Laotian (singular), Laotians (plural).....	Lao or Laotian.
Latvia.....	Latvian(s).....	Latvian.
Lebanon.....	Lebanese (singular, plural).....	Lebanese.
Lesotho.....	Masotho (singular), Basotho (plural).....	Basotho.
Liberia.....	Liberian(s).....	Liberian.
Libya.....	Libyan(s).....	Libyan.
Liechtenstein.....	Liechtensteiner(s).....	Liechtenstein.
Lithuania.....	Lithuanian(s).....	Lithuanian.
Luxembourg.....	Luxembourger(s).....	Luxembourg.
Macau.....	Macanese (singular, plural).....	Macau.
Madagascar.....	Malagasy (singular, plural).....	Malagasy.
Malawi.....	Malawian(s).....	Malawian.
Malaysia.....	Malaysian(s).....	Malaysian.
Maldives.....	Maldivian(s).....	Maldivian.
Mali.....	Malian(s).....	Malian.
Malta.....	Maltese (singular, plural).....	Maltese.
Martinique.....	Martiniquais (singular, plural).....	Martiniquais.
Mauritania.....	Mauritanian(s).....	Mauritanian.
Mauritius.....	Mauritian(s).....	Mauritian.
Mexico.....	Mexican(s).....	Mexican.
Monaco.....	Monacan(s), Monegasque(s).....	Monacan or Monegasque.
Mongolia.....	Mongolian(s).....	Mongolian.
Morocco.....	Moroccan(s).....	Moroccan.
Mozambique.....	Mozambican(s).....	Mozambican.
Nauru.....	Nauruan(s).....	Nauruan.
Nepal.....	Nepalese (singular, plural).....	Nepalese.
Netherlands.....	Netherlander(s).....	Netherlands.
Netherlands Antilles.....	Netherlands Antillean(s).....	Netherlands Antillean.
New Caledonia.....	New Caledonian(s).....	New Caledonian.
New Zealand.....	New Zealander(s).....	New Zealand.
Nicaragua.....	Nicaraguan(s).....	Nicaraguan.
Niger.....	Nigeri(s) (singular, plural).....	Niger.
Nigeria.....	Nigerien(s) (singular, plural).....	Nigerian.
Norway.....	Norwegian(s).....	Norwegian.
Oman.....	Omani(s).....	Omani.
Pakistan.....	Pakistani(s).....	Pakistani.
Panama.....	Panamanian(s).....	Panamanian.
Papua New Guinea.....	Papua New Guinean(s).....	Papua New Guinean.
Paraguay.....	Paraguayan(s).....	Paraguayan.
Peru.....	Peruvian(s).....	Peruvian.
Philippines.....	Filipino(s).....	Philippine.
Poland.....	Pole(s).....	Polish.
Portugal.....	Portuguese (singular, plural).....	Portuguese.
Qatar.....	Qatari(s).....	Qatari.
Reunion.....	Reunionese (singular, plural).....	Reunionese.
Romania.....	Romanian(s).....	Romanian.
Rwanda.....	Rwandan(s).....	Rwandan.
St. Christopher-Nevis.....	Kittian(s), Nevisian(s).....	Kittian, Nevisian.
St. Lucia.....	St. Lucian(s).....	St. Lucian.
Sao Tome e Principe.....	Sao Tomean(s).....	Sao Tomean.
St. Vincent and The Grenadines.....	St. Vincentian(s) or Vincentian(s).....	St. Vincentian or Vincentian.
San Marino.....	Sanmarinese (singular, plural).....	Sanmarinese.
Saudi Arabia.....	Saudi(s).....	Saudi Arabian or Saudi.
Senegal.....	Senegalese (singular, plural).....	Senegalese.
Seychelles.....	Seychellois (singular, plural).....	Seychelles.
Sierra Leone.....	Sierra Leonean(s).....	Sierra Leonean.
Singapore.....	Singaporean(s).....	Singapore.
Solomon Islands.....	Solomon Islander(s).....	Solomon Islander.
Somalia.....	Somali (singular, plural).....	Somali.
South Africa.....	South African(s).....	South African.
Spain.....	Spaniard(s).....	Spanish.
Sri Lanka.....	Sri Lankan(s).....	Sri Lankan.
Sudan.....	Sudanese (singular, plural).....	Sudanese.
Suriname.....	Surinamer(s).....	Surinamese.
Swaziland.....	Swazi (singular, plural).....	Swazi.
Sweden.....	Swede(s).....	Swedish.
Switzerland.....	Swiss (singular, plural).....	Swiss.
Syria.....	Syrian(s).....	Syrian.
Taiwan.....	Chinese (singular, plural).....	Chinese.



## NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Tanzania.....	Tanzanian(s).....	Tanzanian.
Thailand.....	Thai (singular, plural).....	Thai.
Togo.....	Togolese (singular, plural).....	Togolese.
Tonga.....	Tongan(s).....	Tongan.
Trinidad and Tobago.....	Trinidadian(s), Tobagan(s).....	Trinidadian; Tobagar.
Tunisia.....	Tunisian(s).....	Tunisian.
Turkey.....	Turk(s).....	Turkish.
Tuvalu.....	Tuvaluan(s).....	Tuvaluan.
Uganda.....	Ugandan(s).....	Ugandan.
Union of Soviet Socialist Republics.....	Soviet(s).....	Soviet.
United Arab Emirates.....	Emirian(s).....	Emirian.
United Kingdom.....	Briton(s), British (collective plural).....	British.
United States of America.....	American(s).....	American.
Upper Volta.....	Upper Voltan(s).....	Upper Voltan.
Uruguay.....	Uruguayan(s).....	Uruguayan.
Vanuatu.....	Vanuatuan(s).....	Vanuatuan.
Vatican City.....		
Venezuela.....	Venezuelan(s).....	Venezuelan.
Vietnam.....	Vietnamese (singular, plural).....	Vietnamese.
Wallis and Futuna Islands.....	Wallisian(s), Futunan(s) or Wallis and Futuna Islander(s).	Wallisian, Futunan or Wallis and Futuna Islander.
Western Samoa.....	Western Samoan(s).....	Western Samoa.
Yemen (Aden).....	Yemini (singular, plural).....	Yemeni.
Yemen (Sanaa).....	Yemeni(s).....	Do.
Yugoslavia.....	Yugoslav(s).....	Yugoslav.
Zaire.....	Zairian(s).....	Zairian.
Zambia.....	Zambian(s).....	Zambian.
Zimbabwe.....	Zimbabwean(s).....	Zimbabwean.

## FOREIGN MONEY

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Afghanistan .....	Afghani .....	Af	Pul .....	
Albania .....	Lek .....	L	Quintar .....	
Algeria .....	Dinar .....	DA	Centime .....	
Andorra .....	French franc .....	Fr. F.	French centime .....	
	Spanish peseta .....	Sp. Ptas. ¹	Spanish centimo .....	
Angola .....	Kwanza .....	Kz	Lwei .....	
Antigua and Barbuda .....	Dollar .....	EC\$	Cent .....	
Argentina .....	Peso .....	M\$N	Centavo .....	Ctvo.
Australia .....	Dollar .....	A\$	Cent .....	
Austria .....	Schilling .....	S	Groschen .....	
Bahamas, The .....	Dollar .....	B\$	Cent .....	
Bahrain .....	Dinar .....	BD	Fil .....	
Bangladesh .....	Taka .....	Tk	Paise .....	
Barbados .....	Dollar .....	Bds\$	Cent .....	
Belgium .....	Franc .....	BF	Centime .....	
Belize .....	Dollar .....	\$B	Cent .....	
Benin .....	Franc .....	CFAF	Centime .....	
Bermuda .....	Dollar .....	\$B	Cent .....	
Bhutan .....	Ngultruns .....	N	Tikchung .....	
Bolivia .....	Peso Boliviana .....	\$b	Centavo .....	Ctvo.
Botswana .....	Pula .....	P	Thebe .....	
Brazil .....	New cruzeiro .....	NCr\$	Centavo .....	Ctvo.
Brunei .....	Dollar .....	B\$	Cent .....	
Bulgaria .....	Lev .....	L	Stotinka .....	
Burma .....	Kyat .....	K	Pya .....	
Burundi .....	Franc .....	FBu	Centime .....	
Cameroon .....	Franc .....	CFAF	.....do .....	
Canada .....	Dollar .....	\$ or Can\$	Cent .....	C, ct.
Cape Verde .....	Escudo .....	C.V. Esc	Centavo .....	
Central African Republic .....	Franc .....	CFAF	Centime .....	
Chad .....	Franc .....	CFAF	.....do .....	
Chile .....	Peso .....	Ch\$	Centavo .....	
China .....	Yuan .....	¥	Fen .....	
Colombia .....	Peso .....	Col\$	Centavo .....	Ctvo.
Comoros .....	Franc .....	CFAF	Centime .....	
Congo .....	.....do .....	CFAF	.....do .....	
Cook Islands .....	New Zealand dollar .....	NZ\$	Cent .....	
Costa Rica .....	Colon .....	¢	Centimo .....	Ctmo.
Cuba .....	Peso .....	\$	Centavo .....	Ctvo.
Cyprus .....	Pound .....	£ or f£	Mil .....	
Czechoslovakia .....	Koruna .....	Kcs	Haler .....	
Dahomey .....	Franc .....	CFAF	Centime .....	
Denmark .....	Krone .....	DKr	Øre .....	
Djibouti .....	Franc .....	DF	Centime .....	
Dominica .....	Dollar .....	EC\$	Cent .....	
Dominican Republic .....	Peso .....	RD\$	Centavo .....	Ctvo.
Ecuador .....	Sucre .....	S/	.....do .....	Ctvo.
Egypt .....	Pound .....	£E	Piaster .....	
El Salvador .....	Colon .....	¢	Centavo .....	Ctvo.
Equatorial Guinea .....	Ekuele .....	EK	Centimo .....	
Estonia .....	Ruble .....	.....	Kopek .....	
Ethiopia .....	Birr .....	EB	Cent .....	
Falkland Islands .....	Pound .....	£	Shilling .....	
Faroe Islands .....	Danish krone .....	DKr	Øre .....	
Fiji .....	Dollar .....	\$F	Cent .....	
Finland .....	Finnmark .....	Fimr	Penni .....	Pia.
France .....	Franc .....	F	Centime .....	
French Guiana .....	.....do .....	F	.....do .....	
French Polynesia .....	.....do .....	CFPF	.....do .....	
Gabon .....	.....do .....	CFAF	.....do .....	
Gambia, The .....	Dalasi .....	DD	Butut .....	
German Democratic Republic .....	Mark .....	DME	Pfennig .....	Pf.
Ghana .....	Cedi .....	¢	Pesewa .....	P.
Gibraltar .....	Pound .....	£	Shilling .....	
Greece .....	Drachma .....	Dr	Lepton .....	
Greenland .....	Danish krone .....	DKr	Øre .....	
Grenada .....	Dollar .....	EC\$	Cent .....	
Guadeloupe .....	Franc .....	F	Centime .....	
Guatemala .....	Quetzal .....	Q	Centavo .....	Ctvo.
Guinea .....	Syli .....	GS	Cauri .....	
Guyana .....	Dollar .....	G\$	Cent .....	
Haiti .....	Gourde .....	G	Centime .....	
Honduras .....	Lempira .....	L	Centavo .....	Ctvo.
Hong Kong .....	Dollar .....	HK\$	Cent .....	
Hungary .....	Forint .....	Ft	Filler .....	
Iceland .....	Krona .....	IKr	Eyrir .....	
India .....	Rupee .....	Rs	Paisa .....	

## FOREIGN MONEY—Continued

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Indonesia	Rupiah	Rp	Sen	S., d.
Iran	Rial	Rls ²	Dinar	
Iraq	Dinar	ID	Fil	Ctmo.
Ireland	Pound	£ or £Ir	Shilling	
Israel	Shekel	₪	Agrirot	Ctmo.
Italy	Lira	Lit	Centesimo	
Ivory Coast	Franc	CFAF	Centime	Ctmo.
Jamaica	Dollar	J\$	Cent	
Japan	Yen	¥	Sen	Ctmo.
Jordan	Dinar	JD	Fil	
Kampuchea	Riel	KR		Ctmo.
Kenya	Shilling	K Sh	Cent	
Kiribati	Australian dollar	A\$	.....do	Ctmo.
Korea	Chon	W	Chun	
Kuwait	Dinar	KD	Fil	Ctmo.
Laos	Kip	K	At	
Latvia	Ruble	R	Kopek	Ctmo.
Lebanon	Pound	LL	Piaster	
Lesotho	Rand	R	Cent	Ctmo.
Liberia	Dollar	\$	.....do	
Libya	Dinar	LD	Milleme	Ctmo.
Liechtenstein	Swiss franc	Sw F	Centime	
Lithuania	Ruble	R	Kopek	Ctmo.
Luxembourg	Franc	Lux F	Centime	
Macao	Pataca	P	Avo	Ctmo.
Madagascar	Franc	FMG	Centime	
Malawi	Kwacha	K	Tambal	Ctmo.
Malaysia	Ringgits	M\$	Sen	
Maldives	Rupee	Mal Re	Lari	Ctmo.
Mali	Franc	MF		
Malta	Pound	£M	Cent	Ctmo.
Martinique	Franc	F	Centime	
Mauritania	Ouguiya	UM	Khoum	Ctmo.
Mauritius	Rupee	Mau Rs ³	Cent	
Mexico	Peso	Mex\$	Centavo	Ctmo.
Monaco	French franc	Fr	Centime	
Mongolia	Tugrik	Tug	Möngö	Ctmo.
Montserrat	Dollar	EC\$	Cent	
Morocco	Dirham	DH	Centime	Ctmo.
Mozambique	Escudo	M. Esc	Centavo	
Nauru	Australian dollar	\$A	Cent	Ctmo.
Nepal	Rupee	NRs ¹	Pice	
Netherlands	Guilder	f.	Cent	Ctmo.
Netherlands Antilles	.....do	NAE	.....do	
New Caledonia	Franc	CFFP	Centime	Ctmo.
New Zealand	Dollar	\$NZ	Cent	
Nicaragua	Cordoba	C\$	Centavo	Ctmo.
Niger	Franc	CFAF	Centime	
Nigeria	Naira	₦	Kobo	Ctmo.
Norway	Krone	NKr	Øre	
Oman	Riyal	ORls	Baiza	Ctmo.
Pakistan	Rupee	PRs	Paiza	
Panama	Balboa	B	Centesimo	Ctmo.
Paraguay	Guarani	G	Centimo	
Papua New Guinea	Kina	K	Toea	Ctmo.
Peru	Sol	S/	Centavo	
Philippines	Peso	₱	.....do	Ctmo.
Poland	Zloty	Zl	Grosz	
Portugal	Escudo	Esc	Centavo	Ctmo.
Qatar	Riyal	QRls	Dirham	
Reunion	French franc	F	Centime	Ctmo.
Romania	Leu	L	Ban	
Rwanda	Franc	RF	Centime	Ctmo.
St. Christopher-Nevis	Dollar	EC\$	Cent	
St. Lucia	.....do	EC\$	.....do	Ctmo.
St. Pierre and Miquelon	Franc	CFAF	Centime	
St. Vincent and the Grenadines	Dollar	EC\$	Cent	Ctmo.
San Marino	Italian lira	Lit	Centesimo	
Sao Tome e Principe	Dobra	Db	Centavo	Ctmo.
Saudi Arabia	Riyal	SRLs ²	Halala	
Senegal	Franc	CFAF	Centime	Ctmo.
Seychelles	Rupee	Sey Rs ³	Cent	
Sierra Leone	Leone	Le	.....do	Ctmo.
Singapore	Dollar	S\$	.....do	
Solomon Islands	Dollar	SI\$	.....do	Ctmo.
Somalia	Shilling	So. Sh.	.....do	
South Africa	Rand	R	Cent	Ctmo.

## FOREIGN MONEY—Continued

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Spain.....	Peseta.....	Ptas ¹	Centimo.....	
Sri Lanka.....	Rupee.....	Cey Rs ³	Cent.....	
Sudan.....	Pound.....	£S	Piaster.....	
Suriname.....	Guilder.....	Sur. f.	Cent.....	
Swaziland.....	Lilangeni (emalangeni, plural).	E	.....do	
Sweden.....	Krona.....	SKr	Öre.....	
Switzerland.....	Franc.....	SwF	Centime.....	
Syria.....	Pound.....	£Syr	Piaster.....	
Tanzania.....	Shilling.....	T Sh	Cent.....	
Thailand.....	Baht.....	B	Satang.....	
Taiwan.....	New Taiwan dollar.....	NT\$	Cent.....	
Togo.....	Franc.....	CFAF	Centime.....	
Tonga.....	Pa'anga.....	T\$	Seniti.....	
Trinidad and Tobago.....	Dollar.....	TT\$	Cent.....	
Tunisia.....	Dinar.....	D	Millime.....	
Turkey.....	Lira.....	TL	Kurus.....	
Tuvalu.....	Australian dollar.....	A\$	Cent.....	
Uganda.....	Shilling.....	U Sh	.....do	
U.S.S.R.....	Ruble.....	R	Kopek.....	
United Arab Emirates.....	Dirham.....	UD	Fil.....	
United Kingdom.....	Pound.....	£ or £ stg.	Shilling.....	S., d.
United States.....	Dollar.....	\$ or US\$	Cent.....	
Upper Volta.....	Franc.....	CFAF	Centime.....	
Uruguay.....	Peso.....	N\$	Centesimo.....	
Vanatu.....	Franc.....	FNH	Centime.....	
Vatican City.....	Italian lira.....	Lit	Centesimo Ctmo.....	
Venezuela.....	Bolivar.....	Bs	Centimo.....	
Vietnam.....	Dông.....	VND	Hao.....	
Wallis and Futuna.....	Franc.....	CFPF	Centime.....	
Western Samoa.....	Tala.....	WS\$	Cent.....	
Yemen (Aden).....	Dinar.....	SYD	Fil.....	
Yemen (Sanaa).....	Rial.....	Y Rls ²	.....do	
Yugoslavia.....	Dinar.....	Din	Para.....	
Zaire.....	Zaire.....	Z	Likuta.....	
Zambia.....	Kwacha.....	K	Ngwee.....	S., d.
Zimbabwe.....	Dollar.....	Z\$	Cent.....	

¹ Singular: Pta.² Singular: Rl.³ Singular: Re.



## METRIC TABLES

## LENGTH

Myriameter (obs.) .....	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.

## 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 of water corresponding to weight	Avoirdupois weight of water
Metric ton, millier or tonneau.....	1,000,000	1 cubic meter.....	2,204.6 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.		

## METRIC TABLES—Continued

## 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 = 4.9602 imperial bushels = 5.1192 Winchester bushels.	Japan.
1 arroba = 25 pounds, avoirdupois.	Cuba.	1 koku = 47.655 United States standard gallons.	Japan.
1 batman = 6.5 pounds, avoirdupois.	Iran.	1 kwan = 8.2673 pounds, avoirdupois.	Do.
1 bouw = 7,096.5 square meters = 1.754 acres.	Indonesia.	1 liter = 0.028378 Winchester bushel = 0.26418 United States gallon.	( ² ).
1 cantar = 44.928 kilograms = 99.049 pounds, avoirdupois.	Egypt.	1 manzana = 1.7266 acres.....	Guatemala.
1 catty (kati) = 1½ pounds, avoirdupois.	China.	1 maund = 82.2857 pounds, avoirdupois.	British India.
1 central = 100 pounds, avoirdupois.	United States, Canada, Union of South Africa. ¹	1 mesana = 0.6397 acre.....	Cuba.
1 centner = 110.23 pounds, avoirdupois.	Denmark.	1 morgen = 2.1165 acres.....	Union of South Africa.
1 chetvert = 5.9568 Winchester bushels.	Union of Soviet Socialist Republics.	1 mow = 0.1518 acre (varying).. 1 oke = 1.248 kilograms = 2.751 pounds, avoirdupois.	China. 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.....	( ² ).	1 quintal (double centner, or metric centner) = 220.46 pounds, avoirdupois.	( ² ).
1 hectoliter = 2.8378 Winchester bushels.	( ² ).	1 quarter = 8 imperial bushels = 8.2564 Winchester bushels.	United Kingdom.
1 hectoliter = 26.418 United States gallons.	( ² ).	1 rai = 0.3954 acre.....	Thailand.
1 hundredweight (long) = 112 pounds, avoirdupois.	United Kingdom, Australia. ¹	1 Russian pound = ¼ pood = 0.90282 pound, avoirdupois.	Union of Soviet Socialist Republics.
1 hundredweight (or cental) = 100 pounds, avoirdupois.	United States, Canada, Union of South Africa. ¹	1 stremma (royal) = 0.2471 acre.	Greece.
1 imperial bushel = 1.03205 Winchester bushels.	United Kingdom, Canada, Australia, Union of South Africa. ¹	1 tan (or picul) = 133½ pounds, avoirdupois.	China.
1 imperial gallon = 1.2009 United States gallons.	Do. ¹	1 ton (long) = 2,240 pounds, avoirdupois.	United States (foreign trade) and United Kingdom.
1 joch (cadastral hold, or cadastral arpent) = 1.422 acres.	Hungary.	1 ton (metric) = 2,204.6 pounds, avoirdupois.	( ² ).
1 kilogram = 2.2046 pounds, avoirdupois.	( ² ).	1 ton (short) = 2,000 pounds, avoirdupois.	United States (internal trade) and Canada (foreign trade).
1 kin = 1.3228 pounds, avoirdupois.	Japan.	1 zentner = 110.23 pounds, avoirdupois.	Germany.
1 ko = 2.3966 acres.....	Formosa.		

¹ List of countries given may not be complete.² Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

## 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 SPACING

If lines are spaced 2 points—

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 ¹			Solid	Leaded ¹	
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				

¹ "Leaded" refers to 2 points of space between lines.

## NOTES



## 19. COUNTIES

Following the practice of modern-day geographers and cartographers the genitive apostrophe is not used in county names.

Note the orthography of names of the following counties:

Allegany in Maryland and New York	Hartford in Connecticut
Alleghany in North Carolina and Virginia	Huntingdon in Pennsylvania
Allegheny in Pennsylvania	Huntington in Indiana
Andrew in Missouri	Johnston in North Carolina and Oklahoma;
Andrews in Texas	all others Johnson
Aransas in Texas	Kanabec in Minnesota
Arkansas in Arkansas	Kennebec in Maine
Barber in Kansas	Kearney in Nebraska
Barbour in Alabama and West Virginia	Kearny in Kansas
Brevard in Florida	Lawrence in all States
Broward in Florida	Linn in Iowa, Kansas, Missouri, and Oregon
Brooke in West Virginia	Lynn in Texas
Brooks in Georgia and Texas	Loudon in Tennessee
Brown in all States	Loudoun in Virginia
Bulloch in Georgia	Manatee in Florida
Bullock in Alabama	Manistee in Michigan
Burnet in Texas	Merced in California; Mercer elsewhere
Burnett in Wisconsin	Morton in Kansas
Cheboygan in Michigan; Sheboygan in Wisconsin	Norton in Kansas
Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia; all others Clark	Muscogee in Georgia
Coffee in Alabama, Georgia, and Tennessee	Muskogee in Oklahoma
Coffey in Kansas	Park in Colorado and Montana
Coal in Oklahoma	Parke in Indiana
Cole in Missouri	Pottawatomie in Kansas and Oklahoma
Coles in Illinois	Pottawattamie in Iowa
Cook in Illinois and Minnesota	Sanders in Montana
Cooke in Texas	Saunders in Nebraska
Davidson in North Carolina and Tennessee	Smyth in Virginia; all others Smith
Davie in North Carolina	Stafford in Virginia
Daviess in Indiana, Kentucky, and Missouri	Strafford in New Hampshire
Davis in Iowa and Utah	Stanley in South Dakota
Davison in South Dakota	Stanly in North Carolina
De Kalb in Alabama, Georgia, Illinois, and Indiana	Stark in Illinois, North Dakota, and Ohio
DeKalb in Tennessee	Starke in Indiana
Dickenson in Virginia	Stephens in Georgia, Oklahoma, and Texas
Dickinson in Iowa, Kansas, and Michigan	Stevens in Kansas, Minnesota, and Washington
Dickson in Tennessee	Storey in Nevada
Douglas in all States	Story in Iowa
Forrest in Mississippi; Forest in others	Terrell in Georgia and Texas
Glascok in Georgia	Tyrrell in North Carolina
Glasscock in Texas	Tooele in Utah
Green in Kentucky and Wisconsin; all others Greene	Toole in Montana
Harford in Maryland	Vermillion in Indiana; all others Vermilion
	Woods in Oklahoma; all others Wood
	Wyandot in Ohio
	Wyandotte in Kansas

Counties

### ALABAMA (67 counties)

Autauga	Blount	Chambers	Clarke	Colbert
Baldwin	Bullock	Cherokee	Clay	Conecuh
Barbour	Butler	Chilton	Cleburne	Coosa
Bibb	Calhoun	Choctaw	Coffee	Covington

Crenshaw	Geneva	Lee	Montgomery	Talladega
Cullman	Greene	Limestone	Morgan	Tallapoosa
Dale	Hale	Lowndes	Perry	Tuscaloosa
Dallas	Henry	Macon	Pickens	Walker
De Kalb	Houston	Madison	Pike	Washington
Elmore	Jackson	Marengo	Randolph	Wilcox
Escambia	Jefferson	Marion	Russell	Winston
Etowah	Lamar	Marshall	St. Clair	
Fayette	Lauderdale	Mobile	Shelby	
Franklin	Lawrence	Monroe	Sumter	

**ALASKA ((*) signifies boroughs, all others are Census divisions)**

Aleutian Islands	Haines*	Matanuska-	Sitka*	Wrangell-
Anchorage*	Juneau*	Susitna*	Skagway-Yakutat-	Petersburg
Bethel	Kenai Peninsula*	Nome	Angoon	Yukon-Koyukuk
Bristol Bay*	Ketchikan	North Slope*	Southeast	
Dillingham	Gateway*	Prince of Wales-	Fairbanks	
Fairbanks North	Kobuk	Outer	Valdez-Cordova	
Star*	Kodiak Island*	Ketchikan	Wade Hampton	

**ARIZONA (15 counties)**

Apache	Gila	La Paz	Navajo	Santa Cruz
Cochise	Graham	Maricopa	Pima	Yavapai
Coconino	Greenlee	Mohave	Pinal	Yuma

**ARKANSAS (75 counties)**

Arkansas	Craighead	Howard	Miller	Randolph
Ashley	Crawford	Independence	Mississippi	St. Francis
Baxter	Crittenden	Izard	Monroe	Saline
Benton	Cross	Jackson	Montgomery	Scott
Boone	Dallas	Jefferson	Nevada	Searcy
Bradley	Desha	Johnson	Newton	Sebastian
Calhoun	Drew	Lafayette	Ouachita	Sevier
Carroll	Faulkner	Lawrence	Perry	Sharp
Chicot	Franklin	Lee	Phillips	Stone
Clark	Fulton	Lincoln	Pike	Union
Clay	Garland	Little River	Poinsett	Van Buren
Cleburne	Grant	Logan	Polk	Washington
Cleveland	Greene	Lonoke	Pope	White
Columbia	Hempstead	Madison	Prairie	Woodruff
Conway	Hot Spring	Marion	Pulaski	Yell

**CALIFORNIA (58 counties)**

Alameda	Imperial	Modoc	San Diego	Sonoma
Alpine	Inyo	Mono	San Francisco	Stanislaus
Amador	Kern	Monterey	San Joaquin	Sutter
Butte	Kings	Napa	San Luis Obispo	Tehama
Calaveras	Lake	Nevada	San Mateo	Trinity
Colusa	Lassen	Orange	Santa Barbara	Tulare
Contra Costa	Los Angeles	Placer	Santa Clara	Tuolumne
Del Norte	Madera	Plumas	Santa Cruz	Ventura
El Dorado	Marin	Riverside	Shasta	Yolo
Fresno	Mariposa	Sacramento	Sierra	Yuba
Glenn	Mendocino	San Benito	Siskiyou	
Humboldt	Merced	San Bernardino	Solano	

**COLORADO (63 counties)**

Adams	Custer	Hinsdale	Mineral	Rio Grande
Alamosa	Delta	Huerfano	Moffat	Routt
Arapahoe	Denver	Jackson	Montezuma	Saguache
Archuleta	Dolores	Jefferson	Montrose	San Juan
Baca	Douglas	Kiowa	Morgan	San Miguel
Bent	Eagle	Kit Carson	Otero	Sedgwick
Boulder	Elbert	Lake	Ouray	Summit
Chaffee	El Paso	La Plata	Park	Teller
Cheyenne	Fremont	Larimer	Phillips	Washington
Clear Creek	Garfield	Las Animas	Pitkin	Weld
Conejos	Gilpin	Lincoln	Prowers	Yuma
Costilla	Grand	Logan	Pueblo	
Crowley	Gunnison	Mesa	Rio Blanco	

**CONNECTICUT (8 counties)**

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

**DELAWARE (3 counties)**

Kent	New Castle	Sussex
------	------------	--------

**DISTRICT OF COLUMBIA (single entity)****FLORIDA (67 counties)**

Alachua	Dixie	Hillsborough	Martin	Santa Rosa
Baker	Duval	Holmes	Monroe	Sarasota
Bay	Escambia	Indian River	Nassau	Seminole
Bradford	Flagler	Jackson	Okaloosa	Sumter
Brevard	Franklin	Jefferson	Okeechobee	Suwannee
Broward	Gadsden	Lafayette	Orange	Taylor
Calhoun	Gilchrist	Lake	Osceola	Union
Charlotte	Glades	Lee	Palm Beach	Volusia
Citrus	Gulf	Leon	Pasco	Wakulla
Clay	Hamilton	Levy	Pinellas	Walton
Collier	Hardee	Liberty	Polk	Washington
Columbia	Hendry	Madison	Putnam	
Dade	Hernando	Manatee	St. Johns	
De Soto	Highlands	Marion	St. Lucie	

**GEORGIA (159 counties)**

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	Glascocock	McDuffie	Spalding	Wilkinson
Clayton	Glynn	McIntosh	Stephens	Worth
Clinch	Gordon	Macon	Stewart	

**HAWAII (5 counties)**

Hawaii	Honolulu	Kalawao	Kauai	Maui
--------	----------	---------	-------	------

**IDAHO (44 counties)**

Ada	Bonneville	Custer	Kootenai	Owyhee
Adams	Boundary	Elmore	Latah	Payette
Bannock	Butte	Franklin	Lemhi	Power
Bear Lake	Camas	Fremont	Lewis	Shoshone
Benewah	Canyon	Gem	Lincoln	Teton
Bingham	Caribou	Gooding	Madison	Twin Falls
Blaine	Cassia	Idaho	Minidoka	Valley
Boise	Clark	Jefferson	Nez Perce	Washington
Bonner	Clearwater	Jerome	Oneida	

**ILLINOIS (102 counties)**

Adams	Du Page	Jo Daviess	Massac	Schuyler
Alexander	Edgar	Johnson	Menard	Scott
Bond	Edwards	Kane	Mercer	Shelby
Boone	Effingham	Kankakee	Monroe	Stark
Brown	Fayette	Kendall	Montgomery	Stephenson
Bureau	Ford	Knox	Morgan	Tazewell
Calhoun	Franklin	Lake	Moultrie	Union
Carroll	Fulton	La Salle	Ogle	Vermilion
Cass	Gallatin	Lawrence	Peoria	Wabash
Champaign	Greene	Lee	Perry	Warren
Christian	Grundy	Livingston	Piatt	Washington
Clark	Hamilton	Logan	Pike	Wayne
Clay	Hancock	McDonough	Pope	White
Clinton	Hardin	McHenry	Pulaski	Whiteside
Coles	Henderson	McLean	Putnam	Will
Cook	Henry	Macon	Randolph	Williamson
Crawford	Iroquois	Macoupin	Richland	Winnebago
Cumberland	Jackson	Madison	Rock Island	Woodford
De Kalb	Jasper	Marion	St. Clair	
De Witt	Jefferson	Marshall	Staline	
Douglas	Jersey	Mason	Sangamon	

**INDIANA (92 counties)**

Adams	Elkhart	Jefferson	Ohio	Sullivan
Allen	Fayette	Jennings	Orange	Switzerland
Bartholomew	Floyd	Johnson	Owen	Tippecanoe
Benton	Fountain	Knox	Parke	Tipton
Blackford	Franklin	Kosciusko	Perry	Union
Boone	Fulton	LaGrange	Pike	Vanderburgh
Brown	Gibson	Lake	Porter	Vermillion
Carroll	Grant	La Porte	Posey	Vigo
Cass	Greene	Lawrence	Pulaski	Wabash
Clark	Hamilton	Madison	Putnam	Warren
Clay	Hancock	Marion	Randolph	Warrick
Clinton	Harrison	Marshall	Ripley	Washington
Crawford	Hendricks	Martin	Rush	Wayne
Daviess	Henry	Miami	St. Joseph	Wells
Dearborn	Howard	Monroe	Scott	White
Decatur	Huntington	Montgomery	Shelby	Whitley
De Kalb	Jackson	Morgan	Spencer	
Delaware	Jasper	Newton	Starke	
Dubois	Jay	Noble	Steuben	

**IOWA (99 counties)**

Adair	Clay	Hancock	Madison	Sac
Adams	Clayton	Hardin	Mahaska	Scott
Allamakee	Clinton	Harrison	Marion	Shelby
Appanoose	Crawford	Henry	Marshall	Sioux
Audubon	Dallas	Howard	Mills	Story
Benton	Davis	Humboldt	Mitchell	Tama
Black Hawk	Decatur	Ida	Monona	Taylor
Boone	Delaware	Iowa	Monroe	Union
Bremer	Des Moines	Jackson	Montgomery	Van Buren
Buchanan	Dickinson	Jasper	Muscataine	Wapello
Buena Vista	Dubuque	Jefferson	O'Brien	Warren
Butler	Emmet	Johnson	Osceola	Washington
Calhoun	Fayette	Jones	Page	Wayne
Carroll	Floyd	Keokuk	Palo Alto	Webster
Cass	Franklin	Kossuth	Plymouth	Winnebago
Cedar	Fremont	Lee	Pocahontas	Winneshiek
Cerro Gordo	Greene	Linn	Polk	Woodbury
Cherokee	Grundy	Louisa	Pottawattamie	Worth
Chickasaw	Guthrie	Lucas	Poweshiek	Wright
Clarke	Hamilton	Lyon	Ringgold	

**KANSAS (105 counties)**

Allen	Butler	Cloud	Doniphan	Ford
Anderson	Chase	Coffey	Douglas	Franklin
Atchison	Chautauqua	Comanche	Edwards	Geary
Barber	Cherokee	Cowley	Elk	Gove
Barton	Cheyenne	Crawford	Ellis	Graham
Bourbon	Clark	Decatur	Ellsworth	Grant
Brown	Clay	Dickinson	Finney	Gray



Greeley	Labette	Morris	Reno	Smith
Greenwood	Lane	Morton	Republic	Stafford
Hamilton	Leavenworth	Nemaha	Rice	Stanton
Harper	Lincoln	Neosho	Riley	Stevens
Harvey	Linn	Ness	Rooks	Sumner
Haskell	Logan	Norton	Rush	Thomas
Hodgeman	Lyon	Osage	Russell	Trego
Jackson	McPherson	Osborne	Saline	Wabaunsee
Jefferson	Marion	Ottawa	Scott	Wallace
Jewell	Marshall	Pawnee	Sedgwick	Washington
Johnson	Meade	Phillips	Seward	Wichita
Kearny	Miami	Pottawatomie	Shawnee	Wilson
Kingman	Mitchell	Pratt	Sheridan	Woodson
Kiowa	Montgomery	Rawlins	Sherman	Wyandotte

**KENTUCKY (120 counties)**

Adair	Clark	Harrison	McCracken	Perry
Allen	Clay	Hart	McCreary	Pike
Anderson	Clinton	Henderson	McLean	Powell
Ballard	Crittenden	Henry	Madison	Pulaski
Barren	Cumberland	Hickman	Magoffin	Robertson
Bath	Daviess	Hopkins	Marion	Rockcastle
Bell	Edmonson	Jackson	Marshall	Rowan
Boone	Elliott	Jefferson	Martin	Russell
Bourbon	Estill	Jessamine	Mason	Scott
Boyd	Fayette	Johnson	Meade	Shelby
Boyle	Fleming	Kenton	Menifee	Simpson
Bracken	Floyd	Knott	Mercer	Spencer
Breathitt	Franklin	Knox	Metcalfe	Taylor
Breckinridge	Fulton	Larue	Monroe	Todd
Bullitt	Gallatin	Laurel	Montgomery	Trigg
Butler	Garrard	Lawrence	Morgan	Trimble
Caldwell	Grant	Lee	Muhlenberg	Union
Calloway	Graves	Leslie	Nelson	Warren
Campbell	Grayson	Letcher	Nicholas	Washington
Carlisle	Green	Lewis	Ohio	Wayne
Carroll	Greenup	Lincoln	Oldham	Webster
Carter	Hancock	Livingston	Owen	Whitley
Casey	Hardin	Logan	Owsley	Wolfe
Christian	Harlan	Lyon	Pendleton	Woodford

**LOUISIANA (64 parishes)**

Acadia	Claiborne	Jefferson Davis	Rapides	St. Tammany
Allen	Concordia	Lafayette	Red River	Tangipahoa
Ascension	De Soto	Lafourche	Richland	Tensas
Assumption	East Baton Rouge	La Salle	Sabine	Terrebonne
Avoyelles	East Carroll	Lincoln	St. Bernard	Union
Beauregard	East Feliciana	Livingston	St. Charles	Vermilion
Bienville	Evangeline	Madison	St. Helena	Vernon
Bossier	Franklin	Morehouse	St. James	Washington
Caddo	Grant	Natchitoches	St. John the Baptist	Webster
Calcasieu	Iberia	Orleans	St. Landry	West Baton Rouge
Caldwell	Iberville	Ouachita	St. Martin	West Carroll
Cameron	Jackson	Plaquemines	St. Mary	West Feliciana
Catahoula	Jefferson	Pointe Coupee		Winn

**MAINE (16 counties)**

Androscoggin	Hancock	Oxford	Somerset
Aroostook	Kennebec	Penobscot	Waldo
Cumberland	Knox	Piscataquis	Washington
Franklin	Lincoln	Sagadahoc	York

**MARYLAND (23 counties)**

Allegany	Carroll	Garrett	Prince Georges	Washington
Anne Arundel	Cecil	Harford	Queen Annes	Wicomico
Baltimore	Charles	Howard	St. Marys	Worcester
Calvert	Dorchester	Kent	Somerset	
Caroline	Frederick	Montgomery	Talbot	

**MASSACHUSETTS (14 counties)**

Barnstable	Dukes	Hampden	Nantucket	Suffolk
Berkshire	Essex	Hampshire	Norfolk	Worcester
Bristol	Franklin	Middlesex	Plymouth	

**MICHIGAN (83 counties)**

Alcona	Clare	Iosco	Marquette	Otsego
Alger	Clinton	Iron	Mason	Ottawa
Allegan	Crawford	Isabella	Mecosta	Presque Isle
Alpena	Delta	Jackson	Menominee	Roscommon
Antrim	Dickinson	Kalamazoo	Midland	Saginaw
Arenac	Eaton	Kalkaska	Missaukee	St. Clair
Baraga	Emmet	Kent	Monroe	St. Joseph
Barry	Genesee	Keweenaw	Montcalm	Sanilac
Bay	Gladwin	Lake	Montmorency	Schoolcraft
Benzie	Gogebic	Lapeer	Muskegon	Shiawassee
Berrien	Grand Traverse	Leelanau	Newaygo	Tuscola
Branch	Gratiot	Lenawee	Oakland	Van Buren
Calhoun	Hillsdale	Livingston	Oceana	Washtenaw
Cass	Houghton	Luce	Ogemaw	Wayne
Charlevoix	Huron	Mackinac	Ontonagon	Wexford
Cheboygan	Ingham	Macomb	Osceola	
Chippewa	Ionia	Manistee	Oscoda	

**MINNESOTA (87 counties)**

Aitkin	Dakota	Lac qui Parle	Olmsted	Stearns
Anoka	Dodge	Lake	Otter Tail	Steele
Becker	Douglas	Lake of the Woods	Pennington	Stevens
Beltrami	Faribault	Le Sueur	Pine	Swift
Benton	Fillmore	Lincoln	Pipestone	Todd
Big Stone	Freeborn	Lyon	Polk	Traverse
Blue Earth	Goodhue	McLeod	Pope	Wabasha
Brown	Grant	Mahnomen	Ramsey	Wadena
Carlton	Hennepin	Marshall	Red Lake	Waseca
Carver	Houston	Martin	Redwood	Washington
Cass	Hubbard	Meeker	Renville	Watsonwan
Chippewa	Isanti	Mille Lacs	Rice	Wilkin
Chisago	Itasca	Morrison	Rock	Winona
Clay	Jackson	Mower	Roseau	Wright
Clearwater	Kanabec	Murray	St Louis	Yellow Medicine
Cook	Kandiyohi	Nacoret	Scott	
Cottonwood	Kittson	Nobles	Sherburne	
Crow Wing	Koochiching	Norman	Sibley	

**MISSISSIPPI (82 counties)**

Adams	Forrest	Kemper	Noxubee	Tate
Alcorn	Franklin	Lafayette	Oktibbeha	Tippah
Amite	George	Lamar	Panola	Tishomingo
Attala	Greene	Lauderdale	Pearl River	Tunica
Benton	Grenada	Lawrence	Perry	Union
Bolivar	Hancock	Leake	Pike	Walthall
Calhoun	Harrison	Lee	Pontotoc	Warren
Carroll	Hinds	Leflore	Prentiss	Washington
Chickasaw	Holmes	Lincoln	Quitman	Wayne
Choctaw	Humphreys	Lowndes	Rankin	Webster
Claiborne	Issaquena	Madison	Scott	Wilkinson
Clarke	Itawamba	Marion	Sharkey	Winston
Clay	Jackson	Marshall	Simpson	Yalobusha
Coahoma	Jasper	Monroe	Smith	Yazoo
Copiah	Jefferson	Montgomery	Stone	
Covington	Jefferson Davis	Neshoba	Sunflower	
DeSoto	Jones	Newton	Tallahatchie	

**MISSOURI (114 counties)**

Adair	Cape Girardeau	Daviess	Howell	Macon
Andrew	Carroll	De Kalb	Iron	Madison
Atchison	Carter	Dent	Jackson	Maries
Audrain	Cass	Douglas	Jasper	Marion
Barry	Cedar	Dunklin	Jefferson	Mercer
Barton	Chariton	Franklin	Johnson	Miller
Bates	Christian	Gasconade	Knox	Mississippi
Benton	Clark	Gentry	Laclede	Moniteau
Bollinger	Clay	Greene	Lafayette	Monroe
Boone	Clinton	Grundy	Lawrence	Montgomery
Buchanan	Cole	Harrison	Lewis	Morgan
Butler	Cooper	Henry	Lincoln	New Madrid
Caldwell	Crawford	Hickory	Linn	Newton
Callaway	Dade	Holt	Livingston	Nodaway
Camden	Dallas	Howard	McDonald	Oregon

Osage	Polk	St. Charles	Scott	Vernon
Ozark	Pulaski	St. Clair	Shannon	Warren
Pemiscot	Putnam	St. Francois	Shelby	Washington
Perry	Ralls	Ste. Genevieve	Stoddard	Wayne
Pettis	Randolph	St. Louis	Stone	Webster
Phelps	Ray	Saline	Sullivan	Worth
Pike	Reynolds	Schuyler	Taney	Wright
Platte	Ripley	Scotland	Texas	

**MONTANA (56 counties)**

Beaverhead	Fallon	Lewis and Clark	Pondera	Sweet Grass
Big Horn	Fergus	Liberty	Powder River	Teton
Blaine	Flathead	Lincoln	Powell	Toole
Broadwater	Gallatin	McCone	Prairie	Treasure
Carbon	Garfield	Madison	Ravalli	Valley
Carter	Glacier	Meagher	Richland	Wheatland
Cascade	Golden Valley	Mineral	Roosevelt	Wibaux
Chouteau	Granite	Missoula	Rosebud	Yellowstone
Custer	Hill	Musselshell	Sanders	
Daniels	Jefferson	Park	Sheridan	
Dawson	Judith Basin	Petroleum	Silver Bow	
Deer Lodge	Lake	Phillips	Stillwater	

**NEBRASKA (93 counties)**

Adams	Cuming	Greeley	Loup	Sarpy
Antelope	Custer	Hall	McPherson	Saunders
Arthur	Dakota	Hamilton	Madison	Scotts Bluff
Banner	Dawes	Harlan	Merrick	Seward
Blaine	Dawson	Hayes	Morrill	Sheridan
Boone	Deuel	Hitchcock	Nance	Sherman
Box Butte	Dixon	Holt	Nemaha	Sioux
Boyd	Dodge	Hooker	Nuckolls	Stanton
Brown	Douglas	Howard	Otoe	Thayer
Buffalo	Dundy	Jefferson	Pawnee	Thomas
Burt	Fillmore	Johnson	Perkins	Thurston
Butler	Franklin	Kearney	Phelps	Valley
Cass	Frontier	Keith	Pierce	Washington
Cedar	Furnas	Keya Paha	Platte	Wayne
Chase	Gage	Kimball	Polk	Webster
Cherry	Garden	Knox	Red Willow	Wheeler
Cheyenne	Garfield	Lancaster	Richardson	York
Clay	Gosper	Lincoln	Rock	
Colfax	Grant	Logan	Saline	

**NEVADA (16 counties)**

Churchill	Esmeralda	Lincoln	Pershing
Clark	Eureka	Lyon	Storey
Douglas	Humboldt	Mineral	Washoe
Elko	Lander	Nye	White Pine

**NEW HAMPSHIRE (10 counties)**

Belknap	Cheshire	Grafton	Merrimack	Strafford
Carroll	Coos	Hillsborough	Rockingham	Sullivan

**NEW JERSEY (21 counties)**

Atlantic	Cumberland	Mercer	Passaic	Warren
Bergen	Essex	Middlesex	Salem	
Burlington	Gloucester	Monmouth	Somerset	
Camden	Hudson	Morris	Sussex	
Cape May	Hunterdon	Ocean	Union	

**NEW MEXICO (33 counties)**

Bernalillo	Dona Ana	Lincoln	Rio Arriba	Socorro
Catron	Eddy	Los Alamos	Roosevelt	Taos
Chaves	Grant	Luna	Sandoval	Torrance
Cibola	Guadalupe	McKinley	San Juan	Union
Colfax	Harding	Mora	San Miguel	Valencia
Curry	Hidalgo	Otero	Santa Fe	
De Baca	Lea	Quay	Sierra	

**NEW YORK (62 counties)**

Albany	Dutchess	Madison	Putnam	Sullivan
Allegany	Erie	Monroe	Queens	Tioga
Bronx	Essex	Montgomery	Rensselaer	Tompkins
Broome	Franklin	Nassau	Richmond	Ulster
Cattaraugus	Fulton	New York	Rockland	Warren
Cayuga	Genesee	Niagara	St. Lawrence	Washington
Chautauqua	Greene	Oneida	Saratoga	Wayne
Chemung	Hamilton	Onandaga	Schenectady	Westchester
Chenango	Kerkimer	Ontario	Schoharie	Wyoming
Clinton	Jefferson	Orange	Schuyler	Yates
Columbia	Kings	Orleans	Seneca	
Cortland	Lewis	Oswego	Stauben	
Delaware	Livingston	Otsego	Suffolk	

**NORTH CAROLINA (100 counties)**

Alamance	Chowan	Guilford	Mitchell	Rutherford
Alexander	Clay	Halifax	Montgomery	Sampson
Alleghany	Cleveland	Harnett	Moore	Scotland
Anson	Columbus	Haywood	Nash	Stanly
Ashe	Craven	Henderson	New Hanover	Stokes
Avery	Cumberland	Hertford	Northampton	Surry
Beaufort	Currituck	Hoke	Onslow	Swain
Bertie	Dare	Hyde	Orange	Transylvania
Bladen	Davidson	Iredell	Pamlico	Tyrrell
Brunswick	Davie	Jackson	Pasquotank	Union
Buncombe	Duplin	Johnston	Pender	Vance
Burke	Durham	Jones	Perquimans	Wake
Cabarrus	Edgecombe	Lee	Person	Warren
Caldwell	Forsyth	Lenoir	Pitt	Washington
Camden	Franklin	Lincoln	Polk	Watauga
Carteret	Gaston	McDowell	Randolph	Wayne
Caswell	Gates	Macon	Richmond	Wilkes
Catawba	Graham	Madison	Robeson	Wilson
Chatham	Granville	Martin	Rockingham	Yadkin
Cherokee	Greene	Mecklenburg	Rowan	Yancey

**NORTH DAKOTA (53 counties)**

Adams	Divide	La Moure	Pembina	Stark
Barnes	Dunn	Logan	Pierce	Steele
Benson	Eddy	McHenry	Ramsey	Stutsman
Billings	Emmons	McIntosh	Ransom	Towner
Bottineau	Foster	McKenzie	Renville	Traill
Bowman	Golden Valley	McLean	Richland	Walsh
Burke	Grand Forks	Mercer	Rolette	Ward
Burleigh	Grant	Morton	Sargent	Wells
Cass	Griggs	Mountrail	Sheridan	Williams
Cavalier	Hettinger	Nelson	Sioux	
Dickey	Kidder	Oliver	Slope	

**OHIO (88 counties)**

Adams	Darke	Hocking	Miami	Scioto
Allen	Defiance	Holmes	Monroe	Seneca
Ashland	Delaware	Huron	Montgomery	Shelby
Ashtabula	Erie	Jackson	Morgan	Stark
Athens	Fairfield	Jefferson	Morrow	Summit
Auglaize	Fayette	Knox	Muskingum	Trumbull
Belmont	Franklin	Lake	Noble	Tuscarawas
Brown	Fulton	Lawrence	Ottawa	Union
Butler	Gallia	Licking	Paulding	Van Wert
Carroll	Geauga	Logan	Perry	Vinton
Champaign	Greene	Lorain	Pickaway	Warren
Clark	Guernsey	Lucas	Pike	Washington
Clermont	Hamilton	Madison	Portage	Wayne
Clinton	Hancock	Mahoning	Preble	Williams
Columbiana	Hardin	Marion	Putnam	Wood
Coshocton	Harrison	Medina	Richland	Wyandot
Crawford	Henry	Meigs	Ross	
Cuyahoga	Highland	Mercen	Sandusky	

**OKLAHOMA (77 counties)**

Adair	Atoka	Beckham	Bryan	Canadian
Alfalfa	Beaver	Blaine	Caddo	Carter



Cherokee	Garvin	Latimer	Nowata	Seminole
Choctaw	Grady	Le Flore	Okfuskee	Sequoyah
Cimarron	Grant	Lincoln	Oklahoma	Stephens
Cleveland	Greer	Logan	Okmulgee	Texas
Coal	Harmon	Love	Osage	Tillman
Comanche	Harper	McClain	Ottawa	Tulsa
Cotton	Haskell	McCurtain	Pawnee	Wagoner
Craig	Hughes	McIntosh	Payne	Washington
Creek	Jackson	Major	Pittsburg	Washita
Custer	Jefferson	Marshall	Pontotoc	Woods
Delaware	Johnston	Mayes	Pottawatomie	Woodward
Dewey	Kay	Murray	Pushmataha	
Ellis	Kingfisher	Muskogee	Roger Mills	
Garfield	Kiowa	Noble	Rogers	

**OREGON (36 counties)**

Baker	Deschutes	Josephine	Morrow	Wasco
Benton	Douglas	Klamath	Multnomah	Washington
Clackamas	Gilliam	Lake	Polk	Wheeler
Clatsop	Grant	Lane	Sherman	Yamhill
Columbia	Harney	Lincoln	Tillamook	
Coos	Hood River	Linn	Umatilla	
Crook	Jackson	Malheur	Union	
Curry	Jefferson	Marion	Wallowa	

**PENNSYLVANIA (67 counties)**

Adams	Chester	Fulton	Mercer	Sullivan
Allegheny	Clarion	Greene	Mifflin	Susquehanna
Armstrong	Clearfield	Huntingdon	Monroe	Tioga
Beaver	Clinton	Indiana	Montgomery	Union
Bedford	Columbia	Jefferson	Montour	Venango
Berks	Crawford	Juniata	Northampton	Warren
Blair	Cumberland	Lackawanna	Northumberland	Washington
Bradford	Dauphin	Lancaster	Perry	Wayne
Bucks	Delaware	Lawrence	Philadelphia	Westmoreland
Butler	Elk	Lebanon	Pike	Wyoming
Cambria	Erie	Lehigh	Potter	York
Cameron	Fayette	Luzerne	Schuylkill	
Carbon	Forest	Lycoming	Snyder	
Centre	Franklin	McKean	Somerset	

**PUERTO RICO (78 municipios)**

Adjuntas	Cataño	Gurabo	Maunabo	San Juan
Aguada	Cayey	Hatillo	Mayagüez	San Lorenzo
Aguadilla	Ceiba	Hormigueros	Moca	San Sebastián
Aguas Buenas	Ciales	Humacao	Morovis	Santa Isabel
Aibonito	Cidra	Isabela	Naguabo	Toa Alta
Añasco	Coamo	Jayuya	Naranjito	Toa Baja
Arecibo	Comerio	Juana Díaz	Orocovis	Trujillo Alto
Arroyo	Corozal	Juncos	Patillas	Utuado
Barceloneta	Culebra	Lajas	Peñuelas	Vega Alta
Barranquitas	Dorado	Lares	Ponce	Vega Baja
Bayamón	Fajardo	Las Marias	Quebradillas	Vieques
Cabo Rojo	Florida	Las Piedras	Rincón	Villalba
Caguas	Güánica	Loíza	Río Grande	Yabucoa
Camuy	Guayama	Luquillo	Sabana Grande	Yauco
Canóvanas	Guayanilla	Manatí	Salinas	
Carolina	Guaynabo	Maricao	San Germán	

**RHODE ISLAND (5 counties)**

Bristol	Kent	Newport	Providence	Washington
---------	------	---------	------------	------------

**SAMOA, AMERICAN (5 entities: districts* and islands)**

Eastern*	Manu'a*	Rose	Swains	Western*
----------	---------	------	--------	----------

**SOUTH CAROLINA (46 counties)**

Abbeville	Beaufort	Chesterfield	Edgefield	Hampton
Aiken	Berkeley	Clarendon	Fairfield	Horry
Allendale	Calhoun	Colleton	Florence	Jasper
Anderson	Charleston	Darlington	Georgetown	Kershaw
Bamberg	Cherokee	Dillon	Greenville	Lancaster
Barnwell	Chester	Dorchester	Greenwood	Laurens

Lee  
Lexington  
McCormick  
Marion

Marlboro  
Newberry  
Oconee  
Orangeburg

Pickens  
Richland  
Saluda  
Spartanburg

Sumter  
Union  
Williamsburg  
York

### SOUTH DAKOTA (66 counties)

Aurora  
Beadle  
Bennett  
Bon Homme  
Brookings  
Brown  
Brule  
Buffalo  
Butte  
Campbell  
Charles Mix  
Clark  
Clay  
Codington

Corson  
Custer  
Davison  
Day  
Deuel  
Dewey  
Douglas  
Edmunds  
Fall River  
Faulk  
Grant  
Gregory  
Haakon  
Hamlin

Hand  
Hanson  
Harding  
Hughes  
Hutchinson  
Hyde  
Jackson  
Jerauld  
Jones  
Kingsbury  
Lake  
Lawrence  
Lincoln  
Lyman

McCook  
McPherson  
Marshall  
Meade  
Mellette  
Miner  
Minnehaha  
Moody  
Pennington  
Perkins  
Potter  
Roberts  
Sanborn  
Shannon

Spink  
Stanley  
Sully  
Todd  
Tripp  
Turner  
Union  
Walworth  
Washabaugh  
Yankton  
Ziebach

### TENNESSEE (95 counties)

Anderson  
Bedford  
Benton  
Bledsoe  
Blount  
Bradley  
Campbell  
Cannon  
Carroll  
Carter  
Cheatham  
Chester  
Claiborne  
Clay  
Cocke  
Coffee  
Crockett  
Cumberland  
Davidson

Decatur  
DeKalb  
Dickson  
Dyer  
Fayette  
Fentress  
Franklin  
Gibson  
Giles  
Grainger  
Greene  
Grundy  
Hamblen  
Hamilton  
Hancock  
Hardeman  
Hardin  
Hawkins  
Haywood

Henderson  
Henry  
Hickman  
Houston  
Humphreys  
Jackson  
Jefferson  
Johnson  
Knox  
Lake  
Lauderdale  
Lawrence  
Lewis  
Lincoln  
Loudon  
McMinn  
McNairy  
Macon  
Madison

Marion  
Marshall  
Maury  
Meigs  
Monroe  
Montgomery  
Moore  
Morgan  
Obion  
Overton  
Perry  
Pickett  
Polk  
Putnam  
Rhea  
Roane  
Robertson  
Rutherford  
Scott

Sequatchie  
Sevier  
Shelby  
Smith  
Stewart  
Sullivan  
Sumner  
Tipton  
Trousdale  
Unicoi  
Union  
Van Buren  
Warren  
Washington  
Wayne  
Weakley  
White  
Williamson  
Wilson

### TEXAS (254 counties)

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  
Duval  
Eastland  
Ector  
Edwards  
Ellis  
El Paso  
Erath  
Falls  
Fannin  
Fayette  
Fisher  
Floyd  
Foard  
Fort Bend  
Franklin  
Freestone  
Frio  
Gaines  
Galveston  
Garza  
Gillespie  
Glasscock  
Goliad  
Gonzales  
Gray  
Grayson  
Gregg  
Grimes

Guadalupe  
Hale  
Hall  
Hamilton  
Hansford  
Hardeman  
Hardin  
Harris  
Harrison  
Hartley  
Haskell  
Hays  
Hemphill  
Henderson  
Hidalgo  
Hill  
Hockley  
Hood  
Hopkins  
Houston  
Howard  
Hudspeth  
Hunt  
Hutchinson  
Irion  
Jack  
Jackson  
Jasper  
Jeff Davis  
Jefferson  
Jim Hogg

Jim Wells  
Jonson  
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	Newton	Refugio	Sterling	Walker
Madison	Nolam	Roberts	Stonewall	Waller
Marion	Nueces	Robertson	Sutton	Ward
Martin	Ochiltree	Rockwall	Swisher	Washington
Mason	Oldham	Runnels	Tarrant	Webb
Matagorda	Orange	Rusk	Taylor	Wharton
Maverick	Palo Pinto	Sabine	Terrell	Wheeler
Medina	Panola	San Augustine	Terry	Wichita
Menard	Parker	San Jacinto	Throckmorton	Wilbarger
Midland	Parmer	San Patricio	Titus	Willacy
Milam	Pecos	San Saba	Tom Green	Williamson
Mills	Polk	Schleicher	Travis	Wilson
Mitchell	Potter	Scurry	Trinity	Winkler
Montague	Presidio	Shackelford	Tyler	Wise
Montgomery	Rains	Shelby	Upshur	Wood
Moore	Randall	Sherman	Upton	Yoakum
Morris	Reagan	Smith	Uvalde	Young
Motley	Real	Somervell	Val Verde	Zapata
Nacogdoches	Red River	Starr	Van Zandt	Zavala
Navarro	Reeves	Stephens	Victoria	

**TRUST TERRITORY OF THE PACIFIC ISLANDS (6 districts)**

Kosrae	Palau	Truk
Marshall Islands	Ponape	Yap

**UTAH (29 counties)**

Beaver	Duchesne	Kane	San Juan	Utah
Box Elder	Emery	Millard	Sanpete	Wasatch
Cache	Garfield	Morgan	Sevier	Washington
Carbon	Grand	Piute	Summit	Wayne
Daggett	Iron	Rich	Tooele	Weber
Davis	Jaub	Salt Lake	Uintah	

**VERMONT (14 counties)**

Addison	Chittenden	Grand Isle	Orleans	Windham
Bennington	Essex	Lamoille	Rutland	Windsor
Caledonia	Franklin	Orange	Washington	

**VIRGINIA (95 counties)**

Accomack	Charlotte	Greene	Mecklenburg	Roanoke
Albemarle	Chesterfield	Greensville	Middlesex	Rockbridge
Alleghany	Clarke	Halifax	Montgomery	Rockingham
Amelia	Craig	Hanover	Nelson	Russell
Amherst	Culpeper	Henrico	New Kent	Scott
Appomattox	Cumberland	Henry	Northampton	Shenandoah
Arlington	Dickenson	Highland	Northumberland	Smyth
Augusta	Dinwiddie	Isle of Wight	Nottoway	Southampton
Bath	Essex	James City	Orange	Spotsylvania
Bedford	Fairfax	King and Queen	Page	Stafford
Bland	Fauquier	King George	Patrick	Surry
Botetourt	Floyd	King William	Pittsylvania	Sussex
Brunswick	Fluvanna	Lancaster	Powhatan	Tazewell
Buchanan	Franklin	Lee	Prince Edward	Warren
Buckingham	Frederick	Loudoun	Prince George	Washington
Campbell	Giles	Louisa	Prince William	Westmoreland
Caroline	Gloucester	Lunenburg	Pulaski	Wise
Carroll	Goochland	Madison	Rappahannock	Wythe
Charles City	Grayson	Mathews	Richmond	York

**VIRGIN ISLANDS (3 islands)**

St. Croix	St. Thomas	St. John
-----------	------------	----------

**WASHINGTON (39 counties)**

Adams	Douglas	King	Pacific	Stevens
Asotin	Ferry	Kitsap	Pend Oreille	Thurston
Benton	Franklin	Kittitas	Pierce	Wahkiakum
Chelan	Garfield	Klickitat	San Juan	Walla Walla
Clallam	Grant	Lewis	Skagit	Whatcom
Clark	Grays Harbor	Lincoln	Skamania	Whitman
Columbia	Island	Mason	Snohomish	Yakima
Cowlitz	Jefferson	Okanogan	Spokane	

**WEST VIRGINIA (55 counties)**

Barbour	Grant	Logan	Nicholas	Summers
Berkeley	Greenbrier	McDowell	Ohio	Taylor
Boone	Hampshire	Marion	Pendleton	Tucker
Braxton	Hancock	Marshall	Pleasants	Tyler
Brooke	Hardy	Mason	Pocahontas	Upshur
Cabell	Harrison	Mercer	Preston	Wayne
Calhoun	Jackson	Mineral	Putnam	Webster
Clay	Jefferson	Mingo	Raleigh	Wetzel
Doddridge	Kanawha	Monongalia	Randolph	Wirt
Fayette	Lewis	Monroe	Ritchie	Wood
Gilmer	Lincoln	Morgan	Roane	Wyoming

**WISCONSIN (72 counties)**

Adams	Douglas	Kewaunee	Ozaukee	Taylor
Ashland	Dunn	La Crosse	Pepin	Trempealeau
Barron	Eau Claire	Lafayette	Pierce	Vernon
Bayfield	Florence	Langlade	Polk	Vilas
Brown	Fond du Lac	Lincoln	Portage	Walworth
Buffalo	Forest	Manitowoc	Price	Washburn
Burnett	Grant	Marathon	Racine	Washington
Calumet	Green	Marinette	Richland	Waukesha
Chippewa	Green Lake	Marquette	Rock	Waupaca
Clark	Iowa	Menominee	Rusk	Waushara
Columbia	Iron	Milwaukee	St. Croix	Winnebago
Crawford	Jackson	Monroe	Sauk	Wood
Dane	Jefferson	Oconto	Sawyer	
Dodge	Juneau	Oneida	Shawano	
Door	Kenosha	Outagamie	Sheboygan	

**WYOMING (23 counties)**

Albany	Crook	Laramie	Platte	Uinta
Big Horn	Fremont	Lincoln	Sheridan	Washakie
Campbell	Goshen	Natrona	Sublette	Weston
Carbon	Hot Springs	Niobrara	Sweetwater	
Converse	Johnson	Park	Teton	



## 20. PLANT AND INSECT NAMES

### PLANT NAMES AND ADJECTIVE FORMS

20.1. The following list of plant names, some of which vary in form from those given in Webster's Third International Dictionary, has been compiled with the cooperation of the Department of Agriculture. The name of the kinds of agricultural and vegetable crops are given in the "Rules and Regulations Under the Federal Seed Act."

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

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

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

20.5. Except as indicated in the list, plant names ending in *bane*, *bark*, *bean*, *berry*, *bine*, *brush*, *cup*, *fern*, *flower*, *grass*, *leaf*, *lily*, *nut*, *pea*, *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 20.2.) All such one-word forms were excluded from the list, along with two-word forms listed in Webster's Third.

Aarons-beard  
addersmouth  
adderstongue  
adzuki bean  
African-violet  
airpotato

alfilaria  
alpencress  
Alpine-azalea  
Amazon-lily  
anatto-tree  
angel-trumpet

antelope-brush  
Apache-plume  
apple-of-Peru  
Arab-primrose  
arar-tree  
atamasco lily

Australian-pea  
autumn-crocus  
avalanche-lily  
awl-leaf

baby-blue-eyes  
babysbreath  
babytears  
baldhip  
baldrush  
ballmustard  
balm-of-Gilead  
balsamapple  
balsam-of-Peru  
balsam-pear  
banana-shrub  
Barbados-cherry  
barestem  
barnyardgrass  
barrenground  
barren-strawberry

bastardbox  
batterdock  
baycedar  
beak-rush  
bearcabbage  
bears-tail  
beavertail  
beebalm  
beefsteak-plant  
bee-sage  
beggarticks  
belladonna-lily  
bigcone-spruce  
bigfruit  
bigmoon  
bigstem

bigtooth  
birdeye bean  
birdpepper  
birdseye  
birdsfoot  
birdsnest  
bishops-cap  
bishops-hood  
bittercress  
bittervetch  
blackbead  
blackberry-lily  
blackbox  
black-bryony  
blackbud  
black-calabash

black-eyed-susan  
blackfoot  
blackjoint  
blacklaurel  
black-mangrove  
blackpurple  
blackspot  
blackstem  
black-salisfy  
bladder-senna  
blade-apple  
blazing-star  
bleedingheart  
blistercress  
bloodball  
bloodred

Plant and  
Insect  
Names

bloodtwig bloodvein blowwives bluebeard bluebell-creeper bluebells bluebunch bluecrown bluecurls bluedicks blue-eyed-grass blue-eyed-mary blueflag bluegreen bluelips bluestar	bluestem bog-orchid bog-rosemary bonytip bouncing-bet bowbells bowstring-hemp brassbuttons Brazilian-cherry brickred bridal-veil bridalwreath Brisbane-box bristletooth bronzebells broom-crowberry	broomrape broomsedge browneyedSusan Browns (lily, etc.) brownstain brownstem brush-cherry brushtip buckbeard buckwheat-tree buffalobur bullfist bullfoot bullhorn bullnettle bullthistle	bunnymouth burclover bur-marigold bursage bur-snakeroot bushclover bush-cranberry bush-honeysuckle bushmint bushpepper bushpoppy butchersbroom butterbough butterfly-pea buttonclover button-snakeroot
cajeput-tree calabash-tree calaba-tree California-laurel California-nutmeg California-poppy camphor-tree canarybalm candlenut-tree Canterbury-bells canyon-poppy cape-cowslip cape-gooseberry cape-honeysuckle cape-jasmine cape-marigold cape-pondweed cape-weddingflower Carolina-jessamine Carolina-vanilla cassia-bark-tree cassiaflower-tree cassor-alalia catchfly-gentian catjang catsear catsfoot cavenia celandine-poppy chainfern	chalice-vine chaste-tree checkermallow cherryblossom cherry-laurel cherry-orange cherrystone chickpea Childs (gladiolus, etc.) Chile-ageratum Chile-bells Chile-guava Chile-jasmine Chile-nettle Chiloe (strawberry, etc.) China-aster China-fir China-laurel Chinese-houses Chinese-poppy Christ-eye Christ-thorn Christmas-rose cigarbox-cedar cliffbrake cliffrose cloth-of-gold cloven-lip clubmoss	cluster-amaryllis cobblersthumb cocaine-tree cockscomb-yam cocks-eggs cocoplum conehead confederate-jasmine cootamundra coppertip coralbell coralblow coraldrops corkwing corncockle cornelian-cherry corn-marigold cornsalad cotton-sedge cottonthistle Coventry-bells cowcockle cowparsley cowparsnip cowpea cowslip cowtongue cow-tree cowwheat cradle-orchid	cranberry-gourd cranesbill crape-jasmine crapemyrtle crawfoot creamcups creamfruit creamsacs creeping-charlie creepingdevil creeping-jenny Cretan-mullein cricketbat crimson-eye crimson-flag crowfoot crownbeard crowndaisy crown-imperia crown-vetch crowpoison crucifixion-thorn crystal-tea cucumber-root culvers-physis Cupids-dart custard-apple cutcollar cypress-pine
dallisgrass dames (rocket, etc.) dammarpine danesblood darkeye darling-plum dateplum dawnrose dayglow deadnettle deathcamas deerhair	deerstongue deervetch desertbeauty desertcandle desertholly desertprimrose desert-willow devilsclaw devilsclub devils-paintbrush devils-pincushion devils-shoestring	devilstongue Diels (cotoneaster, etc.) dimplecone ditchfoot ditch-sunflower dogbrier dogfennel dogtall doublefile doubleflowering doubleray doubletooth	Douglas-fir dovefoot doveplum dracena dragonhead duckpotato duncecap dusty-miller Dutchmans-breeches Dutchmans-pipe dwarfdandelion
eardrops earthgall earthstar earthtongue Easter-bells	Eca (rose, etc.) edible-podded # pea elephanthead elkslip epalette-tree	eveningprimrose 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 field # bean

fieldcress  
fieldmadder  
field # pea  
figmarigold  
finetooth  
firemoss  
firepink  
fishhooks  
fishpoison-tree  
five-blade

five-coil  
five-finger  
five-stamen  
flamboyant-tree  
flamepoppy  
flameray  
floatingheart  
floptop  
Florida-boxwood  
flowerfence

flowering-rush  
flower-of-an-hour  
flower-of-Jove  
fogfruit  
forget-me-not  
four-color  
four-o'clock  
four-stamen  
four-wing  
foxchop

foxfeet  
foxglove  
foxtailgrass  
Franciscan-nightshade  
fringebell  
fringe-orchid  
frogfoot  
fullers # teasel  
fullmoon

gallwind  
garambullo  
garden # bean  
garden # pea  
gayfeather  
gaywings  
ghostpipe  
giantfennel  
giantgroundsel  
gill-over-the-ground  
giltedge  
globe-amaranth  
globe-cone  
globedaisy  
globemallow  
globethistle  
globe-tulip  
glorybower  
goatsbeard  
goatsrue  
goldband  
goldbeard  
goldblotch  
golddust

goldedge  
golden-aster  
goldenback  
goldenball  
goldenbeard  
goldenbowl  
goldchain  
golden-eyed-grass  
goldenfeather  
goldenfleece  
goldenglow  
golden-larch  
goldenlocks  
goldenmoon  
goldenpert  
goldenplume  
golden-rain-tree  
goldenrod  
goldenseal  
golden-shower  
goldenstar  
goldentop  
goldentuft  
goldentwig

goldenwave  
goldenyellow  
goldeye-grass  
goldfields  
goldhair  
Goldie (fern, etc.)  
goldmoss  
goldspot  
goldstripe  
goldthread  
goldtip  
goldtwig  
goldvein  
good-King-Henry  
gooseberry-tree  
goosefoot  
goosetongue  
grains-of-paradise  
grapehyacinth  
grass-pink  
grasswidow  
gravel-bind  
graybox  
grays (lily, etc.)

Greek-valerian  
green-ebony  
greenfire  
greenheart  
green-net  
greenscale  
greensides  
greenstem  
greenthread  
greentwig  
greenvein  
groundcedar  
groundcherry  
ground-ivy  
groundpine  
groundsmoke  
Guiana-chestnut  
gumbo-limbo  
gum-myrtle  
gunbright  
guttapercha

hairgrass  
hairyhead  
halfhigh  
halfmoon  
halfskirt  
hardbeam  
hard-iron  
hardshell  
harebell  
harebottle  
hares-ear-mustard  
harestail  
hartstongue

hawksbeard  
healbite  
heartpetal  
hedgehog-coneflower  
hedgemustard  
hedgestraw  
heronbill  
Hicks (yew, etc.)  
Himalaya-berry  
Himalaya-honeysuckle  
Hinds (walnut, etc.)  
hoarycress  
hogpeanut

hogsfennel  
hollowstem  
hollyaster  
hollygrape  
honeybell  
honeybind  
honeybloom  
hopsage  
hornpoppy  
horsebalm  
horsechestnut  
horse-eye  
horsegentian

horsemint  
horse-nettle  
horse-pipe  
horseradish  
horseradish-tree  
horsetail-tree  
houndstongue  
house-amaryllis  
houseleek  
hummingbird-trumpet  
hyacinth-bean  
hydrangea-vine

incense-cedar  
India-almond  
India-elm  
India-hawthorn  
India-mulberry

Indian-fig  
Indian-physic  
Indian-pipe  
Indian-potato  
indiantobacco

Indian-warrior  
Indian-wheat  
ivory-leaves  
ivy-arum  
ivybells

ivy-gourd  
ivy-vine

jaburan  
jackfrost  
jackfruit  
Jacobs-rod  
jambolan-plum  
Jersey-tea

Jerusalem-artichoke  
Jerusalem-cherry  
Jerusalem-oak  
Jerusalem-sage  
Jerusalem-thorn  
jobs-tears

joe-pye-weed  
jointfir  
jointvetch  
Josephs-coat  
Joshua-tree  
Judas-tree

jungle-plum  
junglerice  
Jupiters-beard

kafircorn  
karanda  
Kartaba (iris, etc.)  
kasumi (cherry, etc.)

katsura-tree  
kauri-pine  
kei-apple  
kidney bean

kidneyvetch  
kittentails  
kohlrabi  
kolomikta

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

Labrador-tea  
lacquer-tree  
ladies-tresses  
ladybell  
ladyslipper

ladysmantle  
ladysthumb  
lambsquartars  
lap-love  
largetooth

lavender-cotton  
leaf-flower  
lemon-verbena  
lignum vitae  
lilybasket

lily-of-the-valley  
lions-ear  
little-pickles  
live-ever  
liveforever



liver-balsam living-rock loblolly-bay loggerheads	London-pride longbarb longcluster longlip	long-spine long-stalk Longs (grapes, etc.) longtube	lookingglass lovelorn
Madden-cherry Madeira-bay Magdalena mock (orange, etc.) mahala-mats maidenhair-tree Malabar-nut Malabar-plum Malay-apple malu-creeper mame (cherry, etc.) mandacaru Mangles (everlasting, etc.) marestail Mardin (iris, etc.) Maries (fir, etc.) marshcress marsh-elder marshfire marshmallow	Martens (selaginella, etc.) Mascarene (grass, etc.) matilija-poppy Matreed matrimonyvine mayapple maybloom maypear Mays (brake, etc.) meadowbeauty meadowfoam meadowrue mealymat Meiwa (kumquat, etc.) merrybells Mexican-buckeye Mexican-clover Mexican-orange Mexican-star mexicantea	Michaelmas-daisy milkthistle milkvetch mistmaiden miyama mock-cucumber mockorange mockstrawberry Molucca-balm momi monkeycomb monkeypuzzle monks-hood-vine monreale Moore (agapanthus, etc.) moosetongue mornningglory moso mosquitotrap moss # rose	moth # bean moth-orchid mountainash mountain-bluet mountain-dandelion mountain-heath mountain-holly mountain-laurel mountain-lilac mountain-mint mouse-ear mousetail Moyes (rose, etc.) mudbank mullein mung # bean mundi-root Mupin (cotoneaster, etc.) muskphlox myrtle-of-the-river
Narbonne (flax, etc.) narihira Natal-ebony navy # bean	needleandthread needlerush netvein nightblooming	nightjasmine nightphlox nimblewill ningala	Nippon-bells nodfruit nossmart
Oconee-bells oldman (fern, etc.) one-spike	orange-eye orange-jasmine orange-rose	organpipe orobus otaksa	owlclover oxeye-daisy
painted-cup palma # dulce paloblanco pansy-orchid paper-mulberry paradise-tree Parsons (arborvitae, etc.) partridgefoot pawpaw pear-hip pearlfruit pearl-stripe peatpink pea-tree pennyrot pheasanteye pinebarren pinemat	pinkbells pink-edge pinkscale pink-shell pinkshower pink-star pinkstem pinkstripe pinkwax pinpillow pinpoint pinxterbloom plumepoppy plum-pine poets (narcissus, etc.) pointvetch poison-hemlock poison-ivy poison-oak	poison-sumac poison-vetch pond-apple pondcypress ponyfoot poor-robins-plantain popglove poppy-mallow Portugal-laurel possumhaw Potts (tritonina, etc.) prairie-clover prairie-gentian prairie-mallow prairie-smoke pricklepoppy prickly-thrift pricktimber pride-of-Madeira	primrose-willow princesfeather princesplume princess-pine puckneedle purplebell purplecane purplecone purple-eye purple-lady purplenet purple-spot purplestem purple-stripe purplewreath pussy-ears pussypaw pussytoes
quakerladies Queen-Annes-lace	queen-of-the-night	Queensland-nut	quill-leaf
rabbitear rabbitfoot rabbittail raggedrobin ramshead Rangoon-creeper rattlesnake-plaintain rattlesnake-root redbead redbox red-devil redflesh redflowering redhelmet redmaids	red-osier redpepper redrim redscale redshanks redshoot redspot redspray redspur redstem redtip redtwig red-white-and-blue- flower Reeves (spirea, etc.)	rice # bean ricepaper-plant Rivers (beech, etc.) rockbeauty rockbrake rockcress rockjasmine rockmat rockpurslane rockspray rosa-montana rosarypea rose-acacia rosegay rose-gentian	rose-of-heaven rose-of-Jericho rosepink rose-ring roundbud round-eared roundheart roundlobe roundtop runningpine Russian-olive Russian-thistle



sacred-lily saffron-plum sagerose St. Augustinegrass St. Bernards-lily St. Brunos-lily St. James-lily St. Johns (coontie, etc.) St. Johnswort salad-rocket saltmarsh saltmeadow salt-tree sandheath sandmint sandmyrtle sandreed sandverbena sappan sapsuck-bush satinpoppy saw-palmetto sawpetal scarboro-lily scarlet-bugler scarletfunnel scarletplume scorpion-senna Scotch-broom scouringrush screwpine scurf-pea sea-buckthorn seaholly seakale sea-lavender seamoss sea-onion seaplum sea-urchin seawife	selfheal Seneca-snakeroot senna-pea sensitive-pea seven-lobed seven-stars seven-year-apple sharp-lobed sharp-scale shell # bean shepherdspurse shooting-star shortbeak shortcluster short-hair short-spine shrub-althea sidebells side-oats silk-oak silktassel-bush silverbell silverdust silver-edge silverline silvermargin silvernerve silverplume silverpurple silverstar silvervein singhara-nut six-weeks skunkcabbage skyblue skydrop Smalls (penstemon, etc.) snailclover snakebeard snakegourd	snakepipe snap # bean snowcloud snowgarland snowhill snowpoppy snow-wreath soapbloom Solomon-plume Solomons-seal sourclover southernplume sowthistle Spanish-bayonet Spanish-dagger Spanish-moss spanishneedles spectacle-pod speedwell spider-orchid spiderweb spikeheath spike-sedge spine-date spinemallow spongegourd springbeauty spurgall spurge-nettle spurge-olive spur-valerian squaw-apple squawcarpet squirrelcorn squirting-cucumber star-apple starbur star-gooseberry starjasmine starthistle stiffstem	stinging-nettle stinkbell stonebreak stonegall stonemint straightstem strawberry-blite strawberry-tree string # bean sugar-apple sugar # beet sugarbird sugar # pea sugar-root summer-cypress summer-fir summer-hyacinth summersweet sunn-hemp sunray Surinam-cherry swampbay swampcandle swamp-laurel swamp-spine swamp-privet swan-orchid sweet-anise sweetbay sweet-calabash sweetclover sweetgale sweetpotato sweetshrub sweetspire sweet-sultan sweetvetch sweetwater sweet-william Syrian privet
tailgrape tangletail tansymustard tansy-ragwort tea-olive Teas (catalpa, etc.) teaselgourd tea-tree telegraphplant Tennessee-indigo teparry # bean Texas-plume thickspike thintail thornapple	thoroughgrowth threadstalk three-coil three-color three-lobed three-seed three-spine three-tip throughgrow tickclover tick-trefoil tidemars tigerfoot tigertail tipu-tree	tonka-bean toringo towelgourd trailing-arbutus travelers-joy travelers-tree treacle-mustard treebeard treehair treemallow treepoppy tree-spirea tree-tomato true-dwarf (box) tumblemustard	tung-oil tree turbantop turkeymullein turkeysbeard Turks-cap Turks-rug turnip-chervil twinbloom twist-arum twocolor two-groove two-row two-wing
umbrella-pine umbrella-sedge	umbrella-tree	undergreen	urd # bean
valley-mahogany Vanhoutte (elm, etc.)	vegetable-oyster Venus-button	vi-apple vinespinach	virgins-bower
wakerobin walkingstick wallcress wandering-Jew watercreeper water-elm waterhemlock waterhemp	waterlemon waterlocust watermarigold waterparsnip waterpepper waterpoppy watershrub water-snowflake	watersoldier waterstar waterwillow waxgourd wayfaring-tree weakleaf weavers-broom wedgescale	Welsh-poppy whisperingbells whitebud white-cedar white-edge white-eye white-ironwood whitemat

white-sapote  
whitespike  
whitespot  
whitestem  
whitestripe  
wildcelery  
wildgoose  
wild-indigo

wingstem  
winter-aconite  
wintercress  
winterfat  
winterhazel  
wintersweet  
wirelettuce  
wirestem

witchbells  
wolftail  
woodbetony  
wood-gossip  
woodland-star  
woodnymph  
woodrush  
Woods (rose, etc.)

woodsorrel  
woodwaxen  
woollybutt  
woollyhead  
woolwitch  
woundwort

yate-tree  
Yeddo-hawthorn  
yellowband  
yellowbeard  
yellowbell  
yellow-cedar  
yellowcress

yellow-edge  
yelloweye  
yellow-eyed-grass  
yellowflag  
yellowflax  
yellowfruit  
yellowheart

yellownet  
yellow-oleander  
yellow-poplar  
yellow-rocket  
yellowspot  
yellowstripe  
yellowtip

yellowvein  
yellow-vetch  
yerba-buena  
yerba-del-venado  
yerba-santa  
Youngs (cypress, etc.)

### AQUATIC WEEDS (ANNUAL AND PERENNIAL)

alligatorweed  
arrowarum  
arrowhead  
California  
coastal  
common  
delta  
dwarf  
azolla  
Atlantic  
Pacific  
bladderwort  
common  
floating  
leafy  
purple  
bluejoint  
bogbean, common  
bulrush  
American  
California  
green  
hardstem  
river  
roughseed  
softstem  
woolgrass  
burhead  
burreed  
giant  
greenfruit  
narrowleaf  
threesquare  
water

ducksalad (see also  
mud-plantain,  
waterstargrass)  
duckweed  
common  
giant  
star  
egeria  
elodea (see also egeria)  
flatsedge (see also  
umbrellaplant)  
jointed  
redroot  
floatingfern  
frogbit  
goldenclub  
horsetail  
giant  
water  
hydrodictyon  
knotgrass  
lizardtail  
loosestrife  
purple  
swamp  
lotus, American

pithophora  
pondweed  
American  
curlyleaf  
fineleaf  
flatleaf  
flatstem  
floating  
giant  
horned  
Illinois  
largeleaf  
leafy  
narrowleaf  
ribbonleaf  
Richardson  
sago  
small  
waterthread  
whitestem

sprangletop, bearded  
sweetflag  
toothcup  
torpedograss

ulva  
umbrellaplant (see also  
flatsedge)  
smallflower  
tall

vallisneria  
vaucheria

waterbuttercup  
white  
yellow  
waterchestnut  
watercress  
watergrass, southern  
waterhyacinth  
waterhyssop  
"Carolina  
Eisen  
waterlettuce  
waterlily  
banana  
fragrant  
white  
watermeal  
watermilfoil  
watermilfoil (see also  
parrotfeather)

redroot  
restem  
reed, common  
rosemallow  
swamp  
woolly  
rush  
Baltic  
brownhead  
needle  
shore  
soft

saltgrass, seashore  
salvinia  
sawgrass, smooth  
sedge  
bull  
Nebraska  
ripgut  
rough  
sugargrass  
water  
widefruit  
smartweed  
dotted  
marshpepper  
water  
spatterdock  
spikerush  
blunt  
creeping  
dwarf  
gulfcoast  
slender  
squarestem  
spirogyra

broadleaf  
eurasian  
northern  
waterplantain  
common  
narrowleaf  
waterprimrose  
California  
creeping  
perennial  
winged  
waterpurslane  
watershield  
waterstargrass (see  
also ducksalad,  
mudplantain)  
waterstarwort  
waterwillow  
waterwort  
American  
small  
wideongrass  
wildrice, annual

cabomba  
cattail  
blue  
common  
narrowleaf  
southern  
chara  
cladophora  
coontail  
common  
prickly  
cordgrass  
big  
Florida  
saltmeadow  
smooth  
cutgrass  
giant  
rice  
southern

maidencane  
mallow, seashore  
mannagrass, water  
marshmarigold  
marsilea (see  
pepperwort)  
mudplantain (see also  
ducksalad,  
waterstargrass)  
naiad  
hollyleaf  
slender  
southern  
napiergrass  
nitella  
paragrass (see  
herbaceous weeds)  
parrotfeather (see also  
watermilfoil)  
paspalum, water  
pennywort, water  
pepperwort  
pickerelweed

## WOODY PLANTS

- abutilon, hairy  
 acacia (see also  
     guajillo, huisache,  
     whitethorn)  
 blackbrush  
 catclaw  
 agarito  
 agave, Schott  
 albizzia, silktree
- alder  
     American green  
     hazel  
     red  
     Sitka  
     speckled  
     white  
 allthorn  
 apple  
 arrowwood
- ash  
     black  
     blue  
     Carolina  
     green  
     Oregon  
     pumpkin  
     velvet  
     white
- aspen (see also  
     cottonwood,  
     poplar)  
 bigtooth  
 quaking  
 azalea (see also  
     rhododendron)  
 piedmont  
 western
- baccharis (see also  
     coyotebrush,  
     desert broom,  
     yerba-de-pasmo)  
 eastern  
 seepwillow  
 willow  
 baldcypress  
 barberry (see also  
     mahonia,  
     oreongrape)  
     American  
     Colorado  
     European  
     Japanese  
 basswood  
     American  
     white  
 bayberry, northern  
 bean, precatory  
 bearberry  
 beargrass  
 bearmat
- beautyberry, American  
 beech, American  
 birch  
     gray  
     paper  
     river  
     sweet  
     water  
     yellow  
 bird-of-paradise  
 bitterbrush  
 blackberry (see also  
     dewberry,  
     raspberry,  
     salmonberry,  
     thimbleberry)  
     Allegheny  
     European  
     evergreen  
     Hawaiian  
     Himalaya  
     grapeleaf  
 blackbush
- blackgum  
 blackhaw, rusty (see  
     also viburnum)  
 blueberry (see also  
     huckleberry)  
     box  
     lowbush  
     ovalleaf  
 boxelder  
 broom  
     desert  
     French  
     Scotch  
     Spanish  
 buckbrush (see also  
     snowberry)  
 buckeye  
     California  
     Ohio  
     painted  
     red  
     Texas  
     yellow
- buckthorn  
     alder  
     California  
     Carolina  
     cascara  
     European  
     hollyleaf  
 buffaloberry  
     russet  
     silver  
 bumelia  
     buckthorn  
     gum  
 bur, Sacramento  
 burrobrush  
 burweed (see also  
     goldenweed,  
     jimmyweed)  
 bush, wait-a-minute  
     (see wait-a-minute-  
     bush)  
 butternut  
 buttonbush, common
- camelthorn  
 canotia  
 caperbush, smooth  
 catalpa  
     northern  
     southern  
 catsclaw  
 ceanothus (see also  
     whitethorn)  
     bigpod  
     blueblossom  
     deerbrush  
     jimbrush  
     Lemmons  
     redstem  
     San Diego  
     snowbrush  
     spiny  
     squawcarpet  
     varnishleaf  
     wedgeleaf  
 cedar (see also  
     redcedar,  
     saltcedar)  
     incense  
     northern white  
     Port Orford  
 chamise, redshank
- cherry (see also  
     chokecherry)  
     bitter  
     black  
     pin  
     sour  
     sweet  
 chestnut, American  
 chinaberry  
 chinquapin  
     Allegheny  
     California  
     golden  
     trailing  
 chokeberry  
     black  
     red  
 chokecherry (see also  
     cherry)  
     black  
     common  
     western  
 cholla (see also  
     pricklypear,  
     tasajillo)  
     jumping  
     spiny  
     staghorn  
     walkingstick
- christmas berry  
 cinquefoil, shrubby  
 clematis  
     Virginia  
     western  
 clerodendron, fragrant  
 coffeetree, Kentucky  
 colima  
 colubrina, Texas  
 condalia  
     bluewood  
     lotebush  
 copperweed  
 cottonwood (see also  
     aspen, poplar)  
     black  
     eastern  
     Fremont  
     plains  
     Rio Grande  
     swamp  
 coyotebrush (see also  
     baccharis)  
 coyotillo  
 crabapple  
     prairie  
     southern  
     sweet
- cranberry  
     mountain  
     small  
 creeper, Virginia  
 creosotebush  
 crossvine  
 crotalaria  
     fuzzy  
     striped  
     tawny  
 cucumbertree  
 currant (see also  
     gooseberry)  
     American black  
     nutmeg  
     redflowered  
     Sierra  
     skunk  
     sticky  
     stink  
     swamp black  
     swamp red  
     trailing  
     wax  
     western black
- dangleberry  
 deerberry, common  
 devils-walkingstick
- dewberry (see also  
     raspberry)  
     northern  
     southern
- dogwood  
     flowering  
     Pacific  
     redosier
- roughleaf  
 roundleaf  
 western

elbowbush	false	English	ephedra
elder	Hawaiian	red	longleaf
American	elm	rock	Torrey
blueberry	American	Siberian	eugenia, boxleaf
Pacific red	cedar	slippery	
elephantfoot	Chinese	winged	
fir			firebush
balsam	Fraser	subalpine	forestiera, New
Douglas	grand	white	Mexican
gallberry	fuchsia	whitestem	greenbrier
goldeneye, shrubby	hairystem	gorse	cat
goldenweed (see also	Hupa	granjeno (see also	laurel
burroweed,	Lobbs	hackberry)	redbead
jimmyweed,	Menzies	grape	saw
turpentinebrush)	Missouri	muscadine	greenweed, dyers
fleece	mountain	mustang	grevillea, Banks
rabbitbrush	northern	oregon-	groundsel, threadleaf
gooseberry (see also	pasture	riverbank	guajillo (see also
currant)	Sierra	sand	acacia)
California	Siskiyou	summer	guava, strawberry
desert	Tulare	greasewood	guayacan
hackberry (see also	American	shagbark	hophornbeam, eastern
granjeno,	beaked	shellbark	hoptree, common
sugarberry)	California	swamp	hornbeam, American
netleaf	hemlock	water	horsebrush
western	eastern	holly (see also	littleleaf
hardhack (see also	mountain	gallberry, yaupon)	spineless
meadowsweet,	western	American	huckleberry (see also
spirea)	herculesclub	Carolina	blueberry)
hawthorn	hickory (see also	honeylocust	tall red
black	pecan)	honeysuckle	tree
cockspur	bitternut	bush	huisache (see also
fleshy	black	hair	acacia, guajillo)
parsley	mockernut	Japanese	hydrangea
river	pignut	moronel	oakleaf
willow	sand	Tartarian	smooth
hazel	scrub	trumpet	
ivy			
English			
poison			
jessamine	jimmyweed (see also	Ashe	redberry
dayblooming	burroweed,	common	Rocky Mountain
willowleaf	goldenweed)	creeping	Utah
yellow	juniper (see also red-	oneseed	western
	cedar)		
	alligator		
Kahili flower (see			
Banks grevillea)			
lambkill (see sheep	laurel	leadtree	locust, black
laurel)	California	leatherleaf	
lantana	mountain	leatherwood, Atlantic	
larch, western (see also	pale	lechuguilla	
tamarack)	sheep	lilac, common	
Madeira vine (see vine,	mahonia, red	big	pine
Madeira)	mamillaria, purple	bigberry	pinemat
madrone, Pacific	mangrove	Eastwood	pointleaf
magnolia (see also	American	greenleaf	whiteleaf
cucumbertree)	black	hoary	maple (see also
bigleaf	manzanita (see also	hoary	boxelder)
sweetbay	bearberry)	Howell	bigleaf



Florida mountain Norway red silver striped sugar vine	marabu matrimonyvine meadowsweet, narrow- leaf melastoma, Banks mescalbean mesquite honey	screwbean velvet western honey montanoa mountainmahogany birchleaf curlleaf mountainash, American	mulberry (see also papermulberry) black red white
nickers, yellow	ninbark	nutmeg, California	
oak Arizona white bear bigleaf shin black blackjack blue bluejack bur California black California live California scrub California white canyon live cherrybark	chestnut chinquapin dwarf chinquapin Emory Gambel huckleberry interior live laurel leather live Mexican blue myrtle northern pin northern red Oregon white	Overcup Pacific poison pin plateau poison post sand live sand post sand shinnery sandpaper scarlet shingle shrub live shumard silverleaf	southern red Spanish swamp chestnut swamp white turkey Vasey shin water white willow oceanspray oregongrape osageorange
palmetto cabbage dwarf saw paloverde blue border papermulberry paulownia, royal peashrub, Siberian pecan bitter (see also hickory) peppertree Brazil California peppervine	persimmon eastern Texas pine digger eastern white jack Jeffrey knobcone loblolly lodgepole longleaf pinon pitch pond ponderosa red	sand scotch shortleaf slash sugar Virginia western white whitebark pinyon (see pinon pine) pittosporum planertee pluchea, Indian plum American Canada chickasaw flatwoods	Java sand poplar (see also aspen, cottonwood) balsam Lombardy white pricklyash pricklypear (see also cholla, tasajillo) Engelmann fragile Lindheimer mission plains spreading privet, swamp
rabbitbrush Douglas Greene greenplume lanceleaf Parry rubber small southwest raspberry American red black	red whitebark rattlebox, Drummond redbay redbud eastern Texas western redcedar (see also juniper) eastern southern	western redwood retama rhododendron (see also azalea) Canadian Pacific rosebay rockspirea, bush rose Arkansas baldhip	California Cherokee Macartney multiflora Nootka sunshine sweetbrier Woods roseapple rosemyrtle, downy rubbervine, Palay
sacahuista, Texas sage black Sonoma white whiteleaf Sagebrush big black California fringed low sand silver threetip	salal salmonberry saltbush, fourwing saltcedar (see also tamarisk) sassafras seagrape seepweed, alkali serviceberry Allegheny downy Pacific roundleaf Saskatoon thicket	sesbania, purple shadscale silktassel boxleaf Fremont tree silverberry snowberry (see also buckbrush) common western soapweed, small (see also yucca)	sotol Texas Wheeler sourwood spicebush, common spirea (see also hardhack, meadowsweet) Douglas Japanese spruce black blue red Sitka white

sugarberry (see also grenjeno, hackberry)	sumac evergreen fragrant laurel little leaf prairie	poison shining skunkbush smooth staghorn sugar	supplejack, Alabama sweetfern sweetgum sycamore, American
tallowtree tamarack (see also larch) tamarisk (see also saltcedar) athel French	tanoak, scrub tarbush tasajillo (see also cholla) tea, Labrador tephrosia thimbleberry, western	titi tobacco, tree tree-of-heaven treebine, ivy trema, Florida trumpetcreeper trumpetflower	tuliptree tupelo swamp water turpentinebrush
vervain, nettleleaf viburnum (see also blackhaw)	arrowwood hobblebush	mapleleaf Rafinesque sweet	vine, Maderia
wahoo, eastern wait-a-minute-bush walnut (see also butternut) black river waltheria, Florida wattle, black	waxmyrtle Pacific southern whitebrush whitehorn chaparral Chihuahua mountain	willow Bebb black ditchbank meadow Pacific peachleaf red	sandbar ward whiplash white yellow witchhazel common southern
yaupon, deciduous (see also gallberry, holly) yerbasanta California narrowleaf	woolly yellowwood yerba-de-pasmo (see also baccharis) yew	Florida Pacific yucca (see also soap- weed soaptree	Torrey

## INSECT NAMES

20.6. The following list of insect names is taken from the list of names approved by the Entomological Society of America and the Department of Agriculture's Insect Identification and Beneficial Insect Introduction Institute and serves as a guide to compounding for these specialized terms.

20.7. 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.

abbreviated wireworm	alfalfa weevil	angulate leafhopper	araucaria aphid
acacia psyllid	alkali bee	apple-and-thorn skeletonizer	arborvitae leafminer
achemon sphinx	Allegheny mound ant	apple aphid	arborvitae weevil
acuminate scale	Allegheny spruce beetle	apple bark borer	Argentine ant
acute-angled fungus beetle	almond moth	apple barkminer	argus tortoise beetle
aerial yellowjacket	aloe mite	apple blotch leafminer	army cutworm
African mole cricket	American aspen beetle	apple curculio	armyworm
ailanthus webworm	American black flour beetle	apple flea weevil	artichoke plume moth
alder bark beetle	American cockroach	apple fruitminer	ashgray blister beetle
alder flea beetle	American dagger moth	apple fruit moth	ash plant bug
alder spittlebug	American dog tick	apple grain aphid	Asiatic garden beetle
alfalfa blotch leafminer	American grasshopper	apple leafhopper	Asiatic oak weevil
alfalfa caterpillar	American hornet moth	apple maggot	Asiatic rice borer
alfalfa gall midge	American house dust mite	apple mealybug	Asiatic rose scale
alfalfa leafcutting bee	American plum borer	apple red bug	asparagus beetle
alfalfa leaftier	American spider beetle	apple rust mite	asparagus miner
alfalfa looper	Angora goat biting louse	apple seed chalcid	asparagus spider mite
alfalfa plant bug	Angoumois grain moth	apple sucker	aspen blotchminer
alfalfa seed chalcid	angularwinged katydid	apple twig beetle	aspen leaf beetle
alfalfa snout beetle		apple twig borer	aster leafhopper
alfalfa webworm		appleleaf skeletonizer	aster leafminer
		appleleaf trumpet miner	Australian cockroach
			Australian fern weevil
			Australian mantid

- Australian rat flea  
 Australian spider beetle  
 bagworm  
 Bahaman swallowtail  
 baldcypress coneworm  
 baldfaced hornet  
 balsam fir sawfly  
 balsam fir sawyer  
 balsam gall midge  
 balsam shootborer sawfly  
 balsam twig aphid  
 balsam woolly adelgid  
 bamboo borer  
 bamboo mealybug  
 bamboo powderpost beetle  
 bamboo spider mite  
 banana aphid  
 banana root borer  
 banana skipper  
 banded alder borer  
 banded ash clearwing  
 banded cucumber beetle  
 banded greenhouse thrips  
 banded hickory borer  
 banded sunflower moth  
 banded wood snail  
 banded woollybear  
 bandedwing whitefly  
 Banks grass mite  
 banyan aphid  
 Barber brown lacewing  
 barberpole caterpillar  
 barley jointworm  
 barnacle scale  
 basswood lace bug  
 basswood leafminer  
 basswood leafroller  
 beachgrass scale  
 bean aphid  
 bean butterfly  
 bean capsid  
 bean fly  
 bean leaf beetle  
 bean leafroller  
 bean leafskeletonizer  
 bean pod borer  
 bean stalk weevil  
 bean thrips  
 bean weevil  
 Beardsley leafhopper  
 bed bug  
 beech blight aphid  
 beech scale  
 beet armyworm  
 beet leaf beetle  
 beet leafhopper  
 beet leafminer  
 beet webworm  
 bella moth  
 Bermudagrass mite  
 berthra armyworm  
 bidens borer  
 bigheaded ant  
 bigheaded grasshopper  
 birch bark beetle  
 birch casebearer  
 birch leafminer  
 birch sawfly  
 birch skeletonizer  
 birch tubemaker  
 bird tick  
 black army cutworm  
 black blister beetle  
 black blow fly  
 black carpenter ant  
 black carpet beetle  
 black cherry aphid  
 black cherry fruit fly  
 black citrus aphid  
 black cockroach wasp  
 black cutworm  
 black dung beetle  
 black earwig  
 black elm bark weevil  
 black flower thrips  
 black fungus beetle  
 black grain stem sawfly  
 black horse fly  
 black hungry thrips  
 black imported fire ant  
 black lady beetle  
 black larder beetle  
 black peach aphid  
 black pecan aphid  
 black pineleaf scale  
 black potter wasp  
 black scale  
 black soldier fly  
 black stink bug  
 black turfgrass ateniuss  
 black twig borer  
 black swallowtail  
 black thread scale  
 avocado whitefly  
 azalea bark scale  
 azalea lace bug  
 black turpentine beetle  
 black vine weevil  
 black walnut curculio  
 black widow spider  
 black witch  
 blackbellied clerid  
 blackberry skeletonizer  
 Blackburn butterfly  
 blackfaced leafhopper  
 blackheaded ash sawfly  
 blackheaded fireworm  
 blackheaded pine sawfly  
 blackhorned pine borer  
 blackhorned tree cricket  
 blackjacket  
 blacklegged tick  
 blacklegged tortoise beetle  
 blackmargined aphid  
 blister coneworm  
 bloodsucking conenose  
 blue cactus borer  
 blue horntail  
 blue soldier fly  
 blueberry bud mite  
 blueberry case beetle  
 blueberry flea beetle  
 blueberry maggot  
 blueberry thrips  
 blueberry tip midge  
 bluegrass billbug  
 bluegrass webworm  
 bluntnosed cranberry leafhopper  
 body louse  
 Boisduval scale  
 boll weevil  
 bollworm  
 booklouse  
 boxelder aphid  
 boxelder bug  
 boxelder leafroller  
 boxelder psyllid  
 boxelder twig borer  
 boxwood leafminer  
 boxwood psyllid  
 bramble leafhopper  
 Brazilian leafhopper  
 bristly cutworm  
 bristly roseslug  
 broad mite  
 broadbean weevil  
 broadhorned flour beetle  
 broadnecked root borer  
 broadnosed grain weevil  
 broadwinged katydid  
 brome grass seed midge  
 bronze apple tree weevil  
 bronze birch borer  
 bronze leaf beetle  
 bronze poplar borer  
 bronzed cutworm  
 brown chicken louse  
 brown citrus aphid  
 brown cockroach  
 brown cotton leafworm  
 brown dog tick  
 brown dung beetle  
 brown flour mite  
 brown garden snail  
 brown house moth  
 brown mite  
 brown pineapple scale  
 brown recluse spider  
 brown saltmarsh mosquito  
 brown soft scale  
 brown spider beetle  
 brown stink bug  
 brown wheat mite  
 brown widow spider  
 brownbanded cockroach  
 brownheaded jack pine sawfly  
 brownheaded ash sawfly  
 brownlegged grain mite  
 browntail moth  
 Bruce spanworm  
 buck moth  
 buckthorn aphid  
 buffalograss webworm  
 buffalo treehopper  
 bulb mite  
 bulb scale mite  
 bumble flower beetle  
 bumelia fruit fly  
 burdock borer  
 Burmeister mantid  
 butternut curculio  
 cabbage aphid  
 cabbage curculio  
 cabbage looper  
 cabbage maggot  
 cabbage seedpod weevil  
 cabbage seedstalk curculio  
 cabbage webworm  
 cactus moth  
 cactus scale  
 cadelle  
 Caledonia seed bug  
 calico scale  
 California fivespined ips  
 California flatheaded borer  
 California harvester ant  
 California oakworm  
 California pear sawfly  
 California prionus  
 California red scale  
 California saltmarsh mosquito  
 California tortoiseshell  
 camellia scale  
 camphor scale  
 camphor thrips  
 caragana aphid  
 caragana blister beetle  
 caragana plant bug  
 Caribbean black scale  
 Caribbean pod borer  
 carmine spider mite  
 carnation maggot  
 carnation tip maggot  
 Carolina conifer aphid  
 Carolina grasshopper  
 Carolina mantid  
 carpenter bee  
 carpenterworm  
 carpet beetle  
 carpet moth  
 carrot beetle  
 carrot rust fly  
 carrot weevil  
 casemaking clothes moth  
 catalpa midge  
 catalpa sphinx  
 cat flea  
 cat follicle mite  
 cat louse  
 cattle biting louse  
 cattle follicle mite  
 cattle itch mite  
 cattle tail louse  
 cattle tick  
 Cayenne tick  
 ceanothus silk moth  
 cecropia moth  
 cedartree borer  
 celery aphid  
 celery leaf tier  
 celery looper  
 cereal leaf beetle  
 chaff scale



- chainspotted geometer  
 changa  
 charcoal beetle  
 cheese mite  
 cheese skipper  
 cherry casbearer  
 cherry fruit fly  
 cherry fruit sawfly  
 cherry fruitworm  
 cherry leaf beetle  
 cherry maggot  
 chestnut timberworm  
 chicken body louse  
 chicken head louse  
 chicken mite  
 chigoe  
 chinch bug  
 Chinese dryinid  
 Chinese mantid  
 Chinese obscure scale  
 Chinese rose beetle  
 Christmas berry  
   webworm  
 chrysanthemum aphid  
 chrysanthemum flower  
   borer  
 chrysanthemum gall  
   midge  
 chrysanthemum lace  
   bug  
 chrysanthemum  
   leafminer  
 chrysanthemum thrips  
 cicada killer  
 cigar casebearer  
 cigarette beetle  
 cinereous cockroach  
 cinnabar moth  
 citricola scale  
 citrophilus mealybug  
 citrus blackfly  
 citrus bud mite  
 citrus flat mite  
 citrus mealybug  
 citrus red mite
- dandelion gall wasp  
 dark mealworm  
 darkskied cutworm  
 datebug  
 deodar weevil  
 depulming mite  
 depressed flour beetle  
 desert corn flea beetle  
 desert spider mite  
 devastating  
   grasshopper  
 diamondback moth
- ear tick  
 eastern blackheaded  
   budworm  
 eastern field wireworm  
 eastern Hercules  
   beetle  
 eastern larch beetle  
 eastern lubber  
   grasshopper  
 eastern pine seedworm  
 eastern pine shoot  
   borer  
 eastern yellowjacket  
 eastern raspberry  
   fruitworm  
 eastern spruce gall  
   adelgid
- citrus root weevil  
 citrus rust mite  
 citrus snow scale  
 citrus swallowtail  
 citrus thrips  
 citrus whitefly  
 claybacked cutworm  
 claycolored billbug  
 claycolored leaf beetle  
 Clear Lake gnat  
 clearwinged  
   grasshopper  
 clematis blister beetle  
 clidemia leafroller  
 clidemia thrips  
 clouded plant bug  
 clouded sulphur  
 cloudywinged whitefly  
 clover aphid  
 clover aphid parasite  
 clover cutworm  
 clover hayworm  
 clover head caterpillar  
 clover head weevil  
 clover leafhopper  
 clover leaf midge  
 clover leaf weevil  
 clover looper  
 clover mite  
 clover root borer  
 clover root curculio  
 clover seed chalcid  
 clover seed midge  
 clover seed weevil  
 clover stem borer  
 cluster fly  
 cochineal insect  
 cocklebur weevil  
 coconut leafminer  
 coconut leafroller  
 coconut mealybug  
 coconut scale  
 codling moth  
 coffee bean weevil  
 Colorado potato beetle
- diamondbacked  
   spittlebug  
 dictyospermum scale  
 differential  
   grasshopper  
 dingy cutworm  
 dobsonfly  
 dock sawfly  
 dodder gall weevil  
 dog biting louse  
 dog flea  
 dog follicle mite
- eastern subterranean  
   termite  
 eastern tent caterpillar  
 eggplant flea beetle  
 eggplant lace bug  
 eggplant leafminer  
 Egyptian alfalfa weevil  
 eightspotted forester  
 El Segundo blue  
 elder shoot borer  
 elm borer  
 elm calligrapha  
 elm casebearer  
 elm cockscombgall  
   aphid  
 elm flea beetle
- Columbia Basin  
   wireworm  
 Columbian timber  
   beetle  
 columbine borer  
 columbine leafminer  
   complex  
 Comanche lacewing  
 common Australian  
   lady beetle  
 common cattle grub  
 common damsel bug  
 common green darner  
 common green  
   lacewing  
 common malaria  
   mosquito  
 composite thrips  
 Comstock mealybug  
 conchuela  
 confused flour beetle  
 convergent lady beetle  
 Cooley spruce gall  
   adelgid  
 corn blotch leafminer  
   complex  
 corn delphacid  
 corn earworm  
 corn flea beetle  
 corn leaf aphid  
 corn root aphid  
 corn root webworm  
 corn sap beetle  
 corn silk beetle  
 cornfield ant  
 cosmopolitan grain  
   psocid  
 cotton aphid  
 cotton blister mite  
 cotton fleahopper  
 cotton lace bug  
 cotton leafminer  
 cotton leafperforator  
 cotton leafworm  
 cotton square borer
- dog sucking louse  
 dogwood borer  
 dogwood clubgall  
   midge  
 dogwood scale  
 dogwood spittlebug  
 dogwood twig borer  
 Douglas-fir beetle  
 Douglas-fir cone moth  
 Douglas-fir engraver  
 Douglas-fir pitch moth  
 Douglas-fir tussock  
   moth
- cotton stainer  
 cotton stem moth  
 cottonwood borer  
 cottonwood dagger  
   moth  
 cottonwood leaf beetle  
 cottonwood twig borer  
 cottonycushion scale  
 cottony maple scale  
 cottony peach scale  
 coulee cricket  
 cowpea aphid  
 cowpea curculio  
 cowpea weevil  
 crabhole mosquito  
 crab louse  
 cranberry fruitworm  
 cranberry girdler  
 cranberry rootworm  
 cranberry weevil  
 crapemyrtle aphid  
 crazy ant  
 crescentmarked lily  
   aphid  
 cribrate weevil  
 crinkled flannel moth  
 cross-striped cabbage-  
   worm  
 croton caterpillar  
 croton mussel scale  
 Cuban cockroach  
 Cuban laurel thrips  
 curcubit longicorn  
 cucurbit midge  
 curled rose sawfly  
 currant aphid  
 currant borer  
 currant bud mite  
 currant fruit fly  
 currant fruit weevil  
 currant spanworm  
 currant stem girdler  
 cyclamen mite  
 cynthia moth
- Douglas-fir twig weevil  
 driedfruit beetle  
 driedfruit mite  
 driedfruit moth  
 drone fly  
 drugstore beetle  
 dryberry mite  
 dryland wireworm  
 dusky birch sawfly  
 dusky sap beetle  
 dusky stink bug
- ermine moth  
 eugenia caterpillar  
 euonymus scale  
 eupatorium gall fly  
 European alder  
   leafminer  
 European apple sawfly  
 European chafer  
 European chicken flea  
 European corn borer  
 European crane fly  
 European earwig  
 European elm scale  
 European fruit  
   lecanium  
 European fruit scale  
 European grain moth



- European honeysuckle leafroller  
European hornet  
European house dust mite  
European mantid
- face fly  
fall armyworm  
fall cankerworm  
fall webworm  
false celery leaftier  
false chinch bug  
false German cockroach  
false hemlock looper  
false potato beetle  
false stable fly  
feather mite  
fern aphid  
fern caterpillar  
fern scale  
field crickets  
fiery hunter  
fiery skiper
- gallmaking maple borer  
garden fleahopper  
garden millipede  
garden springtail  
garden symphylan  
garden webworm  
gardenia bud mite  
genista caterpillar  
German cockroach  
giant African snail  
giant bark aphid  
giant Hawaiian dragonfly  
giant stag beetle  
giant water bug  
Giffard whitefly  
ginger maggot  
gladiolus thrips  
glassy cutworm  
globose scale  
globular spider beetle  
gloomy scale  
Glover scale  
goat biting louse  
goat follicle mite  
goat sucking louse  
golden buprestid  
golden cricket wasp  
golden oak scale  
golden paper wasp
- hackberry engraver  
hackberry lace bug  
hackberry nippegall maker  
hag moth  
hairy chinch bug  
hairy fungus beetle  
hairy maggot blow fly  
hairy rove beetle  
hairy spider beetle  
Hall scale  
hard maple budminer  
harlequin bug  
harlequin cockroach  
hau leafminer  
Hawaiian antlion  
Hawaiian beet webworm
- European mouse flea  
European peach scale  
European pine sawfly  
European pine shoot moth  
European red mite
- fig mite  
fig scale  
fig wasp  
Fijian ginger weevil  
filament bearer  
filbert aphid  
filbert bud mite  
filbert weevil  
filbertworm  
fir cone looper  
fire ant  
firebrat  
fir engraver  
fir seed moth  
firtree borer  
flat grain beetle  
flatheaded appletree borer
- golden spider beetle  
golden tortoise beetle  
goldeneye lacewing  
goldenglow aphid  
gooseberry fruitworm  
gooseberry witchbroom aphid  
goose body louse  
gorse seed weevil  
gophertortoise tick  
grain mite  
grain rust mite  
grain thrips  
granary weevil  
granulate cutworm  
grape berry moth  
grape blossom midge  
grape cane gallmaker  
grape colaspis  
grape curculio  
grape erineum mite  
grape flea beetle  
grape leaffolder  
grape mealybug  
grape phylloxera  
grape plume moth  
grape root borer  
grape rootworm  
grape sawfly  
grape scale  
grape seed chalcid
- Hawaiian bud moth  
Hawaiian carpenter ant  
Hawaiian flower thrips  
Hawaiian grass thrips  
Hawaiian pelagic water strider  
Hawaiian sphinx  
hawthorn lace bug  
hazelnut weevil  
head louse  
heath spittlebug  
hellgrammite  
hemispherical scale  
hemlock borer  
hemlock looper  
hemlock sawfly
- European spruce beetle  
European spruce sawfly  
European wheat stem sawfly
- flatheaded cone borer  
flatheaded fir borer  
flax bollworm  
Fletcher scale  
floodwater mosquito  
Florida carpenter ant  
Florida fern caterpillar  
Florida harvester ant  
Florida red scale  
Florida wax scale  
flower thrips  
fluff louse  
follicle mite  
forage looper  
Forbes scale  
foreign grain beetle  
forest day mosquito  
forest tent caterpillar
- green garden looper  
green sphinx  
green June beetle  
green peach aphid  
green rose chafer  
green scale  
green shield scale  
green spruce aphid  
green stink bug  
greenbug  
greenheaded spruce sawfly  
greenhouse leaftier  
greenhouse orthesia  
greenhouse slug  
greenhouse stone cricket  
greenhouse thrips  
greenhouse whitefly  
greenstriped grasshopper  
greenstriped mapleworm  
gregarious oak leafminer  
ground mealybug  
Guinea ant  
guinea feather louse  
Gulf Coast tick  
Gulf wireworm  
gypsy moth
- eyed click beetle  
eyespotted bud moth
- forest tree termite  
forktailed bush katydid  
Formosan subterranean termite  
fourlined plant bug  
fourspotted spider mite  
fourspotted tree cricket  
fowl tick  
foxglove aphid  
frigate bird fly  
fringed orchid aphid  
frit fly  
fruittree leafroller  
Fuller rose beetle  
furniture beetle  
furniture carpet beetle
- grape trunk borer  
grape whitefly  
grapeleaf skeletonizer  
grapevine aphid  
grapevine looper  
grass fleahopper  
grass mite  
grass sawfly  
grass scolytid  
grass sharpshooter  
grass sheathminer complex  
grass thrips  
grass webworm  
grasshopper bee fly  
grasshopper maggots  
gray garden slug  
gray lawn leafhopper  
gray pineapple mealybug  
gray sugarcane mealybug  
gray willow leaf beetle  
graybanded leafroller  
great ash spinx  
Great Basin wireworm  
greater wax moth  
greedy scale  
green budworm  
green cloverworm  
green fruitworm
- hemlock scale  
Hessian fly  
hibiscus leafminer  
hibiscus mealybug  
hibiscus whitefly  
hickory bark beetle  
hickory horned devil  
hickory leafroller  
hickory plant bug  
hickory shuckworm  
hickory tussock moth  
hide beetle  
High Plains grasshopper  
hog follicle mite  
hog louse  
holly leafminer
- holly scale  
hollyhock plant bug  
hollyhock weevil  
honey bee  
honey bee mite  
honeylocust plant bug  
honeysuckle leafminer  
honeysuckle sawfly  
hop aphid  
hop flea beetle  
hop looper  
hop plant bug  
horned passalus  
horned squash bug  
hornet moth  
hornets  
horn fly  
horse biting louse

horse bot fly	house centipede	house mouse mite	hyaline grass bug
horse follicle mite	house cricket	household casebearer	
horse sucking louse	house fly	human flea	
horseradish flea beetle	house mite	hunting billbug	
ilima leafminer	imported cabbageworm	imported willow leaf	iris borer
ilima moth	imported crucifer	-beetle	iris thrips
imbricated snout	weevil	incense-cedar wasp	iris weevil
beetle	imported currantworm	Indianmeal moth	Italian pear scale
immigrant acacia	imported longhorned	inornate scale	itch mite
weevil	weevil	introduced pine sawfly	ivy aphid
imperial moth		io moth	
jack pine budworm	Japanese broadwinged	Jeffrey pine beetle	juniper scale
jack pine sawfly	katydid	Jerusalem cricket	juniper tip midge
jack pine tip beetle	Japanese grasshopper	juniper midge	juniper webworm
Japanese beetle			
Kamehameha butterfly	kiawe flower moth	Kirkaldy whitefly	koa moth
keyhole wasp	kiawe roundheaded	Klamathweed beetle	koa seedworm
khapra beetle	borer	koa bug	kou leafworm
kiawe bean weevil	kiawe scolytid	koa haole seed weevil	
Lange metalmark	larger canna leafroller	lesser clover leaf	little fire ant
lantana cerambycid	larger elm leaf beetle	weevil	little green leafhopper
lantana defoliator	larger grain borer	lesser cornstalk borer	little house fly
caterpillar	larger Hawaiian	lesser ensign wasp	little yellow ant
lantana gall fly	cutworm	lesser follicle mite	loblolly pine sawfly
lantana hispid	larger lantana	lesser grain borer	locust borer
lantana lace bug	butterfly	lesser lawn leafhopper	locust leafminer
lantana leaf beetle	larger pale trogid	lesser mealworm	locust leafroller
lantana leafminer	larger shothole borer	lesser orchid weevil	locust twig borer
lantana leaf-tier	larger yellow ant	lesser peachtree borer	lodgepole cone beetle
lantana plume moth	larkspur leafminer	lesser wax moth	lodgepole needleminer
lantana seed fly	complex	lettuce root aphid	lodgepole pine beetle
lantana stick	latania scale	light brown apple	lodgepole sawfly
caterpillar	latrine fly	moth	lodgepole terminal
lappet moth	lawn armyworm	lilac borer	weevil
larch aphid	lawn leafhopper	lilac leafminer	lone star tick
larch casebearer	leadcable borer	lily bulb thrips	long brown scale
larch sawfly	leaf crumpler	lily weevil	longheaded flour beetle
larder beetle	leafooted assassin bug	limabean pod borer	longleaf pine
large aspen tortrix	leafooted bug	limabean vine borer	seedworm
large bigeyed bug	leafooted pine seed	linden borer	longlegged ant
large brown spider	bug	linden looper	longnosed cattle louse
large chestnut weevil	leek moth	lined click beetle	longtailed fruit fly
large chicken louse	leopard moth	lined spittlebug	parasite
large cottony scale	lespedeza webworm	lined stalk borer	longtailed mealybug
large duck louse	lesser appleworm	litchi fruit moth	lotis blue
large kissing bug	lesser brown scorpion	litchi mite	Louisiana red crayfish
large milkweed bug	lesser bud moth	little black ant	lowland tree termite
large red slug	lesser bulb fly	little carpenterworm	lubber grasshopper
large turkey louse	lesser canna leafroller		luna moth
larger black flour			
beetle			
Macao paper wasp	marginated blister beetle	merchant grain beetle	mission blue
Madeira cockroach	marsh slug	Mexican bean beetle	mold mite
magnolia scale	masked hunter	Mexican bean weevil	monarch butterfly
maize billbug	mauna loa bean beetle	Mexican black scale	monkeypod moth
maize weevil	McDaniel spider mite		monkeypod
mango bark beetle	meadow plant bug	Mexican corn	roundheaded borer
mango bud mite	meadow spittlebug	rootworm	Monterey pine cone
mango flower beetle	meal moth	Mexican fruit fly	beetle
mango shoot	mealybug destroyer	Mexican leafroller	Morrill lace bug
caterpillar	mealy plum aphid	Mexican mealybug	Monterey pine resin
mango spider mite	Mediterranean flour	Mexican pine beetle	midge
mango weevil	moth	migratory grasshopper	Monterey pine weevil
maple bladder gall mite	Mediterranean fruit	mimosa webworm	Mormon cricket
maple callus borer	fly	mining scale	morningglory
maple leafcutter	melon aphid	mint aphid	leafminer
maple petiole borer	melon fly	minute egg parasite	mossyrose gall wasp
maple trumpet	melonworm	minute pirate bug	mottled tortoise beetle
skeletonizer			mountain-ash sawfly

- mountain leafhopper  
 mountain pine beetle  
 mountain pine  
   coneworm  
  
 Nantucket pine tip  
   moth  
 narcissus bulb fly  
 narrownecked grain  
   beetle  
 narrowwinged mantid  
 native elm bark beetle  
 native holly leafminer  
 navel orangeworm  
 negro bug  
  
 oak clearwing moth  
 oak lace bug  
 oak leafroller  
 oak leaftier  
 oak lecanium  
 oak sapling borer  
 oak skeletonizer  
 oak timberworm  
 oak webworm  
 obliquebanded  
   leafroller  
 obscure mealybug  
 obscure root weevil  
 obscure scale  
 oceanic burrower bug  
 oceanic embiid  
  
 Pacific beetle  
   cockroach  
 Pacific Coast tick  
 Pacific Coast  
   wireworm  
 Pacific cockroach  
 Pacific dampwood  
   termite  
 Pacific flatheaded  
   borer  
 Pacific kissing bug  
 Pacific pelagic water  
   strider  
 Pacific spider mite  
 Pacific tent caterpillar  
 Pacific willow leaf  
   beetle  
 Packard grasshopper  
 painted beauty  
 painted hickory borer  
 painted lady  
 painted leafhopper  
 painted maple aphid  
 pale damsel bug  
 pale juniper webworm  
 pale leaf spider  
 pale leafcutting bee  
 pale legume bug  
 pale tussock moth  
 pale western cutworm  
 pales weevil  
 palesided cutworm  
 palestriped flea beetle  
 palm mealybug  
 palmerworm  
 palm leafskeletonizer  
 pandanus mealybug  
 pandora moth  
 papaya fruit fly  
 paper wasps  
 parasitic grain wasp
- mourningcloak  
   butterfly  
 mulberry whitefly  
  
 Nevada sage  
   grasshopper  
 New Guinea sugarcane  
   weevil  
 new house borer  
 New York weevil  
 nigra scale  
 northeastern sawyer  
 northern cattle grub  
 northern corn  
   rootworm  
  
 oceanic field cricket  
 odd beetle  
 odorous house ant  
 odd house borer  
 oleander aphid  
 oleander hawk moth  
 oleander pit scale  
 oleander scale  
 olive fruit fly  
 olive scale  
 omnivorous leaftier  
 omnivorous looper  
 onespotted stink bug  
 onion aphid  
 onion bulb fly  
  
 parlatoria date scale  
 parsleyworm  
 parsnip webworm  
 pavement ant  
 pea aphid  
 pea leafminer  
 pea leaf weevil  
 pea moth  
 pea weevil  
 peach bark beetle  
 peach silver mite  
 peach twig borer  
 peachtree borer  
 pear midge  
 pear plant bug  
 pear thrips  
 pear psylla  
 pear rust mite  
 pear sawfly  
 pear thrips  
 pearleaf blister mite  
 pecan bud moth  
 pecan carpenterworm  
 pecan cigar casebearer  
 pecan leaf casebearer  
 pecan leaf phylloxera  
 pecan leafroll mite  
 pecan leaf scorch  
   mite  
 pecan nut casebearer  
 pecan phylloxera  
 pecan serpentine  
   leafminer  
 pecan spittlebug  
 pecan weevil  
 pepper-and-salt moth  
 peppergrass beetle  
 pepper maggot  
 pepper weevil  
 periodical cicada  
 persimmon borer  
 persimmon psylla
- mullein thrips  
  
 northern fowl mite  
 northern house  
   mosquito  
 northern masked  
   chafer  
 northern mole cricket  
 northern pine weevil  
 northern pitch twig  
   moth  
 northern rat flea  
  
 onion maggot  
 onion plant bug  
 onion thrips  
 orange spiny whitefly  
 orange tortrix  
 orangedog  
 orangehumped  
   mapleworm  
 orangestriped  
   oakworm  
 orangetailed potter  
   wasp  
 orchid aphid  
 orchidfly  
 Oregon fir sawyer  
  
 phantom hemlock  
   looper  
 Pharaoh ant  
 Philippine katydid  
 phlox plant bug  
 pickleworm  
 pigeon fly  
 pigeon tremex  
 pine bark adelgid  
 pine bud mite  
 pine butterfly  
 pine candle moth  
 pine chafer  
 pine colaspis  
 pine conelet looper  
 pine engraver  
 pine false webworm  
 pine gall weevil  
 pine leaf adelgid  
 pine needleminer  
 pine needle scale  
 pine needle  
   sheathminer  
 pine root collar weevil  
 pine root tip weevil  
 pine rosette mite  
 pine spittlebug  
 pine tortoise scale  
 pine tube moth  
 pine tussock moth  
 pine webworm  
 pineapple false spider  
   mite  
 pineapple mealybug  
 pineapple scale  
 pineapple tarsonemid  
 pineapple weevil  
 pinevine swallowtail  
 pink bollworm  
 pink scavenger  
   caterpillar
- northwest coast  
   mosquito  
 Norway maple aphid  
 nose bot fly  
 nutgrass armyworm  
 nutgrass billbug  
 nutgrass borer moth  
 nutgrass weevil  
 Nuttall blister beetle  
  
 Oregon wireworm  
 oriental beetle  
 oriental cockroach  
 oriental fruit fly  
 oriental fruit moth  
 oriental house fly  
 oriental moth  
 oriental rat flea  
 oriental stink bug  
 ornate aphid  
 orthesia lady beetle  
 oval guineapig louse  
 oxalis spider mite  
 oxalis whitefly  
 oystershell scale  
  
 pink sugarcane  
   mealybug  
 pinkstriped oakworm  
 pinkwinged  
   grasshopper  
 pinon cone beetle  
 pistol casebearer  
 pitch mass borer  
 pitch pine tip moth  
 pitch twig moth  
 pitch-eating weevil  
 pitcherplant mosquito  
 plains false wireworm  
 plaster beetle  
 plum curculio  
 plum gouger  
 plum leafhopper  
 plum rust mite  
 plum webspinning  
   sawfly  
 plumeria borer  
 plumeria whitefly  
 poinciana looper  
 polyphemus moth  
 ponderosa pine bark  
   borer  
 ponderosa pine cone  
   beetle  
 poplar borer  
 poplar-and-willow  
   borer  
 poplar leafrolling  
   sawfly  
 poplar petiolegall  
   aphid  
 poplar tentmaker  
 poplar twig gall aphid  
 poplar vagabond aphid  
 portulaca leafmining  
   weevil  
 potato aphid



potato flea beetle  
potato leafhopper  
potato psyllid  
potato scab gnat  
potato stalk borer  
potato stem borer  
potato tuberworm  
poultry bug  
poultry house moth

powderpost bostrichid  
prairie flea beetle  
prairie grain  
wireworm  
privet aphid  
privet leafminer  
privet mite  
privet thrips  
promethea moth

pruinose bean weevil  
prune leafhopper  
Puget Sound wireworm  
puncturevine seed  
weevil  
puncturevine stem  
weevil  
purple scale  
purplebacked  
cabbageworm

purplespotted lily  
aphid  
puss caterpillar  
Putnam scale  
pyramid ant  
pyriform scale

## quince curculio

## quince treehopper

rabbit louse  
rabbit tick  
ragweed borer  
ragweed plant bug  
rain beetles  
raisin moth  
range caterpillar  
range crane fly  
rapid plant bug  
raspberry bud moth  
raspberry cane borer  
raspberry cane maggot  
raspberry crown borer  
raspberry leafroller  
raspberry sawfly  
red admiral  
red and black flat mite  
red assassin bug  
red carpenter ant  
red clover seed weevil  
red date scale  
red elm bark weevil  
red flour beetle  
red grasshopper mite  
red harvester ant  
red imported fire ant  
red milkweed beetle  
red oak borer  
red orchid scale

red pine cone beetle  
red pine sawfly  
red pine scale  
red turnip beetle  
red turpentine beetle  
red wax scale  
redbacked cutworm  
redbanded leafroller  
redbanded thrips  
redberry mite  
redblack oedemerid  
redbud leafroller  
redheaded ash borer  
redheaded jack pine  
sawfly  
redheaded pine sawfly  
redhumped caterpillar  
redlegged flea beetle  
redlegged grasshopper  
redlegged ham beetle  
redmargined assassin  
bug  
rednecked cane borer  
rednecked peanutoworm  
redshouldered ham  
beetle  
redshouldered stink  
bug  
redtailed spider wasp

redtailed tachina  
regal moth  
relapsing fever tick  
resplendent shield  
bearer  
reticulate mite  
reticulatewinged  
trogiid  
rhinoceros beetle  
Rhodesgrass mealybug  
rhododendron borer  
rhododendron lace bug  
rhododendron whitefly  
rhubarb curculio  
rice delphacid  
rice leafroller  
rice leafhopper  
rice root aphid  
rice stalk borer  
rice stink bug  
rice water weevil  
rice weevil  
ridgewinged fungus  
beetle  
ringlegged earwig  
robust leafhopper  
Rocky Mountain  
grasshopper  
Rocky Mountain wood  
tick

rose aphid  
rose chafer  
rose curculio  
rose leaf beetle  
rose leafhopper  
rose midge  
rose stem girdler  
rose scale  
roseroot gall wasp  
roseslug  
rosy apple aphid  
rosy predator snail  
rotund tick  
rough stink bug  
roughskinned cutworm  
roundheaded appletree  
borer  
roundheaded cone  
borer  
roundheaded fir borer  
roundheaded pine  
beetle  
rusty banded aphid  
rustic borer  
rusty grain beetle  
rusty millipede  
rusty plum aphid  
rusty tussock moth

saddleback caterpillar  
saddled leafhopper  
saddled prominent  
sagebrush defoliator  
saltmarsh caterpillar  
saltmarsh mosquito  
San Bruno elfin  
sand wireworm  
sancherry weevil  
San Jose scale  
sapwood timberworm  
Saratoga spittlebug  
saskatoon borer  
satin moth  
Saunders embiid  
sawtoothed grain  
beetle  
Say blister beetle  
Say stink bug  
scab mite  
scaly grain mite  
scalyleg mite  
scarlet oak sawfly  
Schaus swallowtail  
Schoene spider mite  
screwworm  
sculptured pine borer  
scurfy scale  
secondary screwworm  
seed bugs  
seedcorn beetle

seedcorn maggot  
sequoia pitch moth  
serpentine leafminer  
complex  
shaft louse  
shallot aphid  
sheep biting louse  
sheep bot fly  
sheep follicle mite  
sheep ked  
sheep scab mite  
shieldbacked pine seed  
bug  
shortleaf pine cone  
borer  
shortnosed cattle louse  
shot-hole borer  
sigmoid fungus beetle  
silkworm  
silky ant  
silky cane weevil  
silverfish  
silverspotted skipper  
silverspotted tiger  
moth  
sinuate lady beetle  
sinuate peartree borer  
Sitka spruce weevil  
sixspotted mite  
sixspotted thrips  
slash pine flower  
thrips

slash pine sawfly  
slash pine seedworm  
slender duck louse  
slender goose louse  
slender guinea louse  
slender guineapig  
louse  
slender pigeon louse  
slender seedcorn beetle  
slender turkey louse  
slenderhorned flour  
beetle  
small chestnut weevil  
small milkweed bug  
small pigeon louse  
small southern pine  
engraver  
smaller European elm  
bark beetle  
smaller Hawaiian  
cutworm  
smaller lantana  
butterfly  
smaller yellow ant  
smalleyed flour beetle  
smartweed borer  
smeared dagger moth  
smokybrown cockroach  
smut beetle  
snowball aphid  
snowy tree cricket

solanaceous treehopper  
solitary oak leafminer  
sonchus fly  
Sonoran tent  
caterpillar  
soubush seed fly  
sorghum midge  
sorghum webworm  
South African emex  
weevil  
south coastal  
coneworm  
southern armyworm  
southern beet  
webworm  
southern buffalo gnat  
southern cabbageworm  
southern cattle tick  
southern chinch bug  
southern corn billbug  
southern corn  
rootworm  
southern cornstalk  
borer  
southern fire ant  
southern garden  
leafhopper  
southern green stink  
bug  
southern house  
mosquito  
southern lyctus beetle



- southern masked chafer  
southern mole cricket  
southern pine beetle  
southern pine coneworm  
southern pine root weevil  
southern pine sawyer  
southern potato wireworm  
southern red mite  
southwestern corn borer  
southwestern Hercules beetle  
southwestern pine tip moth  
southwestern squash vine borer  
southwestern tent caterpillar  
sow thistle aphid  
soybean looper  
soybean thrips  
Spanishfly  
spider mite destroyer  
spicebush swallowtail  
spinach flea beetle  
spinach leafminer  
spined assassin bug  
spined rat louse  
spined soldier bug  
spined stilt bug  
spiny assassin bug  
spiny oakworm  
spinybacked spider  
spirea aphid  
spotted alfalfa aphid  
spotted asparagus beetle
- spotted beet webworm  
spotted blister beetle  
spotted cucumber beetle  
spotted cutworm  
spotted garden slug  
spotted hairy fungus beetle  
spotted Mediterranean cockroach  
spotted pine sawyer  
spotted tentiform leafminer  
spotted tussock moth  
spottedwinged antlion  
spring cankerworm  
spruce aphid  
spruce beetle  
spruce bud midge  
spruce bud moth  
spruce bud scale  
spruce budworm  
spruce coneworm  
spruce mealybug  
spruce needleminer  
spruce seed moth  
spruce spider mite  
squarenecked grain beetle  
squarenosed fungus beetle  
squash beetle  
squash bug  
squash vine borer  
stable fly  
stalk borer  
star jasmine thrips  
steelblue lady beetle  
Stevens leafhopper  
sticktight flea
- stinging rose caterpillar  
stink beetle  
stored nut moth  
straw itch mite  
strawberry aphid  
strawberry bud weevil  
strawberry crown borer  
strawberry crown moth  
strawberry  
crownminer  
strawberry leafroller  
strawberry root aphid  
strawberry root weevil  
strawberry rootworm  
strawberry sap beetle  
strawberry spider mite  
strawberry whitefly  
striped alder sawfly  
striped ambrosia beetle  
striped blister beetle  
striped cucumber beetle  
striped cutworm  
striped earwig  
striped flea beetle  
striped garden caterpillar  
striped horse fly  
striped mealybug  
subtropical pine tip moth  
subulina snail  
suckfly  
sugar maple borer  
sugar pine cone beetle  
sugarbeet crown borer  
sugarbeet root aphid
- sugarbeet root maggot  
sugarbeet wireworm  
sugarcane aphid  
sugarcane beetle  
sugarcane borer  
sugarcane bud moth  
sugarcane delphacid  
sugarcane leaf mite  
sugarcane leafroller  
sugarcane stalk mite  
sugarcane thrips  
sunflower beetle  
sunflower bud moth  
sunflower maggot  
sunflower moth  
sunflower seed midge  
sunflower spittlebug  
superb plant bug  
Surinam cockroach  
Swaine jack pine sawfly  
swallow bug  
sweetclover aphid  
sweetclover root borer  
sweetclover weevil  
sweetfern leaf casebearer  
sweetpotato flea beetle  
sweetpotato hornworm  
sweetpotato leaf beetle  
sweetpotato leafminer  
sweetpotato leafroller  
sweetpotato vine borer  
sweetpotato weevil  
sweetpotato whitefly  
sycamore lace bug  
sycamore tussock moth
- Tahitian coconut weevil  
tamarind weevil  
tamarisk leafhopper  
tarnished plant bug  
tawny garden slug  
tea scale  
tenlined June beetle  
tenspotted lady beetle  
terrapien scale  
tessallated scale  
Texas citrus mite  
Texas leafcutting ant  
thief ant  
thirteenspotted lady beetle  
thistle aphid  
thread bug  
threebanded leafhopper  
threecornered alfalfa hopper  
threelined leafroller
- threelined potato beetle  
threespotted flea beetle  
threestriped blister beetle  
threestriped lady beetle  
throat bot fly  
thurberia weevil  
tiger swallowtail  
tilehorned prionus  
tipdwarf mite  
toad bug  
tobacco budworm  
tobacco flea beetle  
tobacco hornworm  
tobacco moth  
tobacco stalk borer  
tobacco thrips  
tobacco wireworm  
tomato bug  
tomato fruitworm  
tomato hornworm
- tomato pinworm  
tomato psyllid  
tomato russet mite  
toothed flea beetle  
torsalo  
transparentwinged plant bug  
transverse lady beetle  
trefoil seed chalcid  
tropical fowl mite  
tropical horse tick  
tropical rat louse  
tropical rat mite  
tropical sod webworm  
tuber flea beetle  
tule beetle  
tulip bulb aphid  
tuliptree aphid  
tuliptree scale  
tumid spider mite  
tupelo leafminer  
turkey chigger  
turkey gnat
- turnip aphid  
turnip maggot  
turpentine borer  
twicestabbed lady beetle  
twig girdler  
twig pruner  
twobanded fungus beetle  
twobanded Japanese weevil  
twolined chestnut borer  
twolined spittlebug  
twomarked treehopper  
twospotted lady beetle  
twospotted spider mite  
twospotted stink bug  
twostriped grasshopper  
twostriped walkingstick
- uglynest caterpillar
- unicorn caterpillar
- vagabond crambus  
vagrant grasshopper  
Van Duzee treehopper  
vanda thrips  
variable oakleaf caterpillar
- varied carpet beetle  
variegated cutworm  
vedalia  
vegetable leafminer  
vegetable weevil  
velvetbean caterpillar
- verbena bud moth  
vespiform thrips  
vetch bruchid  
vexans mosquito  
viburnum aphid  
vicero
- violet aphid  
violet sawfly  
Virginia pine sawfly  
Virginiacreeper  
leafhopper  
Virginiacreeper sphinx

- walkingstick  
walnut aphid  
walnut blister mite  
walnut caterpillar  
walnut husk fly  
walnut scale  
walnut shoot moth  
walnut sphinx  
wardrobe beetle  
warehouse beetle  
warty grain mite  
watercress leaf beetle  
watercress  
  sharpshooter  
watercress sowbug  
waterlily aphid  
waterlily leaf beetle  
waterlily leafcutter  
webbing clothes moth  
West Indian cane weevil  
West Indian flatid  
West Indian fruit fly  
West Indian  
  sweetpotato weevil  
western balsam bark  
  beetle  
western bean cutworm  
western bigeyed bug  
western black flea  
  beetle  
western blackheaded  
  budworm  
western bloodsucking  
  conenose  
western boxelder bug  
western brown stink  
  bug  
western cedar bark  
  beetle  
western cedar borer
- western cherry fruit  
  fly  
western chicken flea  
western chinch bug  
western corn rootworm  
western damsel bug  
western drywood  
  termite  
western field  
  wireworm  
western flower thrips  
western grape  
  rootworm  
western grapeleaf  
  skeletonizer  
western harvester ant  
western hemlock  
  looper  
western lawn moth  
western lily aphid  
western oak looper  
western pine beetle  
western pine shoot  
  borer  
western plant bug  
western poplar  
  clearwing  
western potato flea  
  beetle  
western potato  
  leafhopper  
western predatory  
  mite  
western raspberry  
  fruitworm  
western spotted  
  cucumber beetle  
western spruce  
  budworm  
western striped  
  cucumber beetle
- western striped flea  
  beetle  
western subterranean  
  termite  
western tent  
  caterpillar  
western thatching ant  
western treehole  
  mosquito  
western tussock moth  
western wheat aphid  
western w-marked  
  cutworm  
western yellowjacket  
western yellowstriped  
  armyworm  
wharf borer  
wheat curl mite  
wheat head armyworm  
wheat jointworm  
wheat midge  
wheat stem maggot  
wheat stem sawfly  
wheat strawworm  
wheat wireworm  
wheel bug  
white apple leafhopper  
white cutworm  
white fir needlemineer  
white garden snail  
white oak borer  
white peach scale  
white pine aphid  
white pine cone beetle  
white pine cone borer  
white pine sawfly  
white pine weevil  
whitebacked garden  
  spider  
whitebanded elm  
  leafhopper
- whitecrossed seed bug  
whitefringed beetles  
whitelined sphinx  
whitemargined  
  cockroach  
whitemarked  
  flea hopper  
whitemarked spider  
  beetle  
whitemarked  
  treehopper  
whitemarked tussock  
  moth  
whiteshouldered house  
  moth  
whitespotted sawyer  
willowbeaked-gall  
  midge  
willow flea weevil  
willow redgall sawfly  
willow sawfly  
willow shoot sawfly  
Wilson sphinx  
wing louse  
winter grain mite  
winter moth  
winter tick  
w-marked cutworm  
wood cockroaches  
woodrose bug  
woods weevil  
woolly alder aphid  
woolly apple aphid  
woolly elm aphid  
woolly pear aphid  
woolly whitefly
- yellow and black  
  potter wasp  
yellow clover aphid  
yellow garden spider  
yellow mealworm  
yellow rose aphid  
yellow scale  
yellow spider mite
- yellow sugarcane aphid  
yellow woollybear  
yellowfever mosquito  
yellowheaded cutworm  
yellowheaded fireworm  
yellowheaded  
  leafhopper
- yellowheaded spruce  
  sawfly  
yellowjackets  
yellowmargined leaf  
  beetle  
yellownecked  
  caterpillar
- yellowshouldered lady  
  beetle  
yellowstriped  
  armyworm  
Yosemite bark weevil  
yucca moth  
yucca plant bug  
Yuma spider mite
- zebra caterpillar
- Zimmerman pine moth

## 21. CONGRESSIONAL RECORD

### LAWS AND RULES FOR PUBLICATION OF THE CONGRESSIONAL RECORD

#### CODE OF LAWS OF THE UNITED STATES

**TITLE 44, SECTION 901. CONGRESSIONAL RECORD: ARRANGEMENT, STYLE, CONTENTS, AND INDEXES.**—The Joint Committee on Printing shall control the arrangement and style of the CONGRESSIONAL RECORD, and while providing that it shall be substantially a verbatim report of proceedings, shall take all needed action for the reduction of unnecessary bulk. It shall provide for the publication of an index of the CONGRESSIONAL RECORD semimonthly during and at the close of sessions of Congress. (Oct. 22, 1968, c. 9, 82 Stat. 1255.)

**TITLE 44, SECTION 904. CONGRESSIONAL RECORD: MAPS; DIAGRAMS; ILLUSTRATIONS.**—Maps, diagrams, or illustrations may not be inserted in the RECORD without the approval of the Joint Committee on Printing. (Oct. 22, 1968, c. 9, 82 Stat. 1256.)

---

#### 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 8-point type on a 9-point body. Extracts are set in 7-point type on an 8-point body and stamped "FIC & punc." Quoted matter in 8 point is to be treated as "FIC & punc."

An F-dash will be used preceding 8-point cap lines in proceedings in Senate and House.

All 7-point extracts and poetry will carry 2 points of space above and below.

All extracts are set 7 point unless otherwise ordered by the Joint Committee on Printing.

Except as noted below, all communications from the President must be set in 8 point, but if such communications contain extracts, etc., the extracts are set in 7 point.

An address of the President delivered outside of Congress or referred to as an extract is set in 7 point.

A letter from the President to the Senate is set in 7 point when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 7 point whether the treaty follows or precedes it or is separated from it by intervening matter.

In all quoted amendments and excerpts of bills and in reprinting bills, the style and copy as printed in the bill, will be followed, as these data are picked up and converted, and no rekeying is required. Bill titles as used in Record briefs and History of Bills will follow Record style.

Profanity, obscene wording, or extreme vulgarisms are to be deleted and a 3-em dash substituted therefor.

Instructions covering the measure and the size and kind of type for parallel columns in the Record will be at the discretion of the preparer in charge of the Record.

In correcting proof, operators must exercise great care.

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.

Datelines should be followed on Extensions of Remarks. If any question arises as to the proper date to be used, the preparer in charge of the Record in the markup section must be consulted.

Indented matter in leaderwork will be 1 em only.

Queries must not be made on proofs. In case of doubt, readers will consult the Referee.

## CAPITALIZATION

(See also Guide to Capitalization, p. 35)

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 with equal spacing to be used.

The name of a Senator or a Representative used in connection with a bill or other paper—that is, in an adjectival sense—is lowercased, as the Hawkins bill, the Fish amendment, etc.; but FISH'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, except in "FIC and punc." matter.

Deceased Members' names will be set in caps and small caps in eulogies only on the first day the House or Senate is in session following death of Member, in a speech carrying date when Member was eulogized, or on memorial day in Senate and House. Eulogy day in one House will be treated the same in the other.

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 caps and lowercase in votes, in lists set in columns, in the list of standing and select committees, in contested-election cases, in lists of pairs, and in all parts of tabular matter (head, body, and footnotes). (See under Pairs, p. 284.)

Observe that the names of all persons not certified Members of Congress are to be set in caps and 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 355, 8.131.)

## CONTRACTIONS

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 contractions in 7-point extracts and when quoted in 8-point text or when used as a heading over 8-point data when it is the title of the article in 7 point. The abbreviation *etc.* must be made to read *and so forth* (et cetera if so worded), except in extracts and headings.

## FIGURES

The general rules set forth under "Numerals" (p. 165) will apply to the use of figures in the Record.

Figures appearing in copy as "20 billion 428 million, 125 thousand dollars" should be converted to figures, as "\$20,428,125,000."

In a Member's language (8 point), when numbered items are used, they are to read *first, second, third*, etc. In 7-point excerpts, either the numerals *1, 2, 3* or the words *first, second, third* may be used.

For ordinal numbers, follow rules 12.10-12.12.



## TABULAR MATTER AND LEADERWORK

Record tables may be set either one or three columns in width, as follows:

One-column table: 14 picas (168 points).

Three-column table: 43½ picas (522 points). Footnote(s) will be set 43½ picas.

All short footnotes should be run in with 2 ems between each.

## 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 "Provided," "Provided further," "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 8-point roman. If prefaced or followed by a quotation from the Bible, such quotation must be set in 8-point italic. Extracts from the Bible or other literature contained in the body of the prayer will be set in 8-point roman and quoted.

When general or passing mention is made of a case, the title is set in roman, as *Smith Bros. case*, in 7 and 8 point. 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 7-point matter are italicized in "versus" cases whether or not references follow, as *United States v. Jones Lumber Co.*, but follow copy if it is marked "FIC and punc." See page 162 for other examples.

In 8-point matter, when only the title of a case is given, set in roman, as *United States versus 12 Diamond Rings*.

When *versus* is used in other than legal phrases and for the purposes of showing contrast, it is not abbreviated or set in italic, as "airplanes versus battleships."

For contested-election cases, see page 304.

For other examples of legal cases and references, see rules 9.45 and 17.12.

## 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 shall be quoted.

Do not put quotation marks on centerheads in 7-point extracts unless centerheads belong to original matter.

In newspaper extracts, put place and date at beginning of paragraph. Use caps and small caps for name of place and roman lowercase for spelled-out date. Connect date and extract by a period and 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. 286 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 asterisk lines 2 ems on each side. Use five asterisks.

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 7-point caps and small caps.

In extracts containing votes the names must be run in, as Mrs. Smith of Nebraska, AuCoin, and Clay, 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. 98-75, Executive Document No. 98-20, 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, leadership, or tabular matter.]

Mr. BAKER. (Name all caps when visitor addresses Senate or House.)

On motion by (or of) Mr. LONG of Maryland, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. HEINZ in the chair). Shall the bill pass?

The SPEAKER called the House to order.

Mr. MITCHELL's amendment was adopted.

Mr. BROWN of California took the floor and yielded to Mr. GRANT.

During the rollcall,

Mr. CLAUSEN said: If not paired, I would vote "no" on this bill.

A MEMBER. And debate it afterward.

SEVERAL SENATORS. I object.

Mr. KENNEDY, Mr. NUNN (and others). Let it be read.

Mr. JACKSON (and others). Yes.

Mrs. HAWKINS (and other Members). No.

Mr. SMITH of Oklahoma objected.

The ACTING SECRETARY. In line 11, after the word "*Provided*", it is proposed, etc.

Mr. SPENCE was recognized, and yielded his time to Mr. FLORIO.

Mr. CRANSTON, a Senator from the State of California, appeared in his seat today.

[When two Members from the same State have the same surname, full name is used.]

Mr. WILLIAM COYNE and Mr. JAMES COYNE rose to a point of order.

The SPEAKER proceeded to put the question on the motion of Mr. YATES.

The CHAIRMAN appointed Mr. WALKER and Mr. TAYLOR as tellers.

Mr. CONTE. I desire to withdraw my vote of "no" and vote "present."

The Clerk (House) called the name of Mr. MURTHA, and he answered "present."

The clerk (Senate) read Mr. GLENN's amendment.

The legislative clerk will read it.

The LEGISLATIVE CLERK. This bill will * * *.

Mr. ADDABBO entered the Chamber.

The Secretary proceeded to call the roll, and Mr. DOLE answered "aye."

Mr. McDONALD entered the Chamber and answered to his name.

Mr. HOYER and Mr. MYERS entered the Chamber and answered to their names.

After some delay, Mr. KENNEDY entered the Chamber and answered to his name.

[Extracts that consist of colloquies will use caps and small caps for names of persons speaking, as shown below:]

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.

### SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following

the legislative program and any special orders heretofore entered, was granted to:

Mr. REUSS, for 1 hour, on Wednesday, February 2.

Mr. GONZALEZ (at the request of Mr. REUSS), for 1 hour, on February 2.

Mr. ANNUNZIO, today, for 10 minutes.

(The following Members (at the request of Mr. GINN) and to revise and extend their remarks and include therein extraneous matter:)

Mr. KEMP, for 5 minutes, today.

Mr. MILLER of Ohio, for 5 minutes, today.

Mr. FINDLEY, for 30 minutes, today.

[Note the following double action:]

(Mr. GRAMM asked and was given permission to extend his remarks at this point in the RECORD and to include extraneous matter.)

[Mr. GRAMM's remarks will appear hereafter in the Extensions of Remarks.]

(Mr. GRAMM asked and was given permission to extend his remarks at this point in the RECORD and to include extraneous matter.)

[Mr. GRAMM's remarks will appear hereafter in the Extensions of Remarks.]

## PUNCTUATION

Mr. PACKWOOD. Mr. President, I call up my amendment which is identified as "unprinted amendment No. 1296," and ask that it be stated.

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.

[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.

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 not 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.]

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. LENT, 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. YATES. Regular order! [or division.]

Mr. WRIGHT. Regular order, Mr. Chairman.

My friend, the Senator from Massachusetts, said it was a mistake.

Mr. SARBANES addressed the Senate. After having spoken for 35 minutes.

Mr. MATHIAS. Mr. President, if the Senator will yield for a moment.

After the second call of the roll,

Mr. WAXMAN. Mr. Speaker, that has been agreed to.

Mr. COUGHLIN. Mr. Chairman, I move to strike the requisite number of words.

(Mr. COUGHLIN asked and was given permission to revise and extend his remarks.)

[Note use of interrogation mark in the following:]

Mr. DOLE. Mr. President, what does this mean?—

We have never received a dollar of this amount.

A resolution of the Senate of the State of California: to the Committee on Interior and Insular Affairs:

"SENATE RESOLUTION 126

"Resolution relative to flood control and water conservation projects

"Whereas the great storms of December 1964 caused widespread flooding along the Sacramento River and its tributaries; and

"Whereas this flooding caused extensive damage along the Sacramento River and its tributaries in Tehama and Shasta Counties; and

"Whereas these projects could be integrated with the Federal Central Valley project: Now, therefore, be it

*"Resolved by the Senate of the State of California, That the Congress of the United States, the U.S. Army Corps of Engineers, and the Bureau of Reclamation are respectfully * * *".*

[Note use of italic in title of cases:]

* * * This is the occasion America did not have to consider what other options might guarantee maternal safety while protecting the unborn. This is our national opportunity to reconsider *Roe v. Wade*, 410 U.S. 113 (1973).

Roe against Wade and its companion case, *Doe v. Bolton*, 410 U.S. 179, (1973) granted abortion the elevated status of a fundamental constitutional right and invalidated almost all effective restrictions on abortion throughout the 9 months of pregnancy. * * *

## PARENTHESES AND BRACKETS

This legislation would exempt certain defined Central Intelligence Agency [CIA] operational files from the search and review process of the Freedom of Information Act [FOIA], thus permitting the agency to respond much more quickly to those FOIA requests which are at all likely to result in the release of information.

[Acronyms are to be bracketed as shown above.]

Mr. WRIGHT. Mr. Speaker, I now yield 5 minutes to the gentleman from Maryland [Mr. MITCHELL].

(Mr. WILLIAMS of Ohio asked and was given permission to revise

and extend his remarks in the RECORD.)

Mr. TAYLOR. There is no "may not" about it. Here is the form in which they are printed.

Mr. FARY. I am in hopes we shall be able to secure a vote on the bill tonight.

["Vote! Vote!"]

Mr. YATES. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote! Vote!"]

Mr. KASTEN (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. CLAUSEN. 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 CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. JONES of Oklahoma [reading]:

Mr. JONES of Oklahoma. 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 Extensions of Remarks.]

[Or the following, which this Office is authorized to insert, observing that 2 points of space are used on each side of "withhold" lines:]

[Mr. RANDOLPH addressed the Senate. His remarks will appear hereafter in the Extensions of Remarks.]

[Mr. DERWINSKI addressed the Committee [or House]. His remarks will appear hereafter in the Extensions of Remarks.]

[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:]

Mrs. SMITH of Nebraska. The gentleman from Washington [Mr. FOLEY] stated that he would support the measure.

Mr. CLAY. The gentleman from Maryland, Dr. LONG, stated that he would support the measure.

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. WINN of Kansas," etc., copy shall be changed to read "the gentleman from Kansas [Mr. WINN]."

Note that brackets are used only when Mr. appears in copy.

See also use of Mr. in explanation of votes under "Pairs," p. —.

When Members are referred to as "Representative HOYER," "PHILIP M. CRANE," "Congressman PICKLE," etc., change copy to read "the gentleman from Maryland, Representative HOYER," "the gentleman from Illinois, PHILIP M. CRANE," "the gentleman from Texas, Congressman PICKLE." The gentleman from, with the name of State, must be supplied when not in copy.

## 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 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 having voted in favor thereof) the rules were suspended, and the bill was passed.

So (two-thirds not having voted in favor thereof) the motion was rejected.

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 (two-thirds having voted in favor thereof) the rules were suspended and the bill, as amended, 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.

The question was taken; and on a division [demanded by Mr. FRENZEL] there were—ayes 17, noes 29.

Mr. FRENZEL. Mr. Chairman, I demand a recorded vote, and pending that, I make the point of order that a quorum is not present.

The CHAIRMAN. Evidently a quorum is not present.

The Chair announces that pursuant to clause 2, rule XXIII, he will vacate proceedings under the call when a quorum of the Committee appears.

Members will record their presence by electronic device.

The call was taken by electronic device.

□ 1700

[The above box followed by a four-digit number indicates floor time in the House.]

#### QUORUM CALL VACATED

The CHAIRMAN. One hundred Members have appeared. A quorum of the Committee of the Whole is present. Pursuant to rule XXIII, clause 2, further proceedings under

the call shall be considered as vacated.

The Committee will resume its business.

The pending business is the demand of the gentleman from Minnesota [Mr. FRENZEL] for a recorded vote.

A recorded vote was refused.

So the amendment to the amendment offered as a substitute for the amendment was rejected.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Oklahoma [Mr. ENGLISH] as a substitute for the amendment offered by the gentleman from South Dakota [Mr. DASCHLE].

The question was taken; and the Chairman announced that the noes appeared to have it.

#### RECORDED VOTE

Mr. ENGLISH. Mr. Chairman, I demand a recorded vote.

A recorded vote was ordered.

The vote was taken by electronic device, and there were—ayes 223, noes 162, answered "present" 1, not voting 47, as follows:

[Roll No. 275]

#### AYES—223

Addabbo	Dowdy	Howard
Akaka	Duncan	Hoyer
Albosta	Dwyer	Hubbard
Anderson	Dyson	Huckaby
Andrews	Eckart	Hunter

#### NOES—162

Alexander	Fish	Miller (CA)
Annunzio	Foley	Mineta
Archer	Forsythe	Moakley
Atkinson	Fountain	Molinari
Beard	Frank	Mollohan

#### ANSWERED "PRESENT"—1

Brown (OH)

#### NOT VOTING—47

Ashbrook	Clay	Garcia
Bafalis	Collins (TX)	Gilman
Barnard	Corcoran	Gingrich

[The Speaker's vote is recorded only in the "Ayes" or "Noes." It is never recorded as "not voting."]

So the amendment offered as a substitute for the amendment was agreed to.

The result of the vote was announced as above recorded.

## VOTING BY YEAS AND NAYS

## Senate

## QUORUM CALL

The clerk will call the roll.

The assistant legislative clerk proceeded to call the roll, and the following Senators entered the Chamber and answered to their names:

[Quorum No. 42]

Baker	Dodd	Kassebaum
Biden	Dole	Kasten
Bradley	Domenici	Long
Brady	East	Lugar
Bumpers	Garn	Packwood
Byrd	Gorton	Stennis
Harry F., Jr.	Grassley	Thurmond
Cannon	Hart	Tower
Cochran	Helms	Warner

The PRESIDING OFFICER. A quorum is not present.

Mr. BAKER. Mr. President, I move that the Sergeant at Arms be instructed to require the attendance of absent Senators, and I ask for the yeas and nays on the motion.

The PRESIDING OFFICER. Is there a sufficient second? There is a sufficient second.

The yeas and nays were ordered.

The PRESIDING OFFICER. The question is on agreeing to the motion of the Senator from Tennessee. On this question the yeas and nays have been ordered, and the clerk will call the roll.

The assistant legislative clerk called the roll.

Mr. STEVENS. I announce that the Senator from New York [Mr. D'AMATO] is necessarily absent.

Mr. CRANSTON. I announce that the Senator from Florida [Mr. CHILES], the Senator from Massachusetts [Mr. KENNEDY], the Senator from Montana [Mr. MELCHER], and the Senator from West Virginia [Mr. RANDOLPH] are necessarily absent.

The PRESIDING OFFICER [Mr. ANDREWS]. Are there any other Senators in the Chamber who desire to vote?

The result was announced—yeas 90, nays 5, as follows:

[Rollcall Vote No. 229 Leg.]

## YEAS—90

Abdnor	Exon	Metzenbaum
Andrews	Ford	Mitchell
Armstrong	Garn	Moynihan
Baker	Glenn	Murkowski
Baucus	Gorton	Nickles

## NAYS—5

Goldwater	Proxmire	Weicker
Johnston	Quayle	

## NOT VOTING—5

Chiles	Kennedy	Randolph
D'Amato	Melcher	

So the motion was agreed to.

The PRESIDING OFFICER. Are there any other Senators in the Chamber wishing to vote?

The result was announced—yeas 97, nays 0, as follows:

[Rollcall Vote No. 87 Ex.]

## YEAS—97

Abdnor	Goldwater	Moynihan
Andrews	Gorton	Murkowski
Armstrong	Grassley	Nickles
Baker	Hart	Nunn
Baucus	Hatch	Packwood
Bentsen	Hatfield	Percy
Biden	Hawkins	Pressler

## NAYS—0

## NOT VOTING—3

DeConcini	Hollings	Pell
-----------	----------	------

So the nomination was confirmed.

The PRESIDING OFFICER. Are there any other Senators in the Chamber wishing to vote?

The yeas and nays resulted—yeas 94, nays 4, as follows:

[Rollcall Vote No. 159—Ex. W—96-1.  
160—Ex. A—96-2,  
161—Ex. P—96-2, and  
162—Treaty Doc. No. 97-5]

## YEAS—94

Abdnor	Goldwater	Murkowski
Andrews	Gorton	Nickles
Armstrong	Grassley	Nunn
Baker	Hart	Packwood
Baucus	Hatch	Pell

## NAYS—4

East	Humphrey
Helms	Symms

## NOT VOTING—2

Gienn	Hollings
-------	----------

The PRESIDING OFFICER. Two-thirds of the Senators present and voting having voted in the affirmative, the resolution of ratification are agreed to.

## House

Mr. HOWARD. Mr. Speaker, on that I demand the yeas and nays.



The yeas and nays were ordered.

The vote was taken by electronic device, and there were—yeas 288, nays 123, not voting 22, as follows:

[Roll No. 267]

#### YEAS—288

Addabbo	Brodhead	Dellums
Akaka	Brooks	DeNardis
Albosta	Broomfield	Dicks
Alexander	Brown (CA)	Dingell
Anderson	Brown (OH)	Dixon
Andrews	Burgener	Donnelly

#### NAYS—123

Archer	Gramm	Martin (IL)
Bafalis	Grisham	Martin (NC)
Bailey (MO)	Hall, Ralph	Martin (NY)
Bethune	Hall, Sam	McCollum
Bliley	Hamilton	McDonald

#### NOT VOTING—22

Ashbrook	Lundine	Rangel
Aspin	Madigan	Rudd
Beard	McCloskey	Skelton

[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

[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. Hefner for, with Mr. Richmond against.

Until further notice:

Mr. Biaggi with Mr. Jeffords.

Mr. Florio with Mr. Horton.

Mr. Mitchell of Maryland with Mr. Kemp.

Mr. Rangel with Mr. Simon.

Mr. Fascell with Mr. Minish.

Mr. Volkmer with Mr. Harkin.

Mr. Andrews with Mr. Savage.

Messrs. EMERSON, EVANS of Georgia, and MARLENEE changed their votes from "nay" to "yea."

So the bill was passed.

The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

Mr. CRAIG. Mr. Speaker, I voted, but, being paired with the gentleman from Pennsylvania, Mr. SCOTT, I withdraw my vote.

Mr. WRIGHT. Mr. Speaker, I have a pair with the gentleman from Missouri, Mr. TAYLOR, who, if present, would have voted "yea." I voted "nay." I withdraw my vote and vote "present."

[In House pairs do not use parentheses when Members are referred to by name. In Senate pairs observe following use of parentheses:]

Mr. CANNON (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. KENNEDY]. If he were here, I should vote "yea."

### CALL OF THE HOUSE

Mr. MURTHA. Mr. Speaker, I move a call of the House.

A call of the House was ordered.

The call was taken by electronic device and the following Members responded to their names:

[Roll No. 281]

Addabbo	Anderson	Conte
Akaka	Annunzio	Courter
Albosta	Applegate	Coyne, James
Alexander	Ashbrook	Coyne, William

Craig	Flippo	Ford (TN)
Crane, Daniel	Foglietta	Forsythe
Crane, Philip	Foley	Fountain
Crockett	Ford (MI)	Fowler

[No reference will be made of the names of those not voting.]

□ 1840

The CHAIRMAN. Three hundred ninety-three Members have answered to their names, a quorum is present, and the Committee will resume its business.



## FORMS OF TITLES

[Always in roman lowercase, flush and hang 1 em, if more than two lines.]

## H.J. Res. 2

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 cor-*

poration organized under the general incorporations, etc.

## H.J. Res. —

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 line spacing, street addresses, or ZIP Code numbers 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,  
RONALD REAGAN.

COLUMBIA, MO,  
January 17, 1981.

Hon. MORGAN M. MOULDER,  
Cannon House Office Building,  
Washington, DC:

The President's farm message of today

Sincerely yours,

HERBERT ZELENKO,  
Member of Congress.

ALEXANDRIA, MN,  
November 17, 1971.

Hon. WALTER MONDALE,  
Senate Office Building,  
Washington, DC:

We oppose the nomination of Earl Butz for Secretary of Agriculture because he resists family farms.

RAYMOND WAGNER.

BRANDON, MN.

JANUARY 17, 1972.

Re resignation from committee.

Hon. CARL ALBERT,  
The Speaker, U.S. House of Representatives,  
U.S. Capitol, Washington, DC.

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, DC, March 17, 1972.

To the Senate:

Being temporarily absent from the Senate, I appoint Hon. MIKE MANSFIELD, a Senator from the State of Montana, to

farmers and prevent the spread of this depression to every part of our country.

MISSOURI FARMERS  
ASSOCIATION,

F.V. HEINKEL,  
President.

JANUARY 20, 1966.

Hon. JOHN B. CONNALLY, JR.,  
The Secretary of the Treasury, Department of the Treasury, Washington, DC.

DEAR MR. SECRETARY: Mindful of the tremendous workload, etc.

I would appreciate your comment on the foregoing proposal.

Your proposal seems to be in the best interest of all concerned.

perform the duties of the Chair during my absence. ☐ Respectfully submitted,

ALLEN J. ELLENDER, ☐☐  
President pro tempore. ☐

KARL F. FELLER,  
International President.  
THOMAS RUSCH,  
Director of Organization.

ARTHUR GILDEA,  
Secretary-Treasurer. ☐  
JOSEPH E. BRADY,  
Director of Legislation.

MARCH 28, 1972. ☐

☐ I hereby designate the Honorable CHARLES A. VANIK to act as Speaker pro tempore today.

CARL ALBERT, ☐☐☐☐  
Speaker of the House of ☐☐  
Representatives. ☐

[More than eight signatures, with or without titles, are set full measure, caps and lowercase, run in, indented 2 and 3 ems, as follows:]

☐☐ 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; Philip Archer; Thomas  
McDonough; Mrs. Lloyd Moose-  
brugger, Minnesota Young Demo-  
cratic Civil Rights Committee.

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

TEXARKANA TEXTILE  
MERCHANTS &  
MANUFACTURERS'  
ASSOCIATION,

JOHN L. JONES,  
Secretary.

V.J. ADDUCI, ☐☐☐☐  
Colonel, U.S. Air Force ☐☐

☐☐ (For and in the absence of Joe W.  
☐☐ Kelly, Major General, U.S. Air  
☐☐ Force).

☐☐ THE INTERNATIONAL UNION OF ☐☐  
☐☐ UNITED BREWERY, FLOUR, CE-☐☐  
☐☐ REAL, SOFT DRINKS & DISTILL-☐☐  
☐☐ BERY WORKERS OF AMERICA,

Cincinnati, OH, March 25, 1966. ☐

To the Senate of the United States.

To the U.S. House of Representatives.

☐ HONORABLE SIRs: April 7, 1966, being the 25th anniversary of the modification, etc.

[Two to eight independent signatures, with or without titles, are aligned on the left.]

To the Honorable Senate and House of  
☐☐ Representatives of the United States  
☐☐ of America Now Assembled at Wash-  
☐☐ ington, DC:

☐ The undersigned, officers of the Navy of the United States, respectfully show unto your honorable bodies, etc.

JAMES G. GREEN.  
W.H. SOUTHERLAND.  
F.F. FLETCHER.  
C.C. WILSON.

## CREDITS

[From the Sacramento (CA) Bee, July 22, 1983]

THE KISSINGER SMOKE SCREEN  
(By C. K. McClatchy)

The Reagan administration has embarked on a dangerously aggressive, confrontational policy in Latin America that should be sending shock waves of anger and fear through the American public. Thus far, however, the opposition has been muted by a combination of the administration's anti-Communist rhetoric and public relations molasses.

[From the Wall Street Journal, Aug. 1, 1983]

THE SKY HASN'T FALLEN

Backers of the proposal to increase the U.S. contribution to the International Monetary Fund by \$8.4 billion staved off several attacks in the House Friday, but the bill still faces an uncertain future. It has been languishing in the House for nearly three months, and the 40 or so amendments still awaiting it testify to the difficulty of putting together a winning coalition.

## POETRY

If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should range on the left, those that rhyme taking the same indentation, and the quotation marks should be cleared. Poems are flush left; overs 3 ems; 2 points of space between stanzas, and 2 points of space above and below.

Eisd, O Eisd!  
(Listen, O Listen!)

Of in the still of a moment's dream,  
A fleeting glimpse I see  
Of a giant of a man from a foreign  
land,  
And he stares back at me.  
And I shake my head to clear my eye,  
And I try my pulse to slow.  
But his steady glance and lordly stance  
Bring me an inner glow.  
His clothes are strange—worn loose and  
free;  
His features warm and clean;  
A dagger thrust close by his knee,  
And his plaid MacArthur green.

Son of Arthur? Is this then he  
Whose name I bear so long?  
Is this the man from that phantom clan,  
Heard in a piper's song?

Can kith and kin all count his flesh  
As if it were their own?  
Can that sure smile fail to beguile  
Pretenders to his throne?

What is this call I feel to go,  
That stirs my restless feet?  
Has the cross of fire instilled desire  
To march, to join, to meet?

As pipes and drums echo command—  
Grandfather Mountain's call—  
A ghostly hand from a distant land  
Beckons to us all!

## EXTRACTS

[NOTE.—Extracts must begin with a true paragraph. Following extracts, 8-point text must start as a paragraph.]

[Extracts must be set in 7 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 a quotation that would not make more than one line of 7 point. The beginning of the 7-point extract must start with a true paragraph; 8 point is always a paragraph.]

Mr. BENNETT. Let us see what that is:

The stipulations of this treaty are to be a full settlement of all claims of said Creek Nation for damages and losses of every kind growing out of the late rebellion—

I do not think he means that—

and all expenditures by the United States of annuities in clothing and feeding refugee and destitute Indians since the diversion of annuities for that purpose consequent upon the late war with the so-called Confederate States; and the Creeks hereby ratify and confirm—

What?—

all such diversions of annuities heretofore made from the funds of the Creek Nation by the United States; and the United States agree that no annuities—

And so forth. I believe that shows clearly the purpose of the treaty.

[Note, as above, that following an excerpt, the 8 point must begin with a paragraph.]

[An address of the President delivered outside of Congress or referred to as an extract will be set in 7 point.]



## SCHEME OF TEXT HEADINGS

[For spacing of headings, see under "General rules," p. 275]

	<i>8 point</i>	
Single head .....	8-point caps.	
With 1 class of subhead .....	{ 8-point caps.	
	{ 7-point small caps.	
	<i>7 point</i>	
Single head .....	7-point caps and small caps.	
With 1 class of subhead .....	{ 7-point caps and small caps.	
	{ 7-point small caps.	
With 2 classes of subheads .....	{ 7-point caps and small caps.	
	{ 7-point small caps.	
	{ 7-point italic lowercase.	
With 3 or 4 classes of subheads.....	{ 7-point caps and small caps.	
	{ 7-point small caps.	
	{ 7-point italic lowercase.	
	{ 7-point roman caps and lowercase.	
	{ 7-point roman lowercase.	

## USE OF DOUBLE HEADS

This is something which has been entirely overlooked by the * * *.

## ANALYSIS OF SPECIFIC PROVISIONS OF THE COMMITTEE BILL

## AMENDMENTS CHANGING THE INTERSTATE COMMERCE PROVISIONS OF THE ACT

As the law stands today, it applies only to an employee who * * *.

## EXECUTIVE PROGRAM

## ESTATE TAX CONVENTION WITH CANADA

## ADDITIONAL COSPONSORS OF BILLS AND JOINT RESOLUTIONS

S. 659

## AMENDMENTS SUBMITTED

## RECIPROCAL TRADE AGREEMENTS

## SPECTER AMENDMENT NO. 1194

## HEADS USED IN EXTENSIONS OF REMARKS

## DEPARTMENT OF DEFENSE AUTHORIZATION ACT, 1983

## SPEECH OF

## HON. JOHN CONYERS, JR.

## OF MICHIGAN

## IN THE HOUSE OF REPRESENTATIVES

*Thursday, July 22, 1982*

The House in Committee of the Whole House on the State of the Union had under consideration the bill (H.R. 6030) to authorize appropriations for fiscal year 1983 for the Armed Forces * * *

[The words "Speech of" are to be used only when on copy and is an indication that that particular Extension of Remarks is to be inserted in the proceedings of the bound Record of the date used in the heading.]

## MISSING CHILDREN

## HON. ORRIN G. HATCH

## OF UTAH

## IN THE SENATE OF THE UNITED STATES

*Monday, January 3, 1983*

● Mr. HATCH. Mr. President, I rise before this distinguished assembly to focus additional attention on the tragedy of missing children. The Department of Health and Human Services has estimated that approximately 1.3 million children disappear each year. A significant number do not leave of their own accord.* * *



## CONGRESSIONAL PROCEEDINGS

## SENATE

MONDAY, AUGUST 2, 1982

*(Legislative day of Monday, July 12, 1982)¹*

The Senate met at 10 a.m., on the expiration of the recess, and * * *.

[Above line to be used only when Senate is in recess.]

The Senate met at 12 noon, and was called to order by the President pro tempore [Mr. THURMOND].

[Note.—Entire prayer set in 8 point.]

## PRAYER

The Chaplain, the Reverend Richard C. Halverson, LL.D., D.D., offered the following prayer:

Let us pray:

*Lord, Thou hast been our dwelling place in all generations. Before the mountains were brought forth, or ever Thou hadst formed the earth and the world, from everlasting to everlasting Thou art God.—Psalm 90: 1-2 RSV.*

Almighty God, eternal Father, make Thy presence felt in this place today. Grant that all who do business here may experience a fresh touch from Thee. As the Senators enter into this very full week, help them to have a perspective which sees the parts in light of the whole. Free them from the tyranny of urgency which makes it impossible to see the forest for the trees. Help them not to allow the transitory to obliterate the transcendent. Give them vision which sees the temporary in light of the permanent, the temporal in light of the eternal.

Guide them to decisions which will honor Thee and bless the people. In Jesus' name. Amen.

## APPOINTMENT OF ACTING PRESIDENT PRO TEMPORE

The PRESIDING OFFICER. The clerk will please read a communication to the Senate from the President pro tempore [Mr. THURMOND].

The assistant legislative clerk read the following letter:

U.S. SENATE,  
PRESIDENT PRO TEMPORE,  
Washington, DC, April 15, 1982.

To the Senate:

Under the provisions of rule I, section 3, of the Standing Rules of the Senate, I hereby appoint the Honorable S.I. HAYAKAWA, a Senator from the State of California, to perform the duties of the Chair.

STROM THURMOND,  
President pro tempore.

Mr. HAYAKAWA thereupon assumed the chair as Acting President pro tempore.

## RECOGNITION OF THE MAJORITY LEADER

The ACTING PRESIDENT pro tempore. The majority leader is recognized.

## THE JOURNAL

Mr. BAKER. Mr. President, I ask unanimous consent that the Journal of the proceedings of the Senate be approved to date.

The ACTING PRESIDENT pro tempore. Without objection, it is so ordered.

## JOINT SESSION OF THE TWO HOUSES—MESSAGE OF THE PRESIDENT OF THE UNITED STATES (H. DOC. NO. 98-1)

The PRESIDENT pro tempore. Under the previous order, the Senate will now proceed to the Hall of the House of Representatives.

Thereupon, at 8:38 p.m., the Senate, preceded by the Sergeant at Arms, Howard Liebengood; the Assistant Secretary of the Senate, Marilyn E. Courtot; and the President pro tempore (Mr. THURMOND), proceeded to the Hall of the House of Representatives to hear the ad-

¹To be used only when the Senate is in recess.

dress by the President of the United States, Ronald Reagan.

(The address by the President of the United States, this day delivered by him to the joint session of the two Houses of Congress, appears in the proceedings of the House of Representatives in today's RECORD.)

### ORDER FOR ROUTINE MORNING BUSINESS

Mr. STEVENS. Mr. President, I ask unanimous consent that following the time for the two leaders under the standing order and the special order for Senator SPECTER, there be a period for the transaction of routine morning business, not to exceed 30 minutes, in which Senators may make speeches for not to exceed 3 minutes each.

The PRESIDING OFFICER [Mr. CHAFEE]. Without objection, it is so ordered.

### MESSAGES FROM THE PRESIDENT

Messages from the President of the United States were communicated to the Senate by Mr. Saunders, one of his secretaries.

### EXECUTIVE MESSAGES REFERRED

As in executive session, the Acting President pro tempore laid before the Senate messages from the President of the United States submitting a sundry nomination which was referred to the Committee on Armed Services.

(The nomination received today is printed at the end of the Senate proceedings.)

### BUDGET OF THE DISTRICT OF COLUMBIA—MESSAGE FROM THE PRESIDENT—PM 126

The PRESIDING OFFICER laid before the Senate the following message from the President of the United States, together with an accompanying document; which was referred to the Committee on Governmental Affairs:

*To the Congress of the United States:*

In accordance with the District of Columbia Self-Government and Governmental Reorganization Act, I am transmitting the 1983 Budget of the District of Columbia.

I am informed that the proposals for Federal payments to the District of Columbia reflected in this document are consistent with those shown in the 1983 Budget of the United States submitted to the Congress on February 8, 1982.

RONALD REAGAN.□

□THE WHITE HOUSE, April 15, 1982.

### EXECUTIVE AND OTHER COMMUNICATIONS

The following communications were laid before the Senate, together with accompanying papers, reports, and documents, which were referred as indicated:

EC-3155. A communication from the Secretary of Health and Human Services transmitting a draft of proposed legislation to incorporate the supplemental food programs into the maternal and child health block grant; to the Committee on Agriculture, Nutrition, and Forestry.

### PRESIDENTIAL APPROVALS

A message from the President of the United States reported that he had approved and signed the following acts and joint resolution:

On July 19, 1982:

S. 2651. An act to extend the expiration date of section 252 of the Energy Policy and Conservation Act.

### 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

## 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; and

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.

## MESSAGES FROM THE HOUSE

At 2:11 p.m., a message from the House of Representatives was delivered by Mr. Berry, one of its reading clerks, announced that the Speaker had signed the following enrolled bills and joint resolution:

S. 272. An act to improve small business access to Federal procurement information.

H.J. Res. 338. Joint resolution to correct Public Law 98-63 due to an error in the enrollment of H.R. 3069.

The bills and joint resolution were subsequently signed by the President pro tempore (Mr THURMOND).

At 3:18 p.m., a message from the House of Representatives was delivered by Ms. Goetz, one of its reading clerks, announced that the House agrees to the amendments of the Senate to the bill (H.R. 2355).

## PETITIONS AND MEMORIALS

The following petitions and memorials were laid before the Senate and were referred or ordered to lie on the table as indicated:

POM-724. A resolution adopted by the Legislature of the State of Arizona; to the Committee on Banking, Housing, and Urban Affairs.

## "HOUSE CONCURRENT MEMORIAL 2002

"Whereas article I, section 8, Constitution of the United States, provides that only the Congress of the United States shall have the power 'to borrow money on the credit of the United States;' and

"Whereas, article I, section 8, Constitution of the United States, directs that only the Congress of the United States is permitted 'to coin money and regulate the value thereof;' and

"Whereas, the Federal Reserve Act of 1913 transferred the power to borrow money on the credit of the United States to a consortium of private bankers in violation of the prohibitions of article I, section 8, Constitution of the United States; and

"Whereas, the Congress of the United States is without authority to delegate any powers which it has received under the Constitution of the United States established by the people of the United States; and

"Whereas, article I, section 1, Constitution of the United States, provides that 'all legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives'; and

"Whereas, the Federal Reserve Act of 1913 was imposed upon the People of the State of Arizona in violation of the provisions of article I, section 1, Constitution of the United States."

## REPORTS OF COMMITTEES

The following reports of committees were submitted:

By Mr. PACKWOOD, from the Committee on Commerce, Science, and Transportation, with an amendment in the nature of a substitute and an amendment to the title:

S. 2172. A bill to amend the Communications Act of 1934 (Rept. No. 97-519).

## EXECUTIVE REPORTS OF COMMITTEES

The following executive reports of committees were submitted:

By Mr. GARN, from the Committee on Banking, Housing, and Urban Affairs:

Ralph D. DeNunzio, of Connecticut, to be a Director of the Securities Investor Protection Corporation for a term expiring December 31, 1982;

David F. Goldberg, of Illinois, to be a Director of the Securities Investor Protection Corporation for a term expiring December 31, 1984; and

Roger A. Yurchuck, of Ohio, to be a Director of the Securities Investor Pro-



tection Corporation for a term expiring December 31, 1984.

## INTRODUCTION OF BILLS AND JOINT RESOLUTIONS

The following bills and joint resolutions were introduced, read the first and second time by unanimous consent, and referred as indicated:

By Mr. HUMPHREY (for himself, Mr. RUDMAN, Mr. STAFFORD, Mr. WEICKER, Mr. TSONGAS, Mr. KENNEDY, Mr. DODD, and Mr. LEAHY):

S. 2835. A bill to grant the consent and approval of the Congress to an interstate agreement or compact relating to the restoration of Atlantic salmon in the Connecticut River Basin, and to allow the Secretary of Commerce and the Secretary of the Interior to participate as members in a Connecticut River Atlantic Salmon Commission; to the Committee on the Judiciary.

## SUBMISSION OF CONCURRENT AND SENATE RESOLUTIONS

The following concurrent resolutions and Senate resolutions were read, and referred (or acted upon), as indicated:

By Mr. MATTINGLY (for himself, Mr. KENNEDY, Mr. HUMPHREY, and Mr. CHAFEE):

S. Con. Res. 62. A concurrent resolution to direct the Commissioner of Social Security and the Secretary of Health and Human Services to develop a plan outlining the steps which might be taken to correct the social security benefit disparity known as the notch problem; to the Committee on Finance.

By Mr. D'AMATO:

S. Res. 446. Resolution to honor Michael R. Masone; to the Committee on the Judiciary.

## STATEMENTS ON INTRODUCED BILLS AND JOINT RESOLUTIONS

By Mr. QUAYLE:

S. 1778. A bill to provide for a block grant to States for health planning activities, and for other purposes; to the Committee on Labor and Human Resources.

## HEALTH PLANNING BLOCK GRANT ACT OF 1983

● Mr. QUAYLE. Mr. President, I introduce S. 1778, a bill to establish a block grant to the States to support health planning.

The latest authorization for the Federal health planning program expired at the conclusion of the last fiscal year. The program has been funded under a continuing resolution despite the fact that it has not been reauthorized. Health planning has been useful in many States in containing health care costs and assuring equitable access to health services. It is important that the Federal Government continue to encourage health planning on the State and local levels but the current health planning law should be replaced.●

## AMENDMENTS SUBMITTED

### DEPARTMENT OF THE INTERIOR APPROPRIATIONS, 1984

#### McCLURE AMENDMENT NO. 2110

Mr. McClure proposed an amendment to the bill (H.R. 3363) making appropriations for the Department of the Interior and related agencies for the fiscal year ending September 30, 1984, and for other purposes, as follows:

On page 81, line 14, before the period insert the following:

"Provided, That all of the restrictions and limitations set forth in 16 U.S.C. 839(j)(1), shall apply to any contracts or obligations entered into by the Administrator pursuant to this provision"

#### EXON AMENDMENT NO. 2111

Mr. EXON proposed an amendment to the bill, H.R. 3363, supra, as follows:

At the appropriate place in the bill insert the following:

That notwithstanding any other provision of law, the Secretary of the Interior (hereinafter in this Act referred to as * * *.



## ADDITIONAL STATEMENTS

NATIONAL PARALYZED  
VETERANS RECOGNITION DAY

● Mr. STAFFORD. Mr. President, I am pleased today to call attention here to the fact that this is National Paralyzed Veterans Recognition Day. Legislation to establish this observance was signed by the President on August 1 (Public Law 98-62). In the Senate, the legislation was designated Senate Joint Resolution 106 and authored by the distinguished chairman of the Veterans' Affairs Committee, Senator SIMPSON. I am proud to have been a cosponsor.●

CONCLUSION OF MORNING  
BUSINESS

The PRESIDING OFFICER. Is there further morning business?

If not, morning business is closed.

BLANCHE H. KARSCH, ADMIN-  
ISTRATRIX OF THE ESTATE  
OF KATE E. HAMILTON—  
VETO MESSAGE (S. DOC. NO.  
108)

The VICE PRESIDENT laid before the Senate the following veto message from the President of the United States, which was read, and with the accompanying bill, referred to the Committee on the Judiciary and ordered to be printed:

*To the Senate:*

I return herewith, without my approval, S. 514, entitled "An act for the relief of Blanche H. Karsch, administratrix of the estate of Kate E. Hamilton."

I know of no circumstances which would justify the exception made by S. 514 to the long-continued policy of Congress, and do not believe that the field of special legislation should be opened * * *

HARRY S. TRUMAN.□

THE WHITE HOUSE, March 17, 1952.

[The above to be 8 point "FIC & punc."]

[When communications from the President contain extracts, etc., such extracts must be in 7 point.]

REPORT ON CLASSIFIED IN-  
FORMATION (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:

S. 4174

*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.*

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 "Keaau-paha" and insert "Keaau-kaha".

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 situated 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.

#### 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, 9 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. HARRY F. BYRD, JR. 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

#### NAY—1

Ives

#### NOT VOTING—17

Bricker	Kilgore	Robertson
Byrd	Long	Taft

#### EXECUTIVE SESSION

The PRESIDING OFFICER. The Senate will now proceed to executive session. There will now be 5 minutes debate on Calendar Order No. 156, which the clerk will state.

#### EXECUTIVE SESSION

Mr. BAKER. Mr. President, I ask unanimous consent that the Senate now go into executive session for the purpose of considering those nominations on page 2, with the ex-



ception of Calendar No. 43; those nominations on page 3, with the exception of Calendar Order No. 46; all of the nominations on page 4, and all of the nominations on page 5.

The PRESIDING OFFICER.  
Without objection, it is so ordered.

### LEGISLATIVE SESSION

Mr. BAKER. Mr. President, I ask unanimous consent that the Senate now return to legislative session.

The PRESIDING OFFICER.  
Without objection, it is so ordered.

[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 7-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 7-point type whether the treaty follows or precedes it or is separated from it by intervening matter.]

### RECESS UNTIL TOMORROW AT 10:30 A.M.

Mr. BAKER. Mr. President, I know of no further business to come before the Senate. I move, in accordance with the order previously entered, that the Senate stand in recess until the hour of 10:30 a.m. tomorrow.

The motion was agreed to and, at 7:20 p.m., the Senate recessed until Wednesday, November 18, 1981, at 10:30 a.m.

[After the recess or adjournment heading the following appears:]

### NOMINATIONS

Executive nominations received by the Senate March 17 (legislative day of March 9), 1966:

[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—7-point caps and small caps.

[Subheads indicating subdivision or type of service—7-point small caps.

[Subheads indicating new rank of appointee—7-point italic.]

[NOTE.—Nominations will be set as indicated on copy when it is received—last name first or first name first—as in executive nominations.]

### DIPLOMATIC AND FOREIGN SERVICE

Merlin E. Smith, of Ohio, to be 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 STATES

#### TO ORDNANCE DEPARTMENT

Lt. Col. George DeVere Barnes, Quartermaster Corps (temporary colonel), with rank from January 11, 1952.

#### IN THE AIR FORCE

##### *To be brigadier general*

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.

##### *To be major general*

Brig. Gen. Herbert R. Temple, Jr., 557-32-7721.

#### IN THE AIR FORCE

The following Air National Guard of the United States officers for promotion in the Reserve of the Air Force under the provisions of section 593(a) title 10 of the United States Code, as amended.

#### LINE OF THE AIR FORCE

##### *To be lieutenant colonel*

Maj. Clayton B. Anderson, 503-56-3340.



Maj. George C. Arvanetaki, 041-26-0819.

Maj. George D. Brooks, 407-42-0022.

Maj. Raymond A. Cline, Jr., 159-28-9276.

#### SUPPLY CORPS

##### *Captain*

Alwine, Paul R., Jr.

Barr, Charles V.

Bartuska, Anthony John

Bentson, Gordon J.

Bolin, James H.

Booth, Henry Adolph, Jr.

#### MEDICAL CORPS

Maj. Pomp T. Carney, 427-66-3233

Maj. Gerald D. Loos, 503-40-6401

Maj. Hugh E. McGee, Jr., 145-30-9499

#### IN THE ARMY

The following-named officers for appointment in the Regular Army of the United States, in their active duty grades, under the provisions of title 10, United States Code, sections 531, 532, and 533:

##### *Colonel*

Porter, Robert O., 541-34-2316

##### *Lieutenant colonel*

Smith, Edward F., 146-32-1660

##### *Major*

Davis, Rudy P., 534-40-4313

Herod, Herbert L., 533-28-5599

Jones, Lafayette, Jr., 226-56-9538

##### *Captain*

Duque, George M., 046-40-2668

### CONFIRMATIONS

Executive nominations confirmed by the Senate February 9, 1972:

#### NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

Harold C. Crotty, of Michigan, to be a member of the National Commission on Libraries and Information Science for the remainder of the term expiring July 19, 1972.

#### NATIONAL LABOR RELATIONS BOARD

John A. Penello, of Maryland, to be a member of the National Labor Relations Board for the term of 5 years expiring August 27, 1976.

#### IN THE ARMY

#### TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

##### *To be brigadier general*

William Edward Raab Covell

Albert Jesse Browning

#### APPOINTMENTS IN THE REGULAR ARMY

*To be chaplain, 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

#### IN THE NAVY

#### PROMOTIONS IN THE REGULAR SERVICE

##### *To be captain*

Cornelius Flynn

Charles W. Styer

Armit C. Thomas

Thomas L. Sprague

Edmund E. Brady, Jr.

Einar R. Johnson, Jr.

##### *To be 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 lieutenant*

John D. Hayes

John J. Kalen

Dudley R. Carr

William E. Lunn

### ADJOURNMENT UNTIL MONDAY, SEPTEMBER 12, 1983

Mr. BAKER. Mr. President, no other matter is cleared for action by either side. The time for the transaction of routine morning business has long since expired, as has the patience of most Senators.

In view of that, Mr. President, I move, in accordance with the provisions of House Concurrent Resolution 153 the Senate now do adjourn until September 12 at 12 noon.

The motion was agreed to; and the Senate, at 7:03 p.m., adjourned until Monday, September 12, 1983, at 12 noon.

## HOUSE OF REPRESENTATIVES

TUESDAY, MAY 25, 1982

The House met at 12 o'clock noon and was called to order by the Speaker pro tempore [Mr. FOLEY].

The Speaker administered the oath of office to the following Members-elect:

#### DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker.

WASHINGTON, DC,  
June 23, 1983.

I hereby designate the Honorable THOMAS S. FOLEY to act as Speaker pro tempore on Monday, June 27, 1983.

THOMAS P. O'NEILL, Jr.,  
*Speaker of the House of Representatives.*

#### PRAYER

The Chaplain, Rev. James David Ford, D.D., offered the following prayer:

*O sing to the Lord a new song, for He has done marvelous things!—*  
Psalm 98: 1.

O Lord, You have been with us all our days and blessed us with gifts both great and small. We give thanks that when our spirits were low, You gave new strength, and when we were discouraged, You gave new hope. As You have promised to Your people a new song of joy and peace, so enable us to commit ourselves to the way of truth that we may be ministers of righteousness and heralds of peace in our own day and time. Amen.

#### THE JOURNAL

The SPEAKER. The Chair has examined the Journal of the last day's proceedings and announces to the House his approval thereof.

Pursuant to clause 1, rule I, the Journal stands approved.

#### SWEARING IN OF MEMBERS

The SPEAKER. The Chair understands there are some Members present who desire to take the oath at this time. Will those Members who have not taken the oath of office kindly step to the well.

#### OATH OF OFFICE OF MEMBER

The oath of office required by the sixth article of the Constitution of the United States, and as provided by section 3 of the act of May 13, 1884 (23 Stat. 22), to be administered to Members of the House of Representatives, the text of which is carried in section 1757 of title XIX of the Revised Statutes of the United States and being as follows:

"I, A B, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

has been subscribed to in person and filed in duplicate with the Clerk of the House of Representatives by the following Member of the 92d Congress, pursuant to Public Law 412 of the 80th Congress entitled "An act to amend section 30 of the Revised Statutes of the United States" (2 U.S.C. 25), approved February 18, 1948:

RICHARD W. MALLARY, at Large District of Vermont.

#### MESSAGE FROM THE SENATE

A message from the Senate by Mr. Sparrow, one of its clerks, announced that the Senate had passed without amendment a concurrent resolution of the House of the following title:

H. Con. Res. 290. Concurrent resolution reaffirming that deposits, up to the statutorily prescribed amount, in federally insured depository institutions are

backed by the full faith and credit of the United States.

The message also announced that the Senate had passed a bill of the following title, in which the concurrence of the House is requested:

S. 2158. An act to amend title 23, United States Code, to authorize and direct the payment of an incentive grant for highway safety programs to any State in the first fiscal year during which the State adopts provisions relating to driving while intoxicated; to establish a national driver register, and for other purposes.

The message also announced that the Secretary be directed to request the House of Representatives to return to the Senate the bill (S. 907) entitled "An act to amend sections 351 and 1751 of title 18 of the United States Code to provide penalties for crimes against Cabinet officers, Supreme Court Justices, and Presidential staff members, and for other purposes."

[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:]

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. Leomar, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills and a joint resolution of the House of the following titles:

On June 2, 1971:

H.R. 4209. An act to amend the Revised Organic Act of the Virgin Islands.

On June 4, 1971:

H.R. 5765. An act to extend for 6 months the time for filing the comprehensive report of the Commission on the Organization of the Government of the District of Columbia; and

H.J. Res. 583. Joint resolution designating the last full week in July of 1971 as "National Star Route Mail Carriers Week."

[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*.]

### AT LAST—SOME GOOD NEWS IN SOCIAL SECURITY

(Mr. PICKLE asked and was given permission to address the House for 1 minute and to revise and extend his remarks.)

Mr. PICKLE. Mr. Speaker, last Friday, for the first time since the early 1970's * * *.

### MRS. VIRGINIA THRIFT

Mr. COUDERT. Mr. Speaker, by direction of the Committee on House Administration, I offer a privileged resolution (H. Res. 321) and ask for its immediate consideration.

The Clerk read as follows:

H. RES. 321

*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.

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 BILLS SIGNED

Mr. HAYS, 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. 4209. An act to amend the Revised Organic Act of the Virgin Islands; and

H.R. 8190. An act making supplemental appropriations for the fiscal year ending June 30, 1971, and for other purposes.

### 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:

H.R. 399

*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, Alabama, 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.

### 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; and

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

### RAIL SAFETY AND SERVICE IMPROVEMENT ACT OF 1982

The SPEAKER. Pursuant to House Resolution 336 and rule XXIII, the Chair declares the House in the Committee of the Whole House on the State of the Union for the consideration of the bill (H.R. 6308), to insure rail safety, provide for the preservation of rail service, transfer responsibility for the Northeast corridor improvement project to Amtrak * * *.

The SPEAKER pro tempore. The Chair designates the gentleman from Massachusetts [Mr. FRANK] as Chairman of the Committee of the Whole and requests the gentleman from New York, Mr. McHUGH, to assume the chair temporarily.

#### IN THE COMMITTEE OF THE WHOLE

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. 6308, with Mr. McHUGH, Chairman pro tempore, in the chair.

The Clerk read the title of the bill.

The CHAIRMAN pro tempore. Pursuant to the rule, the first reading of the bill is dispensed with.

Under the rule, the gentleman from New Jersey [Mr. FLORIO] will be recognized for 30 minutes and the gentleman from New York [Mr. LENT] will be recognized for 30 minutes.

The CHAIRMAN. Pursuant to the rule, the text of H.R. 6911 shall be considered by titles as an original bill for the purpose of amendment under the 5-minute rule in lieu of the amendments recommended by the Committees on Energy and Commerce and Interior and Insular Affairs. Each title shall be considered as having been read.

The Clerk will designate section 1.

The Clerk read as follows:

That this Act may be referred to as the "Rail Safety and Service Improvement Act of 1982".

The CHAIRMAN. Are there any amendments to section 1? If not, the Clerk will designate title I.

The text of title I is as follows:

#### AMENDMENT OFFERED BY MR. SIMON

Mr. SIMON. Mr. Chairman, I offer an amendment.

The Clerk read as follows:

Amendment offered by Mr. SIMON: Page 2, line 4, strike out "a new subsection as follows" and insert in lieu thereof "the following new subsections".

Page 2, line 16, strike out the quotation mark and the period which follows it.

Page 2, after line 16, insert the following:

"(j) The Secretary shall within 30 days report to Congress on whether it should issue rules, regulations, orders, and standards to require that the leading car of any railroad train in operation after July 1, 1983, be equipped with an acceptable form of mounted oscillating light."

Mr. SIMON. Mr. Chairman, I would like to take my 5 minutes just to explain this situation, though I believe the amendment may be acceptable.

The CHAIRMAN. Under the rule, the Committee rises.

Accordingly the Committee rose; and the Speaker pro tempore [Mr. MURTHA] having assumed the chair, Mr. FRANK, 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. 6308) to insure rail safety, provide for the preservation of rail service, transfer responsibility for the Northeast corridor improvement project to Amtrak, and for other purposes, pursuant to House Resolution 546, reported the bill back to the House with an amendment adopted by the Committee of the Whole.

The SPEAKER pro tempore. Under the rule, the previous question is ordered.

Is a separate vote demanded on any amendment to the amendment in the nature of a substitute adopted by the Committee of the Whole? If not, the question is on the amendment.

The amendment was agreed to.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The title of the bill was amended so as to read: "A bill to insure rail safety, provide for the preservation of rail service, insure the completion of the Northeast corridor improvement project, and for other purposes."

A motion to reconsider was laid on the table.

(Mr. ARCHER asked and was given permission to revise and extend his remarks.)

Mr. ARCHER. Mr. Chairman, at a time when the United States is suffering from a serious balance-of-payments deficit, it is in my opinion * * *.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Texas [Mr. ARCHER].

The question was taken; and on a division (demanded by Mr. ARCHER) there were—ayes 36, noes 33.

#### COMMITTEE AMENDMENT

The CHAIRMAN. The Clerk will report the next committee amendment.

The Clerk read as follows:

Committee amendment: Page 2, line 5, strike out the quotation mark and insert the following:

"SEC. 12. The Secretary of the Treasury shall instruct the United States * * *

Mr. WRIGHT (during the reading). Mr. Chairman, this is the same

amendment that was passed in the two preceding bills. It deals with narcotics. I do not think there is any objection to it.

I ask unanimous consent that further reading of the amendment be dispensed with, that it be printed in the RECORD, and be open to amendment.

The CHAIRMAN. Is there objection to the request of the gentleman from Texas?

There was no objection.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Texas [Mr. GONZALEZ].

The amendment was agreed to.

The CHAIRMAN. Under the rule, the Committee rises.

Accordingly the Committee rose; and the Speaker having resumed the chair, Mr. NEDZI, Chairman of the Committee of the Whole House on the State of the Union, reported that that Committee having had under consideration the bill (S. 2010) to provide for increased participation by the United States in the International Development Association, pursuant to House Resolution 786, he reported the bill back to the House with sundry amendments adopted by the Committee of the Whole.

#### Conference report and statement

Conference reports and statements to be set in 7 point.

Use 3-point space before and after conference report and statement.

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.

(See pp. 344-346 for styles of conference report set as House report and as Senate document.)

#### CONFERENCE REPORT (H. REPT. No. 97-747)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863) making supplemental appropriations for the fiscal year ending September 30, 1982, 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 7, 9, 14, 31, 38, 39, 40, 52, 53, 56, 75, 76, 80, 81, 94, 102, 109, 116, 118, 129, 133, 141, 142, 148, 152, 154, 155, 162, 163, 164, 171, 173, 179, and 181.

That the House recede from its disagreement to the amendments of the



Senate numbered 20, 23, 25, 26, 28, 30, 32, 33, 34, 35, 36, 46, 48, 54, 61, 68, 70, 77, 78, 79, 87, 99, 101, 104, 105, 106, 110, 111, 125, 127, 134, 136, 139, 156, 157, 165, 167, 168, 170, 174, 175, and 176, and agree to the same.

Amendment numbered 16:

That the House recede from its disagreement to the amendment of the Senate numbered 16, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert \$4,400,000; and the Senate agree to the same.

Amendment numbered 27:

That the House recede from its disagreement to the amendment of the Senate numbered 27, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert \$53,700,000; and the Senate agree to the same.

JOHN T. MYERS

(except amendments  
54 and 177),

CLARENCE E. MILLER,

LAWRENCE COUGHLIN,

JACK F. KEMP,

GEORGE M. O'BRIEN,

*Managers on the Part of the House.*

JOHN C. STENNIS,

DANIEL K. INOUE,

ERNEST F. HOLLINGS,

THOMAS F. EAGLETON,

LAWTON CHILES,

J. BENNETT JOHNSTON,

WALTER D.

HUDDLESTON,

PATRICK J. LEAHY,

DENNIS DECONCINI,

*Managers on the Part of the Senate.*

#### JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF CONFERENCE

The managers on the part of the House and the Senate at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863), making supplemental appropriations for the fiscal year 1982, rescinding certain budget authority, and for other purposes, submit the following joint statement to the House and the Senate in explanation of the effect of the action agreed upon by the managers and recommended in the accompanying conference report:

#### TITLE I

#### CHAPTER I—DEPARTMENT OF AGRICULTURE

#### SOIL CONSERVATION SERVICE

#### CONSERVATION OPERATIONS

Amendment No. 1: Reported in technical disagreement. The managers on the part of the House will offer a motion to recede and concur in the amendment of

the Senate which allows the Soil Conservation Service to exchange a parcel of land in Bellingham, Washington, for other land.

In lieu of the matter inserted by said amendment, insert the following:

#### *Food and Nutrition Service child nutrition programs*

*If the funds available for Nutrition Education and Training grants authorized under section 19 of the Child Nutrition Act of 1966, as amended, require a ratable reduction in those grants, the minimum grant for each State shall be \$50,000.*

The managers on the part of the Senate will move to concur in the amendment of the House to the amendment of the Senate.

Committee on Agriculture: Solely for consideration of the title I of the House bill and title I of the Senate amendment:

E DE LA GARZA,

THOMAS S. FOLEY,

DAVID R. BOWEN,

FRED RICHMOND,

BILL WAMPLER,

PAUL FINDLEY

(on all matters  
except as listed  
below),

TOM HAGEDORN

(on all matters  
except as listed  
below),

#### Amendments

[As figures are 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 2.13, p. 2.47.]

#### EMANUEL F. LENKERSDORF

The Clerk called the bill (H.R. 2520) for the relief of Emanuel F. Lenkersdorf.

There being no objection, the Clerk read the bill as follows:

#### H.R. 2520

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That for the purposes of the Immigration and Nationality Act, Emanuel F. Lenkersdorf shall be held and considered to have been lawfully admitted to the United States for permanent residence as of the date of the enactment of this Act, upon payment of the required visa fee. Upon the granting of permanent residence to such alien as provided for in this Act, the Secretary of State shall instruct the proper officer to deduct one number*

from the total number of immigrant visas and conditional entries which are made available to natives of the country of the alien's birth under paragraphs (1) through (8) of section 203(a) of the Immigration and Nationality Act.

With the following committee amendment:

On page 2, strike lines 4 through 6 and insert in lieu thereof: "which are made available to natives of the country of the alien's birth under section 203(a) of the Immigration and Nationality Act or, if applicable, from the total number of such visas which are made available to such natives under section 202(e) of such Act."

The committee amendment was agreed to.

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.

---

#### 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.

---

#### LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. YATES (at the request of Mr. FOLEY), on account of illness in the family.

Mr. BROYHILL (at the request of Mr. MICHEL), for today, on account of a death in the family.

Mr. D'AMOURS (at the request of Mr. WRIGHT), for today, on account of a death in the family.

---

#### SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative program and any special orders heretofore entered, was granted to:

(The following Members (at the request of Mr. GINGRICH) to revise and extend their remarks and include extraneous material:)

Mr. BETHUNE, for 60 minutes, today.

Mr. MARTIN of North Carolina, for 30 minutes, today.

---

#### EXTENSION OF REMARKS

By unanimous consent, permission to revise and extend remarks was granted to:

Mr. ECKART, to revise and extend his remarks on H.R. 6324 at the conclusion of general debate.

(The following Members (at the request of Mr. GINGRICH) and to include extraneous matter:)

Mr. MICHEL.

Mr. MADIGAN in two instances.

---

#### ADJOURNMENT

Mr. ANDREWS. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 6 o'clock and 9 minutes p.m.), the House adjourned until tomorrow, Wednesday, August 18, 1952, at 10 a.m.

---

#### RECESS

The SPEAKER pro tempore. Pursuant to the order of the House of December 17, 1952, the Chair declares a recess subject to the call of the Chair. Bells will be rung 15 minutes prior to the reconvening of the House.

Accordingly (at 5 o'clock and 56 minutes p.m.), the House stood in recess subject to the call of the Chair.



□ 2130

## AFTER RECESS

The recess having expired, the House was called to order by the Speaker pro tempore [Mr. NATCHER] at 9 o'clock and 35 minutes p.m.

[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:

4593. A communication from the President of the United States, transmitting proposed requests for transfer authority and appropriation language for fiscal year 1982, amended appropriation requests, and amended appropriation lan-

guage for fiscal year 1983 (H. Doc. No. 97-228); to the Committee on Appropriations and ordered to be printed.

4594. A letter from the Assistant Secretary of Defense (Comptroller), transmitting notice of the proposed obligation of \$4.8 million in the Navy stock fund for war reserve stocks, pursuant to section 734, Public Law 97-114; to the Committee on Appropriations.

4595. A letter from the Director for Facility Requirements and Resources, Department of Defense, transmitting notice of the location, nature, and estimated cost of various construction projects proposed to be undertaken by the Naval and Marine Corps Reserve, pursuant to 10 U.S.C. 2233a(1); to the Committee on Armed Services.

4596. A letter from the Assistant Secretary of the Navy (Shipbuilding and Logistics), transmitting notice of the proposed conversion to contractor performance of the administrative telephone services function at the Naval Coastal Systems Center, Panama City, pursuant to section 502(b) of Public Law 96-342; to the Committee on Armed Services.

[Use the following form if only one communication is submitted—8 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. 97-102), 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:

Mr. DINGELL: Committee on Energy and Commerce. H.R. 5008. A bill to amend the Communications Act of 1934 to make certain technical revisions regarding the administration of such act, and for other purposes; with an amendment (Rept. No. 97-751). Referred to the Committee of the Whole House on the State of the Union.

## 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. GLICKMAN: Committee on the Judiciary. H.R. 3171. A bill for the relief of Dr. David Pass (Rept. No. 97-440). Referred to Committee of the Whole House.

Mr. KINDNESS: Committee on the Judiciary. H.R. 3835. A bill for the relief of Rutherford K. Clarke and his wife, Ida T. Clarke (Rept. No. 97-441). Referred to Committee of the Whole House.

Mr. MOORHEAD: Committee on the Judiciary. H.R. 4350. A bill for the relief of Arthur J. Grauf (Rept. No. 97-442). 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. 89-1054). Laid on the table.

Mr. STANLEY: Committee on House Administration. House Resolution 188. Resolution to provide for printing of 1,000 additional copies of the hearings held before the Committee on Banking and Currency of the House on the bill H.R. 10517, entitled "For increasing and stabilizing the price level of commodities, and for other purposes" (Rept. No. 92-1035). Ordered to be printed.

[Use above form also when only one report is submitted.]

## PUBLIC BILLS AND RESOLUTIONS

Under clause 5 of rule X and clause 4 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. GAYDOS (for himself, Mr. REGULA, Mr. BENJAMIN, Mr. MURTHA, Mr. FARY, Mr. MURPHY, Mr. FORSYTHE, Mr. MOLLOHAN, Mr. WALKER, Mr. RAHALL, and Mr. PORTER):

H.R. 5727. A bill to amend the Trade Act of 1974 to restore the authority of the President with respect to reciprocal nondiscriminatory treatment; to the Committee on Ways and Means.

[Use the following form when only one bill or resolution is submitted:]

Under clause 1 of rule XXII,

Mr. LANTOS introduced a bill (H.R. 6766) for the relief of Shanna Teresa Milich; which was referred to the Committee on the Judiciary.

## MEMORIALS

Under clause 4 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:]

200. By the SPEAKER: Memorial of the Senate of the Commonwealth of Massachusetts, relative to the persecution of Soviet Jews; to the Committee on Foreign Affairs.

201. Also, memorial of the Legislature of the State of Oklahoma, relative to the development of Oklahoma's water resources; to the Committee on Interior and Insular Affairs.

202. Also, memorial of the Legislature of the State of Alabama, relative to the posthumous restoration of Robert E. Lee's citizenship; to the Committee on the Judiciary.

[Use the following form when only one memorial is submitted:]

Under clause 4 of rule XXII,

203. The SPEAKER presented a memorial of the Legislature of the State of Rhode Island, ratifying the proposed amendment to the Constitution of the United States extending the right to vote to citizens 18 years of age and older; to the Committee on the Judiciary.

## PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. ATKINSON:

H.R. 6583. A bill for the relief of Mohamed Tejpar and Nargis Tejpar; to the Committee on the Judiciary.

By Mr. AUCCOIN:

H.R. 6584. A bill for the relief of Celia Maarit Halle; to the Committee on the Judiciary.

By Mr. MOTTLE:

H.R. 6585. A bill for the relief of Roy Gonsenhauser, Rachele Gonsenhauser, and Eve Gonsenhauser; to the Committee on the Judiciary.

By Mr. SANTINI:

H.R. 6586. A bill for the relief of the estate of Nell J. Redfield; to the Committee on the Judiciary.

### ADDITIONAL SPONSORS

Under clause 4 of rule XXII, sponsors were added to public bills and resolutions as follows:

H.R. 756: Mr. KEMP.

H.R. 757: Mr. KEMP.

H.R. 767: Mr. FAZIO.

H.R. 768: Mr. GOODLING.

H.R. 1368: Mr. SIMON.

H.R. 1918: Mr. LUKEN.

H.R. 2034: Mr. ROUSSELOT, Mr. EMERY, and Mrs. COLLINS of Illinois.

H.R. 3526: Mr. ZABLOCKI.

H.R. 4280: Mr. GUNDERSON, Mr. DAN DANIEL, Mr. TAUKE, Mr. RINALDO, and Mr. YOUNG of Florida.

H.R. 4912: Mr. FOGLIETTA and Mr. AKAKA.

H.R. 5038: Mr. GINGRICH.

H.R. 5242: Mr. McDONALD, Mr. CORCORAN, Mr. MITCHELL of New York, Mr. DANIEL B. CRANE, Mr. ROBERTS of South Dakota, Mr. ALEXANDER, Mr. KEMP, Mr. CHAPPIE, Mr. APPLEGATE, Mr. KRAMER, Mr. OXLEY, and Mr. MYERS.

### PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

468. By the SPEAKER: Petition of Board of County Commissioners, Citrus County, Inverness, FL, relative to defense contracts; to the Committee on Armed Services.

469. Also, petition of the Transport Workers Union of America, Railroad Division, relative to railroad retirement funds; to the Committee on Energy and Commerce.

470. Also, petition of the Monroe County Legislature, Rochester, NY, relative to nuclear weapons; to the Committee on Foreign Affairs.

### AMENDMENTS

Under clause 6 of rule XXIII, proposed amendments were submitted as follows:

H.R. 6030

By Mr. WEISS:

—Page 2, line 12, strike out "\$2,948,500,000" and insert in lieu thereof "\$1,682,040,000".

—Page 8, after line 12, insert the following new section:

#### PROHIBITION OF PROCUREMENT OF NUCLEAR WARHEADS

SEC. 109. None of the funds authorized by this title shall be available for procurement of nuclear warheads.

#### 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 73-58-59

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, NY

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 7 point on 8 point, Record measure (168 points, 14 picas).  
 In bound Record index, use red page numbers as shown on copy.  
 Cap lines and italic lines are set flush left.  
 Entries are indented 1 em, with overs 2 ems.  
 Bill introductions are to be identified as to sponsor or cosponsor.  
 Bullet following page number in biweekly index identifies unspoken material.  
 Bullet is not used in bound Record index.  
 Pages are identified as S (Senate), H (House), and E (Extensions).  
 Pages in bound Record index are entered numerically, without S, H, or E prefixes.  
 Entries must follow correct Record data base locators.  
 Correct hierarchy must be followed using level 1, 2, 3, and 4 tags in succession.

## ABBREVIATIONS AND ACRONYMS

(for use on notation of content line)

### ABBREVIATIONS:

*Streets:* St.; Ave.; Ct.; Dr.; Blvd.; Rd.; Sq.; Ter.

*Names:* Jr.; Sr.; II (etc.)

*Businesses:* Co.; Corp. (this includes all Federal corporations); Inc.; Ltd.; Bros.

Dept. of Agriculture.....	Sec. of Agriculture.
Dept. of Commerce.....	Sec. of Commerce.
Dept. of Defense.....	Sec. of Defense.
Dept. of Energy.....	Sec. of Energy.
Dept. of Health and Human Services.....	Sec. of Health and . . .
Dept. of Housing and Urban Development .....	Sec. of Housing and . . .
Dept. of the Interior.....	Sec. of the Interior.
Dept. of Justice.....	Attorney General.
Dept. of Labor.....	Sec. of Labor.
Dept. of State.....	Sec. of State.
Dept. of the Treasury .....	Sec. of the Treasury.
Dept. of Transportation.....	Sec. of Transportation.

*States:* See page 137, GPO STYLE MANUAL, section 9.13.

### ACRONYMS:

Agency for International Development .....	AID
Aid to families with dependent children .....	AFDC
American Bar Association.....	ABA
American Bar Association Journal.....	ABA Journal
American Broadcasting Co.....	ABC
American Civil Liberties Union .....	ACLU
American Federation of Labor and Congress of Industrial Organizations.....	AFL-CIO
American Medical Association .....	AMA
American Medical Association Report.....	AMA Report
Arms Control and Disarmament Agency .....	ACDA
British Broadcasting Corp .....	BBC
Bureau of Indian Affairs.....	BIA
Bureau of Land Management .....	BLM
Bureau of Labor Statistics.....	BLS
Central Intelligence Agency.....	CIA
Civil Aeronautics Board.....	CAB
Columbia Broadcasting Co.....	CBS
Commodity Credit Corp.....	CCC



Commodity Futures Trading Commission .....	CFTC
Comprehensive Employment and Training Act .....	CETA
Congressional Budget Office .....	CBO
Consumer Product Safety Commission .....	CPSC
Daughters of the American Revolution .....	DAR
Defense Civil Preparedness Agency .....	DCPA
Defense Intelligence Agency .....	DIA
Disabled American Veterans .....	DAV
Domestic international sales corporation .....	DISC
Drug Enforcement Administration .....	DEA
Earth Resources Observation Systems .....	EROS
Employee Retirement Income Security Act .....	ERISA
Environmental Protection Agency .....	EPA
Equal Employment Opportunity Commission .....	EEOC
Equal rights amendment .....	ERA
European Economic Community .....	EEC
Export-Import Bank .....	Eximbank
Federal Aviation Administration .....	FAA
Federal Bureau of Investigation .....	FBI
Federal Communications Commission .....	FCC
Federal Crop Insurance Corp. ....	FCIC
Federal Deposit Insurance Corp. ....	FDIC
Federal Election Commission .....	FEC
Federal Emergency Management Agency .....	FEMA
Federal Energy Administration .....	FEA
Federal Insurance Contribution Act .....	FICA
Federal National Mortgage Association (Fannie Mae) .....	FNMA
Federal Power Commission .....	FPC
Federal Savings and Loan Insurance Corp. ....	FSLIC
Federal Trade Commission .....	FTC
Food and Drug Administration .....	FDA
General Accounting Office .....	GAO
General Agreement on Tariffs and Trade .....	GATT
General Services Administration .....	GSA
General Motors Corp. ....	GMC
Government Printing Office .....	GPO
Grand Old Party (Republican Party) .....	GOP
Gross national product .....	GNP
Immigration and Naturalization Service .....	INS
Internal Revenue Service .....	IRS
International Business Machines Corp. ....	IBM
International Communication Agency .....	ICA
International Criminal Police Organization .....	Interpol
International Development Bank .....	IDB
International Monetary Fund .....	IMF
International Trade Commission .....	ITC
Interstate Commerce Commission .....	ICC
Law Enforcement Assistance Administration .....	LEAA
Legal Services Corp. ....	LSC
Missing in action .....	MIA('s)
National Aeronautics and Space Administration .....	NASA
National Association for the Advancement of Colored People .....	NAACP
National Broadcasting Co. ....	NBC
National Bureau of Standards .....	NBS
National Institutes of Health .....	NIH
National Labor Relations Board .....	NLRB
National Oceanic and Atmospheric Administration .....	NOAA
National Railroad Passenger Corp. ....	Amtrak
National Security Council .....	NSC
National Science Foundation .....	NSF
National Transportation Safety Board .....	NTSB
North Atlantic Treaty Organization .....	NATO
Nuclear Regulatory Commission .....	NRC
Occupational Safety and Health Administration .....	OSHA
Office of Economic Opportunity .....	OEO
Office of Management and Budget .....	OMB
Office of Personnel Management .....	OPM

Office of Technology Assessment .....	OTA
Organization of American States .....	OAS
Organization of Petroleum Exporting Countries .....	OPEC
Overseas Private Investment Corp .....	OPIC
Palestine Liberation Organization .....	PLO
Parent-Teachers Association .....	PTA
Prisoner(s) of war .....	POW('s)
Public Broadcasting Service .....	PBS
Reserve Officers' Training Corps .....	ROTC
Rural Electrification Administration .....	REA
Securities Exchange Commission .....	SEC
Small Business Administration .....	SBA
Strategic Arms Limitation Talks .....	SALT
Strategic Arms Reduction Talks .....	START
Supplemental security income .....	SSI
Tennessee Valley Authority .....	TVA
Unidentified flying object(s) .....	UFO('s)
United Auto Workers .....	UAW
United Nations Children's Fund .....	UNICEF
United Nations Educational Scientific and Cultural Organization .....	UNESCO
United States Information Agency .....	USIA
Veterans' Administration .....	VA
Veterans of Foreign Wars .....	VFW
Volunteers in Service to America .....	VISTA
Water and Power Resources Service .....	WPRS
Women Accepted for Volunteer Emergency Service .....	WAVES
Women's Army Corps .....	WAC
World Health Organization .....	WHO
Young Men's Christian Association .....	YMCA
Young Women's Christian Association .....	YWCA

### SPACING

Biweekly Record index folioed in upper right and left corner; no extra spacing.

Bound Record index folioed in upper right and left corner; no extra spacing.

History of Bills folioed in upper right and left corner using H.B. numbers; no extra spacing.

Bound History of Bills folioed in upper right and left corner, first folio numerically higher than the last folio of index; no extra spacing.

### CAPITALIZATION

#### Guide for Capitalization

Capitalize principal words of titles after the following format classifications:

Abstract	Homily
Address	Hymn
Advertisement	Memorandum
Analysis	Message
Appendix	Nomination
Article or editorial	Oath of office
Biography	Ode
Book review	Pamphlet
Book, booklet	Paper
Brochure	Platform
Composition	Poem
Designated act Pres pro tem	Prayerbook
Document	Preface
Election of Member	Report
Essay	Report to constituents
Eulogy	Resume
Factsheet	Seminar
Foreword	Sermon
Former Members	Song
Granted	Statement
History	Study

Summary	Transcript
Survey	Treaty
Symposium	Tributes to retiring Member
Synopsis	TV program
Testimony	

Lowercase after these format classifications:

Affidavit	List
Agenda	Litany
Agreement	Mailgram
Amendment	Manifesto
Announcement	Memorial
Appointment	Motion
Award	Newsletter
Bills and resolutions	Notice
Brief	Obituary
Briefing	Opinion
Broadcast	Order
Bulletin	Outline
Cable	Petition
Certificate of election	Press conference
Chronology	Press release
Citation	Proceedings
Cloture motion	Proclamation
Colloquy	Program
Commentary	Project
Comments	Proposal
Communications from	Provision
Communique	Questionnaire
Comparison	Questions and answers
Compendium	Quotation
Confirmation	Recorded
Court decision	Regulations
Court order	Remarks by, on
Critique	Remarks in House
Decision	Remarks in Senate
Declaration	Resignation
Dedication	Resolutions
Definition	Result
Description	Review
Designation	Rollcall
Dialog	Rollcall vote
Digest	Rules
Dispatch	Rulings
Endorsement	Schedule
Example	Subpoena
Executive order	Table
Exhibit	Telegram
Explanation	Telephone conversation
Financial statement	Test
Guideline	Text of
Interview	Tribute
Introduction	Veto
Invocation	Vignette
Journal	Voting record
Letter	

## PUNCTUATION

Comma precedes folio figures.

If numbers of several bills are given, use this form: S. 24, 2586; H.R. 217, 2887, etc.; that is, do not repeat S. or H.R. with each number. Separate the Senate and House bills with a semicolon: S. 24; H.R. 217.

In consecutive numbers (more than two) use an en dash to connect first with last: S46-S48, 518-520.

Quotes are used for book titles.

A 3-em dash is used as a ditto for word or words leading up to colon: example:  
Taxation: farm property

———tuition

———withholding

### ROMAN AND ITALIC

Use italic for Members of Congress descriptive data: ABDNOR, JAMES (*a Senator from South Dakota*); ACKERMAN, GARY L. (*a Representative from New York*).

Names of vessels in italic: *Brooklyn* (U.S.S.); *Savannah* (nuclear ship); *Columbia* (space shuttle).

### FLUSH CAP LINES

All cap lines are separate entries. They are set flush with overs indented 2 ems.  
Examples:

ABNOR, JAMES (*a Senator from South Dakota*)

ACKERMAN, GARY L. (*a Representative from New York*)

PRESIDENT OF THE UNITED STATES (Ronald Reagan)

VICE PRESIDENT OF THE UNITED STATES (George Bush)

COMMITTEE ON PUBLIC WORKS AND TRANSPORTATION (House)

COMMITTEE ON PUBLIC WORKS (Senate)

FARMS *see* AGRICULTURE

SENATE *see also* COMMITTEES OF THE SENATE; HOUSE OF REPRESENTATIVES; LEGISLA-

TIVE BRANCH OF THE GOVERNMENT; MEMBERS OF CONGRESS; VOTES IN SENATE

DEPARTMENT OF THE INTERIOR *see also* SECRETARY OF THE INTERIOR

PRESIDENTIAL APPOINTMENTS

VOTES IN HOUSE

VOTES IN SENATE

## Style of Biweekly Index

No. XIX

# Congressional Record Index

PROCEEDINGS AND DEBATES OF THE 98th CONGRESS, FIRST SESSION

Vol. 129

NOVEMBER 14 TO DECEMBER 14, 1983

Nos. 157 to 162

NOTE.—For debate and action on bills and resolutions see "History of Bills and Resolutions" at end of Index, under numbers referred to in Index entry.

### DATES AND PAGES INCLUDED IN INDEX XIX

November 14 .....	S16049-S16121	H9775-H9832	E5501-E5518
November 15 .....	S16123-S16241	H9833-H9945	E5519-E5580
November 16 .....	S16243-S16343	H9947-H10083	E5581-E5638
November 16 (Pt. 2) .....	S16345-S16410	H10085-H10142	.....
November 17 .....	S16411-S16547	H10143-H10194	E5639-E5663
November 17 (Pt. 2) .....	S16549-S16750	H10195-H10425	E5665-E5675
November 18 .....	S16751-S16782	H10427-H10469	E5677-E5696
November 18 (Pt. 2) .....	S16783-S16950	H10471-H10585	E5697-E5748
November 18 (Pt. 3) .....	S16951-S17121	H10587-H10661	E5749-E5799
November 18 (Pt. 4) .....	S17123-S17193	.....	E5801-E5926
December 14 .....	.....	.....	.....



**ABDNOR, JAMES** (*a Senator from South Dakota*)

*Amendments offered by, to*

Social Security Act: amend (H.R. 1900), S3352, S3611, S3663, S3675

Unemployment: emergency expenditures for humanitarian assistance (H.R. 1718), S2854

*Appointments*

Conferee: H.R. 1718, emergency expenditures relative to unemployment, S3266

*Articles and editorials*

Republic Airlines Has Launched Aggressive Tactics for Stronger East-West Network, Bill Sweetman, Airline Executive (magazine), S2813•

*Bills and resolutions introduced by*

Rivers and harbors: improvement projects (see S. 947), S3973

*Bills and resolutions introduced by, as cosponsor*

Army Reserve Day: designate (see S.J. Res. 31), S2938

Conservation of soil and water: tax credit (see S. 152), S3663

Education: meetings of students in public secondary schools (see S. 815), S2914

Enterprise Zone Employment and Development Act: enact (see S. 863), S3400

Family Week: designate (see S.J. Res. 45), S3432

Labor unions: prosecution of extortion (see S. 462), S4036

Lumber industry: termination, extension, or modification of certain contracts (see S. 916), S3796

Railroads: tax-free revenue bonds for line rehabilitation (see S. 928), S3973

REA: exempt from certain fees, entities receiving financial assistance (see S. 508), S2803

School prayer: constitutional amendment (see S.J. Res. 73), S3973

Sweden: commemorate anniversary of signing of Treaty of Amity and Commerce (see S.J. Res. 64), S3283

Weather stations: closing procedures (see S. 890), S3823

*Letters*

Yankton Sioux Indian Reservation irrigation construction (sundry), S3247, S3248

*Remarks by, on*

Agriculture: decrease in food prices, S4059•

Community development: block grants, S2910

Deep Draft Navigation Act: introduction (S. 865), S3466•

Economic conditions: decrease in food prices, S4059•

Republic Airlines: economic recovery, S2813•

Rivers and harbors: improvement projects (S. 947), S3985•

Social Security Act: conference report on H.R. 1900, S4098

Subcommittee on Water Resources: notices of hearings, S2804

Unemployment: conference report on H.R. 1718, S3633•

—emergency expenditures for humanitarian assistance (H.R. 1718), S2786, S2844, S2854, S2855, S2910, S3247, S3248

Water Resources Development Act: enact (S. 947), S3985•

*Tables*

Percent farm value of retail food costs, 1982, S4059•

Targeted unemployment assistance under amendment to H.R. 1718, S2854, S2855

*Texts of*

S. 947, Water Resources Development Act, S3986•

**ABELSON, PHILIP H.**

*Articles and editorials*

International Competition in High Technology, E1345

**ABERDEEN (SD) AMERICAN NEWS**

*Articles and editorials*

WEB Could Use Financial Shot in the Arm and Should Get It, S3249

**ABORTION**

*Articles and editorials*

Abortion Paradox—A Live Baby, H1680  
Live Births in Abortions Stir Wisconsin, H1680

*Bills and resolutions*

Constitution: amend (see H.J. Res. 223)

*Remarks in House*

Laws: reform, H1680

Live births: incidences, H1680

**ABRANZON, ZINA AND ARKADY**

*Remarks in House*

Soviet Union: efforts to emigrate, E1337

**ABU-RAS, NEHAD M.**

*Bills and resolutions*

Relief (see S. 931)

**ACID DEPOSITION REPORTING ACT**

*Bills and resolutions*

Enact (see S. 877)

*Remarks in Senate*

Introduction (S. 877), S3649

*Texts of*

S. 877, provisions, S3650

**ACKERMAN, GARY L.** (*a Representative from New York*)

*Bills and resolutions introduced by, as cosponsor*

Armed Forces: authorize the transport to the place of burial of members entitled to retired or retainer pay (see H.R. 1104), H1266

Civil Service retirement: take steps to ensure integrity (see H. Res. 135), H1562

Emergency shelters: homeless financial assistance (see H.R. 1950), H1811

Equal rights for men and women: amend Constitution (see H.J. Res. 1), H1688

Federal Aviation Act: transportation of controlled substances (see H.R. 1580), H1811

Handicapped: employment discrimination (see H.R. 1200), H1197

National Atomic Veterans' Day: designate (see H.J. Res. 210), H1463

National Drug Abuse Education Week: designate (see H.J. Res. 215), H1687

National Mental Health Counselors Week: designate (see H.J. Res. 102), H1156

Petroleum: amend Export Administration Act (see H.R. 1197), H1810

Petroleum companies: provide that overcharges be available for low-income energy assistance (see H.R. 1531), H1688

Revenue sharing: amend code (see H.R. 1930), H1811

Scharansky, Anatoly: Soviet Union should allow to emigrate (see H. Res. 67), H1267

#### History of bills and resolutions in biweekly index

In history of bills, sequence is: Senate bills, Senate joint resolutions, Senate concurrent resolutions, and Senate resolutions; then House bills, House joint resolutions, House concurrent resolutions, and House resolutions: S. 14, S.J. Res. 7, S. Con. Res. 26, S. Res. 5, H. 980, H.J. Res. 9, H. Con. Res. 16, and H. Res. 50.

### SENATE BILLS

- S. 1—A bill to implement the consensus recommendations of the National Commission on Social Security Reform; to the Committee on Finance.
- By Mr. DOLE (for himself, Mr. Moynihan, Mr. Heinz, Mr. Baker, Mr. Stevens, Mr. Laxalt, Mr. Danforth, Mr. Kennedy, Mr. Bentsen, Mr. Murkowski, and Mr. Stafford), S89
- Amendment, S1173, S2945
- Cosponsors added, S1238
- Reported with amendments (S. Rept. 98-23), S2676
- S. 4—A bill to provide assistance and coordination in the provision of child-care services for children living in homes with working parents and for other purposes; to the Committee on Labor and Human Resources.
- By Mr. CRANSTON (for himself and Mr. Riegle), S89
- Cosponsors added, S1957, S2937
- S. 11—A bill to amend title 38, United States Code, to establish a Veterans' Administration Advisory Committee on Women Veterans; to improve various aspects of Veterans' Administration health-care programs; to extend the period for Vietnam-era veterans to request counseling under the Veterans' Administration readjustment counseling program; to promote the recruitment and retention of certain health-care personnel in the Veterans' Administration's Department of Medicine and Surgery; to express the sense of the Congress with respect to the role of the Administrator of Veterans' Affairs; to require the Administrator of Veterans' Affairs to conduct an epidemiological study of long-term health effects in veterans of exposure to ionizing radiation from nuclear test detonations; and for other purposes; to the Committee on Veterans' Affairs.
- By Mr. CRANSTON (for himself, Mr. Randolph, Mr. Matsunaga, Mr. Mitchell, and Mr. DeConcini), S89
- Cosponsors added, S2018, S4036
- S. 13—A bill to amend the Internal Revenue Code of 1954 to decrease the holding period for long-term capital gains treatment from 1 year to 6 months; to the Committee on Finance.
- By Mr. DOLE (for himself, Mr. Long, Mr. Danforth, Mr. Bentsen, Mr. Baker, Mr. Wallop, Mr. Symms, Mr. Jepsen, Mr. D'Amato, and Mr. Thurmond), S89
- Cosponsors added, S1087, S1120, S1367, S1753, S2218, S4036
- S. 16—A bill to amend the Internal Revenue Code of 1954 to provide for the establishment of, and the deduction of contributions to, education savings accounts; to the Committee on Finance.
- By Mr. DOLE (for himself, Mr. Long, and Mr. Bentsen), S89
- Cosponsors added, S733, S1087, S1120, S1367, S4036
- S. 17—A bill to expand and improve the domestic commodity distribution program; to the Committee on Agriculture, Nutrition, and Forestry.
- By Mr. DOLE (for himself, Mr. Hatfield, Mr. Jepsen, Mr. Moynihan, Mr. Dixon, Mr. Riegle, Mr. Levin, Mr. Danforth, Mr. Domenici, and Mr. Andrews), S89
- Cosponsors added, S838, S1087, S1172, S1463, S1626, S1753, S1957, S2018, S2218, S3431
- Reported with amendments (S. Rept. 98-21), S2430
- S. 19—A bill to amend the Employee Retirement Income Security Act of 1974 and the Internal Revenue Code of 1954 to assure equality of economic

- opportunities for women and men under retirement plans; to the Committee on Finance.
- By Mr. DOLE (for himself, Mr. Long, Mr. Heinz, Mr. Danforth, and Mr. Wallop), S89
- Cosponsors added, S838, S1087, S1367, S1558, S4036
- S. 20—A bill to provide for a 2-year budget process, and for other purposes; to the Committee on the Budget and the Committee on Governmental Affairs, jointly, pursuant to the order of August 4, 1977, with instructions that if one committee reports, the other has 30 days of continuous session to report or be discharged.
- By Mr. ROTH, S89
- Cosponsors added, S3431
- S. 24—A bill to provide emergency credit assistance to farmers, and for other purposes; to the Committee on Agriculture, Nutrition, and Forestry.
- By Mr. HUDDLESTON (for himself, Mr. Boren, Mr. Zorinsky, Mr. Pryor, Mr. Heflin, Mr. Baucus, Mr. Bumpers, Mr. DeConcini, Mr. Exon, Mr. Glenn, Mr. Nunn, Mr. Riegle, Mr. Kennedy, Mr. Bentsen, Mr. Levin, and Mr. Burdick), S89
- Cosponsors added, S924, S1172, S1238, S1463, S2802
- Reported with amendments (S. Rept. 98-28), S3399
- S. 32—A bill to amend title 17 of the United States Code with respect to rental, lease, or lending of sound recordings; to the Committee on the Judiciary.
- By Mr. MATHIAS (for himself, Mr. Melcher, Mr. Cranston, and Mr. Baker), S90
- Cosponsors added, S734, S1238, S1559, S3663
- S. 50—A bill to provide access to trade remedies to small businesses, and for other purposes; to the Committee on Finance.
- By Mr. COHEN (for himself and Mr. Mitchell), S90
- Cosponsors added, S4036
- S. 53—A bill to amend the Omnibus Crime Control and Safe Streets Act of 1968; to the Committee on the Judiciary.
- By Mr. SPECTER (for himself, Mr. Heflin, Mr. Kennedy, Mr. Baucus, Mr. Biden, and Mr. Mathias), S90
- Cosponsors added, S2802
- S. 57—A bill to amend title 18 of the United States Code relating to the sexual exploitation of children; to the Committee on the Judiciary.
- By Mr. SPECTER (for himself, Mr. Heflin, and Mrs. Hawkins), S90
- Cosponsors added, S3528, S3663
- S. 61—An original bill to designate a "Nancy Hanks Center" and the "Old Post Office Building" in Washington, D.C., and for other purposes; from the Committee on Environment and Public Works; placed on the calendar.
- By Mr. STAFFORD, S91
- Reported (no written report), S89
- Passed Senate, S369
- Passed House, H2489
- Examined and signed in the Senate, S970
- Presented to the President, S970
- Examined and signed in the House, H325
- Approved [Public Law 98-1], S3282
- S. 89—A bill to amend the Saccharin Study and Labeling Act; to the Committee on Labor and Human Resources.
- By Mr. HATCH, S91
- Reported (S. Rept. 98-32), S3795
- S. 102—A bill to require the Administrator of General Services to notify States of the availability of surplus real property and to convey at reduced cost certain surplus real property for public park or public recreational use to State and local governments; to the Committee on Governmental Affairs.
- By Mr. PELL (for himself, Mr. Chafee and Mr. Moynihan), S92

## SENATE JOINT RESOLUTIONS

- S.J. Res. 1—Joint resolution proposing an amendment to the Constitution of the United States with respect to fixing the compensation of Members of the Congress; to the Committee on the Judiciary.
- By Mr. LONG (for himself, Mr. Baker, Mr. Chiles, Mr. Cranston, Mr. Dole, and Mr. Moynihan), S95
- Cosponsors added, S1753, S8467, S9345
- S.J. Res. 3—Joint resolution to amend the Constitution to establish legislative authority in Congress and the States with respect to abortion; to the Committee on the Judiciary.
- By Mr. HATCH (for himself, Mr. Nickles, Mr. Boschwitz, Mr. Denton, Mr. Zorinsky, Mr. Humphrey, and Mr. Eagleton), S95
- Cosponsors added, S1088, S5803, S5887, S6759, S8923, S9186
- Reported with amendments (S. Rept. 98-149), S7798
- Debated, S9076, S9249, S9264, S9265, S9303, S9581
- Failed of passage under suspension of the rules, S9310



## NOTES



## 22. SENATE AND HOUSE JOURNALS

### GENERAL RULES

The Journals are set in 8 point on 9-point body (except votes, which are 6 point on 7-point body and appear in columns), Record measure, and as a rule Record style prevails.

Messages from the President are set in 8 point, and extracts in same are quoted.

Abbreviate States as provided in rule 9.13, 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. Sarbanes of Maryland.

In the Journals names of Members are set in caps or in caps and small caps as in the Record.

For abbreviations of bills, resolutions, etc., see rule 9.42.

Indented matter will be the same as in the bills except the indentions will be in 1-em increments, instead of bill style which is 2-em increments.

Except for first day of session (Senate Journal), each new day will be separated by an F dash and 2 inches of space.

The bold dateline in the House Journal carries the session number enclosed in parenthesis. Each item within that day carries a bold paragraph symbol, the day of session, a point, and the item number. The paragraph symbol and the item number will print as ears on each page.

### SENATE

[Observe punctuation and paragraphing]

WEDNESDAY, JUNE 23, 1982

*(Legislative day of Tuesday, June 8, 1982)*

The PRESIDENT pro tempore called the Senate to order at 9 o'clock and 30 minutes a.m., and the Chaplain offered a prayer.

#### THE JOURNAL

On motion by Mr. BAKER, and by unanimous consent,

The Journal of the proceedings of Tuesday, June 22, 1982, was approved.

#### ENROLLED BILL SIGNED

The Secretary reported that he had examined and found truly enrolled the bill (S. 1519) to designate certain national wildlife refuge lands.

The PRESIDENT pro tempore signed the same.

#### AUTHORITY FOR CERTAIN COMMITTEES TO MEET

On motion by Mr. BAKER, and by unanimous consent,

Ordered, That the following committees be authorized to meet during the sessions of the Senate indicated:

The Committee on Agriculture, Nutrition, and Forestry, at 10 o'clock a.m. today and at 2 o'clock p.m. tomorrow, relative to the food stamp program.

#### RECOGNITION OF MR. CHILES

Pursuant to the order of yesterday,

Mr. CHILES was recognized; and concluded his remarks.

#### TRANSACTION OF ROUTINE MORNING BUSINESS

Pursuant to the order of yesterday,

Senate,  
House  
Journals

The Senate proceeded to the transaction of routine morning business.

#### PROPOSED RESCISSION AND PROPOSED DEFERRAL

The PRESIDENT pro tempore laid before the Senate the following message from the President of the United States; which, together with accompanying reports, pursuant to the order of January 30, 1975, was referred jointly to the Committee on Appropriations, the Committee on the Budget, and the Committee on Energy and Natural Resources:

*To the Congress of the United States:*

In accordance with the Impoundment Control Act of 1974, I herewith report a proposal to rescind \$8 million in budget authority previously provided to the Office of the Federal Inspector of the Alaska Natural Gas Transportation System. In addition, I am reporting a new deferral of \$3.6 million in funds appropriated to the Office of the Solicitor and Office of the Secretary of the Department of the Interior.

The details of the rescission proposal and deferral are contained in the attached report.

RONALD REAGAN.

THE WHITE HOUSE, June 23, 1982.

#### REPORTS OF COMMITTEES

The following reports were submitted:

By Mr. PACKWOOD, from the Committee on Commerce, Science, and Transportation, with amendments:

H.R. 3816. An act to improve the operation of the fishermen's contingency fund established to compensate commercial fishermen for damages resulting from oil and gas exploration, development, and production in areas of the Outer Continental Shelf.

By Mr. THURMOND, from the Committee on the Judiciary, with an amendment:

S. 1880. An act to amend the manufacturing clause of the copyright law.

By Mr. THURMOND, from the Committee on the Judi-

ciary, with amendments and an amendment to the title:

S.J. Res. 183. Joint resolution to authorize and request the President to issue a proclamation designating October 19 through October 25, 1982, as "Lupus Awareness Week."

#### INTRODUCTION OF BILLS AND JOINT RESOLUTIONS

The following bills and joint resolutions were introduced, read the first and second times by unanimous consent, and referred, placed on the calendar, held at the desk, or acted upon, as indicated:

By Mr. HART:

S. 2663. A bill to authorize a national program of improving the quality of education; to the Committee on Labor and Human Resources.

By Mr. HATCH (for himself, Mr. THURMOND, Mr. DECONCINI, Mr. GRASSLEY, Mr. LEAHY, and Mr. MATHIAS):

S. 2671. A bill to provide for the establishment of a Commission on the Bicentennial of the Constitution; to the Committee on the Judiciary.

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*,

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.

[Note use of roman type and quotes for title amendment.]

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 title was amended so as to read: "A resolution to provide funds for studies and investigations to be conducted pursuant to H. Res. 118".

#### ORDER FOR TRANSACTION OF ROUTINE MORNING BUSINESS

On motion by Mr. BAKER, and by unanimous consent,

*Ordered*, That today, after the recognition of Senators under special orders, there be a period for the transaction of routine morning business for not to exceed 30 minutes, during which Senators may

speak for not to exceed 5 minutes each.

ORDERS FOR RECESS OR ADJOURNMENT UNTIL 9:30 A.M. TOMORROW, AND FROM TOMORROW UNTIL 11 A.M. NEXT TUESDAY

On motion by Mr. BAKER, and by unanimous consent,

*Ordered*, That when the Senate concludes its business today, it recess or adjourn until 9:30 o'clock a.m. tomorrow.

*Ordered further*, That when the Senate concludes its business tomorrow, it recess or adjourn until 11 o'clock a.m. next Tuesday (June 29, 1982).

#### BILL H.R. 6645 PLACED ON CALENDAR

On motion by Mr. BAKER, and by unanimous consent,

*Ordered*, That the pending bill (H.R. 6645) making urgent supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, be placed on the calendar.

#### ENERGY POLICY AND CONSERVATION ACT EXTENSION

On the request of Mr. BAKER,

The PRESIDING OFFICER (Mr. WARNER in the chair) laid before the Senate the amendment (in the nature of a substitute) received from the House of Representatives for concurrence to the text of the bill (S. 2332) to amend the Energy Policy and Conservation Act to extend certain authorities relating to the International Energy Program, to provide for the Nation's energy emergency preparedness, and for other purposes, together with the amendment to the title thereof, providing that the same read: "An Act to amend the Energy Policy and Conservation Act to extend certain authorities relating to the international energy program, and for other purposes".

On motion by Mr. BAKER,

*Resolved*, That the Senate disagree to the amendments of the House of Representatives to the bill, and ask a conference with the House on the disagreeing votes of the two Houses thereon.



*Ordered*, That the conferees on the part of the Senate be appointed by the Presiding Officer; and

The PRESIDING OFFICER appointed Mr. McCLURE, Mr. WEICKER, Mr. WARNER, Mr. JACKSON, Mr. JOHNSTON, Mr. FORD, and Mr. METZENBAUM.

#### MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Berry, one of its clerks:

*Mr. President:* The Speaker of the House of Representatives having signed two enrolled bills, viz, H.R. 1482 and H.R. 3863, I am directed to bring the same to the Senate for the signature of its President.

#### ENROLLED BILLS SIGNED

The Secretary reported that he had examined and found truly enrolled the following bills:

H.R. 1482. An act for the relief of Christina Boltz Sidders; and

H.R. 3863. An act to amend the Poultry Inspection Act to increase the number of turkeys which may be slaughtered and processed without inspection under such act, and for other purposes.

The VICE PRESIDENT signed the same.

#### RECOGNITION OF CERTAIN SENATORS

Pursuant to the order of yesterday,

The following Senators were recognized; and concluded their remarks: Mr. COHEN, Mr. LEVIN, and Mr. BUMPERS.

#### MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Gregory, one of its clerks:

*Mr. President:* The House of Representatives has passed the following bills and joint resolution, in which it requests the concurrence of the Senate:

H.R. 5879. An act to amend chapter 2 of title IV of the Immigration and Nationality act to extend for 1 year the authorization of appropriations for refugee assistance, and for other purposes;

H.R. 6681. An act to authorize humanitarian assistance for the people of Lebanon; and

#### HOUSE BILL REFERRED

The bill H.R. 5879, received from the House of Representatives for concurrence, was read the first and second times, by unanimous consent, and referred to the Committee on the Judiciary.

#### RECOGNITION OF MR. CHILES

Pursuant to the order of yesterday,

Mr. CHILES was recognized; and concluded his remarks.

#### TRANSACTION OF ROUTINE MORNING BUSINESS

Pursuant to the order of today,

The Senate proceeded to the transaction of routine morning business.

#### PETITIONS AND MEMORIALS

The following petitions and memorials were laid before the Senate, and were referred or ordered to lie on the table, as indicated:

POM-973. A resolution adopted by the House of Representatives of the State of Michigan urging Congress to maintain current funding for the National Center on Child Abuse and Neglect; to the Committee on Appropriations.

POM-974. A resolution adopted by the House of Representatives of the State of Oklahoma urging Congress to direct that a ship be named in honor of the State of Oklahoma; to the Committee on Armed Services.

POM-975. A joint resolution adopted by the Legislature of the State of California supporting amendment of the Mortgage Subsidy Bond Tax Act of 1980 to permit interim financing of any duration obtained by a Cal-Vet purchaser to qualify under that act for refinancing with Cal-Vet bond funds; to the Committee on Banking, Housing, and Urban Affairs.

#### COMMENDATION OF PHILIP A. LOOMIS, JR.

Mr. GARN (for himself, Mr. TOWER, Mr. D'AMATO, Mr. PROXMIRE, and Mr. SARBANES) submitted a resolution (S. Res. 417) commending Philip A. Loomis, Jr.



The Senate proceeded, by unanimous consent, to consider the resolution.

The question being on agreeing to the resolution.

After debate,

No amendment being proposed,

The resolution was agreed to, together with the accompanying preamble.

On motion by Mr. GARN to reconsider the vote agreeing to the resolution.

On motion by Mr. BAKER,

The motion to reconsider was laid on the table.

#### TEMPORARY INCREASE IN PUBLIC DEBT LIMIT

Under the authority of the order of yesterday,

On the request of Mr. BAKER, The PRESIDING OFFICER (Mr. GORTON in the chair) laid before the Senate the joint resolution (H.J. Res. 519) to provide for a temporary increase in the public debt limit, received from the House of Representatives for concurrence, which was deemed read the first and second times.

#### MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Berry, one of its clerks:

*Mr. President:* The House of Representatives has passed the bill (S. 2332) to amend the Energy Policy and Conservation Act to extend certain authorities relating to the international energy program, to provide for the Nation's energy emergency preparedness, and for other purposes, with amendments, in which it requests the concurrence of the Senate.

The House has receded from its amendment to the amendment of the Senate numbered 62 to the bill (H.R. 5922) making urgent supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, and has agreed thereto.

The Senate resumed the consideration of the joint resolution H.J. Res. 519.

The question being on the passage of the joint resolution.

Pending debate,

On motion by Mr. CHAFEE,

The yeas and nays, being desired by one-fifth of the Senators present, were ordered on the question of the passage of the joint resolution.

After debate,

No amendment being proposed,

*Ordered,* That the joint resolution be read a third time.

The joint resolution was read the third time, by unanimous consent.

On the question, Shall the joint resolution pass?

It was determined in	{ Yeas ...	49
the affirmative.....	{ Nays ...	39

[No. 198 Leg.]

Senators who voted in the affirmative are—

Abdnor	Garn	Percy
Andrews	Gorton	Pressler
Baker	Hatfield	Quayle
Bentsen	Hawkins	Roth
Boschwitz	Hayakawa	Rudman
Burdick	Jackson	Schmitt
Chafee	Kassebaum	Simpson
Cochran	Kasten	Specter
Cohen	Laxalt	Stennis
D'Amato	Levin	Stevens
Danforth	Long	Thurmond
Denton	Lugar	Tower
Dole	Mathias	Wallop
Domenici	McClure	Warner
Durenberger	Murkowski	Weicker
Eagleton	Packwood	
East	Pell	

Senators who voted in the negative are—

Armstrong	Hart	Metzenbaum
Baucus	Heflin	Mitchell
Biden	Helms	Moynihan
Boren	Hollings	Nickles
Bradley	Huddleston	Nunn
Chiles	Humphrey	Proxmire
DeConcini	Inouye	Randolph
Dixon	Jepsen	Riegle
Dodd	Kennedy	Sarbanes
Exon	Leahy	Sasser
Ford	Matsunaga	Symms
Glenn	Mattingly	Tsongas
Grassley	Melcher	Zorinsky

So it was

*Resolved,* That the joint resolution do pass.

On motion by Mr. BAKER to reconsider the vote on the passage of the joint resolution.

On motion by Mr. CHAFEE,

The motion to reconsider was laid on the table.

#### REPORTS OF COMMITTEES

The following reports were submitted:

By Mr. THURMOND, from the Committee on the Judiciary, with amendments:

S. 1739. A bill to amend the Military Personnel and Civilian Employees' Claims Act of 1964 to increase from \$15,000 to \$25,000 the maximum amount that the United States may pay in settlement of a claim under that Act (Rept. No. 97-482).

By Mr. HELMS, from the Committee on Agriculture, Nutrition, and Forestry:

H.R. 6590. An act to provide for the operation of the tobacco price support and production adjustment program in such a manner as to result in no net cost to taxpayers, to limit increases in the support price for tobacco, and for other purposes.

#### INTRODUCTION OF BILLS AND JOINT RESOLUTIONS

The following bills and joint resolutions were introduced, read the first and second times by unanimous consent, and referred, placed on the calendar, held at the desk, or acted upon, as indicated:

By Mr. LEVIN (for himself, Mr. COHEN, and Mr. KASTEN):

S. 2674. A bill to amend title II of the Social Security Act to require a finding of medical improvement when disability benefits are terminated, to provide for a review and right to personal appearance prior to termination of disability benefits, to provide for uniform standards in determining disability, to provide continued payment of disability benefits during the appeals process, and for other purposes; to the Committee on the Judiciary.

#### SUBMISSION OF CONCURRENT RESOLUTIONS AND (SIMPLE) RESOLUTIONS

The following concurrent resolutions and (simple) resolutions were submitted, and referred, placed on the calendar, held at the desk, or acted upon, as indicated:

By Mr. ARMSTRONG (for himself, Mrs. HAWKINS, Mr. THURMOND, Mr. MATTINGLY, Mr. HELMS, Mr. SYMMS, and Mr. KASTEN):

S. Con. Res. 109. Concurrent resolution expressing the sense of the Congress that legislation should be passed in order to make the Government Printing Office more cost-effective and efficient; to the Committee on Governmental Affairs.

By Mr. TSONGAS (for himself, Mrs. KASSEBAUM, Mr. KENNEDY, Mr. MOYNIHAN, Mr. D'AMATO, Mr. LEVIN, Mr. DODD, Mr. SARBANES, Mr. INOUE, and Mr. CRANSTON):

S. Con. Res. 110. Concurrent resolution expressing the sense of the Congress respecting the Secretary of State's recommending continuing extended voluntary departure status for Ethiopian nationals in the United States; to the Committee on the Judiciary.

#### ORDERS FOR RECESS UNTIL 11 A.M. TOMORROW, AND FOR PROGRAM

On motion by Mr. BAKER, and by unanimous consent,

*Ordered*, That when the Senate concludes its business today, it recess until 11 o'clock a.m. tomorrow.

*Ordered further*, That on tomorrow, after the recognition of the majority and minority leaders, the following Senators be recognized for not to exceed 15 minutes each: Mr. COHEN, Mr. LEVIN, Mr. BUMPERS, and Mr. CHILES.

#### AUTHORITY FOR CERTAIN MOTIONS DURING RECESS

On motion by Mr. BAKER, and by unanimous consent,

*Ordered*, That during the recess of the Senate following the conclusion of business today until 11 o'clock a.m. tomorrow, the Secretary of the Senate be authorized to receive messages from the House of Representatives, and that the Vice President and the President pro tempore be authorized to sign duly enrolled bills and joint resolutions.

[Note the use of the F dash and 2 inches of space ending each day's proceedings. This space is used for any additions that may be made to the proceedings.]

#### RECESS

On motion by Mr. BAKER,  
At 7 o'clock and 59 minutes p.m.,

The Senate, under its order of today, recessed until 11 o'clock a.m. tomorrow.

THURSDAY, JUNE 24, 1982

*(Legislative day of Tuesday, June 8, 1982)*

The PRESIDENT pro tempore called the Senate to order at 11 o'clock a.m., and the Chaplain offered a prayer.

#### THE JOURNAL

On motion by Mr. GARN, and by unanimous consent,

The Journal of the proceedings of Wednesday, June 23, 1982, was approved.

#### MESSAGE FROM THE HOUSE RECEIVED DURING RECESS

Under the authority of the order of Wednesday, June 23, 1982,

### HOUSE

[Observe the punctuation and paragraphing and that datelines are set in Century bold caps centered. Follow Record style in the treatment of names of Members of Congress.]

MONDAY, JUNE 21, 1982 (72)

¶72.1 The House was called to order by the Speaker pro tempore, Mr. WRIGHT, who laid before the House the following communication:

WASHINGTON, DC,  
*June 17, 1982.*

I hereby designate the Honorable JIM WRIGHT to act as Speaker pro tempore on Monday, June 21, 1982.

THOMAS P. O'NEILL, Jr.,  
*Speaker, House of  
Representatives.*

request for appropriations for the fiscal year 1983 for the Department of the Treasury (H. Doc. No. 97-201); to the Committee on Appropriations and ordered to be printed.

4190. A letter from the Acting Director, Defense Security Assistance Agency transmitting a report on the impact on U.S. readiness of the Navy's proposed sale of certain defense equipment to the United Kingdom (Transmittal No. 82-69), pursuant to section 813 of Public Law 94-106; to the Committee on Armed Services.

[Use the following form if only one executive communication is transmitted:]

An executive communication, pursuant to clause 2, rule XXIV, was referred as follows:

¶72.2 APPROVAL OF THE JOURNAL

The SPEAKER pro tempore, Mr. WRIGHT, announced he had examined and approved the Journal of the proceedings of Thursday, June 17, 1982.

Pursuant to clause 1, rule I, the Journal was approved.

¶72.3 COMMUNICATIONS

Executive and other communications, pursuant to clause 2, rule XXIV, were referred as follows:

4189. A communication from the President of the United States, transmitting proposed supplemental appropriations for the fiscal year 1982 and an amendment to the

¶72.4 MESSAGE FROM THE SENATE

A message from the Senate by Mr. Sparrow, one of its clerks, announced that the Senate had passed with an amendment in which the concurrence of the House is requested, a bill of the House of the following title:

H.R. 3112. An act to amend the Voting Rights Act of 1965 to extend the effect of certain provisions, and for other purposes.



## ¶72.5 CONSENT CALENDAR

Pursuant to clause 4, rule XIII, The SPEAKER pro tempore, Mr. WRIGHT, directed the Consent Calendar to be called.

When,

## ¶72.6 BILL PASSED

By unanimous consent, the Committee of the Whole House on the State of the Union was discharged from further consideration of the bill of the Senate of the following title, when said bill was considered, read twice, ordered to be read a third time, was read a third time by title, and passed:

S. 1519. A bill to designate certain national wildlife refuge lands.

*Ordered*, That the Clerk notify the Senate thereof.

## ¶72.7 BILL PASSED OVER

By unanimous consent, the bill of the following title was passed over without prejudice and retained its place on the Consent Calendar:

H.R. 5081. A bill to declare that the United States holds certain lands in trust for the Washoe Tribe of Nevada and California and to transfer certain other lands to the administration of the United States Forest Service.

## ¶72.8 COMMUNICATION FROM THE CLERK—MESSAGE FROM THE PRESIDENT—ADMINISTRATION ON AGING

The SPEAKER pro tempore, Mr. WRIGHT, laid before the House a communication, which was read as follows:

WASHINGTON, DC,  
June 21, 1982.

Hon. THOMAS P. O'NEILL, Jr.,  
*Speaker, House of Representatives,*  
*Washington, D.C.*

DEAR MR. SPEAKER: Pursuant to the permission granted in the Rules of the House of Representatives, I have the honor to transmit a sealed envelope from The White House, received in the Clerk's Office at 1:25 p.m. on Friday, June 18, 1982 and said to contain a Message from the President wherein he transmits the 1981 Annual Report of the Administration on Aging of the Department of Health and Human Services.

With kind regards, I am,

Sincerely,

EDMUND L. HENSHAW, Jr.,  
*Clerk, House of Representatives.*

Mr. HOPKINS demanded a second.

By unanimous consent, a second was considered as ordered.

After debate,

The question being put, viva voce,

Will the House suspend the rules and pass said bill, as amended?

*Ordered*, That the Clerk request the concurrence of the Senate in said bill.

## ¶72.9 MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Saunders, one of his secretaries.

## ¶72.10 WAIVING CERTAIN POINTS OF ORDER AGAINST THE CONFERENCE REPORT ON H.R. 5922

Mr. LONG of Louisiana, by direction of the Committee on Rules, called up the following resolution (H. Res. 502):

*Resolved*, That upon the adoption of this resolution, it shall be in order, section 311(a) of the Congressional Budget Act of 1974 (Public Law 93-344) to the contrary notwithstanding, to consider the conference report on the bill (H.R. 5922) making urgent supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, to consider any amendment reported from said conference in disagreement, and to consider any motion to dispose of any of said amendments which the managers have stated their intention in the joint statement of managers to offer. It shall be in order to consider a motion to recede and to concur in Senate amendment numbered 62, reported from conference in disagreement, with an amendment printed in the Congressional Record of June 15, 1982, by Representative FAZIO, and all points of order against said amendment for failure to comply with the provisions of clause 7, rule XVI, are hereby waived.



Mr. BARNES moved to recommit the bill (H.R. 9999) 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. MITCHELL, 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;*

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 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 report in disagreement 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.

AUGUSTUS F. HAWKINS  
(except as to  
amendment No. 3),

MICHAEL D. BARNES,  
BARBARA A. MIKULSKI,

*Managers on the Part of the House.*

CLAIBORNE PELL,  
ROBERT C. BYRD,  
JOHN GLENN,

*Managers on the Part of the Senate.*

A quorum not being present,

The roll was called under clause 4, rule XV, and the call was taken by electronic device.

When there appeared { Yeas ... 257  
Nays ... 155

¶72.11

[Roll No. 146]

YEAS—347

Akaka	Bereuter	Campbell
Alexander	Bethune	Carman
Anderson	Bevill	Carney
Andrews	Bingham	Cheney
Annunzio	Blanchard	Clinger
Anthony	Bliley	Coats
Archer	Boner	Coleman
Ashbrook	Bonker	Collins (TX)
Aspin	Brinkley	Conable
AuCoin	Brooks	Conte
Bailey (PA)	Brown (CO)	Corcoran
Bedell	Broyhill	Coughlin
Benedict	Butler	Courter
Bennett	Byron	

When said resolution was considered.

After debate,

On motion of Mr. LONG of Louisiana, the previous question was ordered on the resolution its adoption or rejection.

The question being put, viva voce,

Will the House agree to said resolution?

Mr. DANNEMEYER 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.

The vote was taken by electronic device.

It was decided in the { Yeas ... 257  
affirmative ..... { Nays ... 155

¶72.12

[Roll No. 147]

YEAS—337

Addabbo	Fascell	Martin (NY)
Akaka	Fazio	Martinez
Albosta	Fenwick	Mavroules
Alexander	Ferraro	Mazzoli
Anderson	Fiedler	McClory
Annunzio	Fields	McCloskey

The SPEAKER pro tempore, Mr. BROOKS, laid before the House a message from the President, which was read as follows:

*To the Congress of the United States:*

In accordance with the Magnuson Fishery Conservation and Management Act of 1976 (Public Law 94-265; 16 U.S.C. 1801), I transmit herewith an exchange of diplomatic notes, together with the present agreement, extending the governing international fishery agreement between the United States and Poland, signed at Washington on August 2, 1976, until July 1, 1983. The exchange of notes together with the present agreement constitute a governing international fishery agreement within the requirements of section 201(c) of the act.

I urge that the Congress give favorable consideration to this extension at an early date. Several U.S. fishing interests have urged prompt consideration of this agreement, and I therefore recommend that the Congress consider issuance of a joint resolution to bring this agreement into force before the agreement expires on July 1, 1982.

RONALD REAGAN.

THE WHITE HOUSE, June 21, 1982.

By unanimous consent, the message, together with the accompanying papers, was referred to the Committee on Merchant Marine and Fisheries and ordered to be printed (H. Doc. 97-200).

¶72.13 REFUGEE ASSISTANCE

On motion of Mr. MAZZOLI, pursuant to House Resolution 499, 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. 5879) to amend the Immigration and Nationality Act to extend for 3 years the authorization for appropriations for refugee assistance, to make certain improvements in the operation of the program, and for other purposes; and after some time spent therein,

The SPEAKER pro tempore, Mr. SAM B. HALL, Jr., assumed the chair.

When Mr. BRINKLEY, Chairman, reported that the Committee, having had under consideration said bill, had come to no resolution thereon.

And then,

## ¶72.14 ADJOURNMENT

On motion of Mr. MAZZOLI, at 2 o'clock and 10 minutes p.m., the House adjourned.

## ¶72.15 REPORTS OF COMMITTEE 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:

*[Pursuant to the order of the House of June 17, 1982, the following report was filed on June 18, 1982]*

Mr. DE LA GARZA: Committee on Agriculture. H.R. 6590. A bill to provide for the operation of the tobacco price support and production adjustment program in such a manner as to result in no net cost to taxpayers, to limit increases in the support price for tobacco, and for other purposes; with an amendment (Rept. No. 97-613). Referred to the Committee of the Whole House on the State of the Union.

Mr. DINGELL: Committee on Energy and Commerce. H.R. 5447. A bill to extend the Commodity Exchange Act, and for other purposes; with amendments (Rept. No. 97-565, Pt. II). Referred to the Committee of the Whole House on the State of the Union.

## ¶72.16 PUBLIC BILLS AND RESOLUTIONS

Under clause 5 of rule X and clause 4 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. EVANS of Iowa:

H.R. 6642. A bill to provide that lands set aside or diverted must lie within contiguous counties; to the Committee on Agriculture.

By Mr. FISH:

H.R. 6643. A bill entitled the "Mass Transportation Act of 1982"; to the Committee on Public Works and Transportation.

H.J. Res. 515. Joint resolution designating July 1, 1982, as "Camp Smith Centennial Day"; to the Committee on Post Office and Civil Service.

## ¶72.17 MEMORIALS

Under clause 4 of rule XXII,

413. The SPEAKER presented a memorial of the Senate of the State of Alaska, relative to Alaska canned salmon; to the Committee on Foreign Affairs.

By Mr. TRIBLE:

H.R. 6615. A bill to amend the Impoundment Control Act of 1974 respecting the rescission of budget authority; to the Committee on Rules.

By Mr. SABO (for himself, Mr. GINGRICH, Mr. LEHMAN, Mr. DOUGHERTY, Mr. GRAY, Mr. FAZIO, Mr. RATCHFORD, Mr. GEJDENSON, Mrs. KENNELLY, Mr. OBERSTAR, Mr. MILLER of California, Mr. HOYER, and Ms. FERRARO):

H.R. 6616. A bill to amend the Internal Revenue Code of 1954 to provide an exclusion from gross income for that portion of a governmental pension received by an individual which does not exceed the maximum amount payable as benefits under title II of the Social Security Act minus the amount of any such benefits, actually received by such individual, and for other purposes; to the Committee on Ways and Means.

## ¶72.18 MEMORIALS

Under clause 4 of rule XXII, memorials were presented and referred as follows:

410. By the SPEAKER: Memorial of the Legislature of the State of California, relative to the KTW bullet; to the Committee on the Judiciary.

411. Also, memorial of the Legislature of the State of Delaware, relative to jurisdictions of Federal courts; to the Committee on the Judiciary.

412. Also, memorial of the Legislature of the State of California, relative to veterans' farm and home loan bonds; to the Committee on Ways and Means.

## ¶72.19 REPORTED BILLS SEQUENTIALLY REFERRED

Under clause 5 of rule X, bills and reports were delivered to the Clerk for printing, and bills referred as follows:

Mr. JONES of North Carolina: Committee on Merchant Marine



and Fisheries. H.R. 4374. A bill to improve the international ocean commerce transportation system of the United States; with an amendment. Referred to the Committee on the Judiciary for a period ending not later than July 30, 1982, for consideration of such provisions of the bill and amendment as fall within that committee's jurisdiction under clause 1(m), rule X (Rept. No. 97-611, Pt 1). Ordered to be printed.

#### ¶72.20 PUBLIC BILLS AND RESOLUTIONS

Under clause 5 of rule X and clause 4 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. ZABLOCKI (by request):

H.R. 6603. A bill to authorize the President to furnish emergency assistance to alleviate the human suffering arising from the strife in Lebanon; to the Committee on Foreign Affairs.

By Mr. BEDELL (for himself and Mr. REUSS):

H.R. 6604. A bill to discourage tax-motivated corporate acquisitions by eliminating certain tax benefits which may be derived through such acquisitions; to the Committee on Ways and Means.

By Mr. DICKINSON (for himself, Mr. BRINKLEY, Mr. EDWARDS of Alabama, Mr. FLIPPO, Mr. GINGRICH, Mr. GINN, Mr. HATCHER, Mr. NICHOLS, Mr. SHELBY, and Mr. SMITH of Alabama):

H.R. 6609. A bill to authorize and direct the Secretary of the Army, acting through the Chief of Engineers, to remove obstructions to navigation from the Apalachicola-Chattahoochee-Flint waterway system, Alabama, Florida, and Georgia, and to maintain the authorized navigable depths of the system, and for other purposes; to the Committee on Public Works and Transportation.

#### ¶72.21 ADDITIONAL SPONSORS

Under clause 4 of rule XXII, sponsors were added to public bills and resolutions as follows:

H.R. 4433: Mr. NELLIGAN.

H.R. 4890: Mr. SHELBY.

H.R. 5525: Mr. BLILEY, Mr. WEBER of Ohio, and Mr. KOGOVSEK.

H.R. 5583: Mr. LOWRY of Washington.

H.R. 5608: Mr. WOLPE and Mrs. KENNELLY.

H.R. 5653: Mr. SKEEN, Mr. ANDERSON, Mr. SEIBERLING, Mr. HANCE, Mrs. SCHNEIDER, and Mr. MCKINNEY.

H.R. 5969: Mr. GRAY, Mr. HUCKABY, Mr. STOKES, and Mrs. COLLINS of Illinois.

#### ¶72.22 PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

488. The SPEAKER presented a petition of the board of directors of the Steel Valley School District, Munhall, PA., relative to steel import limitations; to the Committee on Ways and Means.



## 23. NOMINATIONS, REPORTS, HEARINGS

### NOMINATIONS

#### GENERAL RULES

Nominations are picked up from the Record and converted by format change to conform to the style of the nominations.

Both regular and advance nominations are set 28½ picas wide and are made up to a maximum depth of 64 picas.

All nominations take a nomination number which is set in 10-point Century with a right-hand (closing) bracket only and placed flush left in the upper left-hand corner.

Regular nominations take current date, but the legislative day is added only when necessary. Advance nominations do not carry a date. (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.

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 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.

Single or multiple nominations for Air Force, Army, Navy, and Marine Corps promotions to rank of general (admiral, Navy) and civilian are set in 10-point Century full-measure (28½-pica) paragraph style.

All nominations for military appointments from the rank of second lieutenant (ensign, Navy) up to and including that of lieutenant colonel (commander, Navy) are set in 7-point Ionic on 8-point body.

If name is followed by *Jr.*, *Sr.*, or *III*, set as follows: John D. Smith, Jr., John D. Smith III. If last name is printed first, set: Smith, John D., Jr., or Smith, John D., III.

Names without serial numbers are set 7 picas wide, flush left, and arranged in four columns.

Names without serial numbers, with three names spelled out, and names with serial numbers are set 14 picas wide, flush left and doubled up. No periods after name.

Because of computer limitations, when a large number of names are printed in any one category, the alphabets will be separated by an F dash.

Serial numbers with eight digits do not carry en dashes (00000000). Serial numbers with nine digits do carry en dashes (000-00-0000).

Note that the word *confirmed* is set in italic in the recommendation line. (See sample, p. 386.)

*Reinstatement*, *Reappointment*, or similar statement, if a sentence at the end of a nomination, is placed in parentheses.

The President's signature indicates the end of a nomination, but is printed only in a withdrawal, a withdrawal and nomination combined, or a message. The President's signature does not print in a nomination or nominations.

Capitalize the word *Arm* when synonymous with *Corps*, as Cavalry Arm, Infantry Arm, etc.

A nomination confirmed without reference to a committee is printed as a message only.

Nomina-  
tions,  
Reports,  
Hearings

## Messages

Style of messages are the same as a regular nomination except for the change of heading and signature at the end of the message. (See samples in the following pages.)

Data picked up from nominations and messages for insertion in the executive journal must be made solid except for spacing around heads. 10 points of space above and 8 points of space below 10-point heads and 8 points above and 6 points below 8-point heads.

Note the use of the words *I nominate* in paragraphs in the messages.

All regular nominations carry the words *I nominate* paragraph style. All advance nominations carry the words *I nominate* in the same manner except those from the Navy in which they are flushed right.

No less than 22 picas (one-third of a page) must be allowed for the President's signature at the end of all advance nominations and messages.

Samples of use of *I nominate*:

For list of names,

I nominate—

The following, etc.

For single nominations,

The following, etc.

For advance Navy only,

I nominate

NOTE.—See sample for Nominations not confirmed printed at the end of the year, in the following pages. Prints as a message with a special heading and is inserted in the executive journal after it is printed.

## SAMPLE 1

[Regular nomination]

PN379]

## NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,  
*January 3, 1982.*

*Ordered*, That the following nomination be referred to the Committee on Foreign Relations:

Louis H. Burns, Junior, of Louisiana, to be Foreign Service officer, class 5, vice Henry Mooney, resigned.

, 1982

Reported by Mr.

with the

recommendation that the nomination be *confirmed*.

## SAMPLE 2

[Regular nomination]

PN972]

## NOMINATION REFERENCE AND REPORT

AS IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,  
*January 28, 1982.*

*Ordered,* That the following nominations be referred to the Committee on Armed Services:

The following-named temporary captains of the Reserve of the U.S. Navy for permanent promotion to the grade of captain in the line and staff corps, as indicated, pursuant to the provisions of title 10, United States Code, section 5912:

## LINE

Chop, Raymond E.   Coyle, Francis X.   Jackson, Harry B.   Veto, Timothy A.

## MEDICAL CORPS

Earnwell, Grady G.,   Brownlow, Bradley   Novak, Edward A.,   Smith, Peter R.

The following-named temporary commanders of the Reserve of the U.S. Navy for permanent promotion to the grade of commander in the line and staff corps, as indicated, pursuant to the provisions of title 10, United States Code, section 5912.

## LINE

Clough, Geoffrey A.   Jackson, John D.   Pate, James W., Jr.   Robinson, Welford  
Dyer, Bruce P.   Jacobsen, James D.   Poust, Roy N.   Schubarth, Paul T.  
Isenberg, Michael   Manning, Dennis B.   Rawls, Hugh M., Jr.   Shepard, Donald W.

*To be lieutenant colonel*

Abrams, Bernard L., 340-18-9755	Buchanan, Millicent K., 267-42-0648
Albea, John M., 411-36-3941	Lockwood, Richard A., 441-26-1962
Albeida, Louis, 527-83-8330	Lopez, Francisco, 197-32-9099
Bartlett, William G., 220-32-3879	Mortel, Demosthenes, A., 138-32-1753

The following persons for appointment as a Reserve of the Air Force, in the grade indicated, under the provisions of sections 593, title 10, United States Code.

## LINE OF THE AIR FORCE

*To be lieutenant colonel*

Ulrich, Donald R., 151-28-7268  
Webb, Dean R., Jr., 277-34-9247

The following persons for appointment as Reserve of the Air Force (ANGUS) in the grade indicated, under the provisions of sections 593 and 8351, title 10, United States Code, with a view to designation under the provisions of section 8067, title 10, United States Code, to perform the duties indicated.

## MEDICAL CORPS

*To be lieutenant colonel*

Curry, Leon E., 256-50-6109	Wilson, James A., 203-26-930
Davis, Henry F., 568-44-9181	Wittke, Paul E., 366-36-3050

## SAMPLE 3

[Regular nomination]

PN915]

## NOMINATION REFERENCE AND REPORT

AS IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,  
*December 15 (legislative day, December 10), 1981.*¹

*Ordered,* That the following nominations be referred to the Committee on Armed Services:

The following officers for appointment in the Regular Air Force under the provisions of section 531, title 10, United States Code, with a view to designation under the provisions of section 8067, title 10, United States Code, to perform the duties indicated, and with grades and dates of rank to be determined by the Secretary of the Air Force in accordance with section 533, title 10, United States Code.

## CHAPLAIN

Boyle, James F., 185-24-8176  
Cuneo, James J., 524-44-4362  
Curry, James A., 249-48-0525  
Gwinn, Andrew O., 248-50-1990

Moore, Thermon E., 257-42-1393  
Page, William G., 425-46-2832  
Robinson, Robert E., 181-26-4741  
Ross, Robert J., 033-20-6063

## NURSE CORPS

Adamczyk, Leonore M., 154-28-2362  
Bagley, Alvin E., 531-40-8496  
Betz, Coralie S., 301-34-9251  
Bishop, Mary E., 215-28-1900

Kew, James R., 014-30-4562  
Kingham, Sandra K., 287-32-9185  
Kulow, David S., 293-30-3797  
Lagomarsino, Sarah L., 545-54-3995

The following cadet, U.S. Air Force Academy, for appointment in the Regular Air Force, under the provisions of section 9353(b) and 531, title 10, United States Code, with grade indicated and date of rank to be determined by the Secretary of the Air Force.

## LINE OF THE AIR FORCE

*To be second lieutenant*

Sinclair, Lori A., 542-24-5579

The following persons for appointment as Reserve of the Air Force, in grade indicated, under the provisions of section 593, title 10, United States Code, with a view to designation under the provisions of section 8067, title 10, United States Code, to perform the duties indicated.

## MEDICAL CORPS

*To be colonel*

Dunn, James R., Jr., 250-18-5397

Zimmerman, Raymond, 058-30-0850

¹ Note legislative day within the release date.



PN1359]

## NOMINATION REFERENCE AND REPORT

SENATE OF THE UNITED STATES,¹

August 31, 1982.

*(Under authority of the order of the  
Senate of August 20, 1982.)*

*Ordered,* That the following nominations be referred to the Committee on Armed Services:

The following-named officers of the Marine Corps Reserve for permanent appointment to the grade of lieutenant colonel under provisions of title 10, United States Code, section 5912, subject to qualification therefor as provided by law:

Adamson, James C., 9727  
Allen, George F., Jr., 8614  
Allen, James W., III, 6998  
Allen, Charles R., Jr., 8622

Ande, Robert V., 1618  
Anderson, Peder A., 3820  
Anderson, Ralph C., 7924  
Anderson, Delane E., Jr., 6410

, 1982.

Reported by Mr.

with the

recommendation that the nominations be *confirmed*.

¹ Note.—No Executive Session line.

## SAMPLE 4

[Advance nomination]

PN426]

## NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,

[Advance nominations carry no date. Leave blank space.]

*Ordered,* That the following nominations be referred to the Committee on Armed Services:

The following-named (Naval Reserve Officer Training Corps) graduates for permanent appointment to the grade of second lieutenant in the Marine Corps, subject to the qualifications therefor as provided by law:

Adams, David L.      Anderson, Wilbur  
Adang, Thomas C.    Andres, Paul A.  
Aldrige, Michael E.    Ellis, Dan S.  
Anderson, James E.    Elwood, Hugh T.

Field, Alan J.  
Fleming, Ronald R.  
Lilienthal, John M.  
Long, Jerry E.

Lotto, James C.  
Lund, Daniel E.  
Roach, Jay W.  
Roan, Richard W.

## SAMPLE 5

WITHDRAWAL ¹

The following message from the President, withdrawing a nomination, was ordered to lie on the table:

PN436]

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 the head and following paragraph read in the plural. The head 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.]

421]

THE WHITE HOUSE, *October 10, 1982.*

*To the Senate of the United States:*

I nominate—

The following-named Air National Guard of the United States officers for promotion in the Reserve of the Air Force, under the appropriate provisions of section 593(a), title 10, United States Code, as amended.

## LINE OF THE AIR FORCE

*Major to lieutenant colonel*

Philip J. Blank, 390-26-6048  
Kenneth S. Dugan, 447-26-4874  
Donald W. Easley, 209-22-8669  
James W. Freston, 528-44-1379  
Edgar J. Holt, 450-32-4735  
Thomas R. Jennings, 504-24-5870

James R. Mercer, 254-36-4612  
Earl W. Rose, Jr., 552-38-5714  
James E. Sahr, 535-28-8644  
Joseph J. Sannelia, 106-20-8390  
Kenneth G. Stastewicz, 388-32-8772  
John H. Stennis, 579-54-9566

RONALD REAGAN.

To the Committee on Armed Services.

¹ When used in Executive Journal, reset in small caps roman.

² The heading does not appear in the completed print.

## REPORTS, DOCUMENTS, AND HEARINGS

[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 three 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 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.¹

4. All leaderwork and lists of more than six items to be set in 8-point type.

5. All tabular work to be set in 7-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, but set full measure (see rule 10).

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; that is, excerpts to be set in 8 point, full measure.

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 with format conversion 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. If a bill is submitted as an excerpt, it will not be squeezed because of the indentions and the limit on the number of locators.

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 indention on copy.

Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) Cordon rule² (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.

¹ Ramseyer rule: If report has "Changes in Existing Law" use caps and small caps for heads, except for breakdown within a cap and small cap head.

² Cordon rule: Means that there are no "Changes in Existing Law" or the head and explanatory paragraph appears, but no actual changes; therefore all small cap heads are used as the main heads.

[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 3 of rule XIII of the Rule of the House of Representatives, change 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 concessions 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, 1982.

Hon. TIP O'NEILL,  
*Speaker of the House of Representatives,*  
*Washington, DC.*

MY DEAR MR. SPEAKER: There is forwarded herewith a draft of legislation to amend section 303 of the Career Compensation Act of

* * * * *

Sincerely yours,

ROBERT H. CONN,  
*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

* * * * *

*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

Act of October 12, 1949 (63 STAT.  
863)

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

#### THE BILL

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

---

[Sample of amendment under Ramseyer rule]

### CHANGES IN EXISTING LAW

In compliance with clause 3 of rule XII 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.

[Sample of "Report [26,26]" Skeleton]

98TH CONGRESS }  
1st Session }

HOUSE OF REPRESENTATIVES

{ REPT. 98-423  
Part 2 }COAL PIPELINE ACT OF 1982 ¹

AUGUST 10, 1983.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed ²

Mr. HOWARD, from the Committee on Public Works and Transportation, submitted the following

## REPORT

together with

## ADDITIONAL, MINORITY, AND DISSENTING VIEWS

[To accompany H.R. 4230 which on July 22, 1983, was referred jointly to the Committee on Interior and Insular Affairs and the Committee on Public Works and Transportation]

[Including cost estimate of the Congressional Budget Office]

The Committee on Public Works and Transportation, to whom was referred the bill (H.R. 4230) to facilitate the transportation of coal by pipeline across Federal and non-Federal lands, having considered the same report favorably thereon with an amendment and recommend that the bill as amended do pass. The amendment strikes out all after the enacting clause of the bill and inserts a new text which appears in italic type in the reported bill.³

GENERAL STATEMENT ⁴

The issue of whether or not coal slurry pipelines should be allowed to utilize the Federal power of eminent domain in order to secure rights-of-way is not a new one.

¹ If title makes more than three 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 Production Manager.

³ If the wording in this paragraph is prepared in the singular form, follow.

⁴ For *Senate Committee on Finance* and *House Committee on Ways and Means*, heads are set in bold caps.

Calendar No. 757 ¹98TH CONGRESS }  
1st Session }

SENATE

{ REPORT  
98-525

## INTERNATIONAL EXPOSITIONS

---

AUGUST 13 (legislative day, JULY 12), 1983.—Ordered to be printed

---

Mr. PERCY, from the Committee on Foreign Relations,  
submitted the following

REPORT ²

[To accompany H.R. 6409]

The Committee on Foreign Relations, to which was referred the bill (H.R. 6409) to provide for the participation of the United States in the 1984 Louisiana World Exposition to be held in New Orleans, Louisiana, and for other purposes, having considered the same, reports favorably thereon with an amendment and recommends that the bill as amended do pass.

In line 7, strike out the figures "\$10,000" and insert in lieu thereof the figures "\$5,000".³

---

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 Follow copy literally as to use of punctuation marks inside or outside of quoted words or figures.



## Calendar No. 295

98TH CONGRESS }  
1st Session }

SENATE

{ REPORT  
98-315

PROVIDING ¹ FOR THE ADMISSION OF ALASKA INTO THE  
UNION

FEBRUARY 9 (legislative day, FEBRUARY 8), 1983.—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 which was referred the bill (S. 50) to provide for the admission of Alaska into the Union, having considered the same, reports 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—

¹ If copy reads "To provide," change to "Providing."

98TH CONGRESS }  
1st Session }

HOUSE OF REPRESENTATIVES

{ REPORT  
98-224

## AMENDING ¹ SECTION 80 OF THE HAWAIIAN ORGANIC ACT

JANUARY 3, 1983.—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. 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.

[Note below amendment of title only]

The amendments are as follows:

The amendment to the text strikes all after the enacting clause and inserts a complete new text which is printed in italic type in the reported bill.

The amendment to the title is as follows:

Amend the title so as to read:

¹ If copy reads "To amend," change to "Amending."

An Act to amend the Federal Water Pollution Control Act to establish a Federal Water Pollution Control Administration, etc.

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. 546) with reference to election of members of the board of trustees of the Territorial employees' retirement system.

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: ¹

DEPARTMENT OF THE INTERIOR,  
OFFICE OF THE SECRETARY,  
Washington, DC, June 24, 1958.

Hon. CLAIR ENGLE,  
*Chairman, Committee on Interior and Insular Affairs,  
House of Representatives, Washington, DC.*

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. 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.

¹ If copy contains no introductory paragraph, as here shown, insert an appropriate head such as "Departmental Report(s)."

## LEGISLATIVE APPROPRIATION BILL, 1983

---

JUNE 18, 1983.—Ordered to be printed

---

Mr. CANNON, of Missouri, from the committee of conference,  
submitted the following

CONFERENCE REPORT ¹

[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, 1972, 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.

Amendment numbered 60:

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, 1972.*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. 302 for style of conference report in Congressional Record, and p. 346 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,  
GEORGE H. BENDER,  
LEROY JOHNSON,  
*Managers on the Part of the House.*⁴

HARRY F. BYRD,  
WALTER F. GEORGE,  
EDWARD J. THYE,  
*Managers on the Part of the Senate.*

### STATEMENT OF THE MANAGERS ON THE PART OF THE HOUSE⁵

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 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  
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; in a Conference Report it begins a new odd page.

[Conference reports in Senate are printed as Senate documents. Note the following form:]

98TH CONGRESS }  
1st Session }

SENATE

{ DOCUMENT  
98-79

## AGRICULTURE APPROPRIATION BILL, 1983

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, 1982

APRIL 5 (legislative day, APRIL 4), 1983.—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, 1982, 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 (44 U.S.C. 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.

[House Appropriation Hearing, Cover sample]

---

**SUPPLEMENTAL APPROPRIATIONS FOR 1983**

---

**HEARINGS**

BEFORE

SUBCOMMITTEES OF THE

COMMITTEE ON APPROPRIATIONS

HOUSE OF REPRESENTATIVES

NINETY-SEVENTH CONGRESS

SECOND SESSION

---

**PART 4**

<b>Board for International Broadcasting .....</b>	<b>1</b>
<b>U.S. Arms and Disarmament Agency .....</b>	<b>2</b>
<b>Commission on Civil Rights .....</b>	<b>7</b>
<b>Equal Employment Opportunity Commission .....</b>	<b>8</b>
<b>Federal Maritime Commission .....</b>	<b>9</b>
<b>International Trade Commission .....</b>	<b>10</b>
<b>Chrysler Corporation Loan Guarantee Program .....</b>	<b>11</b>
<b>Office of the United States Trade Representative .....</b>	<b>12</b>
<b>Federal Communications Commission .....</b>	<b>13</b>
<b>Federal Trade Commission .....</b>	<b>13</b>

---

Printed for the use of the Committee on Appropriations

[House Appropriation Hearing, Title Page sample]

MILITARY CONSTRUCTION APPROPRIATIONS  
FOR 1983

HEARINGS  
BEFORE A  
SUBCOMMITTEE OF THE  
COMMITTEE ON APPROPRIATIONS  
HOUSE OF REPRESENTATIVES  
NINETY-SEVENTH CONGRESS  
SECOND SESSION

SUBCOMMITTEE ON MILITARY CONSTRUCTION APPROPRIATIONS

BO GINN, Georgia, *Chairman*

TOM BEVILL, Alabama  
W. G. (BILL) HEFNER, North Carolina  
JOSEPH P. ADDABBO, New York  
CLARENCE D. LONG, Maryland  
BILL CHAPPELL, Florida  
BILL ALEXANDER, Arkansas

RALPH S. REGULA, Ohio  
CLAIR W. BURGNER, California  
MICKEY EDWARDS, Oklahoma  
TOM LOEFFLER, Texas

TERRY R. PEEL and MARK W. MURRAY, *Staff Assistants*

PART 5

MX Program.....	Page 1
NATO Program and Host Nation Support.....	73
Security of Nuclear Weapons.....	351

Printed for the use of the Committee on Appropriations



U.S. GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1982



[Back Title Page sample]

## COMMITTEE ON APPROPRIATIONS

JAMIE L. WHITTEN, Mississippi, *Chairman*

EDWARD P. BOLAND, Massachusetts  
WILLIAM H. NATCHER, Kentucky  
NEAL SMITH, Iowa  
JOSEPH P. ADDABBO, New York  
CLARENCE D. LONG, Maryland  
SIDNEY R. YATES, Illinois  
DAVID R. OBEY, Wisconsin  
EDWARD R. ROYBAL, California  
LOUIS STOKES, Ohio  
TOM BEVILL, Alabama  
BILL CHAPPELL, Florida  
BILL ALEXANDER, Arkansas  
JOHN P. MURTHA, Pennsylvania  
BOB TRAXLER, Michigan  
JOSEPH D. EARLY, Massachusetts  
CHARLES WILSON, Texas  
LINDY (MRS. HALE) BOGGS, Louisiana  
ADAM BENJAMIN, Jr., Indiana  
NORMAN D. DICKS, Washington  
MATTHEW F. McHUGH, New York  
BO GINN, Georgia  
WILLIAM LEHMAN, Florida  
JACK HIGHTOWER, Texas  
MARTIN OLAV SABO, Minnesota  
JULIAN C. DIXON, California  
VIC FAZIO, California  
W. G. (BILL) HEFNER, North Carolina  
LES AuCOIN, Oregon  
DANIEL K. AKAKA, Hawaii  
WES WATKINS, Oklahoma  
WILLIAM H. GRAY III, Pennsylvania  
BERNARD J. DWYER, New Jersey

SILVIO O. CONTE, Massachusetts  
JOSEPH M. McDADE, Pennsylvania  
JACK EDWARDS, Alabama  
JOHN T. MYERS, Indiana  
J. KENNETH ROBINSON, Virginia  
CLARENCE E. MILLER, Ohio  
LAWRENCE COUGHLIN, Pennsylvania  
C. W. BILL YOUNG, Florida  
JACK F. KEMP, New York  
RALPH S. REGULA, Ohio  
CLAIR W. BURGNER, California  
GEORGE M. O'BRIEN, Illinois  
VIRGINIA SMITH, Nebraska  
ELDON RUDD, Arizona  
CARL D. PURSELL, Michigan  
MICKEY EDWARDS, Oklahoma  
BOB LIVINGSTON, Louisiana  
BILL GREEN, New York  
TOM LOEFFLER, Texas  
JERRY LEWIS, California  
CARROLL A. CAMPBELL, Jr., South  
Carolina  
JOHN EDWARD PORTER, Illinois

KEITH F. MAINLAND, *Clerk and Staff Director*

(II)

[House Appropriation Hearing]

SUBCOMMITTEE ON THE DEPARTMENTS OF COMMERCE, JUSTICE, AND  
STATE, THE JUDICIARY, AND RELATED AGENCIESNEAL SMITH, Iowa, *Chairman*

BILL ALEXANDER, Arkansas

JOSEPH D. EARLY, Massachusetts

JACK HIGHTOWER, Texas

BERNARD J. DWYER, New Jersey

GEORGE M. O'BRIEN, Illinois

CLARENCE E. MILLER, Ohio

CARROLL A. CAMPBELL, Jr., South  
CarolinaJOHN G. OSTHAUS and TERRY D. BEVELS, *Staff Assistants*

TUESDAY, FEBRUARY 23, 1983.□

## BOARD FOR INTERNATIONAL BROADCASTING

## WITNESSES

FRANK SHAKESPEARE, CHAIRMAN

WALTER R. ROBERTS, EXECUTIVE DIRECTOR

ARTHUR D. LEVIN, FINANCIAL MANAGER

WILLIAM A. BUELL, VICE PRESIDENT, U.S. OPERATIONS RFE/RL, INC.

MICHAEL R. MARCHETTI, TREASURER AND COMPTROLLER, RFE/RL, INC.

Mr. HIGHTOWER [presiding]. Mr. Shakespeare, we have several questions concerning increased pay costs for fiscal year 1982, which we shall submit to you and ask you to answer in writing.

Mr. SHAKESPEARE. Very well, Mr. Chairman.

[The questions referred to and the answers submitted thereto, follow:]

[Note styles for questions and answers]

## Questions From Mr. Hightower

## IMPACT OF FISCAL YEAR 1982 PAY RAISE COSTS

*Question.* What are the costs associated with the October 1, 1981 4.8 percent general pay raise and the raising of the executive pay cap on January 1, 1982 for fiscal year 1982?

*Answer.* The pay raise for the general scale employees increased the budgeted amount by \$4,826 for fiscal year 1982.

[Note the following style for questions and answers when a person is either asking or answering:]

*QUESTION.* How are you financing these costs?

Mr. SHAKESPEARE. The general scale increase costing \$4,826 was absorbed by a turnover in one secretarial position, a position which was budgeted at the GS-6 level but filled by a GS-4 level employee who was hired to replace the former incumbent of that position. This turnover saved the Board for International Broadcasting (BIB) approximately \$5,000 and allowed the BIB to absorb the \$4,826 October 1, 1981 4.8 percent pay raise.

Mr. HIGHTOWER. In what program areas are you absorbing these costs?

ANSWER. Because of the BIB's ability to absorb these fiscal year 1982 costs in a manner described in the foregoing answer, it has not been necessary to absorb them in program areas.

---

TUESDAY, FEBRUARY 23, 1983.□

## U.S. ARMS CONTROL AND DISARMAMENT AGENCY

### WITNESSES

EUGENE V. ROSTOW, DIRECTOR

WILLIAM J. MONTGOMERY, ADMINISTRATIVE DIRECTOR

ROBERT GREY, NOMINEE FOR POSITION OF DEPUTY DIRECTOR

### FISCAL YEAR 1982 INCREASED PAY COSTS

Mr. DWYER [presiding]. I have several questions concerning increased pay cost requirements for the Arms Control and Disarmament Agency for fiscal year 1982.

What is the total cost of the cost-of-living pay raise granted last fall and the increase in the pay cap for senior level Government employees that was enacted in December of 1981?

Mr. ROSTOW. Bill, could you respond?

Mr. MONTGOMERY. Yes, I have that figure with me. In round numbers, the total for 1983, fiscal year 1983, is about three-quarters of a million dollars. I can give you that figure precisely here, if you will just bear with me.

---

WEDNESDAY, FEBRUARY 24, 1982.□

## THE JUDICIARY

### COURTS OF APPEALS, DISTRICT COURTS, AND OTHER JUDICIAL SERVICES

### DEFENDER SERVICES

### WITNESSES

CHARLES CLARK, CHIEF JUDGE, UNITED STATES COURT OF APPEALS  
FOR THE FIFTH CIRCUIT

EDWARD V. GARABEDIAN, ASSISTANT DIRECTOR

Mr. DWYER [presiding]. You have a supplemental request for fiscal year 1982 in the amount of \$2,350,000 for the Defender Services account. The amount currently available for fiscal year 1982 is \$27,170,000. We shall insert the justification materials in support of the supplemental request at this point into the record.

[The justifications follow:]

[Senate Appropriation Hearing]

# AGRICULTURE, RURAL DEVELOPMENT AND RELATED AGENCIES APPROPRIATIONS FOR FISCAL YEAR 1982

WEDNESDAY, MARCH 18, 1981

U.S. SENATE, ☐☐☐☐  
SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS, ☐☐☐  
Washington, DC. ☐

The subcommittee met at 9:40 a.m., in room 1224, Everett McKinley Dirksen Senate Office Building, Hon. Thad Cochran (chairman) presiding.

Present: Senators Cochran and Stennis.

## DEPARTMENT OF AGRICULTURE

### OFFICE OF THE INSPECTOR GENERAL

STATEMENT OF ROBERT E. MAGEE, ACTING INSPECTOR GENERAL

ACCOMPANIED BY:

GERALD W. PETERSON, ACTING ASSISTANT INSPECTOR GENERAL  
FOR AUDITING

DELMAS R. THORNSBURY, DIRECTOR, MANAGEMENT AND BUDGET  
STAFF

STEPHEN B. DEWHURST, BUDGET OFFICER, USDA

## GENERAL ACCOUNTING OFFICE

STATEMENT OF HENRY ESCHWEGE, DIRECTOR, COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION

ACCOMPANIED BY:

BRIAN P. CROWLEY, SENIOR ASSOCIATE DIRECTOR

WILLIAM E. GAHR, ASSOCIATE DIRECTOR

OLIVER W. KRUEGER, SENIOR GROUP DIRECTOR

STANLEY S. SARGOL, GROUP DIRECTOR

JOHN E. WATSON, GROUP DIRECTOR, INTERNATIONAL DIVISION

## INTRODUCTION OF WITNESSES

Senator COCHRAN. The hearing will come to order.

This morning we are happy to have representatives of the Office of Inspector General and the General Accounting Office with us, and I would like to ask that all of you who are here to testify come forward. Let's all of you act as one panel, and the questions that we have will be directed to both.

## SUCCESS OF AMERICAN AGRICULTURE

With a great deal of hard work, ingenuity and technology, the United States has become the most productive agricultural nation in the world. Modern agriculture, as practiced in the United States, has become a technological marvel, soundly based on advanced science and finely tuned to economic conditions. This complex enter-



prise is served by an equally sophisticated and far-reaching Department of Agriculture.

With over 120,000 employees and a program totaling over \$47 billion annually, the Department serves not only farmers, but also provides assistance to the hungry in our cities and rural areas and to those in countries around the world. This Department not only assists in the development of new technologies in agricultural production, it also provides the necessary educational links to get this knowledge out to those who must apply it. From the protection of our soil and water resources to marketing the fruits of those resources, the Department serves all Americans.

#### INTRODUCTION OF WITNESSES

It is a great pleasure for me, this morning, to welcome to our committee, Secretary of Agriculture John Block, who is accompanied by Dick Lyng, his deputy secretary, and Mr. Dewhurst, the budget officer for the Department of Agriculture.

Gentlemen, welcome to the subcommittee. We appreciate your being here.

Before asking you for your statement, I would like now to invite Senator Eagleton to make any comments or statement that he might have.

#### STATEMENT OF SENATOR EAGLETON ¹

Senator EAGLETON. Thank you very much, Mr. Chairman.

I welcome this the first of our series of hearings on the fiscal year 1982 Department of Agriculture budget. I noted in a wry way as I came in the room there was a gentleman sitting in my chair. [Laughter.]

Surrounded by obsequious staff, drinking coffee. I carried in my own cup. What a difference an election makes. [Laughter.]

No; I am delighted to participate in this hearing and in the ensuing hearings. I am delighted to work with you, Mr. Chairman, and the new Secretary of Agriculture.

Of all the various subcommittees in the U.S. Senate, I think this particular subcommittee is the most bipartisan, nonpartisan subcommittee of which I know. For 4 years I worked with Senator Henry Bellmon of Oklahoma, one of the finest men I have ever known on God's Earth. We didn't always agree on every issue. We agreed, I think, 99 percent of the time.

---

¹ Name sets caps and small caps if not in the witness list, sets small caps if in the witness list.

[Standard Hearing]

## IMPACT OF BUDGET CUTS ON FEDERAL STATISTICAL PROGRAMS

MARCH 16, 1982

HOUSE OF REPRESENTATIVES, ☐☐☐☐☐☐  
SUBCOMMITTEE ON CENSUS AND POPULATION, ☐☐☐☐  
COMMITTEE ON POST OFFICE AND CIVIL SERVICE, ☐☐  
*Washington, DC.* ☐

☐☐ HOUSE OF REPRESENTATIVES, COMMITTEE ON SCIENCE AND ☐☐  
☐☐☐ TECHNOLOGY, SUBCOMMITTEE ON SCIENCE, RESEARCH ☐☐  
☐☐☐ AND TECHNOLOGY, AND THE SUBCOMMITTEE ON INVESTI-☐☐  
☐☐☐ GATIONS AND OVERSIGHT ¹

*Washington, DC.* ☐

The subcommittee met, pursuant to call, at 9:35 a.m., in room 304, Cannon House Office Building, Hon. Robert Garcia (chairman of the subcommittee) presiding.

Mr. GARCIA. Today the House Census and Population Subcommittee continues its series of hearings on the impact of the President's budget cuts on the information this Nation will have today, tomorrow, and in the future.

With that we will call up our first panel, Dr. James T. Bonnen, Department of Agricultural Economics, Michigan State University, and the director of the President's Reorganization Project for the Federal Statistical System; Dr. Stephen E. Fienberg, Department of Statistics, the Carnegie-Mellon University, and the chairman of the Committee on National Statistics in the National Academy of Sciences.

### STATEMENTS OF JAMES T. BONNEN, DEPARTMENT OF AGRICULTURAL ECONOMICS, MICHIGAN STATE UNIVERSITY AND STEPHEN E. FIENBERG, DEPARTMENT OF STATISTICS, CARNEGIE-MELLON UNIVERSITY

Mr. BONNEN. Thank you, Mr. Garcia. It is a pleasure and a privilege to be here.

I have been asked to comment primarily on the central coordination of statistical planning and policy which was the focus of the study that I directed, as you mentioned.

Ours is an increasingly complex economy and society. If we do not have objective, accurate and relevant information in making decisions, our comprehension of the world will forever run behind events.

¹ Note style for a long committee name.

## 24. FOREIGN LANGUAGES

[Revision for this edition by foreign language experts at the Library of Congress, under the supervision of the Publications Office]

### 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

Den lille sønderjyske by, jeg kender fra barneårene, har som mange andre små og større danske byer forandret sit fysiognomi i de senere år. De små hjemmeindustrier er vokset op til store fabrikker, nye bydele har bredt sig ud over barndommens marker, og tilrejsende fremmede har fundet hjem og eksistens her.—Johan Severin Hansen, *Den lille profil*, p. 16, 1969.

### Alphabet and pronunciation

A	a	long: <i>a</i> in man; short: <i>a</i> in hat, and before or after <i>r</i> like <i>a</i> in father, but shorter
B	b	<i>b</i>
C	c	<i>s</i> in so before <i>e, i, y, æ</i> ; before <i>a, o, u</i> , or consonant, like <i>k</i> , and now generally written <i>k</i> ; <i>ch</i> like <i>sh</i> , or rarely like <i>k</i> ; now generally written <i>k</i> ; sometimes as though written <i>tj</i> ; combination <i>ci</i> before vowel, like <i>sh</i> ; letter <i>c</i> occurs only in foreign words
D	d	<i>d</i> at beginning of words; between vowel and unstressed <i>e</i> , between vowel and <i>j, l, m, n</i> , or <i>r</i> , and in final position, like <i>th</i> in father; silent before <i>s</i> or <i>t</i> , as well as in combination <i>nd</i> and <i>ld</i> in final position and before unstressed <i>e</i> ; often silent after <i>r</i> and at end of words
E	e	long: like <i>a</i> in care; short, stressed: like <i>e</i> in met; often like <i>e</i> in met, but tending toward <i>i</i> in pit; before <i>r</i> , like <i>a</i> in hat; before <i>g</i> or <i>j</i> , usually like <i>a</i> in hat; in word <i>de</i> , like <i>ee</i> in meet, but shorter; in unstressed syllables, like <i>a</i> in sofa; generally silent before <i>n</i>
F	f	<i>f</i>
G	g	<i>g</i> in go initially and before <i>t</i> ; between vowel (or sometimes consonant) and unstressed <i>e</i> , at end of word, and between vowel and consonant other than <i>t</i> , it has sound which may be made by trying to pronounce <i>g</i> in go without making contact between tongue and roof of mouth
H	h	<i>h</i> ; silent before <i>j</i> or <i>v</i>
I	i	long: <i>ee</i> in meet; short: <i>ee</i> in meet, but shorter; often like <i>e</i> in met, but tending toward <i>i</i> in bit
J	j	<i>y</i> in yes; silent (and now generally no longer written) after <i>g</i> or <i>k</i> followed by front vowel; in French words, like <i>sh</i>
K	k	<i>k</i>
L	l	<i>ll</i> in million
M	m	<i>m</i>
N	n	<i>n</i> ; combination <i>ng</i> , like <i>ng</i> in singer; combination <i>nk</i> , like <i>ng</i> in finger
O	o	long: <i>o</i> in go; short: <i>o</i> in November; often like <i>aw</i> in law, but shorter
P	p	<i>p</i> ; combination <i>ph</i> in foreign words, like <i>f</i> , and now usually written <i>f</i>

[Concluded on following page]



Q	q	always followed by <i>v</i> (or <i>u</i> ), combination being pronounced, and now usually written, <i>kv</i> ; occurs only in foreign words
R	r	sound made by scraping of air between back of tongue and roof of mouth, as in French; after vowel, its sound assumes quality of vowel
S	s	<i>s</i> in sing; combination <i>ss</i> , and in foreign words <i>sc</i> , like <i>s</i> in sing; combination <i>sj</i> , like <i>sh</i> ; followed by <i>i</i> plus another vowel, like <i>sh</i> ; in foreign words, <i>sch</i> and <i>sh</i> are pronounced like <i>sh</i>
T	t	<i>t</i> , at beginning of word; silent in word <i>det</i> and in ending <i>et</i> when unstressed; followed by <i>i</i> plus another vowel, like <i>sh</i>
U	u	long: <i>oo</i> in food; short: <i>oo</i> in good; often like <i>o</i> in go, but shorter
V	v	<i>v</i> , before vowel or <i>r</i> and after long vowel; after short vowel, like <i>oo</i> in food; often silent after <i>l</i>
W	w	<i>v</i> ; in foreign words only
X	x	<i>ks</i> , or at beginning of words, like <i>s</i> in sing; now only in foreign words
Y	y	long: <i>ee</i> in meet, but with lips rounded as in pronouncing <i>oo</i> in food; resembles (long) German <i>ü</i> , French <i>u</i> ; short: <i>ee</i> in meet, but shorter, and with lips rounded as in pronouncing <i>oo</i> in food; resembles (short) German <i>ü</i> , French <i>u</i>
Z	z	<i>s</i> in sing; occurs only in foreign words
Æ	æ	long: <i>e</i> in met, but longer; short: <i>e</i> in met; before or after <i>r</i> , like <i>a</i> in hat; formerly sometimes written <i>ä</i> ; in handwriting, usually <i>æ</i>
Ø	ø	<i>a</i> in care, but with lips rounded as in pronouncing <i>oo</i> in food; resembles (long) German <i>ö</i> , French <i>eu</i> ; formerly sometimes written <i>ö</i>
A	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> .

### 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 *ä*, 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 *ä*; the back vowels being *a*, *o*, *u*, and *ä*; 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*  
*xv* 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-triot*, *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-gæl-de	(5, 3)
egen-ar-tig	(6, 3)	pa-ra-graf	(2, 8)
eks-a-men	(8, 2)	pa-tri-o-ti-ske	(8, 4, 2, 2)
eks-em-plar	(8, 8)	re-ge-ring	(2, 2)
en-gel-ske	(3, 3)	re-pre-sen-ta-tion	(8, 2, 3, 2)
er-ind-ring	(5, 3)	re-pu-blik	(2, 8)
eu-ro-pæ-i-ske	(2, 2, 4, 2)	re-pu-bli-kan-ske	(2, 8, 2, 3, 2)
for-u-ren-te	(5, 3)	sam-men-brin-ge	(3, 7, 3)
gen-gæl-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)
kends-ger-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-vær-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 uncompound 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, uncompound, 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 *æ*), and *ø* (variant for *ø*), diacritics are used only in foreign loanwords and in certain proper names.

**Capitalization**

Capitalization is as in English, except that the pronouns *De*, *Dem*, and *Deres* are capitalized, as is the familiar form of the pronoun *I*. Formerly, 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

adr.	adresse, address, c/o
afs.	afsender, sender
ang.	angående, concerning
anm.	anmærkning, remark, observation
A/S	Aktieselskab, joint-stock company
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.
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
forf.	forfatter, author
frk.	frøken, Miss
gl.	gammel, old
H. M., } Hs. M. }	Hans Majestæt, His Majesty

## 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.

Hds. M.	Hendes Majestæt, Her Majesty
hr.	herr, sir, Mr.
if.	ifølge, according to
jf., jfr.	jævnfør, compare
kap.	kapitel, chapter
kgl.	kongelig, royal
kl.	klokken, o'clock; klasse, class
kpt.	kaptajn, captain
kr.	krone, crown; kroner, crowns (coin)
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 så 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.	svaret udbedes, an answer is requested
vedr.	vedrørende, concerning

tredivet	thirty
fyrre	
(fyrretyve)	forty
halvtreds	
(halvtredsindstyve)	fifty
tres (tresindstyve)	sixty
halvfjerds	
(halvfjerdsindstyve)	seventy
firs (firsindstyve)	eighty
halvfems	
(halvfemsindstyve)	ninety
hundrede	hundred
hundrede og en, etc.	one hundred and one, etc.
tohundrede, etc.	two hundred, etc.
tusind(e)	thousand

NOTE.—The forms in parentheses are old fashioned and are seldom used today.



**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 (elvte)	eleventh	halvfjerdssindstyvende	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	år	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 handel- ing 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	O	o	<i>o</i> in often, low
B	b	<i>b</i> ; <i>p</i> at end of words	P	p	<i>p</i>
C	c	<i>k</i> ; <i>s</i> before <i>e</i> , <i>i</i> , <i>y</i>	Q	q	<i>q</i>
D	d	<i>d</i> ; <i>t</i> at end of words	R	r	<i>r</i>
E	e	<i>e</i> in met; <i>a</i> in fate	S	s	<i>s</i> in sister
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>ch</i> in German auch	U	u	<i>u</i> in sure; also almost like <i>ee</i> in eel or like French <i>u</i> or German <i>ü</i>
H	h	<i>h</i>	V	v	<i>v</i> ; <i>f</i> at end of words
I	i	<i>i</i> in fit, police	W	w	<i>w</i>
J	j	<i>y</i> in yet; like English <i>z</i> in azure in some words	X	x	<i>x</i>
K	k	<i>k</i>	Y	y	<i>i</i> in fit
L	l	<i>l</i>	Z	z	<i>z</i> ; <i>s</i> at end of words
M	m	<i>m</i>			
N	n	<i>n</i>			

### Special characters

Dutch uses the Latin alphabet; and with the exception of the circumflex and acute accents, which it uses only to a small extent, it has no special characters.

The letters *ij* are treated like a ligature. When they begin a capitalized word, both letters must be uppercased, thus: *IJ*sland, Iceland; *IJ*verig, zealous.

### Vowels and consonants

The vowel letters are *a*, *e*, *i*, *o*, *u*, and *ij*; 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 *a* in taste, *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:

*aa* 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-tje*; but if one of the consonants is *s* preceded by another consonant, the *s* goes over: *kor-sten*, *ern-stig*, *Pink-ster*. This rule cannot be applied to personal names, e.g.: *Bensdorp* should be: *Bens-dorp*; *Rijnsburger* should be: *Rijns-burger*, etc.
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-vaarden*, *achter-eind*, *af-breken*, *be-drog*, etc.
6. Certain suffixes are kept intact. These are: *aard*, *aardig*, *achtig*, *heid*, *je*, *pje*, *schap*, *sche*, *ske*, *ste(n)*, *ster*, and *tje*: *dronk-aard*, *eigen-aardig*, *zak-achtig*, *oord-je* (little place), *oor-tje* (little ear), *boom-pje*, *hoog-ste*, *bak-ster*.³
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *eer-ambt*, *angst-kreet*. The compounding *s*, if used, is kept with the preceding component: *rijks-ambt*, *volks-eenheid*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *repu-bliek*, *por-tret*, *Trans-atlantisch*, *Washington*, *Shake-speare*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostisch*, *proto-plasma*; but *interesse* has been naturalized and is divided *inte-resse*.

## Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aam-bor-stig	(3, 3)	in-te-res-se	(3, 2, 3)
aan-prij-zen	(5, 2)	kun-ste-naar	(3, 2)
ach-ter-uit-gang	(3, 5, 5)	me-de-stan-der	(2, 5, 3)
Ame-ri-kaan-se	(2, 2, 3)	mees-ter-stuk-jes	(3, 7, 6)
Am-ster-dam	(3, 3)	mein-e-dig-heid	(5, 2, 6)
be-slis-sin-gen	(5, 3, 3)	mi-cro-me-trisch	(8, 2, 8)
bi-bli-o-theek	(8, 4, 2)	mis-brui-ken	(5, 2, 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 not appended to a meaningful word. Thus *ste* in *beste* is not a suffix, as *be* is not a word. Likewise *aard* in *veinzaard* and *grijnzaard* is not a suffix in the above sense, as there are no words *veinz* and *grijnz*. Properly, *veinzaard* and *grijnzaard* are derivatives of *veinzen* and *grijnzen* and are syllabified according to rule 3; i.e., *vein-zaard*, *grijn-zaard*, and *beste* is syllabified *bes-te*.



*Illustrative word divisions—Continued*

re-ge-ring	(2, 2)	uit-oe-fe-nen	(5, 2, 2)
re-pu-bliek	(2, 8)	ver-e-nig-de	(5, 2, 3)
re-pu-bli-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:

The months, and days of the week in Dutch are written lowercase.

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
b.v.	bij voorbeeld, for example, e.g.
dgl.	dergelijke, such
d.i.	dat is, that is, i.e.
dl.	deel, part, volume
e.g.	eerstgenoemde, the former, the before-mentioned
enz.	en zo voort, and so forth, etc.
e.v.	eerstvolgende, the following, next
geb.	geboren, born, né(e); also gebonden, bound
Gebr.	Gebroeders, Brothers, Bros.
Geref.	Gereformeerde, Reformed, Calvinist
Hfst.	Hoofdstuk, chapter
H.M.	Hare Majesteit, Her Majesty
i.p.v.	in plaats van, instead of

jl.	jongstleden, last, ult.
Jr.	Junior, junior
jr.	jaar, year
ll.	laatstleden, last, ult.
Mej.	Mejuffrouw, Miss
Mevr.	Mevrouw, Mrs.
Mij.,	Maatschappij, society, company
Ndl.	Nederland, the Netherlands
nl.	namelijk, namely, viz
n.m.	namiddag, post meridiem, p. m.
N.V.	Naamloze Vennootschap, limited-liability company
o.a.	onder andere, among others
ong.	ongeveer, about, ca.
Opm.	Opmerking, remark
p.a.	per adres, c/o
p.st.	pond sterling, pound sterling, £
Sen./Sr.	Senior, senior
vgl.	vergelijk, compare, cf.
v.m.	voormiddag, ante meridiem, a.m.



**Cardinal numbers**

een	one	achttien	eighteen
twee	two	negentien	nineteen
drie	three	twintig	twenty
vier	four	eenentwintig, 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		
vijftien	fifteen	tweehonderd	two hundred
zestien	sixteen	duizend	thousand
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

Läänien vaakunat. Valtioneuvosto vahvisti tammikuun 18 päivänä 1962 Suomen lääneille omat vaakunat. Vaakunoiden pohjana ovat useimmissa tapauksissa vanhat maakuntavaakunat tai niiden yhdistelmät. Niinpä Uudenmaan läänillä, Ahvenanmaalla, Kuopion läänillä ja Pohjois-Karjalan läänillä on vaakunansa pohjana vanha maakuntavaakuna. Kilpien päällä näissä on kreivikunnan kruunu, paitsi Pohjois-Karjalalla herttuakunnan kruunu. Muut vaakunat ovat yhdistelmävaakunoita.—Mitä, Missä, Milloin (1963), p. 311.

### Alphabet and pronunciation

A	a	a in father, sofa	R	r	r, trilled
B	b	b	S	s	s in so
C	c	c in calm or in cease	T	t	t
D	d	d	U	u	u; as oo in boot, but short
E	e	e in met	V	v	v
F	f	f	W	w	same as v (in archaic forms of proper names only)
G	g	g in game	X	x	x
H	h	h	Y	y	like German ü or like French u
I	i	i in pit	Z	z	s or ts
J	j	y in yet	Ä	ä	a in hat
K	k	k	Ö	ö	like German ö or like French eu
L	l	l			
M	m	m			
N	n	n			
O	o	o in note, but short			
P	p	p			
Q	q	q			

With only minor exceptions, words are spelled as they are pronounced and pronounced as they are spelled. Each letter is pronounced as only one sound and each sound is spelled with only one letter. The only exception to this rule is the *n* sound (the velar nasal like *ng* in *song*) which is represented by *n* (before *k*, *kenkä*) or by *ng* (in *kangas* which is spelled *kanngas*). It has to be remembered also that *n* followed by *p* is often pronounced *m*; and, that *s* has a transient pronunciation between English *s* and *sh*.

Finnish *h* is pronounced also at the end of a syllable which is followed by a consonant (*kahvi*, *lehmä*) the same way as at the beginning of a word or syllable.

Since no *f* exists in common Finnish, *coffee* was pronounced *kahvi* and adapted as such. Initial *b* is pronounced *p*: *pommi* (from French *bombe*), initial *d* as *t*: *tohtori* (from Latin *doctor*), and *g* as *k*: *kuvernööri* (from French *gouverneur*).

Finnish pronunciation prefers one consonant at the beginning of the word, as reflected by Finnish adaptations of foreign words: *Tukholma* (*Stockholm*), *ranta* (*strand*).

### 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*, *q*, *x*, and *z* do not occur in native Finnish words. 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. With the exception of *d, v, h*, and *j* which appear only in short versions, all Finnish sounds and their graphic counterparts may be short or long. Short sounds are represented by a single letter. Long vowels are represented by double letters: *aa, ee, ii, oo, uu, yy, ää, and öö*; long variants of the consonants are indicated in the same way: *gg, kk, ll, mm, nn, pp, tt*, etc.

Long variants of vowels occur in initial, middle, or final position in the context of words: *aamu, saada, kotimaa*. Long versions of consonants occur only in middle position in the context of words.

The letter *d* (of the Swedish alphabet), while not a genuine element of the Finnish, is frequently used in Finnish print, mostly in Swedish versions of Finnish proper names. Also known and used are the consonants *sh* (English *sh*) and *ž* and *ž* (representing the *sh* and *zh* consonants which occur in Russian), mostly in proper names.

## 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*  
*ey* like Finnish *e* plus *y*  
*ie* like Finnish *i* plus *e*  
*iu* like Finnish *i* plus *u*  
*oi* as *oi* in oil  
*ou* as *ow* in low

*ui* like Finnish *u* plus *i*  
*uo* like Finnish *u* plus *o*  
*yi* like Finnish *y* plus *i*  
*yö* like Finnish *y* plus *ö*  
*äi* like Finnish *ä* plus *i*  
*äy* like Finnish *ä* plus *y*  
*öi* like Finnish *ö* plus *i*  
*öy* like Finnish *ö* plus *y*

The diphthongs *ie, uo, yö, eu, iu, yi, ai, äy, öi, and öy* are sounded as indicated above; i.e., like their constituent separate letters but in quick succession, *ie, uo, yö* having the main stress on the second vowel, the others on the first. The above combinations, except those ending in *i*, are diphthongs only at the beginning of a word or of a compound constituent; elsewhere they are separate vowels and may be divided: *tapa-us, kope-us, kieli-en*.

## Rules for syllabification

1. Division is made between vowels not constituting a diphthong or between a diphthong and a vowel; however, a single vowel, especially at the beginning of the word, is not separated from the rest: *lapsi-en, oi-ke-us; asi-asta, eri-ävä*.

2. Long vowels which are represented by double letters may not be divided: *maat, ku-nin-kaan, kä-teen, e-siin, syyn, teh-dään*.

3. Two vowels (members of a diphthong) at the beginning of a word or immediately following the initial consonant may not be separated: *Suo-mi, ai-na, kau-ka-na, tie-dän*.

But when two vowels come together as the result of *k* alternating with zero in consonant gradation, there is a syllable division between the vowels: *nä-en* (from *nä-ke-*), *ta-ot-tu* (from *ta-ko-*).

4. When two vowels (diphthongs) occur beyond the first syllable in the word, they may not be divided if the second vowel is *i, u, or y*: *an-tai-sin, va-rau-tui*. Otherwise, there is a syllable division between the vowels: *a-si-a, ka-tu-a, ly-hy-ät, sil-mi-ä-ni*.

5. Division is made on a vowel (short or long), or on a diphthong before a single consonant: *ka-la, kä-ve-let, ky-sy-mys; maa-ta, pii-ri, kuu-si; neu-la, tie-ni, yö-tä, kau-pun-ki, tu-le-vai-suus*.

6. Long consonants which are represented by double letters are divided: *kans-sa* (with), *tyt-tö, kuk-ka, kap-pa-le, keit-ti-ö, käyt-täy-tyy, lop-pu-ma-ton, lai-val-la, pork-ka-na*.

7. Division is made between two different consonants: *kan-sa* (nation), *piis-pa, kau-nis-ta, Tuk-hol-mas-ta*.

8. When more than two consonants appear together, division is made before the last one: *Rans-kas-ta, myrs-kyi-den*.

9. Compound words are divided according to their components: *maa-ilma, esi-isä, muinais-usko, talous-elämä, levy-laulaaja, kulttuuri-rahasto*. Further divisions of each component part follow the rules as described above.

10. Finnish prefers to add a vowel (*a, o, u*, but mostly *i*) to consonant endings of foreign words including proper names: *aateli* (from German *Adel*), *markka*



(from Swedish *mark*), *karamelli* (from Spanish *caramel*), *humpuuki* (from English *humbug*), *punssi* (from English *punch*), *hattu* (from Swedish *hat*), *kirkko* (from Nordic *kirk*). In syllabification, such foreign words follow the rules applied to the original Finnish stock: *aa-te-li*, *mark-ka*, *ka-ra-mel-li*, *hum-puu-ki*, *puns-si*, *hat-tu*, *kirk-ko*.

In forms of declination the foreign words experience the same transformations as the original stock: *markat* (nominative plural for *markka*), syllabified as *mar-kat*; *hatun* (genitive singular for *hattu*), syllabified as *ha-tun*; *kirkon* (genitive singular for *kirkko*), syllabified as *kir-kon*.

11. Not adapted foreign words and names retain most of the original forms in pronunciation and orthography; however, a final *i* is added to words ending with consonants: *demokraatti* (democrat), *intrigi* (intrigue), *alkoholi* (alcohol), *kongressi* (congress), *monogrammi* (monogram). Syllabification of such words follows the general Finnish rules: *de-mok-raat-ti*, *int-ri-gi*, *al-ko-ho-li*; or, in cases of more evident etymological background, they are divided according to their original components: *kon-gressi*, *mono-grammi*.

Declination forms with closed syllables (ending with consonant) of foreign words which are adopted with long *pp*, *kk*, and *ss* in their singular nominative forms (mostly ending with *i*, i.e., with an open syllable), reduce the long consonants: *Euroopan* (from *Eurooppa*), *romantiikan* (from *romantiikka*), *monarkit* (from *monarkki*, monarch), *tansit* (from *tanssi*, adapted form of German *Tanz*). In syllabification: *Eu-roopan* (but *Eu-roop-pa*), *ro-man-tii-kan* (but *ro-man-tiik-ka*), *mo-nar-kit* (but *mo-nark-ki*), *tan-sit* (but *tans-si*).

12. Unadapted foreign words and their derivatives retain most of the original orthographic form of the basic words (for reasons of frequent reprinting or for difficulties caused when respelled in accordance to characteristics of Finnish pronunciation): *Shakespeare* and *Shakespearin elämä* (life of Shakespeare), *Budapest* and *Budapestissa* (in Budapest), *Washington* and *Washingtonista* (from Washington), *apopleksia*, *diagnostinen*. In syllabification: *Shake-speare* (but *Shake-spea-rin*), *Bu-da-pest* (but *Bu-da-pes-tis-sa*), *Wa-shing-ton* (but *Wa-shing-to-nis-tä*), *a-po-plek-si-a*, *dia-gnos-ti-nen*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ah-dis-tan	(7, 7)	oi-ke-us-a-sia	(1, 1, 9, 5)
ai-no-as-taan	(5, 1, 7, 2)	omis-ta-ja	(1, 7, 5)
aja-tus-ai-ka	(1, 5, 9, 1)	ope-tus-ai-ne	(1, 5, 9, 5)
al-keis-o-pe-tus	(7, 4, 9, 5, 5)	osit-tai-nen	(1, 6, 5)
al-ku-o-sa	(7, 9, 5)	pam-flet-ti	(11, 6)
ame-ri-ka-lai-nen	(1, 5, 5, 5)	piis-pan-is-tuin	(2, 7, 9, 7)
bil-joo-na	(5, 2)	poik-ke-us	(3, 6, 1)
brit-ti-läi-nen	(6, 5, 5)	pääl-lik-kyys	(2, 6, 6, 2)
de-mo-kraat-ti	(5, 11, 6)	ran-gais-ta-va	(7, 4, 7)
Eng-lan-ti	(8, 7)	rau-ta-tie	(3, 9)
epä-o-leel-li-nen	(9, 5, 6, 5)	ri-kok-sel-li-nen	(5, 7, 6)
etu-oi-ke-us	(9, 5, 1)	sai-ras-a-pu	(3, 9, 5)
huo-li-mat-ta	(3, 5, 6)	sa-man-ai-kai-nen	(5, 9, 5, 5)
hy-dro-sta-tiik-ka	(11, 11, 2, 6)	sat-tu-moi-sin	(6, 5, 5)
il-man-a-la	(7, 9, 5)	sa-tun-nai-nen	(5, 6, 5)
kan-sa-lais-oi-ke-us	(7, 5, 4, 5, 1)	sei-sah-dus	(3, 7)
kan-sal-li-nen	(7, 6, 5)	se-lit-te-ly	(5, 6, 5)
kau-em-mak-si	(1, 6, 7)	sel-väs-ti	(7, 7)
ko-mi-sa-ri-us	(5, 5, 5, 1)	sem-min-kin	(6, 6)
lii-al-li-nen	(2, 6, 5)	seu-rus-te-lu	(3, 7, 5)
lu-et-te-lo	(1, 6, 5)	sih-tee-ri	(7, 2)
muu-ka-lai-nen	(2, 5, 5)	si-jais-kans-le-ri	(5, 4, 9, 8, 5)
muut-tu-ma-ton	(2, 6, 5)	Suo-ma-lai-nen	(3, 5, 5)
myön-tei-nen	(3, 4)	suo-si-ol-li-ses-ti	(3, 1, 6, 5, 7)
nais-a-sia	(3, 9, 1)	ta-val-li-nen	(5, 6, 5)
neu-vok-ki	(3, 6)	teh-taa-lai-nen	(7, 2, 5, 4)
neu-vot-te-lu	(3, 6, 5)	xe-ro-ftal-mia	(5, 11, 7)
ni-mi-kir-joi-tus	(5, 9, 7, 5)	Yh-dys-Val-lat	(7, 9)
nä-en-näi-ses-ti	(3, 6, 4, 7)		

### Diacritics and stress

With the exception of *ä* and *ö*, Finnish uses no diacritics. Stress is always on the first syllable.



## Capitalization

1. Long versions of vowels are capitalized by capitalization of the first letter: *Aa, Ee, Ii, Oo, Uu, Yy, Ää, Öö*. The same rule applies to diphthongs which are capitalized by the capitalization of their first graphic element: *Ai, Au, Ei, Eu, Ie, Iu, Oi, Ou, Ui, Uo, Yi, Yö, Äi, Äy, Öi, Öy*.

2. Capitalized is the Finnish name God: *Jumala* (or equivalent terms), but not its derivatives: *jumalallinen* (divine).

3. The personal pronoun (nominative second person singular) *sinä* (thou) is capitalized (*Sinä*) when referring to relatives, children, close friends (in correspondence), to God, or is used in poetry. The personal pronoun (nominative second person plural) *te* is capitalized (*Te*) when used in addressing a third person or a group of persons with a mark of respect.

4. Capitalized are both parts of a hyphenated name (proper noun) if the second part is also a proper noun: *Länsi-Saksa* (Western Germany), *Etelä-Amerikka* (South America), *Pohjois-Karjala* (Northern Carelia), *Vähä-Asia* (Asia Minor). If the name does not refer to a recognized independent region, letters in lower-case are used: *pohjois-Suomi* (northern Finland), *itä-Ranska* (eastern France).

5. Capitalized are proper names which form part of the name of a state or church holiday: *Juhannuspäivä* or *Juhannuksen päivä* (St. John's Day or Midsummer Day), *Mikon päivä* (St. Michael's Day), *Tapanin päivä* (St. Stephen's Day), or first letters of similar days, including those of memorial days, if they are compound words: *Itsenäisyyspäivä* (Independence Day), *Pääsiäispäivä* (Easter Day, i.e., Easter Sunday), *Snellmanin päivä* (Snellman Day), etc.

6. Capitalized are names of countries: *Ranska* (France), *Englanti* (England), *Yhdysvallat* (United States), *Suomi* (Finland), but derivatives of the same names meaning nations (nationalities) or languages of the same countries appear in lower-case: *ranskalainen* (Frenchman), *englantilainen* (Englishman), *amerikkalaiset* (Americans), *suomen kieli* (Finnish language).

7. Capitalized are words indicating attributes of historical figures: *Kaarle Suuri* (Charles the Great), *Pyhä Henrik* (Henric the Saint).

8. Capitalized are all words appearing as separate parts of a proper name: *Kasvatusopillinen Korkeakoulu* (Pedagogical, i.e., Teachers' College), *Yhteiskunnallinen Korkeakoulu* (College of Social Sciences); but *Kansallisteatteri* (National Theater), *Kymijoki* (Kymi River), *Maamme-laulu* "Our Land" (the Finnish national anthem), *Neuvostoliitto* (Soviet Union), *Olympiakylä* (Olympic Village), *Senaatintalo* (Senate Building).

9. Capitalized are parts of main titles of newspapers, journals, and unique literary works (including those of linguistic monuments) and series: *Uusi Suomi* (New Finland, newspaper), *Helsingin Sanomat* (Helsinki News, newspaper), *Helsingin Kaupungin Historiallisen Museon Julkaisuja* (Publications of the Historical Museum of the City of Helsinki, series), *Historiallinen Arkisto* (Historical Archives, journal), *Uusi Testamentti* (The New Testament), *Vanha Kalevala* (Old Kalevala); but *Aleksis Kiven Seitsemän veljestä* (the Seven Brothers by Aleksis Kivi), *Taidetta ja käsityötä Kansallismuseossa* (Arts and Handicrafts in the National Museum, series).

## Punctuation and hyphenation

Finnish punctuation differs from the English in the following:

1. The period indicates that a figure stands for the ordinal number: *2. partiisiippi* (the second particle), but it is not applied in connection with Roman numerals: *II partiisiippi*. Neither does it appear when a figure is followed by *p.* (for *päivänä*, on . . . th day): *6 p. joulukuuta*, on the 6th of December. The period is used to separate parts of determinative dates: *Urheilukatsaus 1.10.1961-30.9.1962* (Sports Survey, Oct. 1, 1961-Sept. 30, 1962).

2. A comma separates subordinated sentences in the front of conjunctions like *että* (that), *jotta* (in order that), *koska* (because), *kun* (when), *jos* (if), *vaikka* (though), and *kuin* (as). But it is not used before the conjunctions *eli* (or), *ja* (and), *sekä* (as well as, and), *tai* (or), *vai* (or), and the enclitic *-ka, -kä*.

3. The colon replaces letters (or parts of words) in abbreviations: *p:nä* (for *päivänä*, on . . . th day), *k:lo* (for *kello*, o'clock). Endings of grammatical cases are joined to figures by a colon: *Kirjasto on avoinna k:lo 10:stä 15:een ja k:lo 17:sta 21:een* (The library is open from 10 a.m. to 3 p.m. and from 5 to 9 p.m.). The abridged parts of the text have to be read as: *kymmenestä, viiteentoista, seitsemästätoista* and *kaksikymmentäyhteen*.

4. The apostrophe is used to mark the omission of a letter: *yht'äkkiä* (for *yhtä äkkiä*, suddenly). It is also used in foreign words and names ending in a vowel sound in order to clearly separate the end of the name from the Finnish

case-ending: *Loti'n* (of Loti), *Raleigh'n* (of Raleigh), *Friedrichsruh'ssa* (in Friedrichsruh).

5. The hyphen is used between two identical vowels in compound words: *raha-apu* (financial aid). Also where, in two or more compound words, one element is to be understood as common: *suomen-, saksan- ja englanninkielinen* (in Finnish, German, and English languages); *syntymäpaikka ja -aika* (place and date of birth). Hyphen is used also where one part is a figure or abbreviation: *30-vuotias* (30 years old); *palovak.-yhtiö* (for *palovakuutusyhtiö*, fire insurance company).

### Abbreviations

ap. or a.p.	aamupäivällä, before noon	ns. or n.s.	niin sanottu, so called
Arv.	Arvoisa, esteemed	Nti	Neiti, Miss
ed.	edellinen, former, foregoing	nyk.	nykyinen, current
ent.	entinen, past, old	oik.	oikeastaan, really, properly, correctly, actually
e.pp.	edellä puolenpäivän, before noon	p.	penni, penniä, penny, pence; päivä, day, date
esim.	esimerkiksi, for example, e. g.	p.a.	paino arkki, printed sheet
H:ra or Hra	Herra, Mr., Sir	R:va or Rva	Rouva, madam
ip. or i.p.	iltapäivällä, afternoon, p.m.	s. or siv.	sivu, sivulla, page, pages
jne. or j. n. e.	ja niin edespäin, and so on	seur.	seuraava, following, next
j.pp.	jälkeen puolenpäivän, afternoon, p.m.	so. or s.o.	se on, that is, i.e.
k-lo	kello, hour, o'clock	s.v.	samana vuonna, same year
ko. or k.o.	kyseessä oleva, (being) under discussion, in question	t.	tai, or
ks.	katso, see, compare, cf.	t.k.	tämän kuun, this month
l.	eli, or	t.m.s.	tai muuta semmoista, and so on
m.	minuutti, minute(s)	Tri	Tohtori, Doctor
Maist.	Maisteri, M.A. (academic title)	ts. or t.s.	toisin sanoen, in other words
mk(k).	markka(a), mark(s) (Finnish currency)	Tuom.	Tuomari, Judge
mm.	muun muuassa, among others	t.v.	tänä vuonna, this year
Muist.	Muistutus, note	v.	vuosi, year
n.	noin, about, circa	vert. or vrt.	vertaa, compare, cf.
nim.	nimittäin, namely, viz	v.k.	viime kuuta, viime kuun, last month, of the last month
N:o or №	numero, number	v.k.	virkaa tekevä, acting (i.e., chief)
		y.m.	ynnä muuta, etc.

### Cardinal numbers

yksi	one	kolmetoista, etc.	thirteen, etc.
kaksi	two	kaksikymmentä	twenty
kolme	three	kaksikymmentäyksi	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

ensimmäinen	first	kahdeksas	eighth
toinen	second	yhdeksäs	ninth
kolmas	third	kymmenes	tenth
neljäs	fourth	yhdestoista	eleventh
viides	fifth	kahdestoista	twelfth
kuudes	sixth	kolmastoista, etc.	thirteenth,
seitsemäs	seventh		etc.

**Ordinal numbers—Continued**

kahdeskymmenes	twentieth	sadasensimmäinen, one hundred and
kahdeskymmenesensimmäinen	twenty-first	etc.
kahdeskymmenestoinen, etc.	twenty-	first, etc.
	second, etc.	kahdessadas two hundredth
kolmaskymmenes, etc.	thirtieth, etc.	tuhannes thousandth
sadas	hundredth	

**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.—Maija Helliikki Aaltio, *Finnish for Foreigners* (1964); Vieno Severi Alanne, *Finnish-English General Dictionary* (1968); John Atkinson, *Finnish Grammar* (1969); *Finnish for Travellers* (Editions Berlitz, 1970); Lauri Hakulinen, *The Structure and Development of the Finnish Language* (1963); Meri K. Lehtinen, *Basic Course in Finnish* (1964); Aili Rytönen and Augustus A. Koski, *Finnish: Graded Reader* (1968); Aino Vuolle, *Finnish-English Dictionary* (1964).



## 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. A 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
À	à	
Â	â	
B	b	<i>a</i> in hah
C	c	<i>b</i>
C	ç	<i>c</i> in city before <i>e, i, y</i> (=s); <i>c</i> in car, elsewhere (=k)
D	d	<i>c</i> in city (=s)
E	e	<i>d</i>
		<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
É	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>
Ê	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>t</i> with few exceptions; usually silent when final.

[Concluded on following page]



U	u	} like German <i>ü</i> ( <i>ee</i> with lips rounded as for <i>oo</i> ) in <i>Esaü</i> ; usually silent after <i>g</i> and <i>q</i> before <i>e</i> , <i>i</i> , <i>y</i>
Ö	ô	
Ü	ü	
V	v	<i>v</i>
W	w	<i>w</i> or <i>v</i>
X	x	<i>gz</i> at beginning of word ( <i>Xavier</i> , <i>xylophone</i> ) and sometimes between vowels ( <i>exister</i> ); otherwise <i>ks</i>
Y	y	<i>ee</i>
Z	z	<i>z</i> ; usually silent when final

### Special characters

French uses the Latin alphabet with the addition of the following special characters: *à, á, ç, é, è, ê, ë, î, ô, ù, ú, û*.

### 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, ay, ei, ey</i> as <i>e</i> in met or there	<i>ou, oû, aou</i> as <i>oo</i> in moon
<i>au, eau</i> as <i>o</i> in no	<i>oui</i> like English <i>we</i>
<i>eu, æ, æu</i> as <i>u</i> in fur ¹	<i>ui</i> somewhat like English <i>we</i>
<i>oi, oy</i> as <i>wa</i> in watt	

### Combinations of two consonant letters (digraphs)

<i>ch</i> as <i>sh</i> in shoe; occasionally as <i>k</i>	<i>ph</i> as in English
<i>gn</i> as <i>ny</i> in canyon	<i>qu</i> as <i>k</i> ; occasionally as <i>kw</i>
<i>gu</i> as <i>g</i> in give before <i>e, i, 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, oin, ym, yn*, the vowel sound of each being *a* in sang;
3. *om, on*, with the vowel like *o* in song;
4. *eun, um, un*, with the vowel like *u* in sung.

Nasals occur at the end of a word or in the middle of a word before another consonant except *m* or *n*: *faim, bien, loïn, manger, membre*; otherwise, the above combinations are not nasalized: *ananas* (pronounced *ânânâ*), *nommer* (pronounced *nomê*). 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, br</i>	<i>fl, fr</i>	<i>sc, sp, sph, squ, st</i>
<i>chl, chr, cl, cr</i>	<i>gl, gr</i>	<i>thr, tr</i>
<i>dr</i>	<i>phl, phr, pl, pr</i>	<i>vl, vr</i>

### Rules for syllabification

In French, words are divided into syllables according to the following rules:

- (1) *A consonant between two vowels commences a new syllable:*

ca-pi-tal, ca-pi-ta-li-sa-ble, ca-pi-ta-li-ser, ca-pi-ta-lis-me, ca-pi-ta-lis-te, mo-no-mé-tal-lis-te, li-bé-ra-toi-re, dé-sap-pro-vi-si-on-ne-ment, a-rith-mé-ti-que-ment,

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.

an-tis-ta-tu-tai-re-ment, pri-vi-lè-ge, su-bor-don-né, su-res-ta-ries, é-ti-que-ta-ge, e-xa-mi-na-teur, e-xer-ci-ce, e-xis-ten-ce, e-xo-né-rer, i-ne-xac-te-ment, in-de-xa-tion, i-nu-ti-le, u-ne, u-na-ni-me-ment, vi-gueur, vi-gou-reux, vi-gou-reu-se, paie-ment, pa-ral-lé-lé-pi-pé-di-que.

(2) *Two adjoining consonants (except rule 4 digraphs) between two vowels separate into two syllables:*

ac-com-mo-der, ac-quit-te-ment, at-ter-ris-sa-ge, bail-le-res-se, chan-geant, chan-gean-te, con-cur-ren-ti-el-le, cor-res-pon-dan-ce, des-cen-dre, ex-cep-ti-on-nel-le-ment, ex-pé-di-ti-on-nai-re, in-na-vi-ga-ble, in-te-ro-cé-a-ni-que, in-ter-val-le, ir-res-pon-sa-bi-li-té, os-cil-ler, ras-seoir, re-con-nais-san-ce, res-ti-tu-er, sub-di-vi-ser, sur-taux, veil-le.

(3) *A vowel can only begin a syllable, other than an initial syllable, when preceded by another vowel:*

a-é-ro-pla-ne, a-gré-er, an-ci-en, ar-ri-è-re, bé-né-fi-ci-ai-re, ca-mi-on, ca-out-chouc, co-as-so-ci-é, co-ef-fi-ci-ent, co-in-ci-der, dé-pou-il-le-ment, ex-tra-or-di-nai-re, feu-il-le, in-né-go-ci-a-ble, li-er, mi-eux, na-ti-on, ou-est, ré-é-va-lu-er, ré-u-ni-on, ro-yau-me, vic-tu-ail-les, vi-e-il-lir, vi-eux, voi-li-er, vo-ya-ge.

(4) *The following digraph consonants are inseparable:*

bl: câ-blo-gram-me, chan-gea-ble, o-bli-té-rer, pu-bli-que. *Exception:* sub-lu-nai-re.

br: dé-brou-il-ler, li-bre, su-bré-car-gue. *Exception:* sub-ro-ger and derivatives.

ch: dis-pa-cheur, é-chan-til-lon, é-chauf-fer, gui-chet, re-cher-che.

cl: ac-cla-mer, ac-cli-ma-ter, é-clai-ra-ge, é-clu-se, ex-clu-sif.

cr: des-crip-ti-ve, é-cri-tu-re, ma-nus-crit, pres-cri-re, sous-cri-re.

dh: ré-dhi-bi-toi-re.

dr: a-dres-ser, cor-res-pon-dre, en-tre-pren-dre, or-dre.

fl: af-flux, ef-fleu-rer, in-fla-ti-on, in-flu-ent.

fr: af-fran-chir, en-cof-frer, in-dé-chif-fra-ble, ré-af-frè-te-ment, re-frap-pa-ge.

gl: ag-glo-mé-rer, a-veu-gle, é-tran-gle-ment, né-gli-gen-ce, rè-gle-ment.

gn: com-pa-gnie, é-par-gnant, ren-sei-gne-ment, si-gnal, vi-gnet-te.

gr: ag-gra-va-ti-on, dé-gros-sir, dé-ni-grer, in-té-gral, re-gret.

ph: chi-ro-gra-phaire, dac-ty-lo-gra-phi-er, té-lé-pho-ne, u-ni-gra-phi-que.

pl: ac-com-plis-se-ment, ap-pli-ca-ti-on, com-plè-te-ment, ex-ploît.

pr: an-ti-pro-tec-ti-on-nis-te, ap-pren-dre, ex-pri-mer, pro-pri-été.

rh: ar-rhe-ment, ar-rhes, bi-blo-rhapt, e-nar-rher, trans-rhé-na-ne.

th: au-then-ti-que, dés-hy-po-thé-quer, hy-po-thé-cai-re, mé-tho-de.

tr: ad-mi-nis-tra-tif, cen-tre, co-di-rec-tri-ce, con-tre-si-gner, con-tres-ta-ries, il-lus-trée.

vr: a-vril, li-vrai-son, li-vre, ma-nœu-vrer, ou-vri-er.

(5) *(a) ns, bs, and rs are separable if followed by a vowel:*

con-sa-crer, con-seil-la-ble, con-si-dé-rer, in-sé-rer, in-sol-va-ble, in-suf-fi-sant, tran-sac-ti-on, tran-sat-lan-ti-que, tran-si-ter; ab-sor-ber, ob-ser-ver; per-su-a-der.

(b) *ns, bs, and rs are inseparable if followed by a consonant:*

cons-pi-rer, cons-ta-ter, cons-ti-tu-er, ins-pec-ter, ins-tal-ler, trans-cen-dant, trans-fè-re-ment, trans-port; no-nobs-tant, obs-ta-cles, subs-tan-ce; in-ters-ti-ce, pers-pec-ti-ve.

(c) *ns and bs are inseparable if followed by a consonant coupled with r:*

cons-trui-re, ins-cri-re, trans-cri-re, trans-gres-ser; abs-trac-ti-on, obs-truc-ti-on.

(d) *ns and bs are separable before ci:*

con-sci-en-ci-eux, in-sci-em-ment; ab-scis-se.

(6) *(a) mp and nc followed by t are inseparable:*

a-comp-te, comp-ta-ble, es-comp-ter, pré-emp-ti-on; fonc-ti-on, sanc-ti-on.

(b) *In all other combinations mp and nc are separable:*

em-plo-yer, em-prun-ter, im-por-tant; a-van-cer, fran-çais, fran-che, fran-co.

(7) *In writing or in print no syllable is separable which does not include a vowel; thus, trigraph consonants are inseparable initially: scru-tin, but separable medially: ins-cru-ta-ble.*

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *alpen-stock*, *reichs-amt*, *cre-scendo*, *sky-scraper*, *Wash-ington*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostique*, *hémisphère*, *hémoplysies*.

Some of the small syllables, especially initial vowel uniliterals and final biliterals beginning with a vowel, are not usually separated from the body of the word in writing or print, but they are of importance in the pronunciation; thus, *émission* is pronounced *é-mi-si-on*, but the written or printed word is ordinarily only divided *émis-* (*end of line*) *sion*, not *é-* (*end of line*) *mission*, nor *émissi-* (*end of line*) *on*, though *d'é-* (*end of line*) *mission*, *l'é-* (*end of line*) *mission*, are better than *d'* (*end of line*) *émission*, *l'* (*end of line*) *émission*.

Divisions of words at the ends of lines should, of course, be avoided as far as possible, and not be carried to extremes.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-so-lu-ment	(2, 1, 1)	i-nex-pu-gna-ble	(1, 2, 4, 4)
abs-trac-ti-on	(4, 2, 3)	ins-pi-ra-tion	(5, 1, 1, 3)
ad-mi-nis-tra-ti-on	(2, 1, 4, 1, 3)	ins-tan-ta-née	(5, 2, 1)
a-mé-ri-cai-nes	(1, 1, 1, 1)	ins-truc-ti-on	(5, 2, 3)
an-ti-scor-bu-ti-que	(2, 2, 2, 1, 1)	in-tro-duc-ti-on	(4, 1, 2, 3)
at-mos-phé-ri-que	(2, 4, 1, 1)	Ja-ma-i-que	(1, 3, 1)
au-to-gno-sie	(1, 4, 1)	Kam-tchat-ka	(8, 2)
bi-blio-thè-que	(4, 4, 1)	ki-lo-mé-tri-que	(1, 1, 4, 1)
bi-en-heu-reux	(3, 2, 1)	ma-la-droi-te-ment	(1, 4, 1, 1)
ca-out-chou-ter	(3, 4, 1)	ma-nus-crits	(1, 4)
cir-cons-tan-ces	(2, 5, 2)	mi-cro-sco-pi-que	(4, 2, 1, 1)
com-pri-ma-ble	(4, 1, 1)	non-ac-ti-vi-té	(1, 2, 1, 1)
cons-cien-cieu-se-ment	(5, 2, 1, 1)	no-nobs-tant	(1, 5)
cons-ti-tu-ti-on-nel	(5, 1, 1, 3, 2)	ob-jec-ti-vi-té	(2, 2, 1, 1)
des-cen-dant	(2, 2)	obli-ga-ti-on	(1, 1, 3)
des-crip-ti-on	(4, 2)	obs-cu-ri-té	(5, 1, 1)
dia-gnos-ti-quer	(4, 2, 1)	per-cep-ti-ble	(2, 2, 4)
dis-ci-pli-ner	(2, 4, 1)	pé-rem-p-ti-on	(1, 6, 3)
en-tr'ac-cor-der	(4, 2, 2)	pré-oc-cu-pa-ti-on	(3, 2, 1, 1, 3)
e-xé-cu-ti-ves	(1, 1, 1, 1)	pro-blè-mes	(4, 1)
ex-haus-se-ment	(2, 2, 1)	pro-pre-ment	(4, 1)
e-xo-cel-lu-lai-res	(1, 1, 2, 1, 1)	pros-crip-ti-on	(7, 2, 3)
ex-tra-or-di-nai-res	(4, 3, 2, 1, 1)	pros-pé-ri-té	(2, 1, 1)
gym-no-sper-mes	(2, 2, 2)	sub-cons-ci-en-ce	(2, 7, 3, 2)
hé-té-ro-do-xie	(1, 1, 1, 1)	su-bor-don-ner	(1, 2, 2)
hy-dro-sco-pie	(2, 2, 1)	sub-ro-ger	(4)
ig-ni-ti-on	(2, 1, 3)	subs-tan-ti-el	(7, 2, 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.

The circumflex occurs on the vowels. It may indicate that an *s* followed the vowel in Old French, as in *île* from *isle*, island, and *pâté* from *paste*, paste; it may distinguish homonyms like *dû* (due) and *du* (of the); *â*, *ê*, *ô* may represent vowels longer than those spelled *a*, *e*, *o*, as in *âne*, *bête*, *môle*.

The acute accent occurs only on the *e*; *é* represents a close *e* sound, more like the *a* in late than the *e* in met. It will be found on an *e* followed by a single consonant or digraph or consonantal unit, followed by a vowel as in *érable*, *église*, *étrenne*. It will not be on an *e* followed by two consonants (i. e., two consonants which do not form a digraph or consonantal unit), as in *esclaves*, *elbeuf*. The letter *é* is common at the end of words (*été*, *passé*), and frequently initially, and medially as well, under the conditions already stated.

The grave accent occurs on *a*, *e*, and *u*. One of its functions is to distinguish homonyms: *a* (has) and *à* (to); *des* (of the) and *dès* (since); *ou* (or) and *où* (where). Far more frequent is the occurrence of *è*, indicating an open *e* sound, more like the *e* in met than the *a* in late. It occurs in one-syllable words in which mute *e* is the last letter, and a single consonant or digraph, or consonantal unit, is the next-to-last letter, as *ère*, *lèvre*, *sèche*; in word-final syllables like *-ère*, *-ière*, *-ègre*, *-èbre*, *-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*)  
 æ 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*)  
 ai 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*)  
 guē as g in go plus u as in German *ü*  
 plus mute e (*aiguë*)  
 guī 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

1. Capitalize the first word of sentences, phrases, verses, speeches, citations: *Un homme dit: "Je passerai la mer . . ."*

2. After interrogation, exclamation, and suspension points when they end the sentence.

3. In proper names in general: *Jeanne, la France, la Seine*.

a. The names designating God, the three holy persons, Jesus Christ: *Le Créateur, la Providence, le Messie, le Tout-Puissant*.

b. The names of mythological divinities and abstractions personified by poetry or mythology, as well as the names of stars, constellations, and planets: *Jupiter, les Furies, Sirius, le Cygne*.

c. The proper names of people, families, and dynasties: *Les Français, les Bourbons*; but *l'Etat allemand, le drapeau français*.

4. The names of holidays: *La Toussaint, à Noël*; but not the names of days or months.

5. The names that have become proper names: *L'Orateur romain* (Cicero), *la Vierge* (Virgin Mary).

6. The proper names of scholarly, political, and religious organizations, or orders of chivalry: *L'Eglise, l'Institut de France, la Chambre de représentants, l'Université catholique de Paris, l'Ordre de la Couronne*.

7. Ordinarily the cardinal points when they are used absolutely, as in: *Les peuples de l'Orient*; otherwise the lowercase is used.

8. The proper names of streets, monuments, buildings, ships, etc.: *La rue des Tuileries, le Parthénon, le Titanic*.

9. The titles of books, poems, pictures, works of art, etc.

10. Titles, such as: *Sa Majesté, Son Excellence*, when addressing the person himself.

a. *Nous, Vous*, etc., in encyclicals, pastoral letters, etc.

b. Historical events: *La Renaissance, la Révolution*.

11. The adjective is capitalized when it is intimately connected with the proper name: *Etats-Unis, la Comédie-Française, Charles le Téméraire*.

a. When it precedes the name: *Le Saint-Office, la Sainte-Alliance*.

b. When it accompanies a geographic term: *La mer Méditerranée*.

### Punctuation and hyphenation

The period indicates the end of the sentence. It is used sometimes to give greater emphasis to a subordinate clause.

The interrogation point is used in general as in English; an indirect interrogation is never followed by an interrogation point. When an interrogative phrase is followed by an insertion, the interrogation point is placed immediately after that phrase, the sentence continuing in lower case.

The exclamation point is placed directly after the exclamation; the interjection *ô* is never used by itself, as in *O regret!*, and the exclamation point is placed after the complete exclamation.

The comma marks a brief pause. In spelled out figures the decimal part is separated from the main part by a comma (instead of a period, as in English). It must be used after the place in the date: *Paris, le 4 juin . . .*

The comma follows salutations, such as: *Ma chère Marie, . . .*

It is used before *et*, *ou*, or *ni* when coordinating more than two elements, such as: *Un bon financier, dil . . ., ne pleure ni ses amis, ni sa femme, ni ses enfants*.

The semicolon marks a medium long pause.

The colon is used as in English.

The suspension points are used as in English.

The quotation marks in French are written: <>. However, *Le Grand Larousse*, in the preface to its 1960-64 edition, uses the English version: " ".

The punctuation is usually placed at the end of the quote, if the citation is a



complete phrase, as in: *Je répondis: «J'attends le départ.»* Otherwise " precede the punctuation, as in: *Quel homme, que ce «Père la Victoire»!*

The apostrophe is used to mark the omission of *a, e, i*, as in: *l'arme, d'abord, s'il vous plaît.*

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: *Parlez-vous?* Do you speak?
2. Between verbs and object pronouns: *Parlez-moi*, speak to me.
3. Between verbs and the participles *en, y, ce, on*: *Portez-leur-en*, bring them some.
4. Between the personal pronoun and the adjective *même, moi-même*, myself.
5. On each side of the euphonic *t*: *A-t-il?* Has he? *Parlera-t-elle?* Will she speak?
6. Before *ci* and *là*: *celui-ci*; and in certain expressions after *ci* and *là*, as in *ces choses là-dessus*.
7. After *entre* in all reciprocal verbs: *s'entre-tuer*, to kill one another.
8. Between *demi* and its noun: *une demi-heure*, half an hour.
9. In compound nouns and adjectives, especially with prepositional particles, as in *arc-en-ciel*, rainbow; *nouveau-né*, newborn.
10. In spelled numbers (see p. 446).
11. Between first names: *Louis-Charles-Alfred de Musset*.
12. Between the word *Saint* and the following name, when used to designate a locality, a feast-day, a street, an era, etc., but not when it concerns the Saint himself: *la rue Saint-Jacques, La Saint-Nicolas*.
13. In geographic names: *Saint-Valéry-en-Caux*, etc.
14. In certain invariable phrases: *Pêle-mêle, avant-hier*, etc.

### Abbreviations

a.	accepté, accepted	R.F.	République française,
a.c.	année courante, current year		French Republic
art.	article, article	R.S.V.P.,	répondez, s'il vous plaît,
av.	avec, with	or	please answer
B.B.	billet de bank, bank note	r.s.v.p.	
c (c ^{ts} )	centime(s), centime(s)	S.A.R.	Son Altesse Royale, His
c.à-d.	c'est-à-dire, that is (i.e.)		Royal Highness
ch.	chapitre, chapter	S.E.	Son Excellence, His Ex-
ch. de f.	chemin de fer, railway		cency
Cie, C ^{ie}	compagnie, company	S.E.O.	sauf erreur ou omission,
C.V.	cheval vapeur, H.P.		error or omission excepted
C., c., c ^{te}	compte, account	S.M.	Sa Majesté, His Majesty
f., fr.(s)	franc, franc(s)	S.A.,	Société anonyme, similar
h.	heure, hour	Soc.	to limited liability com-
J.-C.	Jésus-Christ, Jesus Christ	an ^e	pany
M., MM.	Monsieur, Messieurs, Mr.,	S.S.	Sa Sainteté, His Holiness
	Messrs.	s.v.p.	s'il vous plaît, please
M ^{me}	Madame, Mrs.	t., T.	tome, book
M ^{lle}	Mademoiselle, Miss	tit.	titre, title
M ^{gr}	monseigneur, my lord	t.s.v.p.	tournez, s'il vous plaît,
N.-D.	Notre Dame, Our Lady		please turn
N.D.L.R.	note de la rédaction, edi-	voy., v.	voyez, voir, see
	tor's note.	V ^{ve}	veuve, widow
p.ex.	par exemple, for example	1 ^{er}	premier (m.), first
p.f.s.a.	pour faire ses adieux, to	1 ^{ère}	première (f.), first
	say goodbye	II ^e , 2 ^e	deuxième, second

### Abbreviations of metric terms

Mm	mégamètre	mm ³	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	stère	hl	hectolitre
m	mètre	dst	décistère	dal	décalitre
dm	décimètre	t	tonne	l	litre
cm	centimètre	q	quintal	dl	déclitre
m ²	mètre carré	kg	kilogramme	cl	centilitre
mm	millimètre	hg	hectogramme	ml	millilitre
mm ²	millimètre carré	dag	décagramme		

NOTE.—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-vingts	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	quatre-vingt-dix-huit	ninety-eight
vingt	twenty	quatre-vingt-dix-neuf	ninety-nine
vingt et un	twenty-one	cent	hundred
vingt-deux, etc.	twenty-two, etc.	cent un, etc.	one hundred and one, etc.
trente	thirty		
trente et un	thirty-one	deux cents, etc.	two hundred, etc.
trente-deux, etc.	thirty-two, etc.	mille (mil)	thousand
quarante	forty	million	million
cinquante	fifty	milliard	billion
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**

seconde	second	semaine	week
minute	minute	mois	month
demi-heure	half an hour	année	year
heure	hour	saison	season
jour	day		

Sets of figures, separated in English by commas, in French are separated either by spaces, as in: 1 005; 1 000 000, or by periods as in: 1.005; 1.000.000. Percentages printed in English in lowercase are in French frequently printed in uppercase: 2 1/2 0/0.

Authors and their works are cited in the text as follows: first name (mostly by initial), last name in caps; followed by a comma, then the name of the work in italics, followed by a comma, then volume in Roman numerals, followed by a comma, then the page: p. 211, for example. If the source is a newspaper or a periodical, the name of the author appears, as above, followed by *dans* (in) *le Temps* (a newspaper), or the name of the periodical, followed by a comma and the date, as in: 7 août 1962, followed by a comma, then p. . . . The source appears in parentheses, and, followed if cited at the end of a sentence, by a period. Sometimes *t.* (volume) precedes the volume, and *ch.* (chapter), the chapter referred to.

REFERENCES.—Le Grand Larousse (1960–64); Maurice Grevisse, *Le bon usage* (8th ed.) (1964); Kettridge's *Commercial and Financial Dictionary* (1957); Francis M. duMont, *French Grammar* (College Outline Series) (Barnes & Noble); Larousse, *Dictionnaire moderne français-anglais/anglais-français* (1960).

## GERMAN

Wenn aber auch der Charakter verschiedener Weltgegenden von allen äußeren Erscheinungen zugleich abhängt; wenn Umriß der Gebirge, Physiognomie der Pflanzen und Tiere, wenn Himmelsbläue, Wolkengestalt und Durchsichtigkeit des Luftkreises den Totaleindruck bewirken; so ist doch nicht zu leugnen, daß das Hauptbestimmende dieses Eindrucks die Pflanzendecke ist. Dem tierischen Organismus fehlt es an Masse; die Beweglichkeit der Individuen und oft ihre Kleinheit entziehen sie unseren Blicken. Die Pflanzenschöpfung dagegen wirkt durch stetige Größe auf unsere Einbildungskraft.—Alexander von Humboldt, *Ansichten der Natur*, vol. II, p. 20 f. (1849).

### Alphabet and pronunciation ¹

A	a	short: <i>a</i> like <i>u</i> in cup; long: <i>a</i> in father
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, bulb or as <i>p</i> in lip
C	c	before <i>e</i> , <i>i</i> , <i>ä</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 aspen
F	f	<i>f</i>
G	g	<i>g</i> ; at end of word after <i>e</i> , <i>ei</i> , and <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; between vowels <i>h</i> has the effect of a dieresis
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 let
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: as in French neuf; (as in fur) 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 fur
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 parade; at end of word or syllable, usually as in alter
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

[Concluded on following page]

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.



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>oo</i> in boot
Ü	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>du</i>
V	v	<i>v</i> or <i>f</i> at beginning of words, <i>f</i> at beginning and end of words, elsewhere usually <i>v</i>
W	w	<i>v</i>
X	x	<i>x</i> (= <i>ks</i> )
Y	y	short and long: as German <i>i</i> or German <i>ü</i> ; occasionally (before vowel) as <i>y</i> in yet
Z	z	<i>ts</i> in bits

### Special characters

German used to be set, traditionally, in the Fraktur alphabet (German text). It was abolished for official publications in 1941 and is virtually no longer used. For information on Fraktur, see earlier editions of this Manual. The Latin alphabet, which is now generally used, has, however, retained the following special characters, called umlauts: Ä ä, Ö ö, and Ü ü.

The Fraktur alphabet employed four ligatures: *ch* (*ch*), *ck* (*ck*), *ß* (*ß*, *ss*), and *tz* (*tz*). However, German style when using a Latin alphabet has retained the following usages: In syllabification, *tz* may be divided, *ch* and *ß* may never be divided, and *ck*, if division is called for, must be changed to *k-k*. This is because the character *c* may never end a word or a syllable and, hence, may not terminate a line.

When German is set in Latin characters, the only ligature employed is *ß*; the other ligatures are represented by their respective individual characters. When *ß* is not available, it may be replaced by *ss*.

### 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*  
*oe* as German long *o* in some proper  
names (as distinguished from *oe* for  
the umlaut *ö*)  
*oi* as German long *o* in some proper  
names

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*, 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:

*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 some, *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*, *rup-fen* as indicated. The rule is that *pf* is separated when followed by a vowel.

When *ß* is replaced by *ss*, *ss* is never divided.

### Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided with the exception of *ng*.

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-ster*, *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*, *Hühn-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-italienisch*, *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*, *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-schst* 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.

10. No division should be made that results in a single letter being separated or a syllable of two letters occupying the second line. Wrong: *O-zean*, *koch-te*.

11. When, in a compound word, the first word ends with *s* and the second begins with *t*, the *st* rule does not apply: *Reichs-tag* not *Reich-stag*.

12. No division is permitted that affects the meaning adversely: *Spar-gelder* not *Spargel-der*; *Ur-instinkt* not *Urin-stinkt*.

## Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Ab-gren-zung	(5, 2)	Nach-ord-nung	(5, 3)
Ame-ri-ka-ni-sche	(2, 2, 2, 2)	ne-ben-an	(2, 7)
Amts-an-tritt	(7, 5)	nie-der-bre-chen	(2, 5, 2)
an-ord-nen	(5, 3)	nied-rig-ste	(3, 3)
Auf-pflan-zung	(5, 3)	Ober-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)
-quem-lich-keit	(2, 3, 3)	öster-rei-chi-sche	(7, 2, 2)
-chen-för-mige	(3, 7, 3, 2, 1)	ost-in-di-sche	(7, 3, 2)
-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)	Rich-ter-amt	(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-schreck-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, 11)	Un-ter-ab-tei-lung	(3, 5, 5, 2)
In-an-spruch-nahme	(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-esse	(3, 8, 3, 10)	weg-schlei-chen	(5, 2)
Jah-res-tag	(3, 7)	Werk-ar-beit	(7, 3)
Ka-me-ra-den	(2, 2, 2)	wi-der-spre-chen	(2, 5, 2)
Leb-haf-tig-keit	(3, 3, 3)	Wie-der-ab-druck	(2, 5, 5)
Maß-sy-stem	(7, 2)	Wirt-schaf-ter	(6, 3)
me-di-zi-ni-sche	(2, 2, 2, 2)	zer-split-tern	(5, 3)
Miß-er-folg	(5, 3)	zu-dre-hen	(5, 2)
mit-hel-fen	(5, 3)	zu-rück-er-o-bern	(2, 5, 5, 2)
mitt-le-rer	(3, 2)	zu-sam-men-flie-ßen	(2, 3, 5, 2)

## Diacritics and stress

Other than the umlauts, no diacritical marks are used in German. The chief stress falls on the root syllable in simple words (*SINGen*, to sing), and on the leading component, usually the first, in compound words (*FESTland*, mainland). Words of foreign origin have their own characteristic stress.

## Capitalization

With the exception of the following, capitalization conventions are the same as in English:

1. All nouns and words used as nouns are capitalized: ¹ *das Geben*, the giving; *die Armen*, the poor.

2. Proper adjectives are lowercased: *die deutsche Sprache*, the German language.

3. Adjectives derived from personal names are capitalized: *die Lutherische Übersetzung*, Luther's translation; but when used descriptively, lowercased: *die lutherische Kirche*, the Lutheran Church; *ciceronische Beredsamkeit*, Ciceronic eloquence.

4. The pronouns *Sie*, you, *Ihr*, your, and *Ihnen*, to you, are capitalized, but not *ich*, I. The pronouns *Du*, you, *Dein*, your, and their various forms are capitalized in correspondence.

In solid matter, where the umlaut on capital letters is likely to cause trouble in alinement, it will be omitted and a lowercase *e* added after the capital, as *Ae* (*Aerger*), *Oe* (*Oel*), *Ue* (*Uebel*).

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)	ff.	folgende (Seiten), following (pages)
a.a.O.	am angeführten Ort, in the place cited (loc. cit.)	F.f.	Fortsetzung folgt, to be continued
Abb.	Abbildung, illustration, figure	Forts.	Fortsetzung, continuation
Abk.	Abkürzung, abbreviation	FrI.	Fräulein, Miss
Abt.	Abteilung, section	geb.	geboren, born; gebunden, bound; geborene, née
a.d.	an der, on the	Gebr.	Gebrüder, Brothers
a.D.	außer Dienst, retired	gef.	gefälligst, kindly
Adr.	Adresse, address	gegr.	gegründet, founded
A.G.	Aktiengesellschaft, corporation	ges.	gesetzlich geschützt, registered
allg.	allgemein, general(ly)	gesch.	tered trademark
Anm.	Anmerkung, note	G.m.b.H.	Gesellschaft mit beschränkter Haftung, Ltd., or Inc.
Art.	Artikel, article	hrsg.	herausgegeben, edited or published
Aufl.	Auflage, edition	i.	in, im, in, in the
b.	bei, beim, near, with, c/o	Ing.	Ingenieur, engineer
Bd.	Band, volume	inkl.	inklusive, inclusive, included
bes.	besonders, especially	insb.	insbesondere, in particular
betr.	betreffs, betreffend, concerning	Kap.	Kapitel, chapter
bez.	bezüglich, respecting	kath.	kathalisch, Catholic
Bez.	Bezirk, district	Kl.	Klasse, class
bezw., bzw.	beziehungsweise, respectively	lfd.	laufend, current
Blg.	Beilage, enclosure	Lfg.	Lieferung, fascicle
b.w.	bitte wenden, please turn page	M.	Mark, mark (coin)
ca.	circa, zirka, about	m.E.	meines Erachtens, in my opinion
d.Ä.	der Ältere, Sr.	Nachf.	Nachfolger, successor(s)
ders.	derselbe, the same	nachm.	nachmittags, p.m., afternoon
dgl.	dergleichen, the like, of that kind	näml.	nämlich, namely, i.e.
d.h.	das heißt, that is, i.e.	NB	(nota bene) beachte, note, remark (P.S.)
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.	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
Dtzd.	Dutzend, dozen	p.A.	per Adresse, care of (c/o)
einschl.	einschließlich, including, inclusive	Pf.	Pfennig, penny
entspr.	entsprechend, corresponding	Pfd.	Pfund, pound (lb.)
e.V.	eingetragener Verein, incorporated society or association	PS	Pferdestärke, horsepower
ev.	evangelisch, Protestant	resp.	respektiv, respectively
evtl.	eventuell, perhaps, possibly	rglm.	regelmäßig, regular
Fa.	Firma, firm		



# Abbreviations—Continued

S.	Seite, page	usw.	und so weiter, and so forth, etc.
s.	siehe, see (cf.)	v.	(vide) siehe, see (cf.); von, of, from, by
sel.	selig, late	v. Chr.	vor Christus, B.C.
Skt., St.	Sankt, Saint	Verf.	Verfasser, author
s.o.	siehe oben, see above	Verl.	Verleger, publisher
sog.	sogenannt, so called	vgl.	vergleiche, compare
Sp.	Spalte, column	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	vorm.	vormittags, morning, a. m.
s.u.	siehe unten, see below	Vors.	Vorsitzender, chairman
T.	Teil, part	w.o.	wie oben, as above
teilw.	teilweise, partly	Wwe.	Witwe, widow
u.	und, and	z.	zu, zum, zur, to, to the, at
u.a.	und andere, and others; unter anderem, among other things; unter andern, among others (inter alia)	z.B.	zum Beispiel, for example
u.a.m.	und andere mehr, and many others	z.H.	zu Händen, attention of
U.A.	Um Antwort wird gebeten, w.g. an answer is requested	Ztschr.	Zeitschrift, periodical
		z.T.	zum Teil, in part
		zus.	zusammen, 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, etc.	twenty-three, etc.
fünf	five	dreißig	thirty
sechs	six	vierzig	forty
sieben	seven	fünfzig	fifty
acht	eight	sechzig	sixty
neun	nine	siebzig	seventy
zehn	ten	achtzig	eighty
elf	eleven	neunzig	ninety
zwölf	twelve	hundert	hundred
dreizehn	thirteen	hundertundeins	one hundred and one
vierzehn	fourteen	hundertundzwei, etc.	one hundred and two, etc.
fünfzehn	fifteen	zweihundert, etc.	two hundred, etc.
sechzehn	sixteen	tausend	thousand
siebzehn	seventeen		
achtzehn	eighteen		
neunzehn	nineteen		

## Ordinal numbers

erste	first	dreizehnte, etc.	thirteenth, etc.
zweite	second	zwanzigste	twentieth
dritte	third	einundzwanzigste	twenty-first
vierte	fourth	zweiundzwanzigste, etc.	twenty-second, etc.
fünfte	fifth	dreißigste	thirtieth, etc.
sechste	sixth	vierzigste, etc.	fortieth
siebente	seventh	hundertste	hundredth
achte	eighth	hundertunderste, etc.	one hundred and first, etc.
neunte	ninth	zweihundertste	two hundredth
zehnte	tenth	tausendste	thousandth
elfte	eleventh		
zwölfte	twelfth		

After ordinal numbers a period is placed where in English the form would be 1st, 2d, etc., as *1. Heft*; *2. Band*.

## 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  
Montag  
Dienstag  
Mittwoch

Sunday  
Monday  
Tuesday  
Wednesday

Donnerstag  
Freitag  
Sonnabend, Samstag

Thursday  
Friday  
Saturday

**Seasons**

Frühling  
Sommer

spring  
summer

Herbst  
Winter

autumn  
winter

**Time**

Stunde  
Tag  
Woche

hour  
day  
week

Monat  
Jahr

month  
year

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 (Classical)

“Ὅτι μὲν ὑμεῖς, ὦ ἄνδρες Ἀθηναῖοι, πεπόνθατε ὑπὸ τῶν ἐμῶν κατηγορῶν, οὐκ οἶδα· ἐγὼ δ’ οὖν καὶ αὐτὸς ὑπ’ αὐτῶν δλίγον ἑμαυτοῦ ἐπελαθόμην, οὕτω πιθανῶς ἔλεγον· καίτοι ἀληθες γε ὥς ἔπος εἰπεῖν οὐδὲν εἰρήκασιν.—Plato, Apologia, 1.

### Alphabet and pronunciation

Α	α	alpha	ā in father; ǎ in aha
Β	β	beta	b in bad
Γ	γ	gamma	g in go; ng in sing, before γ, κ, χ, and ξ
Δ	δ	delta	d
Ε	ε	epsilon	ě in French <i>été</i> ; e in pet
Ζ	ζ	zeta	z in daze (originally <i>zd</i> , or <i>dz</i> )
Η	η	eta	ē, ê in French <i>fête</i> , a in English fare, ä in German <i>prägen</i>
Θ	θ	theta	th in thin (originally aspirated t as <i>th</i> in hothouse)
Ι	ι	iota	î in machine; ĭ in pit
Κ	κ	kappa	k in kin
Λ	λ	lambda	l in let
Μ	μ	mu	m in met
Ν	ν	nu	n in now
Ξ	ξ	xi	x in lax
Ο	ο	omicron	ō in obey
Π	π	pi	p in pin
Ρ	ρ	rho	r in red
Σ	σ s	sigma	s in see
Τ	τ	tau	t in tar
Υ	υ	upsilon	like German <i>ü</i> (ee with lips rounded as for oo) or French <i>u</i>
Φ	φ	phi	ph in phone (originally aspirated p, as <i>ph</i> in loophole)
Χ	χ	chi	ch in German <i>machen</i> , or Scottish <i>loch</i> (originally aspirated k as the <i>kh</i> sound in blockhouse)
Ψ	ψ	psi	ps in caps
Ω	ω	omega	ō in or; o in go

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, ch, 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* (the same applies to transliteration); *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*; *ω*, by *o*, but the macron is usually omitted. The diphthong *ει* may be represented by *i* instead of *ei*; the diphthong *ου* may be represented by *u* instead of *ou*. The “rough breathing” is represented by *h*. In transliteration and romanization the accents and other diacritical marks are usually omitted.

**Diphthongs**

αι	ai in aisle
ει	ei in veil
οι	oi in oil
υι	German <i>ü</i> , plus <i>i</i> in machine; often anglicized to <i>we</i> as in <i>we</i>

αυ	ou in out
ευ	e in pet, u in rule; often anglicized to u in use
ου	ou in soup

**Cardinal numbers**

α'	εἰς, μία, ἓν	one
β'	δύο	two
γ'	τρεις, τρία	three
δ'	τέσσερες, -ρα	four
ε'	πέντε	five
ςξξ		six
ζ'	ἐπτά	seven
η'	ὀκτώ	eight
θ'	ἐννέα	nine
ι'	δέκα	ten
ια'	ἐνδεκα	eleven
ιβ'	δώδεκα	twelve
ιγ'	τρεισκαλδεκα, etc.	thirteen, etc.
κ'	είκοσι(ν)	twenty
κα'	είκοσιν εἰς, etc.	twenty-one, etc.
λ'	τριάκοντα	thirty
μ'	τεσσαράκοντα	forty

ν'	πεντήκοντα	fifty
ξ'	ἑξήκοντα	sixty
ο'	ἐβδομήκοντα	seventy
π'	ὀγδοήκοντα	eighty
ϙ'	ἐννῆκοντα	ninety
ρ'	ἐκατόν	hundred
ρα'	ἐκατόν καὶ εἰς, etc.	one hundred and one, etc.
σ'	διακόσιοι, -αι, -α	two hundred
τ'	τριακόσιοι, -αι, -α	three hundred
υ'	τετρακόσιοι, -αι, -α	four hundred
φ'	πεντακόσιοι, -αι, -α	five hundred
χ'	ἑξακόσιοι, -αι, -α	six hundred
ψ'	ἐπτακόσιοι, -αι, -α	seven hundred
ω'	ὀκτακόσιοι, -αι, -α	eight hundred
θ'	ἐννιακόσιοι, -αι, -α	nine hundred
,α	χιλίοι, -αι, -α	thousand
,ι	μύριοι, -αι, -α	ten thousand

**Ordinal numbers**

πρῶτος, -η, -ον	first	δέκατος	tenth
δεύτερος, -α, -ον	second	ἐνδέκατος	eleventh
τρίτος, -η, -ον	third	δωδέκατος	twelfth
τέταρτος	fourth	τρίτος καὶ δέκατος, etc.	thirteenth, etc.
πέμπτος	fifth	είκοστός	twentieth
ἕκτος	sixth	είκοστός πρῶτος, etc.	twenty-first, etc.
ἑβδομος	seventh	τριακοστός, etc.	thirtieth, etc.
ὀγδοός	eighth	χιλιοστός	thousandth
ἐνάτος	ninth		

The *stigma* (ς, representing *f*), *koppa* (ϙ) and *sampi* (θ) are survivors of an earlier alphabet and are used only in numerical notation.

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 μδ' = 1944.

**Chronology**

The ancient Greek communities had no uniform system of time reckoning. For the purpose of holding Olympic Games they 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. From the third century B.C. the era of the Olympiads has been introduced to historical chronology.

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
Πυανεσιών	Pyanepsion	October
Μαιμακτηριών	Maimacterion	November
Ποσειδεών	Poseideon	December
Ποσειδεών δεύτερος	Second Poseideon	In leap years only
Γαμηλιών	Gamelion	January
Ἀνθεστηριών	Anthesterion	February
Ἐλαφβολιών	Elaphebolion	March
Μουνυχιών	Mounichion	April
Θαργηλιών	Thargelion	May
Σκιροφοριών	Skirophorion	June

These are the months of the Athenian calendar, the best known to us. Several other calendars were in use throughout the ancient Greek world, the beginning of the year falling often at other seasons.

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	μῆν	month
ἡμέρα	day	ἔτος	year
ἑβδομάς	week		

REFERENCES.—H. W. Smyth, *Greek Grammar*, rev. by G. M. Messing (1956); Liddell and Scott, *A Greek-English Lexicon* "9th" ed. (1925–40); W. Wallace, *Index of Greek Ligatures and Contractions* (*Journal of Hellenic Studies* 43, 1923); R. Proctor, *The Printing of Greek in the Fifteenth Century* (1900); V. Garthausen, *Griechische Palaeographie*. 2. Aufl., 2. Bd. (1913). E. Boisacq, *Dictionnaire étymologique de la langue grecque*. 4. ed. (1950); E. H. Sturtevant, *Pronunciation of Greek and Latin*. 2d ed. (1940).

## GREEK (Modern)







Ἐν πάσῃ περιπτώσει ἡ Κυβέρνησις, πρὸ τῆς νέας τροπῆς τῶν γεγονότων, εἶχε χρέος νὰ στείλῃ πρὸς πάντας εἰδοποιήσεις καὶ νὰ δώσῃ τὰς ἀπαιτούμενας ὁδηγίας.—Eleutherios G. Prebelakēs, Hē Ekstrateia tou Ibraēm Pasa eis tēn Argolida.

### Alphabet and pronunciation

A	α	<i>Α α</i>	alpha	<i>a</i> in father; see <i>αι, αν</i> , 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 <i>αι, ε, ει, η, ι, οι, υ, υι</i> ; <i>ng</i> in singer before <i>γ, κ, ξ, χ</i> ; somewhat like <i>g</i> in go everywhere else; see <i>γγ, γκ</i> , under Digraphs
Δ	δ	<i>Δ δ</i>	delta	<i>th</i> in this, except in <i>νδρ</i> , pronounced <i>ndr</i>
E	ε	<i>Ε ε</i>	epsilon	<i>e</i> in met; see <i>ει, ευ</i> , 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 <i>ην</i> , 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 <i>αι, ει, οι, υι</i> , under Diphthongs
K	κ	<i>Κ κ</i>	kappa	<i>k</i> ; see <i>γκ</i> , under Digraphs
Λ	λ	<i>Λ λ</i>	lambda	<i>l</i>
M	μ	<i>Μ μ</i>	mu	<i>m</i> ; see <i>μπ</i> , under Digraphs
N	ν	<i>Ν ν</i>	nu	<i>n</i> ; see <i>ντ</i> , 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 <i>οι, ου</i> , under Diphthongs
Π	π	<i>Π π</i>	pi	<i>p</i> ; see <i>μπ</i> , under Digraphs
Ρ	ρ	<i>Ρ ρ</i>	rho	<i>r</i> , somewhat like the Scotch trilled <i>r</i>
Σ	σ ¹	<i>Σ σ σ</i>	sigma	<i>z</i> before <i>β, γ, δ, λ, μ, ν, ρ</i> ; <i>s</i> everywhere else

[Concluded on following page]

¹ The character *σ* is used in initial and medial positions in a word; the character *ς*, in the final position

T	τ		tau	<i>t</i> ; see <i>ντ</i> , <i>τξ</i> , <i>τσ</i> , under Digraphs
Υ	υ		upsilon	<i>ee</i> in eel; <i>y</i> in yet, after a consonant and before a vowel; see <i>αυ</i> , <i>ευ</i> , <i>ηυ</i> , <i>ου</i> , <i>υι</i> , under Diphthongs
Φ	φ		phi	<i>f</i>
Χ	χ		chi	like a strong <i>h</i> (like German <i>ch</i> )
Ψ	ψ		psi	<i>ps</i>
Ω	ω		omega	<i>o</i> 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 ahfá, veeta, gahma, thelta (*th* as in then), eh-psee-láwn, zeeta, eeta, 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, ch, ps, ô*. For *β, v* may be used if desired. (Compare with the remarks on transliteration of Classical Greek, p. 419.)

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 *υ*; for pi, *π* and *ω*; 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, E ε, Z ζ, I ι, K κ, M μ, N ν, O ο, s, T τ, υ*. The other letters are characteristically Greek: *Γ γ, Δ δ, ξ, Η η, Θ θ, Λ λ, μ, ν, Ξ ξ, Π π, P ρ, Σ σ, Τ τ, Φ φ, Χ χ, Ω ω*.

### Vowels

The vowels are *α, ε, η, ι, ο, υ*, and *ω*, including the three vowels with a subscript (*α, η, and ω*), 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 met		in met, plus <i>v</i> before vowels and voiced consonants
αυ	as <i>a</i> in watt, plus <i>f</i> before voiceless consonants (θ, κ, ζ, π, σ, τ, φ, χ, ψ); as <i>a</i> in watt, plus <i>v</i> before vowels and voiced consonants (β, γ, δ, ζ, λ, μ, ν, ρ)	ηυ	as <i>ee</i> in eel, plus <i>f</i> , before voiceless consonants; as <i>ee</i> in eel, plus <i>v</i> , before vowels and voiced consonants
ει	as <i>ee</i> in eel; <i>y</i> in yet, when after a consonant and before a vowel	οι	as <i>ee</i> in eel; <i>y</i> in yet, when after a consonant and before a vowel
ευ	as <i>e</i> in met, plus <i>f</i> , before voiceless consonants; as <i>e</i>	ου	as <i>ou</i> in group, same as <i>oo</i> in food
		υι	as <i>ee</i> in eel

Note that *ει*, *οι*, and *υι* are pronounced the same as the simple vowels *η*, *ι*, *υ*, all like *ee* in eel.

**Combinations of two consonant letters (digraphs)**

γκ as *g* in go initially; *ng* in finger, rarely *nk* in sink, elsewhere  
γγ as *g* in go initially; *ng* in finger, rarely *nk* in sink, elsewhere  
μπ as *b* in bet initially; *mb* in ember, rarely *mp* in empty, elsewhere  
ντ as *d* in did initially; *nd* in end, rarely *nt* in enter, elsewhere  
τζ as *dz* in adz; *j* in judge in some foreign words  
τσ as *ts* in hats; *ch* in chug in some foreign words

**Consonantal units**

For purposes of syllabification, any combination of consonants that may begin a Greek word is a unit. Hence, the following are consonantal units:

βδ, βλ, βρ	πλ, πν, πρ, πτ
γλ, γν, γρ	σβ, σθ, σκ, σμ, σπ, στ, στρ, σφ, σχ
δμ, δν, δρ	τλ, τμ, τρ
θλ, θν, θρ	φθ, φλ, φν, φρ
κλ, κμ, κν, κρ	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*, *βι-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*, *Ἀγ-γλία*, *ἀν-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-ία*.
5. Certain adverbial prefixes are kept intact. These are: *ἀν*, *δια*, *δυσ*, *εισ*, *ἐκ*, *ἐν*, *ἐξ*, *μισ*, *προς*, *συν*, *ὑπερ*, and *ὥσ*: *ἀν-αρχία*, *ἐξ-άδελφος*, *ὥσ-τε*.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *φιλ-άνθρωπος*, *τρις-άθλιος*.
7. Foreign words in Greek orthography are regarded as naturalized words and divided according to rules 1 to 5: *Ἀγ-γλία*, *Βά-σιγ-κτων*, *Ἐδου-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]

ἀγνώ-στι-κός	(2, 2)	με-λαγ-χο-λία	(2, 3, 2)
αἰ-μορ-ρο-ῖ-δες	(2, 3, 4, 2)	με-τα-βάλ-λον-ται	(2, 2, 3, 3)
αἰ-σθαν-τι-κός	(2, 3, 2)	μισ-αν-θρω-πία	(5, 3, 2)
Ἀμε-ρι-κα-νός	(2, 2, 2)	μπαρ-μπέ-ρης	(3, 2)
ἀν-ω-δύ-νω	(5, 2, 2)	ναυ-αρ-χεῖ-ον	(6, 3, 4)
ἀπο-στρα-τεύ-ο-μαι	(2, 2, 4, 2)	νε-ο-ελ-λη-νι-κός	(4, 6, 3, 2, 2)
βα-σιλ-λει-ον	(2, 2, 4)	Οὐά-σιγ-κτων	(2, 3)
γλαύ-κω-μα	(2, 2)	πο-λι-τεῖ-αι	(2, 2, 4)
δι-ά-γνώ-σις	(4, 5, 2)	πλη-ρέ-ξού-σι-οι	(2, 2, 2, 4)
δι-ε-κα-τομ-μύ-ρι-ον	(5, 2, 2, 3, 2, 4)	προσ-έγ-γι-σις	(5, 3, 2)
δύσ-καμ-πος	(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)
Ἐλ-λά-δος	(3, 2)	συ-στη-μα-τι-κός	(2, 2, 2, 2)
Ἐξ-ο-χό-τη-τα	(5, 2, 2, 2)	σχο-λαρ-χεῖ-ον	(2, 3, 4)
Ἐξ-ω-τε-ρι-κός	(5, 2, 2, 2)	σω-μα-τεμ-πο-ρία	(2, 2, 3, 2)
ἐν-ερ-γέ-της	(6, 3, 2)	σω-φρο-νι-στή-ρι-ον	(2, 2, 2, 2, 4)
Εὐ-ρω-πα-ϊ-κός	(2, 2, 4, 2)	τε-λει-ο-ποι-η-σις	(2, 4, 2, 4, 2)
Ζω-άρ-κεια	(4, 3)	τη-λέ-γραμ-μα	(2, 2, 3)
Ἡλεκ-τρο-σκό-πι-ον	(2, 2, 2, 4)	τμη-μα-τάρ-χης	(2, 2, 3)
Ἡνω-μέ-ναι	(2, 2)	τρι-σά-γι-ος	(6, 2, 4)
θε-ο-κρα-τι-κός	(4, 6, 2, 2)	τρι-σχί-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)	ὑπερ-λαμ-πος	(5, 3)
Κων-σταν-τῖ-νος	(3, 3, 2)	φιλ-ά-δελ-φος	(6, 2, 3)
λε-ξι-κο-γράφος	(2, 2, 6, 2)	χα-λύβ-δι-νος	(2, 2, 2)
μα-γνη-τι-σμός	(2, 2, 2)	ψευ-δο-μάρ-τυς	(2, 2, 3)
μαι-ευ-τι-κή	(4, 2, 2)	ὠρύ-ο-μαι	(4, 2)
με-γα-λει-ό-της	(2, 2, 4, 2)	ὠφε-λι-μό-της	(2, 2, 2)

**Accents 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 (ˊ), 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 (ʰ), 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 (ˈ), 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: *καῦμένος* (pronounced *kæeménos* instead of *kavménos*).

These diacritical marks may form combinations, as follows:

* lenis acute	* asper grave	* dieresis acute
* lenis grave	* circumflex lenis	* dieresis grave
* asper acute	* circumflex asper	

An iota is often placed beneath the vowel α, η, or ω, mainly to indicate a declensional or conjugational inflection: ᾱ, the nominative plural of ἄ; τιμᾱ, 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. (This does not apply to Classical Greek.) Capital letters do not take diacritical marks. If a lowercase accented vowel is capitalized, the accent mark is dropped. (In Classical Greek this is quite true but this statement should perhaps be modified to the effect that it applies to whole words spelled out in capitals, not to those beginning with capitals; the example illustrates the case well.) 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 ἄγιος, ᾗδης, and ἀπό, if capitalized, are set "ΑΓΙΟΣ, "ΑΔΗΣ, and "ΑΠΟ. "Αδης may also be set "Αιδης. In Classical Greek iota subscript cannot stand under capital; if the letter under which it stands is capitalized then iota subscript becomes *iota adscript*; e.g., ΘΗΙ ΩΙΔΗΙ—τη ῶδῃ or 'Ωιδῇ.

### 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.	ιδεῖ, see
I. X.	Ἰησοῦς Χριστός, Jesus Christ
Καθ.	Καθηγητής, Prof.
Κος	Κύριος, Mr.
Κα	Κυρία, Mrs.
κτλ.	καὶ τὰ λοιπά, 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 Calendar
Ο'	Ἑβδομήκοντα, Septuagint
Π. Δ.	παλαιὰ Διαθήκη, Old Testament; Προεδρικὸν Διάταγμα, Presidential Order
πλ.	πληθυντικός, plural
π. μ.	πρὸ μεσημβρίας, a.m.
πρβλ.	παράβαλε, 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., locosigilli
τρ. ἐτ.	τρέχοντος ἔτους, current year
φ.	φύλλον, folio
χιλ.	χιλιόμετρον, kilometer

### Cardinal numbers

εἷς (ένας), μί, ἕν(α)	one
δύο	two
τρεις, τρία	three
τέσσαρες, -α	four
πέντε	five
ἕξι(ι)	six
ἑπτά (ἑφτά)	seven
οκτώ	eight
ἐννέα	nine
δέκα	ten
ἐνδεκα	eleven
δώδεκα	twelve
δεκατρεῖς (m. and f.), δεκατρία (n.)	thirteen
δεκατέσσαρες (m. and f.), δεκατέσσαρα (n.)	fourteen
δεκαπέντε, etc.	fifteen, etc.
εἴκοσι	twenty

εἴκοσι ἕνα (m. and n.), εἴκοσι μί (f.)	twenty-one
εἴκοσι δύο, etc.	twenty-two, etc.
τριά(κο)ντα	thirty
σαράντα	forty
πενήντα	fifty
ἑξήντα	sixty
ἑβδομήντα	seventy
ογδώντα	eighty
ἐνενήντα	ninety
ἑκατόν	one hundred
ἑκατόν ἕνας, 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.
ἕν ἑκατομύριον	one 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. 420.)

**Ordinal numbers**

πρῶτος	first	εἰκοστός	twentieth
δεύτερος	second	εἰκοστός πρῶτος,	twenty-first, etc.
τρίτος	third	etc.	
τέταρτος	fourth	τριακοστός	thirtieth
πέμπτος	fifth	τεσσαρακοστός	fortieth
έκτος	sixth	πεντηκοστός	fiftieth
έβδομος	seventh	έξηκοστός	sixtieth
όγδοος	eighth	έβδομηκοστός	seventieth
έννατος	ninth	όγδοηκοστός	eightieth
δέκατος	tenth	ένεννηκοστός, etc.	ninetieth, etc.
ένδέκατος	eleventh	έκατοστός	hundredth
δωδέκατος	twelfth	χιλιοστός	thousandth
δέκατος τρίτος, etc.	thirteenth, etc.	έκατομμυριοστός	millionth

**Months**

Ἰανουάριος	January	Ἰούλιος	July
Φεβρουάριος	February	Αύγουστος	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**

δνοιξις	spring	φθινόπωρον	autumn
καλοκαίρι	summer	χειμών (χειμῶνας)	winter

**Time**

ώρα	hour	μήνας	month
ήμέρα	day	έτος	year
έβδομάς	week		

REFERENCES.—K. Petraris and W. H. D. Rouse, *A Handbook of the Modern Greek Spoken Language* (1941); 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); J. T. Pring, *comp.*, *The Oxford Dictionary of Modern Greek (Greek-English)* (1965); D. C. E. Swanson and S. P. Djaferis, *Vocabulary of Modern Spoken Greek (English-Greek and Greek-English)* (1959); F. W. Householder, K. Kazazis, and A. Koutsoudas, *Reference Grammar of Literary Dhimotiki* (1964); O. Mavrophidou, *A Handbook of the Greek Stylized (Katharevusa) Language* (1953); A. Thumb, *A Handbook of the Modern Greek Language* (1964).

## HEBREW

בְּרֵאשִׁית בָּרָא אֱלֹהִים אֶת הַשָּׁמַיִם וְאֶת הָאָרֶץ: וְהָאָרֶץ הָיְתָה תֹהוּ  
וּבְהוּ וְחֹשֶׁךְ עַל־פְּנֵי תְהוֹם וּרוּחַ אֱלֹהִים מְרַחֶפֶת עַל־פְּנֵי הַמַּיִם: וַיֹּאמֶר  
אֱלֹהִים יְהִי אוֹר וַיְהִי־אוֹר: וַיֵּרָא אֱלֹהִים אֶת־הָאֹר וְכִי־טוֹב וַיַּבְדֵּל  
אֱלֹהִים בֵּין הָאֹר וּבֵין הַחֹשֶׁךְ: וַיִּקְרָא אֱלֹהִים לְאֹר יוֹם וּלְחֹשֶׁךְ קִרָּא  
לַיְלָה וַיְהִי־עֶרֶב וַיְהִי־בֹקֶר יוֹם אֶחָד: Genesis 1: 1-5—

### Alphabet, transliteration, and pronunciation

	Name	Transliteration	Phonetic value	Numeral value
א	'Alef	' or omit	originally a glottal stop; now silent	1
ב	Bēth	<i>b, v</i>	<i>b, v</i>	2
ג	Gīmel	<i>g</i>	<i>g</i> in <i>go</i>	3
ד	Daleth	<i>d</i>	<i>d</i>	4
ה	Hē	<i>h</i>	<i>h</i> ; silent at end of word	5
ו	Wāw	<i>w</i>	originally <i>w</i> ; now <i>v</i>	6
ז	Zayin	<i>z</i>	<i>z</i>	7
ח	H̄ēth	<i>h̄</i>	a strong <i>h</i>	8
ט	Tēth	<i>ṭ</i>	originally emphatic <i>t</i> ; now <i>t</i>	9
י	Yōd	<i>y</i>	<i>y</i> in <i>yes</i>	10
כ	Kaf	<i>k, kh</i>	<i>k, kh</i> as German <i>ch</i>	20
ל	Lamed	<i>l</i>	<i>l</i>	30
מ	Mēm	<i>m</i>	<i>m</i>	40
נ	Nūn	<i>n</i>	<i>n</i>	50
ס	Samekh	<i>s</i>	<i>s</i> in <i>so</i>	60
ע	'Ayin	'	originally a laryngeal voiced spirant; now silent	70
פ	Pē	<i>p, f</i>	<i>p, f</i>	80
צ	Ṣadē	<i>ṣ</i>	originally emphatic <i>s</i> ; now <i>ts</i> in <i>pets</i>	90

[Concluded on following page]



	Name	Transliteration	Phonetic value	Numeral value
ק	Qōf	q	originally velar <i>k</i> ; now k	100
ר	Rēsh	r	r, as in French uvular or Italian trilled	200
ש	Śin, Shīn	ś, sh	ś; originally palatal; now s in so; sh as in shoe	300
ת	Tāw	t	t; originally also like th in thin	400

Hebrew uses no capitals at beginning of words, such as proper names.

Hebrew follows English and American usage with regard to quotation marks and italics.

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 *śadē*) 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 b or v	ב as b or bb
ג as g; also like Dutch <i>g</i>	ג as g in big, <i>gg</i>
ד as d; and like <i>th</i> in then	ד as d, <i>dd</i>
ה as h or silent	ה as hh (stronger aspiration)
כ as k or German <i>ch</i>	כ as k, <i>kk</i>
פ as p or f	פ as p, <i>pp</i>
צ as sh	צ as s in sin
ת as t or th	ת as t, <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)	Śamekh
ב	כ	ד	ך	ר	ם	ס
Gimel	Nūn	Teth	Mēm	'Ayin	Śadē	Ĥeth Hē Tāw
ג	נ	ט	מ	ע	צ	ח ה ת
		Wāw	Zayin	Yōd	Nūn (final)	
		ו	ז	י	ן	

### 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., בַּ (ba), בֶּ (bē). The forms, names, and sounds of the vowels are as follows:

Long Vowels		Short Vowels	
Qameṣ ā	a as in palm	Pataḥ a	a as in part (short)
Śere ē	ei as in vein	Segol e	e as in bed
Ĥirik gadol ī	i as in machine	Ĥirik katon i	i as in big
Ĥolam ō	o as in no	Qameṣ katon o	o as in soft
Shuruk ū	oo as in moon	Kubbutz u	u 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 פַּ, which is pronounced not *ha*, but *ah*. This pataḥ is termed "furtive pataḥ."

### The shwa

Sometimes shwa represents the sound of the first *e* in believe; e.g., שֵׁמָע (shema); it may be transliterated *. 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., אֵתְּ, אֵי, אֵלֵּי. These vowel point combinations, אֵ, אֵי, and אֵלֵּי 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., בְּנֵי they build, but בְּנֵי 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
𐤀	Silluq	סִלּוּק	𐤁	Zarqā'	זֶרְקָא
𐤂	'Ethnāh	אֶתְנַח	𐤃	Pašṭā'	פַּשְׁטָא
			𐤄	Y'ethiv	יְתִיב
			𐤅	T'vīr	תְּבִיר
			𐤆	'Azlā'	אֶזְלָא
			𐤇	Gērēš	גֶּרֶשׁ
			𐤈	Gēršayīm	גֶּרְשָׁיִם
				COUNTS (שְׁלִישִׁים)	
𐤉	S'gōltā'	סְגוּלְתָא	𐤊	Pāzēr	פָּזֵר
𐤌	Zāqēf Qāṭōn	זָקֵף קָטוֹן	𐤋	Qarnēy Fārāh	קַרְנֵי פָרָה
𐤍	Zāqēf Gādōl	זָקֵף גָּדוֹל	𐤍	T'lišāh G'dōlāh	תְּלִישָׁה גְּדוֹלָה
𐤎	Tipp'hā'	טִפְחָא	𐤎	T'lišāh Q'ṣannāh	תְּלִישָׁה קְטַנָּה
𐤏	R'vīa'	רְבִיעַ	𐤏	P'sīq	פְּסִיק
𐤐	Šalšeleth	שְׁלֹשָׁלֶת			

#### Conjunctives

𐤑	Mūnah	מוֹנַח	𐤒	Dargā'	דֶּרְגָא
𐤓	Mahpakh	מַהֲפַךְ	𐤓	Merkā'	מֶרְכָא
𐤔	Qadmā'	קֶדְמָא	𐤔	Merkā' K'fulāh	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

Words in modern Hebrew may be divided between syllables of three or more letters.

## 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	חשון	October-November
Kislev	כסלו	November-December
Tevet	טבת	December-January
Shevat	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
Av	אב	July-August
Elul	אלול	August-September

The year begins on the first day of the month of Tishri, which is the day of the Molad, or appearance of the new moon, nearest the autumnal equinox. The actual date is, however, sometimes shifted 1 or 2 days, according to specific regulations; thus, New Year may not fall on either a Friday or a Sunday, since that would conflict with the observance of the Sabbath; nor, for a like reason, may it come on a Wednesday, since that would cause Atonement Day to come on a Friday.

To convert a given year (anno Domini) into its corresponding Hebrew year (anno mundi), add 3,760 to the former, bearing in mind, however, that the year begins in September. As the Hebrew calendar omits the thousands, the year 5705, corresponding to the Christian year 1945, is represented in Hebrew characters by תש"ה, 705, these characters, as already explained, denoting 400, 300, and 5, respectively.

The days of the week are referred to as first day, second day, etc., the seventh being called Sabbath (שבת). The holidays, festivals, and fasts, with their dates, are as follows:

Rosh Hashana (New Year, Tishri 1)	ראש השנה
Tsom Gedaliah (Fast of Gedaliah, Tishri 3)	צום גדליה
Yom Kippur (Day of Atonement, Tishri 10)	יום כפור
Sukkoth (Feast of Tabernacles, Tishri 15-22)	סוכות
Simhath Torah (Rejoicing Over the Law, Tishri 23)	שמחת תורה
Hanukkah (Feast of Dedication, Kislev 25)	חנוכה
Asarah be-Tevet (Fast of Tevet, Tevet 10)	עשרה בטבת
Purim (Feast of Lots, Adar 14)	פורים
Pesah (Passover, Nisan 15-21)	פסח
Shabuoth (Feast of Weeks, Sivan 6)	שבועות
Tishah be-Av (Fast of Av, Av 9)	תשעה באב

## Abbreviations

In Hebrew, abbreviations are set as follows: If of one letter, one prime mark (') is used after the letter; if of more than one letter, a double prime (") is used



just before the last letter. Vowel points are always omitted. The abbreviations most frequently used are as follows:

Sir, Master, Mr.; thousand-----  
Aleph Beth (the alphabet)-----  
Said our learned ones of blessed memory-----

The Land of Israel (Palestine)-----  
God willing-----  
Synagogue-----  
Sons of Israel, the Jews-----  
In these words, viz-----  
The author-----  
Gaon (title of Jewish princes in the Babylonian  
exile), His Highness, His Majesty.

The laws of Israel-----  
The Holy One, Blessed be He (the Lord)-----  
Destruction of the First Temple-----  
Destruction of the Second Temple-----  
Exodus from Egypt-----  
As it was said; as it was written-----  
A.M. (anno mundi)-----  
The Holy Language (Hebrew)-----  
Good luck; I congratulate you-----  
The Sacred Books-----  
The Holy Scroll-----  
May he rest in peace-----  
In the Hereafter-----  
New Year's Eve-----  
Sabbath Eve-----  
Verse; chapter-----  
The judgment of the court-----  
Saint (St.); Zion-----  
Recognition of God's justice-----  
The reading of the Holy Scroll-----  
First of all-----  
Our Rabbis of Blessed Memory-----  
Rabbi Moses, son of Maimon (Maimonides)-----  
Catalog-----  
Year; line; hour-----  
Sabbath days and holidays-----  
As stated-----  
Babylonian Talmud-----  
The Books of the Law, the Prophets, and Hagiog-  
rapha (Old Testament)

א', אדון; אלף  
א"ב, אלף בית  
אח"ל, אמרו חכמינו וזכרונם  
לברכה  
א"י, ארץ ישראל  
א"ה, אם ירצה השם  
בהכ"נ, בית הכנסת  
ב"י, בני ישראל  
בוה"ל, בזה הלשון  
בע"מ, בעל מחבר  
ג', גאון

ד"י, דיני ישראל  
הקב"ה, הקדוש ברוך הוא  
חב"י, חרבן בית ראשון  
חב"ש, חרבן בית שני  
יצי"מ, יציאת מצרים  
כמ"ש, כמו שנאמר; כמו שכתב  
לבי"ע, לבריאת עולם  
לה"ק, לשון הקודש  
מז"ט, מול טוב  
ס"ק, ספרים הקדושים  
ס"ח, ספר תורה  
ע"ה, עליו השלום  
עוה"ב, עולם הבא  
עוה"ז, ערב ראש השנה  
ע"ש, ערב שבת  
פ"ק, פסוק; פרק  
פס"ד, פסק בית דין  
צ"ד, צדיק; ציון  
צ"ח, צדוק הדין  
קה"ת, קריאת התורה  
קכ"ד, קדם כל דבר  
ר"ל, רבותינו וזכרונם לברכה  
רמב"ם, ר' משה בן מימון  
רש"י, רשימת ספרים  
ש, שנה; שורה; שעה  
שו"ט, שבתות וימים טובים  
שנ', שנאמר  
ת"ב, תלמוד בבלי  
תנ"ך, תורה, נביאים, כתובים

### Cardinal numbers

one	אחד, אחד	twenty	עשרים
two	שנים, שתיים	thirty	שלשים
three	שלוש, שלש	forty	ארבעים
four	ארבעה, ארבע	fifty	חמשים
five	חמשה, חמש	sixty	ששים
six	ששה, שש	seventy	שבעים
seven	שבעה, שבע	eighty	שמנים
eight	שמונה, שמונה	ninety	תשעים
nine	תשעה, תשע	hundred	מאה
ten	עשרה, עשר	thousand	אלף

In forming the numbers from 11 to 19, the terms עשרה in the feminine and עשר in the masculine are used, preceded by the proper unit number; for 21 and upward, the term corresponding to the proper tenth digit is followed by the proper unit term preceded by the conjunction ו, and; e.g., twelve 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	חמישי	tenth	עשירי

After 10 the ordinals are similar in form to the cardinals with the addition of the definite article ה; e.g., העשרים, the twentieth.

**Seasons**

spring	אביב	autumn	סתיו
summer	קיץ	winter	חורף

**Time**

hour	שעה	month	חדש
day	יום	season	מועד
week	שבוע	year	שנה

REFERENCES.—J. Philips and A. Hyman, *Complete Instructor in Hebrew* (1919); J. Weingreen, *A Practical Grammar for Classical Hebrew* (1939); A. S. Waldstein, *English Hebrew and Hebrew English Dictionary* (1936); P. Arnold-Kellner and M. D. Gross, *Complete Hebrew-English Dictionary* (1923).

## HUNGARIAN

Az ótátrafüredi vendéglőben már nem muzsikált a cigány és a vendégek nagy része is elutazott már haza. Akik még ott maradtak, az a pár ember, elért a vacsoránál három-négy asztal körül. Pedig most járt a leggyönyörűbb idő, az esős nyarat tiszta, napsütéses őszt váltotta föl.—K. Csathó, 'A varjú a toronyórán'.

### Alphabet and pronunciation

A	a	<i>aw</i> in law, but shorter
Á	á	<i>a</i> in father; in family names sometimes written <i>aa</i> , <i>ad</i>
B	b	<i>b</i>
C	c	<i>ts</i>
Cs	cs	<i>ch</i> in church
D	d	<i>d</i>
Dz	dz	as <i>d</i> followed by <i>z</i>
Dzs	dzs	as <i>j</i> in judge
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; at the end of historic 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	like short German <i>ö</i> or French <i>eu</i> ; in family names sometimes written <i>eö</i> , <i>ew</i>
Ő	ő	like long German <i>ö</i> or French <i>eu</i> ; in family names sometimes written <i>eö</i>
P	p	<i>p</i>
Q	q	
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 tune
U	u	somewhat like <i>oo</i> in good
Ú	ú	<i>oo</i> in food

[Concluded on following page]

Ü	ü	like short German <i>ü</i> or French <i>u</i>
Ű	ű	like long German <i>ü</i> or French <i>u</i>
V	v	<i>v</i> ; in historic family names sometimes written <i>w</i>
W	w	
X	x	
Y	y	
Z	z	<i>z</i> in <i>zone</i>
Zs	zs	<i>s</i> in <i>pleasure</i>

### Special characters

Hungarian uses the Latin alphabet with the addition of the following special characters: *Á á, Ê é, Î î, Ó ó, Ő ő, Ű ű, Ū ū, and Ű ű.*

### Vowels and consonants

The vowels are *a, á, e, é, i, í, o, ó, ő, u, ú, ü, and ű*; the remaining letters of the alphabet are consonants.

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 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*.

### Diphthongs

Standard Hungarian has no diphthongs. Each vowel is fully articulated.

### Compound letters

The compound letters and their sounds are:

*ch* as *ch* in church (old spelling and foreign words as *technika, mechanika*)

*cs* (see Alphabet and pronunciation)  
*cz* now written *c*, like *ts*

*dz* as *d* followed by *z* (see Alphabet and pronunciation)

*dzs* as *j* in judge (see Alphabet and pronunciation)

*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)

### Main rules for syllabification

1. Every word consists of as many syllables as the number of vowels in it. Consonants alone do not constitute syllables: *fi-a-i, ro-ko-na-ink, a-me-ri-ka-i, ma-gyar, ki-ált.*

2. Vowels which constitute syllables in themselves may be left at the end of the line or transferred to the next line: *dia-dal* or *di-adal, fia-tal* or *fi-atal, hiá-ba* or *hi-ába*. The same rule applies to the division of derivative forms: *áru-ból* or *áru-iból, könyvei-tek* or *könyve-itek.*

3. However, it is not customary to leave one letter at the end of the line or to bring one over to the next: *aka-rat* (not *a-karat*), *ha-zai* (not *haza-i*).

4. If there is only one consonant between two vowels it is attached to the second syllable: *a-dok, pa-pir, ko-sár.*

5. Double letters indicative of long consonants between two vowels are divided: *fil-lér, ket-tő, em-ber-rel, víz-zel, szeb-bé, job-bat, hit-tem, tol-las, sok-kal.*

6. Compound letters may not be divided; they are treated as single (short) consonants: *asz-tal, mor-zsa, tarisz-nya, ar-chivum, kin-cses, má-zsás, almana-chof.*

7. Divided double compound letters representing long consonants (such as *ccs, ggy, lly, nny, ssz, tty* for *cscs, gygy, lyly, nyny, szsz, tity*) are repeated in full forms: *hosz-szű* (from: *hosszú*), *fagy-gyű* (from: *faggyú*), *hatty-tyű* (from: *hattyú*).

8. The compound consonants *dz* and *dzs* are separated as follows: (a) when a consonant appears before them: *brin-dza* (from: *brindza*), *lán-dza* (from: *lándza*); (b) when a vowel appears before them: *mad-zag* (from: *madzag*), *maharad-zsa* (from: *maharadzsa*).

9. In a group of two or more consonants, division is made before the last consonant (including compound letters): *ab-rak, al-szik; temp-lom, lajst-rom; nyolc-kor, part-ra, rend-ben; sakk-ban, roszs-ra; kard-dal, kulcs-csal, rongy-gyá.*

10. Compound words are divided according to their formative elements: *vas-út, kert-ajtó, rend-őr, csak-is; egyszer-egy, kis-ássonny, tölgy-erdő, rozs-szalma*. The same applies to derivatives of compound words: *vas-útas, rend-őri, kis-ássonnyak*.

11. The same rule applies to certain nominal and adverbial prefixes (originally separate words) which are kept intact, such as: *al, alá, át, el, elé, elöl, fel, fenn (fent), hátra, ki, kinn (kint), leg, meg, össze, szét, túl, viszont*, in words like *al-elnök, át-adás, fel-adat, ki-esés, leg-első, meg-ette, össze-írás*.

12. Frequently used foreign words are divided as the original stock of the Hungarian vocabulary: *ar-zén, elekt-romos, gra-fikon*. The same applies to compound foreign words of wide acceptance in which the etymological boundaries between the components may not be apparent for the general Hungarian speaker: *de-magóg, demok-rácia, inf-luenza, inst-ruktor, mo-narchia, prog-ram, ref-lez*. But: *extra-profit, kilo-gramm, melo-dráma*.

13. Last syllables of the Hungarian derivatives of foreign words are divided according to the rules of Hungarian syllabification: *eminen-sek, helikopte-ren, extrapolé-tért, heliocentriku-san, refle-xek*.

14. Infrequently used foreign words and components of foreign words are divided according to their respective conventions: *dia-fragma, bif-sztek, champi-gnon*.

15. Not compound forms of Hungarian and foreign proper names, including family names, are divided according to the rules of Hungarian syllabification: *Köl-csey, Mó-ricz; Schil-ler, Tolsz-toj; Bor-sod, Moszk-va; Sziny-nyei* (from: *Szinnyei*), *Berety-tyó* (from: *Berettyó*), *Megy-gyes* (from: *Meggyes*). The same applies to derivatives of proper names: *Balo-ghot* (but *Ba-logh*), *Gorki-jig* (but *Gor-kij*), *Budapes-ti* or *budapes-ti* (but *Buda-pest*), *Regensbur-gig* (but *Regens-burg*); *Kovács-csal* (from: *Kováccsal*), *Wass-sal* (from: *Wassal*), *Végh-gel* (from: *Véggel*), *György-gyel* (from: *Györggyel*), *Grimm-mel* (from: *Grimmel*).

16. Since *ch* and *x* are regarded as symbols for short (single) consonants, they are treated in syllabification of foreign words as single letters: *Mün-chen, Ri-chard, Me-xikó, Xer-xes*. The same applies to syllables in derivatives beginning with these letters: *Züri-chig, Féli-zet*; but *Félix-szel* (from: *Félixszel*).

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aka-dá-lyoz	(1, 3, 6)	is-me-re-tes	(9, 1, 4)
akasz-ta-ni	(1, 3, 4, 6)	jog-el-le-nes	(10, 5, 4)
Ál-la-mok	(5, 4)	ki-kvár-té-lyoz	(11, 14, 9, 6)
al-or-vos	(11, 9)	ki-pró-bál-ni	(11, 4, 9)
alu-szé-kony	(1, 6, 4)	kis-is-ko-la	(10, 9, 4)
ame-ri-kai	(1, 4)	kom-pro-mit-tál-ni	(14, 14, 5, 9)
an-tro-po-ló-gia	(14, 4, 4, 4)	kon-gresz-szus	(14, 15)
át-ál-lít	(11, 5)	leg-drá-gább	(11, 4)
azo-no-sí-tás	(1, 3, 4)	leg-e-rő-sebb	(11, 1, 3, 4)
ba-rá-ti-as	(4, 1)	le-gön-gyöl	(11, 6)
bo-lyon-ga-ni	(6, 9, 1, 4)	ma-gya-ros-ság	(6, 5)
ci-ga-ret-ta	(1, 4, 5)	meg-a-la-kit	(11, 1, 3, 4)
ci-mez-ni	(1, 4, 4)	mik-rosz-kóp	(12, 6)
Cseh-szlo-vá-kia	(10, 14, 1, 3)	Né-met-or-szág	(2, 10, 6)
cse-le-ked-ni	(4, 4, 9)	né-me-tül	(2, 3)
csil-lag-év	(5, 10)	nép-ok-ta-tás	(10, 9, 3)
cu-kor-nád	(4, 10)	név-a-lá-l-rás	(10, 1, 11, 1, 3)
de-ka-gramm	(12)	or-vo-si	(9, 4)
el-ad-ni	(11, 9)	or-vos-sá-gos	(9, 5, 4)
elő-a-dás	(11, 1, 4)	oszt-ha-tat-lan	(4, 4, 9)
elő-ze-tes	(11, 4)	ön-ál-lót-lan	(10, 5, 9)
em-be-rek	(1, 4)	őr-ál-lás	(10, 5)
em-ber-is-me-ret	(9, 10, 9, 4)	ős-e-lem	(10, 1, 4)
fel-ál-lí-tás	(11, 5, 3, 4)	szét-osz-tás	(11, 9)
fél-esz-ten-dő	(10, 6, 9)	Szov-jet-o-rosz-or-szág	(15, 1, 4, 10, 6)
fent-em-lí-tett	(11, 9, 1, 4)	túl-ér-ő	(11, 1, 3)
fe-nye-ge-tés	(1, 6, 4)	út-le-vél	(10, 4)
gőz-ha-jó	(10, 4)	vi-szont-ha-tás	(6, 11, 4)
gyó-gyá-szat	(6, 6, 6)	vi-szo-nos-ság	(6, 3, 5)
gyó-gyít-ha-tó	(6, 9, 4)	za-var-gás	(4, 9)
hi-á-nyos	(1, 6)	zűr-za-var	(10, 4)
iga-zít-ha-tó	(1, 4, 4)	zsar-nok-ság	(4, 4)
írás-hi-ba	(10, 1, 4)		



### Stress and diacritics

Without exception, stress is on the first syllable. Diacritical marks (see Special characters) are used to denote vowel modifications.

### Capitalization

1. Forms of address in letters, etc., and titles are capitalized: *Felséges Uram* (Your Majesty); *Méltóságod* (Your Lordship); *Tisztelt Uram* (Dear Sir).

2. Proper names and those referring to God are capitalized.

3. Adjectives formed from proper names and names of months are lowercased: *budapesti* (of Budapest); *január, március, szeptember* (January, March, September).

4. Titles of newspapers and periodicals (with the exception of definite and indefinite articles and the conjunction if they appear beyond the first word in such a title) are capitalized: *Acta Linguistica, Élet és Tudomány, Magyar Nemzet, Orvosi Hetilap, Történelmi Szemle*.

5. Titles of scientific handbooks, dictionaries, encyclopedias, linguistic monuments or other unique publications are capitalized: *Magyar Szófejtő Szótár, Révai Nagy Lexikona, Halotti Beszéd, Jókai Kódex, Toldi Szerelme*.

But titles of poems, books, and monographic series are capitalized generally only by capitalization of the first letter of the title: *Nemzeti dal, A magyar vers ritmusa, Ember és világ*.

6. Personal pronouns (second and third persons singular and plural and their declinative forms) are capitalized in correspondence and public addresses: *Te, Ön; Ti, Önök; Téged, Önt; Titeket, Önöket*.

7. Names of nations, ethnic groups, ethnolinguistic, and religious units are lowercased: *amerikai* (American); *észti* (Estonian); *magyar* (Hungarian); *olasz* (Italian); *szász* (Saxonian); *székely* (Székely, Siculian); *indian* (Indian); *néger* (Negro); *germán* (Germanic); *román* (Roman, also Rumanian); *szláv* (Slavic); *buddhista* (Buddhist); *római katolikus* (Roman Catholic); *református* (Reformed); *zsidó* (Jewish).

### Punctuation

The most important differences are as follows:

1. Period is used in dates after numbers, indicating the year, the month, and the day (in that order): *1848. III. 15*; the same date may be written as follows: *1848. március 15. or 1848. márc. 15.*

2. Period is used generally after the ordinal numbers when indicating a position of somebody or something in a set or line: *12. törvénycikk* (Law Article XII); *1956. évi* (of the year of 1956); *IX. kerület* (IXth district).

3. Period is used after the number of pages in a source referred to when the absence of a period could become the source of confusion: *Petőfi összes művei V. k. 24* (Petőfi's All Works, volume V, [page] 24); but *Petőfi összes művei V. k. 24.* (Petőfi's All Works, volume V, page 24; i.e., 24th page), because the number 24 without a period would mean that volume 5 contains only 24 pages.

4. Period is used after most of the abbreviations (see *Abbreviations*).

5. In compound and complex sentences each sentence is separated by a comma; accordingly, the conjunction *hogy* (that), *de* (but), *hanem* (but), and the relative pronouns, when linking a subordinate clause, are preceded by a comma.

6. Hungarian equivalents of inserted words such as *however, indeed, too, therefore*, are not placed between commas (as is the case in English) unless there is another reason for doing so.

7. Speech is not separated by a comma but by a dash.

8. In correspondence, salutation is not separated by a comma but by an exclamation mark.

9. The colon is used in the front of a quotation which is preceded by a quoting sentence or reference.

10. The colon is used in the front of the title of a work when listed after the author's name: *Arany: Toldi; Vörösmarty: Csongor és Tünde*. In the context of a sentence, however, the colon is omitted: *Arany Toldijának ítéltek a díjat*. (The prize was given to the "Toldi" by Arany). *Mikszáth "Különös házasság" című regényéből filmet készítettek*. (A motion picture was made from the novel "A Peculiar Marriage" by Mikszáth.)

11. The colon introduces an enumeration: *Hárman ültek a kocsiában: az apa, az anya és a fiú*. (There were three sitting in the car, the father, the mother, and the son.)

12. In works of *belles lettres* (novels, short stories, etc.) the dialog is written in alternating lines with a dash in the front of each sentence:

—*Maguk hova mennek?* (Where are you going?)

—*Budapestre.* (To Budapest)

—*Mikor indulnak?* (When are you leaving?)

—*Amikor akarja.* (Any time you wish)

13. A sentence, interjected in the context of another, is separated by the dash: "*Nem hagyta cselédit—ezért őli bú—vele halni meg, ócska ruhába!*" ("He could not suffer, that was his deep concern, to let his servants die with him in worn-out clothes!")

14. Words or phrases which appear (as explanations to certain elements in the sentence) within the context of the sentence are put in parentheses: *A szófajoknak (beszédrészeknek) többféle csoportosítása lehetséges.* (There are more possibilities for the grouping of the types of words; i.e., the parts of speech.)

15. If the parenthesized words or phrases appear at the end of that part of a compound or complex sentence which is separated from the rest by a comma, the comma is used after the closing half of the parenthesis: *Vannak olyan szavaink (pl. fagy, les, nyom stb.), amelyek igék is, névszók is.* (We have words like frost, watch, print, etc., which are used as verbs as well as nouns.)

16. In Hungarian, the initial half of the quotation mark appears on the lower level, the conclusive half on the upper level of a line: „.....”

The quotation within a quotation is indicated by the so-called 'inner quotation mark' which is: >>.....<<

### Word order

1. Surname is given first, followed by Christian name: *Nagy János* (John Nagy).

The same applies to statements regarding authorship, etc.: *Szerkesztette: Nagy János* (Edited by John Nagy). *Írták: Kovács Pál és Szabó József* (By Paul Kovács and Joseph Szabó).

2. Words denoting profession or used in addressing a person (with full name) follow the Christian name: *Nagy János tanár* (Prof. John Nagy), or the last name (when the Christian name is not indicated): *Kovács művész úr* (The artist Mr. Kovács).

3. The word order in a date is the reverse of that in English; first comes the year, then the month, and at the end the day: *1848. március tizenötödike* (March 15 of 1848); *január elseje* (the first of January).

### Abbreviations

a.	alatt, under
áll.	állami, state-connected
ált.	általános, general
Bp.	Budapest
bp.-i	budapesti, of Budapest
c.	című, entitled
D	dél, south
db.	darab, piece
de.	délelőtt, a.m.
DK	délkelet, southeast
DNy	délnyugat, southwest
Dr. or dr.	doktor, doctor (degree)
du.	délután, p.m.
E	észak, north
ÉK	északkelet, northeast
ÉNy	északnyugat, northwest
érk.	érkezik, arrives
évf.	évfolyam, year (of publication)
f	fillér, penny
f.é.	folyó évi, of the current year
fej.	fejezet, chapter
ford.	fordította, translated by
Ft	forint, florin
gimn.	gimnázium, high school
hiv.	hivatalos, official
i.e.	időszámításunk előtti, B.C.
i.sz.	időszámításunk szerinti, A.D.

jegyz.	jegyzet, note, footnote
K	kelet, east
kb.	kötet, volume
kb.	körülbelül, circa
ker.	kerület, district
ker.	keresztény, Christian
köv.	következő, following, next
krt.	körút, avenue
l.	lap, page
l.	lásd!, see!
m	méter, meter
m.	magyar, Hungarian
min.	miniszter, minister (in the Cabinet)
ny.	nyugalmazott, retired
Ny	nyugat, west
ó	óra (o-clock), hour
p	perc, minute
pl.	például, for example, e.g.
pu.	pályaudvar, railway station
s.k.	saját kezével, signed
stb.	s a többi, etc.
szerk.	szerkesztette, edited by
tc.	törvénycikk, law article
t.i.	tudniillik, i.e.
u.	utca, street
ua.	ugyanaz, same as
vm.	vámegye, county

**Cardinal numbers**

egy	one	harminc	thirty
két (kettő) ¹	two	harmincegy, etc.	thirty-one, etc.
három	three		
négy	four	negyven	forty
öt	five	ötven	fifty
hat	six	hatvan	sixty
hét	seven	hetven	seventy
nyolc	eight	nyolcvan	eighty
kilenc	nine	kilencven	ninety
tíz	ten	száz	hundred
tizenegy	eleven	százegy, etc.	one hundred
tizenkét (tizenkettő)	twelve		and one, etc.
tizenhárom, etc.	thirteen, etc.		
húsz	twenty	kétszáz, etc.	two hundred, etc.
huszonegy	twenty-one		
huszonkét (huszonkettő), ¹ etc.	twenty-two, etc.	ezer	thousand

**Ordinal numbers**

első	first	tizenharmadik, etc.	thirteenth, etc.
második	second		
harmadik	third	huszadik	twentieth
negyedik	fourth	huszonegyedik	twenty-first
ötödik	fifth	huszonkettedik, etc.	twenty-second, etc.
hatodik	sixth		
hetedik	seventh	harmincadik, etc.	thirtieth, etc.
nyolcadik	eighth	harmincegyedik	thirty-first
kilencedik	ninth	harminckettedik, etc.	thirty-second, etc.
tizedik	tenth		
tizenegyedik	eleventh	századik	hundredth
tizenkettedik	twelfth	ezredik	thousandth

**Months**

január (jan.)	January	julius (jul.)	July
február (feb.)	February	augusztus (aug.)	August
március (márc.)	March	szeptember (szept.)	September
április (ápr.)	April	október (okt.)	October
május (máj.)	May	november (nov.)	November
június (jun.)	June	december (dec.)	December

**Days**

vasárnap	Sunday	csütörtök	Thursday
hétfő	Monday	péntek	Friday
kedd	Tuesday	szombat	Saturday
szerda	Wednesday		

**Seasons**

tavas	spring	ősz	autumn
nyár	summer	tél	winter

**Time**

óra	hour	hó, hónap	month
nap	day	év, esztendő	year
hét	week		

REFERENCES.—Zoltán Bánhidi, *A Textbook of the Hungarian Language* (1966); Ferenc Kiefer, *On Emphasis and Word Order in Hungarian* (1967); Augustus A. Koski and Ilona Mihalyfi, *Hungarian Basic Course* (1963-64); John Lotz, *Hungarian Reader* (1962); László Országh, *Hungarian-English and English-Hungarian Dictionary* (1967); Ferenc Papp, *Reverse-Alphabetized Dictionary of the Hungarian Language* (1969); U.S. Library of Congress, *Reference Department, Slavic and Central European Division, Hungarian Abbreviations; a Selective List*, compiled by Elemer Bako (1961); János Zsilka, *The System of Hungarian Sentence Patterns* (1967).

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 (=k) 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>tch</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>ll</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-alto*, *po-eta*, etc.

5. Prefixes are kept intact only if this conforms to rules 2 to 4: *con-stare* (rule 3), *pro-emo* (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. A compound may be divided also by making use of the full article or word: *dello albero*, *dovrebbe essere*.

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 *cl* in angle; for example: *Ganglio*, *glicerina*, *gerografico*, *glifo*, *gloria*, *negligere*, etc.

² Usage varies as to this rule; some orthographers still prefer dividing on the prefix. The rule given in the text above follows the recommendation of Leone Donati, *Corso Pratico di Lingua Italiana*, 207, 1934, Orell Füssli Editori, Zurigo e Lipsia. It is followed by most dictionaries as well as general works extant.

## Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-bo-na-men-to	(3, 2, 2, 3)	fo-to-e-li-o-gra-fia	(2, 6, 2, 2, 2)
ac-que-sce-re	(3, 2, 2)	Fre-de-ris-bur-go	(2, 2, 7, 3)
ae-re-o-li-to	(2, 4, 2, 2)	gen-til-uo-mo	(3, 6, 2)
af-fi-to	(3, 2)	ge-o-gno-sti-co	(4, 2, 2, 2)
ame-ri-ca-no	(2, 2, 2)	in-du-stria-le	(3, 2, 2)
bi-gliet-taio	(2, 3)	ine-scu-sa-bi-le	(2, 2, 2, 2)
bis-a-vo-lo	(6, 2, 2)	ine-spli-ca-bi-le	(2, 2, 2, 2)
bi-so-gni-no	(2, 2, 2)	in-fi-schio	(3, 2)
Bre-ta-gna	(2, 2)	inin-tel-li-gen-te	(3, 3, 2, 3)
Buck-ing-ham	(7, 7)	inor-ga-ni-co	(3, 2, 2)
co-o-pe-ra-zio-ne	(4, 2, 2, 2, 2)	in-scrit-to-re	(3, 3, 2)
co-stret-to	(2, 3)	in-te-res-se	(3, 2, 3)
cre-sce-re	(2, 2)	iscri-zio-ne	(2, 2)
de-mo-cra-ti-co	(2, 2, 2, 2)	ist-mi-co	(3, 2)
dia-gno-sti-co	(2, 2, 2)	isto-lo-gi-co	(2, 2, 2)
di-scor-so	(2, 3)	istru-men-to	(2, 3)
di-sgra-zia	(2, 2)	ita-lia-no	(2, 2)
di-sor-di-ne	(2, 3, 2, 2)	Kam-tsciat-ka	(7, 3)
di-spo-si-zio-ne	(2, 2, 2, 2)	l'al-tr'ie-ri	(3, 2)
di-stin-ti-vo	(2, 3, 2)	ma-gne-ti-co	(2, 2, 2)
emi-sfe-ro	(2, 2)	ma-gni-fi-cen-te	(2, 2, 2, 3)
Epi-sco-pa-to	(2, 2, 2)	me-sme-ri-smo	(2, 2, 2)
esa-e-dro	(4, 2)	me-te-o-ri-te	(2, 4, 2, 2)
espa-tria-zio-ne	(2, 2, 2)	mil-li-gram-mo	(3, 2, 3)
espe-rien-za	(2, 3)	mi-san-tro-po	(2, 3, 2)
estra-di-zio-ne	(2, 2, 2)	mi-scre-den-te	(2, 2, 3)
exe-qua-tur	(2, 2)	neu-tra-liz-za-re	(2, 2, 3, 2)
fan-ta-sma-go-ria	(3, 2, 2, 2)	tra-sfor-ma-zio-ne	(2, 3, 2, 2)
fa-sci-smo	(2, 2)	tra-spor-ta-re	(2, 3, 2)
fi-lan-tro-pi-smo	(2, 3, 2, 2)	ve-sci-chet-ta	(2, 2, 3)
fo-sfo-re-scen-za	(2, 2, 2, 3)	zo-o-sper-ma	(4, 2, 3)

## Stress and diacritics

No simple rules can be formulated for word stress in Italian. The majority of words receive their stress on the penultimate (next to the last) syllable: *aMico*, *comPLEto*; fewer words are stressed on the antepenultimate (third from the last) syllable: *FABrico*, *gramMatica*; only a limited number are stressed on the ultimate (last) syllable, but in this case the vowel carries the grave accent: *cittÀ*, *fabbriCO*.

☆ Accent marks are used only to a limited degree—chiefly to indicate a final stressed syllable. Generally a grave (') is used when the final vowel is open and an acute (') is used when that vowel is closed. Word types illustrating these usages 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: *vendé*, *venderò*, *venderà*; *finì*, *finirò*, *finirà*.

(c) Homonyms. The most common of these homonyms are:

<i>ché</i> , because	<i>che</i> , that	<i>né</i> , neither, nor	<i>ne</i> , of it, of them
<i>colà</i> , there	<i>cola</i> , strainer	<i>piè</i> , foot	<i>pie</i> , pious
<i>costà</i> , there	<i>costa</i> , shore	<i>però</i> , therefore	<i>pero</i> , pear tree
<i>dà</i> , gives	<i>da</i> , by, from, to	<i>sè</i> , himself	<i>se</i> , if
<i>dì</i> , day	<i>dì</i> , of	<i>sì</i> , yes	<i>si</i> , himself, one
<i>è</i> , is	<i>e</i> , and	<i>tè</i> , tea	<i>te</i> , thee
<i>là</i> , there	<i>la</i> , the, her	<i>testè</i> , just now	<i>teste</i> , heads
<i>lì</i> , there	<i>li</i> , the, them		

(d) Monosyllables terminating in two vowels, to indicate that the preceding vowel is shortened: *ciò*, *già*, *giù*, *più*, *può*, *quà*.

(e) Terminations *ia* and *io* in which the *i* is to be stressed: *magla*, *destio*.

The acute is used by some editors to distinguish words differently stressed,

where otherwise a misunderstanding might arise: *malvágia* (wicked), *malvágia* (malmsey, a wine). This use is rare.

The circumflex is used to indicate contraction: *cacciâr* (for *cacciarono*), *ginnast* (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: *armenïoso* (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 *gl'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 sometimes capitalized. These pronouns, however, in modern Italian usage, and *Lei* in particular, are *not* capitalized in a written text except for that of a letter, and a formal one at that. *Ella* is often capitalized in poetry.

(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. Commas are not used, however, with the conjunction *e* in a series of several words. 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.

### Quotation marks:

Used less often than in English.

In the text of a dialog they are often substituted by a new paragraph for each speech, sometimes preceded by a long dash.

Titles of books, poems, and articles are usually entered in quotation marks in a text. Titles of books are sometimes entered in *italic*, and periodicals, more often than books, are also entered in *italic* in a text.

[No authority specifically stating this found. However, the use of quotation marks as stated above can be seen in Hall's text. In any Italian text or newspaper the above use of *italic* can also be observed.]

### Abbreviations

a/c.	a conto, account
a.c.	anno corrente, current year
a.D.	anno Domini, in the year of our Lord
a.m., ant.	antimeridiano, a. m.
a.p.	anno passato, last year
c.m.	corrente mese, instant
C. ^a	Compagnia, company
d.C.	dopo Cristo, after Christ
Dep. prov.	Deputato provinciale, member of the provincial parliament
disp.	dispensa, number, part
ecc.	eccetera, etc.
Ed.	Edizione, edition; Editore, editor

es.	esempio, example
fasc.	fascicolo, number, part
f(erro).	ferrovia, railroad
f.co	franco, post free
F.lli	Fratelli, brothers
Giun.	Giuniore, junior
I. Cl.	prima classe, first class
Ill.mo	Illustrissimo, most illustrious
lit., <i>L</i>	lire
LL. MM.	Loro Maestà, Their Majesties
N. ⁱ	Numeri, numbers
N. ^o	Numero, number
On.	Onorevole, Honorable
p.m., pom.	pomeridiane, p.m.

### Cardinal numbers

uno	one	sei	six
due	two	sette	seven
tre	three	otto	eight
quattro	four	nove	nine
cinque	five	dieci	ten



**Cardinal numbers—Continued**

undici	eleven	trenta	thirty
dodici	twelve	quaranta	forty
treddici	thirteen	cinquanta	fifty
quattordici	fourteen	sessanta	sixty
quindici	fifteen	settanta	seventy
sedici	sixteen	ottanta	eighty
diciassette } diciassette }	seventeen	novanta	ninety
diciotto	eighteen	novantuno, etc.	ninety-one, etc.
diciannove } diciannove }	nineteen	cento	hundred
venti	twenty	cent(o)uno, etc.	one hundred and one, etc.
ventuno	twenty-one		
ventidue	twenty-two	duecento, etc.	two hundred, etc.
ventitrè, etc.	twenty-three, etc.		
	twenty-eight, etc.	mille, mila	thousand
ventotto, etc.		duemila, etc.	two thousand, etc.

**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		
decimo primo } undicesimo }	eleventh	duecentesimo	two hun- dredth
dodicesimo	twelfth		
treddicesimo	thirteenth	trecentesimo, etc.	three hun- dredth, etc.
quattordicesimo } decimo quarto, }	fourteenth, etc.	millesimo	thousandth
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.—Mario Hazon, Ed., Garzanti Comprehensive Italian-English, English-Italian Dictionary, New York, McGraw-Hill, 1963; Robert A. Hall, Jr., Italian for Modern Living, New York, Chilton Co., 1961.



## 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, *De Bello Gallico* 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>g</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-la*, *mag-nus*, *punc-tus*, *bac-chor*, *am-plus*.

4. Division may be made between vowels not constituting a diphthong: *pu-er*, *di-es*, *fili-us*, *Tro-ius*.

5. Certain adverbial prefixes are kept intact. These are: *ab*, *ante*, *circum*, *cis*, *con*, *de*, *ex*, *extra*, *in*, *inter*, *intro*, *ob*, *per*, *prae*, *praeter*, *per*, *post*, *pro(d)*, *propter*, *re(d)*, *sub*, *super*, *supra*, and *trans*: *ab-eo*, *con-scriptum*, *inter-esse*.

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *quot-annis*, *et-enim*, *sic-ul*.

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**

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*.

**Capitalization and punctuation**

American editors usually follow the English conventions in capitalization and punctuation.

**Abbreviations**

a., annus, year; ante, before	A.B., artium baccalaureus, bachelor of arts
A.A.C., anno ante Christum, in the year before Christ	ab init., ab initio, from the beginning
A.A.S., Academiae Americanae Socius, Fellow of the American Academy	abs. re., absente reo, the defendant being absent
[Academy of Arts and Sciences]	A.C., ante Christum, before Christ

## Abbreviations—Continued

- A.D., anno Domini, in the year of our Lord  
 a.d., ante diem, before the day  
 ad fin., ad finem, at the end, to one end  
 ad h.l., ad hunc locum, to this place, on this passage  
 ad inf., ad infinitum, to infinity  
 ad init., ad initium, at the beginning  
 ad int., ad interim, in the meantime  
 ad lib., ad libitum, at pleasure  
 ad loc., ad locum, at the place  
 ad val., ad valorem, according to value  
 A.I., anno inventionis, in the year of the discovery  
 al., alia, alii, other things, other persons  
 A.M., anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a.m., ante meridiem, before noon  
 an., anno, in the year; ante, before  
 ann., annales, annals; anni, years  
 A.R.S.S., Antiquarium Regiae Societatis Socius, Fellow of the Royal Society of Antiquaries  
 A.U.C., anno urbis conditae, ab urbe conlita, in [the year from] the building of the City [Rome], 753 B.C.  
 B.A., baccalaureus artium, bachelor of arts  
 B. Sc., baccalaureus scientiae, bachelor of science  
 C., centum, a hundred; condemno, I condemn, find guilty  
 c., circa, about  
 cent., centum, a hundred  
 cf., confer, compare  
 C.M., chirurgiae magister, master of surgery  
 coch., cochlear, a spoon, spoonful  
 coch. amp., cochlear amplum, a table-spoonful  
 coch. mag., cochlear magnum, a large spoonful  
 coch. med., cochlear medium, a dessert spoonful  
 coch. parv., cochlear parvum, a tea-spoonful  
 con., contra, against; conjunx, wife  
 C.P.S., custos privati sigilli, keeper of the privy seal  
 C.S., custos sigilli, keeper of the seal  
 cwt., c. for centum, wt. for weight, hundredweight  
 D., Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give  
 D.D., divinitatis doctor, doctor of divinity  
 D.G., Dei gratia, by the grace of God; Deo gratias, thanks to God  
 D.N., Dominus noster, our Lord  
 D. Sc., doctor scientiae, doctor of science  
 d.s.p., decessit sine prole, died without issue  
 D.V., Deo volente, God willing  
 dwt., d. for denarius, wt. for weight pennyweight  
 e.g., exempli gratia, for example  
 et al., et alibi, and elsewhere; et alii, or aliae, and others  
 etc., et cetera, and others, and so forth  
 et seq., et sequentes, and those that follow  
 et ux., et uxor, and wife  
 F., filius, son  
 f., fiat, let it be made; forte, strong  
 fac., factum similis, facsimile, an exact copy  
 fasc., fasciculus, a bundle  
 fl., flores, flowers; floruit, flourished; fluidus, fluid  
 f.r., folio recto, right-hand page  
 F.R.S., Fraternitatis Regiae Socius, Fellow of the Royal Society  
 f.v., folio verso, on the back of the leaf  
 guttat., guttatim, by drops  
 H., hora, hour  
 h.a., hoc anno, in this year; hujus anni, this year's  
 hab. corp., habeas corpus, have the body—a writ  
 h.e., hic est, this is; hoc est, that is  
 h.m., hoc mense, in this month; huius mensis, this month's  
 h.q., hoc quaere, look for this  
 H.R.I.P., hic requiescat in pace, here rests in peace  
 H.S., hic sepultus, here is buried; hic situs, here lies; h. s., hoc sensu, in this sense  
 H.S.S., Historiae Societatis Socius, Fellow of the Historical Society  
 h.t., hoc tempore, at this time; hoc titulo, in or under this title  
 I, Idus, the Ides; i., id, that; immortalis, immortal  
 ib. or ibid., ibidem, in the same place  
 id., idem, the same  
 i.e., id est, that is  
 imp., imprimatur, sanction, let it be printed  
 I.N.D., in nomine Dei, in the name of God  
 in f., in fine, at the end  
 inf., infra, below  
 init., initio, in the beginning  
 in lim., in limine, on the threshold, at the outset  
 in loc., in loco, in its place  
 in loc. cit., in loco citato, in the place cited  
 in pr., in principio, in the beginning  
 in trans., in transitu, on the way  
 i.q., idem quod, the same as  
 i.q.e.d., id quod erat demonstrandum, what was to be proved  
 J., iudex, judge  
 J.C.D., juris civilis doctor, doctor of civil law  
 J.D., jurum doctor, doctor of laws  
 J.U.D., juris utriusque doctor, doctor of both civil and canon law



## Abbreviations—Continued

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  
 percent., 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; quem, quam, quod vide, which see; qq. v., quos, quas, or quae 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	S.S.C., Societas Sanctae Crucis, Society of the Holy Cross
Sc. D., scientiae doctor, doctor of science	stat., statim, immediately
S.D., salutem dicit, sends greetings	S.T.B., sacrae theologiae baccalaureus, bachelor of sacred theology
s.d., sine die, indefinitely	S.T.D., sacrae theologiae doctor, doctor of sacred theology
sec., secundum, according to	S.T.P., sacrae theologiae professor, professor of sacred theology
sec. leg., secundum legem, according to law	sub., subaudi, understand, supply
sec. nat., secundum naturam, according to nature, or naturally	sup., supra, above
sec. reg., secundum regulam, according to rule	t. or temp., tempore, in the time of
seq., sequens, sequentes, sequentia, the following	tal. qual., talis qualis, just as they come; average quality
S.H.S., Societatis Historiae Socius, Fellow of the Historical Society	U.J.D., utriusque juris doctor, doctor of both civil and canon law
s.h.v., sub hac voce or sub hoc verbo, under this word	ult., ultimo, last month (may be abbreviated in writing but should be spelled out in printing)
s.l.a.n., sine loco, anno, vel nomine, without place, date, or name	ung., unguentum, ointment
s.l.p., sine legitima prole, without lawful issue	u.s., ubi supra, in the place above mentioned
s.m.p., sine mascula prole, without male issue	ut dict., ut dictum, as directed
s.n., sine nomine, without name	ut sup., ut supra, as above
s.p., sine prole, without issue	ux., uxor, wife
S.P.A.S., Societatis Philosophiae Americanae Socius, Fellow of the American Philosophical Society	v., versus, against; vide, see; voce, voice, word
s.p.s., sine prole superstite, without surviving issue	v. — a., vixit — annos, lived [so many] years
S.R.S., Societatis Regiae Socius or Sodalis, Fellow of the Royal Society	verb. sap., verbum [satis] sapienti, a word to the wise suffices
ss, scilicet, namely (in law)	v.g., verbi gratia, for example
	viz, videlicet, namely
	v.s., vide supra, see above

## Cardinal numbers

unus, una, unum	one	duodetriginta	twenty-eight
duo, duae, duo	two	undetriginta	twenty-nine
tres, tria	three	triginta	thirty
quattuor	four	quadraginta	forty
quinque	five	quingenta	fifty
sex	six	sexaginta	sixty
septem	seven	septuaginta	seventy
octo	eight	octoginta	eighty
novem	nine	nonaginta	ninety
decem	ten	centum	hundred
undecim	eleven	centum et unus, etc.	hundred and one, etc.
duodecim	twelve	ducenti, -ae, -a	two hundred
tredecim	thirteen	trecenti	three hundred
quattuordecim	fourteen	quadringenti	four hundred
quindecim	fifteen	quingenti	five hundred
sedecim	sixteen	sescenti	six hundred
septendecim	seventeen	septingenti	seven hundred
duodeviginti	eighteen	octingenti	eight hundred
undeviginti	nineteen	nongenti	nine hundred
viginti	twenty	mille	thousand
viginti unus, etc.	twenty-one, etc.		

**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	saeculum	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, y</i> ; like <i>k</i> before <i>a, o, 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, n, 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, y, 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, meg, deg, 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, y, j, ei</i> , or <i>øy</i> , like strong <i>h</i> in hue—i.e., like German <i>ch</i> in ich
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 through 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

[Concluded on following page]

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>Ā</i> , <i>ā</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>
A	ǣ	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, bokmål and nynorsk. The designations for these languages derive from an act of legislation of 1929. Before that time the languages were known as riksmål and landsmål, respectively. The term riksmål is still used unofficially in Norway today. Bokmål, also known in the past as Dano-Norwegian, was originally 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 until 1907. Since then there have been a number of language reforms—including major ones in 1907, 1918, 1938, and 1959—promulgated by the Storting, the Norwegian Parliament, for the purpose of making the orthography correspond more closely with the spoken language. These changes were binding only for government officials and schoolbooks. Private individuals and publishers have been free to use the new systems or not, as they have seen fit. As a consequence there exists a variety of styles in the literature of the 20th century.

The other official language, nynorsk, is a synthetic language based on rural Norwegian dialects and originating in the 1850's. Since that time, it has also undergone a number of official reforms as well as changes in name. While its official status is equal to that of bokmål, nynorsk enjoys less popularity and is used with less frequency than bokmål. Approximately 85 percent of the works published in Norway are in bokmål, and the percentage of the population using nynorsk has been estimated at approximately 22 percent.

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 clear-cut 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 *ɔ*; the so-called back vowels being *a*, *o*, *u*, and *ɔ*; 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-aktig, 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, aftenstid*.
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)	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*), *ä* (variant for *æ*), *ö* (variant for *ø*), 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*, and *Deres* 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, and only the first word of titles is capitalized.

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
ang.	angående, concerning, re
A/S	Aksjeselskap, joint- stock company
avd.	avdøde, deceased
bl.a.	blant annet, among others
d.å.	dette år, this year
d.e.	det er, this is, i.e.
d.v.s.	det vil si, that is
e.K.	etter Kristi, after Christ, A.D.
el.	eller, or
f.	født, born, née; for, for; før, before
f.eks.	for eksempel, for ex- ample, e.g.
f.K.	før Kristus, before Christ
f.o.m.	fra og med, from and with (including)
Frk.	Frøken, Miss
Hds. Maj.	Hennes Majestet, Her Majesty

H.K.H.	Hans Kongelige Høj- hed, His Royal Highness
H.M.	Hans Majestet, His Majesty
Hr.	Herr, Mr., Sir
ifl.	ifølge, according to
kap.	kapitel, chapter
m.a.o.	med andre ord, in other words
m.fl.	med flere, et al.
m.h.t.	med hensyn til, as regards to
m.m.	med mere, etc.
nl.	nemlig, namely
o.a.	og annet, and others
o.fl.	og flere, etc.
o.s.v. (osv)	og så videre, and so forth
p.ct. (pct)	prosent, percent
s.	side, page; søndre, south
u.	under, under
yr.	den yngre, junior
ø.	øre, half farthing



**Cardinal numbers**

en, et(t) *ein, ei	one	atten	eighteen
to eit(t)	two	nitten	nineteen
tre, tri	three	tjue (tyve)	twenty
fire	four	tjueen (en og tyve, etc.)	twenty-one, etc.
fem	five	tretti (tredve)	thirty
seks	six	førti	forty
sju (syv)	seven	femti	fifty
otte	eight	seksti	sixty
ni	nine	sytti	seventy
ti	ten	åtti	eighty
elleve	eleven	nitti	ninety
tolv	twelve	hundrede	hundred
tretten	thirteen	hundrede og en, etc.	one hundred and one, etc.
fjorten	fourteen	to hundrede, etc.	two hundred, etc.
femten	fifteen	tusen	thousand
seksten	sixteen		
sytten	seventeen		

**Ordinal numbers**

første	first	ellefte	eleventh
annen (annet)	second	tolvte	twelfth
tredje	third	trettede, etc.	thirteenth, etc.
fjerde	fourth	tjuende (tyvende)	twentieth
femte	fifth	tjueførste	twenty-first, etc.
sjette	sixth	(enogtyvende)	
sjuende (syvende)	seventh	trettiende (tredevte)	thirtieth
åttende	eighth	førtiende, etc.	fortieth, etc.
niende	ninth	hundrede	hundredth
tiende	tenth	hundrede og første	one hundred and 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, *sundag	Sunday	torsdag	Thursday
mandag, *måndag	Monday	fredag	Friday
tirsdag, *tysdag	Tuesday	lørdag, *laurdag	Saturday
onsdag	Wednesday		

**Seasons**

vår	spring	høst, *haust	autumn
sommer	summer	vinter	winter

**Time**

time	hour	måned, månad	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); Einar Haugen, *Norwegian English Dictionary* (1965); Finn-Erik Vinje, *Norsk språk* (1972).

NOTES.—Words appearing in parentheses represent unofficial forms which are still widely used. Words preceded by asterisks are nynorsk forms.



## 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	Ó	ó	like Polish <i>u</i>
Ą	ą	like in French <i>bon</i>	P	p	<i>p</i>
B	b	<i>b</i>	Q	q	used only in quoting foreign words
C	c	<i>ts</i> in hats	R	r	<i>r</i> trilled <i>r</i>
Ch	ch	like Scottish <i>loch</i> , strong <i>h</i>	Rz	rz	<i>z</i> in azure
Cz	cz	<i>ch</i> in chin	S	s	<i>s</i> in so
Ć	ć	between <i>ts</i> and <i>ch</i> in chin	Sz	sz	<i>sh</i> in shoe
D	d	<i>d</i>	Szcz	szcz	<i>sh</i> plus <i>ch</i> , somewhat like <i>sti</i> in question
Dz	dz	<i>dz</i> in <i>adz</i>	Ś	ś	between <i>s</i> and <i>sh</i>
Dź	dź	between <i>dz</i> and <i>j</i> in judge	Ść	ść	<i>ś</i> plus <i>ć</i>
Dż	dż	<i>j</i> in judge	T	t	<i>t</i>
E	e	<i>e</i> in set	U	u	<i>u</i> in rule
Ę	ę	somewhat like <i>an</i> in man, or like French <i>in</i>	V	v	used only in quoting foreign words
F	f	<i>f</i>	W	w	<i>v</i>
G	g	<i>g</i> in go	X	x	is rendered <i>Ks</i> ; is used in foreign words and names; examples: <i>Aquae Sextiae</i> , <i>Huxley</i> , and in some Old Polish names and words; examples: <i>Jaxa</i> , <i>Księstwo</i> .
H	h	like <i>h</i> in hook			
I	i	<i>i</i> as in machine			
J	j	<i>y</i> in yard, boy			
K	k	<i>k</i>			
L	l	<i>l</i> in million			
Ł	ł	<i>l</i> in bell			
M	m	<i>m</i>	Y	y	<i>y</i> in rhythm
N	n	<i>n</i>	Z	z	<i>z</i> in zone
Ń	ń	<i>ny</i> in canyon	Ż	ż	between <i>z</i> in zone and <i>s</i> in pleasure
O	o	<i>o</i> in port	Ż	ż	<i>s</i> in pleasure

### Special characters

Polish uses the Latin alphabet with the addition of the following special characters: *Ą*, *Ć*, *Ę*, *Ł*, *Ń*, *Ó*, *Ś*, *Ź*, and *Ż*. Note also the following somewhat similar characters frequently confused: *Ż*, *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, ią, 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 *śc*. Their sounds are shown in the alphabet table.

### Consonantal units

The following groups of consonants are for purposes of syllabification treated as units:

*bl, bł, br, brz*  
*chl, chl, chr, chrz, chw*  
*dl, dl, dr, drz, dw*  
*fl, fr*  
*gl, gł, gr, grz, gw*  
*kl, kł, kr, krz, kw*

*pl, pł, pr, prz*  
*śc, sk, skr, skrz, śm, sp, spr, sprz, st,*  
*str, strz, stw*  
*tl, tł tr, trz, tw*  
*wł, wł, wr, wrz*

### Rules for syllabification¹

1. Diphthongs, digraphs, consonantal units, and one-syllable words 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, ko-me-dia, 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, dia-gnostyka, strato-sfera, hiper-mnezja*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ry-kań-ski	(2, 2, 3)	ge-o-me-tria	(4, 2, 2)
an-ty-kwa-riusz	(3, 7, 2)	Hisz-pa-nia	(3, 2)
atlan-tyc-ki	(3, 3)	ide-o-lo-gia	(4, 2, 2)
au-tor-stwo	(2, 3)	in-kwi-zy-cja	(7, 2, 2)
bez-in-te-re-sow-ny	(5, 3, 2, 2, 3)	in-stru-ment	(3, 2)
bez-względ-ny	(5, 3)	jak gdy-by	(6, 2)
bi-blij-ny	(2, 3)	kom-pa-nion	(3, 2)
czleko-kształt-ny	(6, 3)	ludo-znac-stwo	(6, 3)
di-e-lek-trycz-ny	(7, 2, 3, 3)	ła-go-dzić	(2, 2)
dia-gno-sty-ka	(7, 2, 2)	mek-sy-kań-ski	(3, 2, 3)
do-slow-ny	(5, 3)	mi-mo-środ-ko-wy	(2, 6, 3, 2)
do-zna-wać	(5, 2)	na-de-rwać	(2, 5)
dwu-znac-zność	(6, 3)	nad-gni-ły	(5, 2)
elo-kwen-cja	(7, 3)	na-gmin-ny	(5, 3)
en-cy-klo-pe-dia	(3, 2, 2, 2)	naj-mniej-szy	(5, 3)
eu-ro-pej-ski	(2, 2, 3)	nie-słusz-ny	(5, 3)
fe-u-da-lizm	(4, 2, 2)	obe-gna-li-śmy	(5, 2, 2)
foto-gra-wiu-ra	(2, 2, 2, 2)	ob-ra-do-wać	(5, 2, 2)
fre-kwen-cja	(7, 3)	ob-słu-ga	(5, 2)

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

ode-rwa-nie	(5, 2)	rzecz-po-spo-li-ta	(6, 2, 2, 2)
od-wzo-ro-wa-nie	(5, 2, 2, 2)	samo-wznie-ca-nie	(2, 6, 2, 2)
od-zna-cze-nie	(5, 2, 2)	samo-zwa-niec	(2, 6, 2)
po-de-słać	(2, 5)	san-gwi-nicz-ny	(7, 2, 3)
pod-in-spek-tor	(5, 3, 3)	spół-ob-wi-nio-ny	(5, 5, 2, 2)
po-gnie-wać	(5, 2)	stro-i-ciel	(4, 2)
poza-służ-bo-wy	(2, 5, 3, 2)	super-ar-bi-ter	(2, 7, 3, 2)
przede-wszyst-kiem	(5, 3)	śmier-tel-nie	(3, 3)
przed-szkol-ny	(5, 3)	War-sza-wa	(3, 2)
prze-wra-cać	(5, 2)	wy-sło-wie-nie	(5, 2, 2)
przy-gnę-biać	(5, 2)	wy-słu-chać	(5, 2)
prze-zna-cze-nie	(5, 2, 2)	za-słab-nię-cie	(5, 3, 2)
pu-blicz-ność	(2, 3)	ze-wnętrz-ność	(5, 3)
re-pu-bli-ka	(2, 2, 2)	zjed-no-czo-ne	(3, 2, 2)
ro-ze-gnać	(2, 5)	zwie-rze-nie	(2, 2)
roz-mna-żać	(5, 2)	żyw-no-ścio-wy	(3, 2, 2)

## Stress and diacritics

Stress is usually on the penultimate (next to the last) syllable: *MAT-ka*, *gię-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 (ł), 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 days and months are lowercased. Initial caps are used in titles of periodicals.

## Punctuation

Punctuation is practically the same as in English, except that the comma is used to mark off restrictive as well as nonrestrictive clauses.

## Alphabetization

The letters *q*, *ć*, *ę*, *ł*, *ó*, *ś*, *ź*, and *ż* are regarded as separate characters and are so alphabetized. The complete alphabetic order is: *a*, *q*, *b*, *c*, *ć*, *d*, *e*, *ę*, *f*, *g*, *h*, *i*, *j*, *k*, *l*, *ł*, *m*, *n*, *ń*, *o*, *ó*, *p*, *r*, *s*, *ś*, *t*, *u*, *w*, *y*, *z*, *ź*, *ż*.

## Abbreviations

a.	albo, or, or else
im.	imienia, named for
i t. d.	i tak dalej, et cetera
itp.	i tym podobne, and the like
jw.	jak wyżej, as above
N. or Nr	numer, number
np.	na przykład, for instance
p.	pan, pani, Mr., Mrs.
por.	porównaj, compare with, cf.
r.	rok, year

r.b.	roku bieżącego, current year
s-ka	spółka, company, association
str.	stronica, page
sz.	szanowny, honorable
ś. p.	świętej pamięci, deceased
św.	święty, Saint
t.j.	to jest, that is
tzn.	to znaczy, that is
tzw.	tak zwany, so-called
w.	wiek, century

## Cardinal numbers

jeden, jedna, jedno	one	dwanaście	twelve
dwa, dwaj, dwie, dwoje	two	trzydzieście	thirteen
trzy, trzej, troje	three	czternaście	fourteen
cztery, czterej, czworo	four	piętnaście	fifteen
pięć	five	szesnaście	sixteen
sześć	six	siedemnaście	seventeen
siedem	seven	osiemnaście	eighteen
osiem	eight	dziewiętnaście	nineteen
dziewięć	nine	dwadzieścia	twenty
dziesięć	ten	dwadzieścia jeden,	twenty-one,
jedenaście	eleven	etc.	etc.

**Cardinal numbers—Continued**

trzydzieści	thirty	pięćset	five hundred
czterdzieści	forty	sześćset	six hundred
pięćdziesiąt	fifty	siedemset	seven hundred
sześćdziesiąt	sixty	osiemset	eight hundred
siedemdziesiąt	seventy	dziewięćset	nine hundred
osiemdziesiąt	eighty	tysiąc	thousand
dziewięćdziesiąt	ninety	dwa tysiące	two thousand
sto	hundred	trzy tysiące, etc.	three thousand,
sto jeden, etc.	one hundred and one, etc.		etc.
dwieście	two hundred	pięć tysięcy, etc.	five thousand, etc.
trzysta	three hundred	sto tysięcy	hundred thousand
czteryście	four hundred	milion	million

**Ordinal numbers**

pierwszy, -sza, -sze	first	trzydziesty	thirtieth
drugi, -ga, -gie	second	czterdziesty	fortieth
trzeci	third	pięćdziesiąt	fiftieth
czwarty	fourth	sześćdziesiąt	sixtieth
piąty	fifth	siedemdziesiąt	seventieth
szósty	sixth	osiemdziesiąt	eightieth
siódmy	seventh	dziewięćdziesiąt	ninetieth
ósmym	eighth	setny	hundredth
dziewiąty	ninth	sto pierwszy, etc.	one hundred and first, etc.
dziesiąty	tenth		
jedenasty	eleventh	dwusetny	two hundredth
dwunasty	twelfth	trzechsetny or dwóchsetny	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	dwutysięczny	two thousandth
dwudziesty pierwszy, etc.	twenty-first, etc.	milionowy	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.—The Kościuszko Foundation Dictionary: English-Polish, Polish-English. New York, 1960–62. 2 v. (Poland's millenium series of the Kościuszko Foundation).

Contents.—v. 1. English-Polish, by K. Bulas and F. J. Whitfield. v. 2. Polish-English, by K. Bulas, L. L. Thomas, and F. J. Whitfield.



Polska Akademia Nauk.

Słownik języka polskiego. Redaktor naczelny Witold Doroszewski. Warszawa, Wiedza Powszechna, 1958–1968. 10 v. 1-volume supplement 1969.

It is projected in 10 volumes; to date (1965) seven volumes, covering the letters A to R appeared.

Słownik wyrazów obcych. [Komitet redakcyjny: Zygmunt Rysiewicz et al. Wyd. 5., fotooffsetowe. Warszawa] Państwowy Instytut Wydawniczy [1959] 720 p.

Teslar, Józef Andrzej.

A new Polish grammar by Joseph Andrew Teslar in collaboration with Jadwiga Teslar. 8th ed., rev., with key to the exercises. Edinburgh, Oliver and Boyd, 1962. xxiv, 469 p.

Szober, Stanisław.

Słownik poprawnej polszczyzny. Wyd. 4., uzup. [Warszawa] Państwowy Instytut Wydawniczy, 1963. 857 p.

First ed. published in 1937 under title: *Słownik ortoepiczny*.

Jodłowski, Stanisław.

Zasady pisowni polskiej i interpunkcji, ze słownikiem ortograficznym. Wyd. 15. dostosowane do uchwał Komitetu Językoznawczego Polskiej Akademii Nauk z 20 stycz. 1956. Wrocław, Zakład Narodowy im. Ossolińskich, 1964. 348 p.

Jodłowski, Stanisław.

Słownik ortograficzny i przepisy pisowni polskiej. Wyd. 5., zmienione według uchwał Komitetu Językoznawczego Polskiej Akademii Nauk z r. 1956. Wrocław, Zakład Narodowy im. Ossolińskich, 1958. 728 p.

Polska Akademia Nauk.

Pisownia polska; przepisy, słowniczek. Wyd. 12. oprac. na podstawie wyd. 11. według uchwały Komitetu Językoznawczego Polskiej Akademii Nauk z 20 stycz. 1956. Wrocław, Zakład im. Ossolińskich, 1957. 167 p.

Klemensiewicz, Zenon.

Prawidła poprawnej wymowy polskiej. Wyd. 4. Wrocław, Zakład Narodowy im. Ossolińskich, 1964. 30 p. (Biblioteczka Towarzystwa Miłośników Języka Polskiego, nr. 10)

## PORTUGUESE

Concluindo êste ponto: há o fato da língua brasileira, que percebemos nos atritos com as diferenças, especialmente as diferenças portuguêsas, que estão mais próximas de nós. Fora dêsses atritos, nós não nos damos conta dela: vivêmo-la. E há o conflito entre ela e a formação literogramatical que recebemos na escola e no livro de erudição. E o chamado problema da língua brasileira, em que a consciência da nacionalidade, o patriotismo político e o espírito objetivo das ciências positivas se debatem contra a rotina, a filologia, a gramática, e o diletantismo tais como se radicaram em algumas cidades brasileiras.—Herbert Parentes Fortes, *A Questão da Língua Brasileira* (1962?), p. 10.

### Alphabet and pronunciation ¹

A	a	stressed: <i>a</i> in <i>mama</i> ; unstressed: <i>a</i> in <i>sofa</i>
B	b	<i>b</i>
C	c	<i>s</i> in <i>so</i> ; before <i>e</i> or <i>i</i> ; elsewhere like <i>k</i>
D	d	<i>d</i>
E	e	stressed: like <i>e</i> in <i>Hey!</i> (close, written <i>ê</i> ), or <i>e</i> in <i>get</i> (open, written <i>é</i> ); unstressed: <i>ee</i> in <i>see</i>
F	f	<i>f</i>
G	g	<i>su</i> in <i>measure</i> , before <i>e</i> or <i>i</i> ; elsewhere like <i>g</i> in <i>go</i>
H	h	silent
I	i	<i>e</i>
J	j	<i>su</i> sound in <i>measure</i>
K	k	<i>k</i> ; used only in foreign words
L	l	<i>l</i> in <i>lay</i> everywhere, except in final position, like <i>ll</i> in <i>hill</i>
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> initially and intervocalically; before consonants, drops nasalizing preceding vowel
O	o	stressed: somewhat like <i>o</i> in <i>sow</i> (close, sometimes written <i>ô</i> ), or like <i>aw</i> in <i>saw</i> (open, sometimes written <i>ó</i> ); unstressed: <i>o</i> in <i>obey</i> , or <i>ou</i> in <i>bayou</i> when final
P	p	<i>p</i>
Q	q	always followed by <i>u</i> (see Digraphs)
R	r	<i>r</i> initially, and <i>rr</i> medially, like Parisian <i>r</i> ; single <i>r</i> (between vowels or before and after consonants), like the sound of <i>tt</i> in <i>butter</i> (colloquial American English pronunciation)

[Concluded on following page]

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 initially or before and after consonants; between vowels or when the next letter of the following word is a vowel, z
T	t	t
U	u	u in Ruth
V	v	v
W	w	w or v, only in foreign words
X	x	sh in shoe initially, and often elsewhere; otherwise as x in box (=ks), or as s or z
Y	y	y; used only in archaic Portuguese
Z	z	z in gaze; final often like z in azure

### Special characters

Portuguese uses the Latin alphabet, with the addition of the following special characters: the acute (´), the circumflex (^), the grave (`), and the dieresis (¨).

The Portuguese system of writing vowels makes use of diacritical marks to indicate all of the vowel distinctions operant in the Portuguese language. Thus, *i, é, ê, a, ó, ô*, and *u* for the nonnasalized vowels; *í, ê, â, õ, and û* for the nasalized vowels. The dieresis is used over the letter *u* to indicate that the *û* has the value of *w*, as in *wet*. The cedilla is used with the letter *ç* to indicate the value of *s* before *a, o*, and *u*.

### Vowels and consonants

The vowels are *a, e*, i, o*, and u*, all of which have nasalized variants. 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 two vowels. This is pronounced as one syllable, the first vowel receiving the predominant sound: *pai* (pronounced *pái*). If the second vowel, however, carries an accent mark, the two vowels do not constitute a diphthong and are pronounced separately: *país* (pronounced *pa-ís*).

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 *flUido*), *partiu* (pronounced *partIu*). If the second vowel, however, carries the acute mark, the two vowels do not constitute a diphthong: *ruído* (pronounced *ru-Ído*), *miúdo* (pronounced *mi-Udo*).

In diphthongs in which the first element is stressed, the final *i* and *e* have the value of *y* in boy; the final *o* and *u* have the value of *w* in cow. In diphthongs where the second element is stressed, the initial *i* and *u* have the value of *ee* in fee, and *u* in Ruth; other vowels retain their normal values.

A triphthong is a combination of three vowels, the middle one of which is stressed, the others weak, and is pronounced as a single syllable, the stressed vowel receiving the predominant sound: *iguais* (pronounced *iguAis*). If one of the weak vowels, however, carries an accent mark, the vowels do not constitute a triphthong: *partieis* (pronounced *partI-eis*).

### Digraphs

The digraphs and their sounds are:

*ch* as *sh* in ship; in archaic forms, like *k* in kite (archaic refers to works written before the orthographic reforms of 1942)  
*gu* as *g* in go, only before *e, i*; *gü* 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); *qü* is used before *e, i* to indicate the sound of *kw*  
*th* as *t* (in the older orthography only)

*Open and close forms.

### 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-to, per-cha, sem-pre*.
4. Division between vowels is avoided. In narrow measure, however, division is admissible between two strong vowels. Hence, in the interest of good spacing, the following vowels may be divided: *aa, ae, ao; ea, ee, eo; oa, oe, oo* (but not the nasal vowels *ãe, ão, and õe*, etc.): *do-ente, le-oa, po-ema*.
5. According to the new orthography, only the prefix *ex* is kept intact, but division may be made on the other prefixes if such division conforms to rules 2 to 4: *con-sócio* (rule 3), *in-justo* (rule 3), *pro-mover* (rule 2), *re-organizar* (rule 4); but *cons-tar* (rule 3), *ins-pirar* (rule 3), *pros-crever* (rule 3), *reü-nião* (rule 2).
6. Compound words (hyphenated) are divided preferably on the hyphen (and each part, according to rules 1 to 5): *além-atlântico, sub-rogar*.
7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington, co-gnac, cre-scendo, Reichs-aml*. 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-cis-si-da-de	(2, 3, 2, 2)
an-ti-a-é-reo	(3, 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-ior-ki-no	(2, 6, 3, 2)
Bra-si-lei-ro	(2, 2, 2)	nú-me-ro	(2, 2)
com-pre-en-de	(3, 4, 3)	ob-je-to	(3, 2)
con-so-an-te	(3, 4, 3)	obli-quân-gu-lo	(2, 3, 2)
co-ra-ções	(2, 2)	obs-cu-ran-te	(3, 2, 3)
dei-xan-do	(2, 3)	obs-tru-ção	(3, 2)
de-se-qui-lí-brio	(2, 2, 2, 2)	oce-â-ni-co	(4, 2, 2)
elip-só-i-de	(3, 2)	oxi-gê-nio	(2, 2)
em-bai-xa-dor	(3, 2, 2)	pa-le-ó-gra-fo	(2, 4, 2, 2)
es-ta-du-ni-den-se	(3, 2, 2, 2, 3)	pa-lha-bo-te	(2, 2, 2)
ex-er-ci-do	(5, 3, 2)	Pa-na-me-ri-ca-no	(2, 2, 2, 2, 2)
fer-rô-lho	(3, 2)	pa-râ-me-tro	(2, 2, 2)
go-niô-me-tro	(2, 2, 2)	pa-triô-ti-co	(2, 2, 2)
he-mis-fé-rio	(2, 3, 2)	pe-ga-nhen-to	(2, 2, 3)
hi-gros-có-pio	(2, 3, 2)	pei-xei-ra	(2, 2)
inad-mis-sí-vel	(3, 3, 2)	por-tu-guê-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)	pù-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-pù-bli-ca	(2, 2, 2)
in-te-res-sa-dos	(3, 2, 3, 2)	se-mi-o-fi-cial	(2, 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

Stress in Portuguese words normally falls on the next-to-last syllable: *filosofia*, *puní**la*, *puní**am*, *louvarí**as*, *continúo*, *continúe*; otherwise on the last syllable: *continú**o*. Words ending in *l*, *r*, and diphthongs followed or not by *s*: *canál*, *entendê**r*, *vará**o*, *vará**es*, *sará**u*, *arrá**is*.

Words contrary to the above rule have their stress marked either with an acute or a circumflex: The use of the acute indicates that the stressed vowel is open; the circumflex indicates that the stressed vowel is closed. Besides indicating that the vowel receives prominent sound, therefore, stress can also mark the opening or closing of a vowel; in either of these cases, the meaning of a word can change radically: e.g., *trôco* (small change), *troco* (I change); *sábia* (wise woman), *sabia* (he/she knew), *sabiá* (Brazilian bird), etc.²

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 closed: *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 *véu*(s), *chapéu*(s), *herói*(s), *jóia*, *gibóia*, etc.

(b) The acute is used over the *i* or *u* to indicate that the diphthong does not adhere to the normal penultimate (next-to-last) stress and that the prominent sound should be shifted to the marked vowel: *punirí**amos*, *pá**is*, *saí**da*, *saú**de*, *baú*, etc.

(c) The circumflex is used over stressed *e* or *o* to close the vowel and to indicate that there are other words spelled like them with the stressed *e* or *o* open: *rêgo* (furrow), *rego* (first person singular of *regar*); *rêgo* (request), *rogo* (first person singular of *rogar*); *dêmos* (present subjunctive of *dar*), *demos* (present indicative of *dar*), *côrte* (court), *corte* (cut, edge), etc.

(d) The acute and circumflex are used as in (c) 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 grave and circumflex are used to indicate primary stress in adverbs ending in *mente*: *râpidamente*, *sômente*, *cortêsmemente* (from *rápido*, *só*, *cortês*).

(g) The dieresis (¨) is used over the *u* in *gu*, *qu* before *e* or *i* to indicate that the *u* is to be pronounced but not stressed. In other cases the *u* in *gu* and *qu* before *e* or *i* is silent: *consequê**ncia*, but *arguir*, *arguí* (first person preterite), and *argui* (third person present).

(h) The grave is used as a marker of contractions (the preposition *a* + a following pronoun or article): *à* (to the), *a* (the); *aquê**le* (that one), *àquê**le* (to that one), etc.

(i) The tilde (˜) is used to indicate a nasal vowel. It is also used at times to indicate a contraction: *Roi**z* (= *Rodriguez*), *q**̃* (= *que*), *sñ**ça* (= *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.

## Punctuation and hyphenation

Punctuation marks are used as in English.

The apostrophe as a sign of contraction between prepositions and pronouns has practically disappeared: *neste* (instead of, formerly, *n'este*, *'neste*, or *n-este*), in this; *dêsse* (instead of *d'êsse*), of that; *daquém* (instead of *d'aquém*), 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 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; *fa-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 *havíamos de ler*, we had to read.

²On the whole, the rules here recommended follow those now valid in Brazil.

## Abbreviations

cm	centímetro, centimeter
D.	Dom, Sir; Dona, Lady
Dr.	doutor, doctor
Dra.	doutora, doctress
EE. UU.	Estados Unidos da
da A.,	América, United States
E. U. A.	of America
Exmo.	Excel(l)entíssimo, Excel- lency
hect.	hectare, hectare
Il(l)mo.	Il(l)ustríssimo, Illustri- ous
l.	litro, liter
m.	metro, meter
p.	página, page

pp.	páginas, pages
S. Excia.	Sua Excel(l)ência, His Excellency
S.	São (contraction of san- to), Saint
Snr., Sr.	senhor, Mr.; also Lord
Snra., Sra.	senhora, Mrs.
Snrta., Srta.	senhorita, Miss
Sta.	Santa, Saint
V. E., V. Exa.	Vossa Excel(l)ência, Your Excellency
Vmcê., V. M.	Vossa Mercê, Your Grace

## Cardinal numbers

um, uma	one
dois, duas	two
três	three
quatro	four
cinco	five
seis	six
sete	seven
oito	eight
nove	nine
dez	ten
onze	eleven
doze	twelve
treze	thirteen
catorze	fourteen
quinze	fifteen
dezasseis, dezaseis	sixteen
dezassete, dezasete	seventeen
dezoito	eighteen
dezanove	nineteen
vinte	twenty
vinte e um, etc.	twenty-one, etc.

trinta	thirty
quarenta	forty
cincoenta, cin- qüenta	fifty
sessenta	sixty
setenta	seventy
oitenta	eighty
noventa	ninety
cem, cento	hundred
cento e um(a), etc.	one hundred and one, etc.
duzentos, -as	two hundred
trezentos, -as, etc.	three hundred, etc.
mil	thousand
mil e um(a), etc.	one thousand and one, etc.
dois mil, etc.	two thousand, etc.
um milhão	million

Round millions used adjectively are followed by *de*: *Um milhão de contos*, or *1,000,000 de contos*.

## Ordinal numbers

primeiro	first
segundo	second
terceiro	third
quarto	fourth
quinto	fifth
sexto	sixth
sétimo	seventh
oitavo	eighth
nono	ninth
décimo	tenth
undécimo	eleventh
décimo primeiro	
duodécimo, décimo segundo	twelfth
décimo terceiro, etc.	thirteenth, etc.
vigésimo	twentieth
vigésimo primeiro, etc.	twenty-first, etc.
trigésimo	thirtieth

quadragésimo,	fortieth
quarentésimo	
quinquagésimo	fiftieth
sexagésimo	sixtieth
septuagésimo	seventieth
octogésimo	eightieth
nonagésimo	ninetieth
centésimo	hundredth
centésimoprimeiro, etc.	one hundred and first, etc.
ducentésimo	two hundredth
tricentésimo	three hundredth
quadringentésimo	four hundredth
quingentésimo	five hundredth
sexcentésimo	six hundredth
septingentésimo	seven hun- dredth
octingentésimo	eight hundredth
noningentésimo	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	sábado	Saturday
quarta-feira	Wednesday		

**Seasons**

primavera	spring	outono	autumn
verão	summer	inverno	winter

**Time**

hora	hour	mês (mez)	month
dia	day	ano	year
semana	week		

REFERENCES.—Aurélio Buarque de Hollanda, *Pequeno Dicionário Brasileiro da Língua Portuguesa* (1963); Frederick B. Agard, Hélio 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.—M. 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	ye, e ⁴	<i>ye</i> in yell, <i>e</i> in fell ⁵
Ё	ё	yë, ò ⁶	<i>yo</i> in yore, <i>o</i> in order 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> like the <i>oo</i> in Moon.
Ф	ф	f	<i>f</i>
Х	х	kh	<i>h</i> in how, but stronger, or <i>ch</i> in Scottish loch
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 ¹¹	<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	' ¹²	( 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. 526 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 *e*, *ë*, *я*, *ю*. Formerly used also at the end of all words now ending in a consonant letter. See Note on Old Spelling, p. 473.

¹² (apostrophe).

¹³ Palatalizes a preceding consonant, giving a sound resembling the consonant plus *y*, somewhat as in English meet you, did you.



## Special characters

Russian uses the Cyrillic alphabet. Many of the characters are the same as in Latin, with the following special ones: Б б, Г г, Д д, Ж ж, Й й, Л л, П п, Ф ф, Ц ц, Ш ш, Щ щ, Т т, Ы ы, Э э, Ю ю, and Я я. Note the following somewhat similar characters: Ѕ ѕ, Ї ї, У у, Ч ч, Ъ ъ, Ы ы, Ш ш. The Ъ is a separate character and not a combination of Ь and І.

## Transliteration

This is a mechanical process of substituting the transliteration letter or combination of letters for each Russian letter: Москва = *Moskva*, Киев = *Kiyev*, Русский = *Russkiy*, etc.

## Vowels and consonants

The vowel letters are а, е, ё, и, о, у, ы, э, ю, and я, represented, respectively, by *a, e or ye, ë or yë, i, o, u, y, e, yu, ya*. The letters й, ъ, and ь are not called either vowels or consonants. All other letters are consonants.

## Diphthongs

The sequences of a vowel followed by й are often called diphthongs. Their sounds are:

ай ( <i>ay</i> ) <i>ai</i> in aisle	ый ( <i>yuy</i> ) <i>y</i> in rhythm plus <i>y</i> in yield
ей ( <i>ey, yey</i> ) <i>ey</i> in they, or as <i>yea</i> (= yes)	эй ( <i>ey</i> ) <i>ey</i> in they
ий ( <i>iy</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 ( <i>oo</i> plus <i>y</i> )	

## Digraphs

The transliterations *ye, zh, kh, ts, ch, sh, shch, yu, ya* represent single Russian letters and should not be divided in syllabification.

## Consonantal units

The following combinations of consonants should be treated, for syllabification purposes, as indivisible units:

бл, бр ( <i>bl, br</i> )	мл ( <i>ml</i> )
вл, вр ( <i>vl, vr</i> )	пл, пр ( <i>pl, pr</i> )
гл, гр ( <i>gl, gr</i> )	ск, скв, скр, ст, ств, стр ( <i>sk, skv, skr,</i> <i>st, stv, str</i> )
дв, др ( <i>dv, dr</i> )	тв, тр ( <i>tv, tr</i> )
жд ( <i>zhd</i> )	фл, фр ( <i>fl, fr</i> )
кл, кр ( <i>kl, kr</i> )	

These simplified rules have been followed for the past 2 years by the Library of Congress Card Division. (Based on practice in *Bol'shaya sovetskaya entsiklopediya*, v. 36.)

## General:

1. A single letter is not separated from the rest of the word.
2. A soft or hard sign is not separated from the preceding consonant.
3. Division is made at the end of the prefix (a fill-vowel is considered part of the prefix): со-глас-но воз-дух по-реб-ле-ние объ-ем пре-до-ста-вить.
4. In compound words, letters are not separated from the component parts of the word, and a fill-vowel goes with the preceding syllable:  
сов-хоз зем-ле-вла-де-лец

## Two vowels together:

1. Division is made between the vowels: сто-ит (*but: рос-сий-ский*).

## One consonant between two vowels:

1. The consonant goes with the following vowel:  
ма-не-ры по-вы-ше-ни-ем ста-тья-ми.

## Two consonants between two vowels:

1. Division is made between the consonants. (*Exception: ст goes with the following vowel*): топ-ли-во управ-ле-ние ре-ак-тив-ный биб-ли-о-те-ка Поль-ша (*but: пу-скает ча-сти*).

## Three or more consonants between two vowels:

1. If a consonant is doubled, division is made between the two:  
искус-ство диф-фрак-ция.
2. ст is never separated.
3. Division is not made before the first nor after the last consonant. (*Exception:*

When *cr* begins the consonant group, it may be separated from the preceding vowel): мест-ность or ме-стность

4. Otherwise, division is optional: элек-три-че-ство or элект-ри-че-ство. Анг-лия or Анг-лия цент-раль-ный or цен-траль-ный

Exception: The following are consistently divided as shown: марк-сизм Мо-сква

### Rules for syllabification ¹

1. Diphthongs, digraphs, and consonantal units may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: ба-раж (*ba-gazh*), Бай-кал (*Bay-kal*), му-ха (*mu-kha*), рё-бра (*rě-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-ность (*dolzh-nost'*), сред-ство (*sred-stvo*).

4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: оке-ан (*oke-an*), ма-як (*ma-yak*).

5. Certain adverbial prefixes are kept intact, except before *ы*. These are: без (bes), во, воз (vos), вы, до, за, из (is), на, над, не, ни, низ (nis), о, об, обо, от, ото, пере, по, под, пред(и), пред(о), при, про, раз (ras), 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-ukusnyy*), бес-связь (*bes-svyez'*), во-круг (*vo-krug*), but раз-ыскать (*ra-yskat'*), etc.

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): радио-связь (*radio-svyez'*), фото-снимка (*foto-snimka*).

7. It is to be noted that the *й* (*i*) always terminates a syllable: бой-кий (*boy-kiy*), рай-он (*ray-on*); the *ъ* (*"*) terminates a syllable except in words beginning with *вь* (*v"*), *взь* (*vz"*), and *сзь* (*s"*): отъ-ехать (*ot'-yekhat'*) but съём-ка (*s'yem-ka*), съест-ной (*s'yest-noy*); the *ь* (*'*) terminates a syllable except before the soft vowels *е* (*e*), *и* (*i*), *ю* (*yu*), and *я* (*ya*): маль-чик (*mal'-chik*), but соло-вьев (*solo-v'yev*), бри-льянт (*bri-l'yant*), се-мья (*se-m'ya*).

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: Шек-спир (*Shek-spir*), мас-штаб (*mas-shtab*), Лоа-ра (*Loa-ra*) [not Ло-ара (*Lo-ara*) (from the French *Loire*)], се-ньор (*se-n'or*).

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

а-ме-ри-кан-ский } <i>ame-ri-kan-skiy</i>	(2, 2, 3)	вы-со-ко-нрав-ство } <i>vy-so-ko-nrav-stvo</i>	(2, 2, 6, 3)
ан-глий-ская } <i>an-gliy-skaya</i>	(3, 2)	го-су-дар-ствен-ный } <i>go-su-dar-stven-nyy</i>	(2, 2, 3, 3)
без-ал-ко-голь-ный } <i>bez-al-ko-gol'-nyy</i>	(5, 3, 2, 7)	до-школь-ное } <i>do-shkol'-noe</i>	(5, 7)
бес-сроч-ный } <i>bes-sroch-nyy</i>	(5, 3)	зав-траш-ний } <i>zav-trash-niy</i>	(3, 3)
ва-ку-ум } <i>va-ku-um</i>	(2, 4)	изъ-яс-не-ние } <i>iz'-yas-ne-niye</i>	(7, 3, 2)
во-гну-тость } <i>vo-gnu-tost'</i>	(5, 2)	ис-сле-до-ва-тель-ский } <i>is-sle-do-va-tel'-skiy</i>	(5, 2, 2, 2, 7)
во-до-вмс-сти-ли-ще } <i>vo-do-vme-sli-li-shche</i>	(2, 6, 2, 2, 2)	Крон-штадт-ский } <i>Kron-shtadt-skiy</i>	(8, 3)
воз-зре-ние } <i>voz-zre-niye</i>	(5, 2)	на-всег-да } <i>na-vseg-da</i>	(5, 3)
вос-хва-ле-ние } <i>vos-khva-le-niye</i>	(5, 2, 2)	на-дви-га-ю-щий-ся } <i>na-dvi-ga-yu-shchiy-sya</i>	(5, 2, 4, 2, 7)
вы-здо-ро-веть } <i>vy-zdo-ro-vel'</i>	(5, 2, 2)	над-вя-зать } <i>nad-vya-zat'</i>	(5, 2)

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.

Illustrative word divisions—Continued

не-сго-ра-е-мый } <i>ne-sgo-ra-e-myy</i>	(5, 2, 4, 2)	под-жи-да-ние } <i>pod-zhi-da-niye</i>	(5, 2, 2)
неф-те-хра-ни-ли-ще } <i>nef-te-khra-ni-li-shche</i>	(3, 6, 2, 2, 2)	пред-ва-ри-тель-ный } <i>pred-va-ri-tel'-nyy</i>	(5, 2, 2, 7)
ни-сколь-ко } <i>ni-skol'-ko</i>	(5, 7)	пре-ди-сло-вие } <i>pre-di-slo-viye</i>	(2, 5, 2)
об-ло-же-ние } <i>ob-lo-zhe-niye</i>	(5, 2, 2)	пре-до-хра-нять } <i>pre-do-khra-nyat'</i>	(2, 5, 2)
обо-зна-че-ние } <i>obo-zna-che-niye</i>	(5, 2, 2)	при-вхо-дя-щий } <i>pri-vkho-dya-shchiy</i>	(5, 2, 2)
объ-яс-ни-тель-ный } <i>ob''-yas-ni-tel'-nyy</i>	(7, 3, 2, 7)	про-све-ще-ние } <i>pro-sve-shche-niye</i>	(5, 2, 2)
од-но-звуч-ный } <i>od-no-zvuch-nyy</i>	(3, 6, 3)	про-те-стант-ство } <i>pro-te-stant-stvo</i>	(2, 2, 3)
от-звуч-ать } <i>ot-zvu-chat'</i>	(5, 2)	про-хва-тить } <i>pro-khva-tii'</i>	(5, 2)
ото-зва-ние } <i>oto-zva-niye</i>	(5, 2)	раз-вью-чи-вать } <i>raz-v''yu-chi-val'</i>	(5, 2, 2)
отъ-ез-жа-ю-щий } <i>ot''-yez-zha-yu-shchiy</i>	(7, 3, 4, 2)	раз-мно-жать } <i>raz-mno-zhat'</i>	(5, 2)
Па-ра-гвай } <i>Pa-ra-gvay</i>	(2, 8)	рас-ска-зы-вать } <i>ras-ska-zy-val'</i>	(5, 2, 2)
пе-ре-гнать } <i>pe-re-gnat'</i>	(2, 5)	соб-ствен-ный } <i>sob-shtven-nyy</i>	(3, 3)
пер-спек-ти-ва } <i>per-spek-ti-va</i>	(8, 3, 2)	со-дей-ство-вать } <i>so-dey-stvo-val'</i>	(5, 7, 2)
пи-о-нер-ский } <i>pi-o-ner-skiy</i>	(4, 2, 3)	со-е-ди-нён-ные } <i>so-ye-di-nĕn-nyye</i>	(5, 2, 2, 3)
по-глуб-же } <i>po-glub-zhe</i>	(5, 3)	сол-неч-ный } <i>sol-nech-nyy</i>	(3, 3)
по-гля-ды-вать } <i>po-glya-dy-val'</i>	(5, 2, 2)	солн-це-сто-я-ние } <i>soln-tse-sto-ya-niye</i>	(3, 6, 4, 2)
по-да-вать-ся } <i>po-da-val'-sya</i>	(5, 2, 7)	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	г.	год, year; город, city;
АН	Академия наук, Academy of Sciences		господин, Mr.
б.г.	без года, no date	г-жа	госпожа, Mrs.
б.м.	без места, no place	гл.	глава, chapter
ВКП (б)	Всесоюзная Коммунистическая Партия (большевик) All-Union Communist Party (Bolshevik)	гр.	гражданин, citizen; гражданка, citizen (female)
		до н. э.	до нашей эры, B.C.
		ж. д.	железная дорога, railroad
		и т. д.	и так далее etc.



## Abbreviations—Continued

км.	километр, kilometer
КПСС	Коммунистическая партия Советского, Союза, Communist Party of the Soviet Union
м.	метр, meter
мм.	миллиметр, millimeter
н. ст.	новый стиль, new style
н. э.	нашей эры, A.D.
обл.	область, oblast
отд.	отделение, section
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 Америки, United States of America
ст.	статья, article; столбец, column
стр.	страница, page
т.	том, volume; товарищ, comrade
т.е.	то есть, that is
ЦК	Центральный Комитет, Central Committee
ч.	часть, part

## Cardinal numbers

один, одна, одно <i>т., ф., н.</i>	one
два, две <i>т. &amp; н., ф.</i>	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.
тридцать	thirty
сорок	forty
пятьдесят, etc.	fifty, etc.
девяносто	ninety
сто	hundred
сто один, etc.	one hundred and one, etc.
двести	two hundred
триста, etc.	three hundred, etc.
пятьсот, etc.	five hundred, etc.
тысяча	thousand

Ordinal numbers ²

первый	first
второй	second
третий	third
четвёртый	fourth
пятый	fifth
шестой	sixth
седьмой	seventh
восьмой	eighth
девятый	ninth
десятый	tenth
одиннадцатый	eleventh
двенадцатый	twelfth
тринадцатый	thirteenth
четырнадцатый	fourteenth
пятнадцатый	fifteenth

шестнадцатый	sixteenth
семнадцатый	seventeenth
восемнадцатый	eighteenth
девятнадцатый	nineteenth
двадцатый	twentieth
двадцать первый	twenty-first
сотый	hundredth
сто первый, etc.	one hundred and first, etc.
двухсотый	two hundredth
трехсотый	three hundredth
четырёхсотый	four hundredth
пятьсотый, etc.	five hundredth, etc.
тысячный	thousandth

## Months

январь (Янв.)	January
февраль (Февр.)	February
март	March
апрель (Апр.)	April
май	May
июнь	June

июль	July
август (Авг.)	August
сентябрь (Сент.)	September
октябрь (Окт.)	October
ноябрь	November
декабрь (Дек.)	December

² The ordinal numbers here given are of the masculine gender. To convert them to feminine or neuter, it is only necessary to effect the proper gender changes: For the feminine, change **ый** to **ая**, **ий** to **ья**, **ой** to **оя**. For the neuter, change **ый** to **ое**, **ий** to **ье**, and **ой** to **ое**.



**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 publications, except for a few printed outside the Soviet Union, have used 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:

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 *ь*), *ѐ* (after *я*), and *ѿ* (after *ѐ*).

2. *ѿ* 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 *е* and is now replaced by *е* everywhere. In a few cases *ѣ* was pronounced like *ѐ*, and where *е* is now printed with dieresis (¨), the replacement of *ѣ* is, of course, *ѐ*.

4. *Ѡ* was used in words of Greek origin, for Greek *θ* (th). It was pronounced *f*, and is now replaced by *f*.

5. *Ѳ* 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 *ѣ* everywhere, whereas now they are written *ис*, *вос*, etc., before *к*, *п*, *с*, *т*, *х*, *ц*, *ч*, *ш*, *ф*, *щ*.

8. Some adjective endings in the genitive singular were written *-аго*, *-яго*; these were replaced by *-оро*, *-еро*.

9. The plural nominative of adjectives agreeing with feminine and neuter nouns was written *-ья*, *-ія*; these endings were replaced by *-ые*, *-ие*, which had formerly been used only for adjectives agreeing with masculine nouns.

10. The pronoun "they" in referring to the feminine gender was written *онѣ*; this was replaced by *они*, previously used only for masculine reference.

11. Similarly, *однѣ*, *однѣх*, *однѣми* were replaced by *одни*, *одних*, *одними*.

12. The genitive pronoun "her" was written *ея*; this was replaced by *еѣ*, formerly used only as accusative.

13. *Ѣ* was printed only in schoolbooks.

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); *Pravila russkoi orfografii i punktuatsii* (1957); A. B. Shapiro, *Russkoe pravopisanie* (1961).

## 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, Estudios de 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 Spanish America; as <i>th</i> in thin, in Spain
Ch	ch	<i>ch</i> in chart
D	d	<i>d</i>
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> ; <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 Spanish 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 obey; <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

[Concluded on following page]

X	x	x in ax (=ks), between vowels; s before consonants
Y	y	y in yet, initially and between vowels; ay as ai in aisle; ey as in they; oy as in boy
Z	z	s in so, in Spanish America; th in thin, 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*, *aú*, *eú*, *oú*, *ia*, *ie*, *io*, *iu*, *úa*, *ué*, *uó*, *uí*.

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>iaú</i>	<i>ieú</i>	<i>ioú</i>		<i>uaú</i>	<i>ueú</i>	<i>uou</i>	<i>uiú</i>

If the *i* or *u* at the beginning or the end of a sequence of three vowel letters has an acute accent, it is not part of a triphthong, and division may be made accordingly; e. g., *í-ai*, *ua-ú*, *ú-oi*.

### Combinations of consonant letters (digraphs)

The digraphs are *ch*, *ll*, and *rr*.

### Consonantal units

In Spanish certain consonants followed by *l* or *r* are pronounced in the same syllable with the following vowel. These consonant groups are: *bl*, *br*; *cl*, *cr*; *dr*; *fl*, *fr*; *gl*, *gr*; *pl*, *pr*; *tr*.

### Rules for syllabification

1. Diphthongs, triphthongs, digraphs, and consonantal units may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ca-sa*, *bue-no*, *re-yes*, *mu-cho*, *po-llo*, *co-rrer*, *ha-blar*, *li-bro*.

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *ac-ta*, *ac-ción*, *ist-mo*, *mar-cha*, *cen-tro*.

4. Division may be made between vowels not constituting a diphthong or triphthong or between a diphthong and another vowel: *ca-er*, *le-er*, *ba-úl*, *flú-ido*, *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*), *co-incidencia* (better *coin-cidencia*). In no case may division on a prefix be made, however, before an *s* followed by another consonant: *cons-titución* (never *con-stitución*), *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 *estadounidense*), *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-schutz*, *Ingol-stadt*, *Ste-phenson*. Scientific and technical words derived from Latin and Greek are treated as naturalized Spanish words and are divided according to rules 1 to 6: *diag-nóstico*, *hemis-ferio*, *anas-tomosis*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Amé-ri-ca	(2, 2)	in-clu-yen-do	(3, 2, 3)
anas-to-mo-sis	(3, 2, 2)	in-ter-a-me-ri-ca-no	(3, 5, 2, 2, 2, 2)
an-te-o-jos	(3, 6, 2)	in-te-re-ses	(3, 2, 2)
an-ti-es-pas-mó-di-co	(3, 5, 3, 3, 2, 2)	in-te-rro-ga-ción	(3, 2, 2, 2)
an-ti-psó-ri-co	(3, 5, 2, 2)	íst-mi-co	(3, 2)
apro-xi-ma-ción	(2, 2, 2)	lla-me-an-te	(2, 4, 3)
au-to-ex-ci-tan-te	(2, 4, 3, 2, 3)	lu-ga-ri-llo	(2, 2, 2)
au-xi-liar	(2, 2)	ma-la-men-te	(2, 2, 3)
ba-le-á-ri-co	(2, 4, 2, 2)	mal-in-ten-cio-na-do	(5, 3, 3, 2, 2)
bis-a-nuo	(5, 2)	ma-yo-ría	(2, 2)
bri-llan-te	(2, 3)	me-tró-po-li	(2, 2, 2)
cas-te-lla-no	(3, 2, 2)	me-xi-ca-no	(2, 2, 2)
chan-chu-lle-ro	(3, 2, 2)	mid-ship-man	(7, 3)
cir-cum-am-bien-te	(3, 5, 3, 3)	mi-llo-na-rio	(2, 2, 2)
cir-cuns-tan-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-yo	(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, 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)
ne-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 dieresis mark (¨) called *diéresis* or *crema* in Spanish, is to be found in a limited number of words, such as *vergüenza*, and *argüir*, to indicate that the vowel *u* must be pronounced.

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? *cuando*, 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; *aquel*, that one yonder, *aquel*, that.
6. Arbitrarily on monosyllabic aorists: *di*, I gave; *fuí*, I was; *fué*, he was; *rió*, he laughed; *vi*, 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 in *música colombiana* (Colombian music) and *teatro español* (Spanish theater).

Days of the week and months begin with a lowercase letter.

In titles of books, the general practice is to capitalize only the initial word and the proper nouns, as in *El ingenioso hidalgo don Quijote de la Mancha* (The ingenious gentleman Don Quixote de la Mancha) and *Con los indios cuna de Panamá* (With the Cuna Indians of Panama). In the case of short titles there is a tendency to capitalize adjectives and common nouns, as in *Ortografía Castellana* (Castilian orthography) and *Enciclopedia de la Cocina* (Encyclopedia of cooking).

### Punctuation and hyphenation

Punctuation is practically the same as in English. One conspicuous exception is the use of inverted interrogation and exclamation marks, which are placed at the exact beginning of the question or exclamation: *¿Habla usted español?* (Do you speak Spanish?) *Si quiere visitar el Brasil, ¿por qué no estudia portugués?* (If you want to visit Brazil, why don't you study Portuguese?) *¡Viva el astronauta!* (Long live the astronaut!) *No recibí invitación, ¡y no comprendo por qué!* (I did not receive an invitation, and I cannot understand why!)

Quotation marks are used to reproduce a statement, text, etc., but not a dialog as developed in prose fiction. In the latter case, preference is given in Spanish to em dashes at the beginning of each interlocutor's paragraph. Example:

—*Yo soy Juan de Aguirre, el marino, el hermano de su madre de usted, el que desapareció.*

—*¡Usted es Juan de Aguirre!*

—*Si.*

—*¿Mi tío?*

—*El mismo.*

—*¡Y por qué no habérmelo dicho antes!*

(Pío Baroja, *Las inquietudes de Shanti Andía*)

The hyphen, as a rule, is used only in syllabification. The apostrophe is not employed in modern Spanish.

**Abbreviations**

a. de J. C.	antes de Jesucristo	no.	número
a.m.	ante meridiano	N.S.	Nuestro Señor, Nuestra Señora
C.A.	Centro América	núm.	número
Cía.	Compañía	O.	Oeste
cm.	centímetro	pág., págs.	página, páginas
d. de J. C.	después de Jesucristo	Pbro.	Presbítero
D.	Don	P.D.	Post Data
D.F.	Distrito Federal	P.ej.	Por ejemplo
Dr., Dra.	Doctor, Doctora	p.m.	pasado meridiano
E.	Este	Prov.	Provincia
EE.UU.	Estados Unidos	Q.E.P.D.	Que en paz descanse
E.U.A.	Estados Unidos de América	R.P.	Reverendo Padre
Excmo.,	Excelentísimo,	S.	Sur
Exma.	Excelentísima	S.A.	Sociedad Anónima
Gral.	General	S.A.R.	Su Alteza Real
Hnos.	Hermanos	S.E.	Su Excelencia
Ilmo.,	Ilustrísimo, Ilustrísima	S.E. u O.	Salvo error u omisión
Ilma.		S.M.	Su Majestad
kg.	kilógramo	Sr., Sres.	Señor, Señores
km.	kilómetro	Sra., Sras.	Señora, Señoras
Lic.	Licenciado	S.R.L.	Sociedad de Responsabilidad Limitada
m.	metro, metros	Srta.	Señorita
m/n	moneda nacional	S.S.	Su Santidad
Mons.	Monseñor	S.S.S.	Su seguro servidor, Su segura servidora
M.S.	Manuscrito	Sta., Sto.	Santa, Santo
M.S.S.	Manuscritos	T.	Tomo
N.	Norte	Ud., Uds.	Usted, Ustedes
N.B.	Nota bene	V.º B.º	Visto bueno
N. de la R.	Nota de la Redacción		
N. del A.	Nota del Autor		
N. del T.	Nota del Traductor		

**Cardinal numbers**

uno, una	one	veinte y dos, veinti-	twenty-two, etc.
dos	two	dós, etc.	
tres	three	treinta	thirty
cuatro	four	cuarenta	forty
cinco	five	cincuenta	fifty
seis	six	sesenta	sixty
siete	seven	setenta	seventy
ocho	eight	ochenta	eighty
nueve	nine	noventa	ninety
diez	ten	ciento, cien	hundred
once	eleven	ciento uno, etc.	one hundred and one, etc.
doce	twelve	doscientos, -as, etc.	two hundred, etc.
trece	thirteen	quinientos, -as	five hundred
catorce	fourteen	seiscientos, -as	six hundred
quince	fifteen	setecientos, -as	seven hundred
diez y seis, dieciséis	sixteen	ochocientos, -as	eight hundred
diez y siete, diecisiete, etc.	seventeen, etc.	novcientos, -as	nine hundred
veinte	twenty	mil	thousand
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 (1º)	first	sexto	sixth
segundo, -a (2º)	second	sé(p)timo	seventh
tercero, tercer	third	octavo	eighth
cuarto	fourth	noveno, nono	ninth
quinto	fifth	décimo	tenth

**Ordinal numbers—Continued**

undécimo	eleventh	nonagésimo	ninetieth
duodécimo	twelfth	centésimo	hundredth
décimotercio	thirteenth	centésimo primo,	one hundred and
décimocuarto, etc.	fourteenth, etc.	etc.	first, etc.
vigésimo	twentieth	ducentésimo	two hundredth
vigésimo primero,	twenty-first, etc.	tricentésimo	three hundredth
etc.		cuadringentésimo	four hundredth
trigésimo	thirtieth	quingentésimo	five hundredth
cuadragésimo	fortieth	sexcentésimo	six hundredth
quincuagésimo	fiftieth	septingentésimo	seven hundredth
sexagésimo	sixtieth	octingentésimo	eight hundredth
septuagésimo	seventieth	noningentésimo	nine hundredth
octogésimo	eightieth	milésimo	thousandth

**Months**

enero	January	julio	July
febrero	February	agosto	August
marzo	March	se(p)tiembre	September
abril	April	octubre	October
mayo	May	noviembre	November
junio	June	diciembre	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	siglo	century

REFERENCES.—Real Academia Española, Gramática de la Lengua Castellana (1931); Arturo Cuyás, Appleton's New Spanish-English and English-Spanish Dictionary (1940); Tomás Navarro, Estudios de fonología española (1949).

## SWEDISH

Den germanska bosättningen i Skandinavien och Finland talade ett språk, ur vilket nutidens svenska, norska, danska, isländska och färöiska har utvecklats sig. Språket var, såvitt vi vet, väsentligen enhetligt över hela området. Det kallas urnordiska. Carl-Eric Thors, *Svenskan förr och nu* [1970] p. 18.

### Alphabet and pronunciation

A	a	a in father	M	m	m
B	b	b	N	n	n
C	c	s in sent, before e, i, y; elsewhere k	O	o	o in often; oo in goose
D	d	d; silent before j	P	p	p
E	e	e in felt, prey	Q	q	q
F	f	f ¹	R	r	r trilled
G	g	y in yet, before stressed e, i, y, ä, ö, and after l and r in the same syllable; otherwise g in go, but silent before j	S	s	s; never z
H	h	h; silent before j	T	t	t ²
I	i	i in sit; ee in tree	U	u	u in fuse; also roughly equivalent to unstressed ue in value
J	j	y in yet; in some foreign words pronounced sh	V	v	v
K	k	k; approximately ch in chair, before stressed i, e, y, ä, ö; a few exceptions in loan- words	W	w	v
L	l	l; silent before j	X	x	x
			Y	y	like German ü or French u
			Z	z	s; never z
			Å	å ³	o in go; aw in saw ä
			Ä	ä	like e in felt; a in glaze
			Ö	ö	like German ö or French eu

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*, *ä*, and *ö*; the so-called back vowels being *a*, *o*, *u*, and *ä*; the front vowels *e*, *i*, *y*, *ä*, and *ö*. The other letters of the alphabet are all consonants.

### Diphthongs

The diphthongs in Swedish are *au*, pronounced like *ou* in house; *eu*, pronounced somewhat like *e(ph)ew* in nephew; *oj* as in boy; *aj*, pronounced like *igh* in high.



## Digraphs

The digraphs and their sounds are:

*ch* as *sh*; rarely as *k* (och)  
*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*, *reu-matisk*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *al-la*, *myc-ket*, *häs-sja*, *al-stra*, *hög-ste*, *fladd-ra*, *kan-ske*, *mar-schera*, *forsk-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*, *gevårs-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-gramma*, *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 *tilllika*). 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-ska*), *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-xor*, *la-xen*, *gun-gan*, *konun-gen* (cf. Axel Johan Uppvall and Gösta Robert Stene, *Swedish Grammar and Reader*, 1938, p. 3, Syllabification).

*Illustrative word divisions*

[The numbers in parentheses refer to the syllabification rules]

ame-ri-kan-ska	(2, 2, 6)	kor-re-spon-dent	(3, 8, 3)
an-slags-frå-ga	(5, 7, 2)	ma-je-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-het	(7, 6)	sön-der-skju-ten	(3, 5, 2)
ent-le-di-ga	(5, 2, 2)	till-freds-stäl-le-se	(5, 7, 3, 3)
en-trä-gen-het	(5, 2, 6)	un-der-hålls-kost-nad	(3, 5, 7, 3)
er-bju-dan-de	(5, 2, 3)	upp-hjäl-pan-de	(5, 3, 3)
ex-er-cis	(8, 3)	upp-rätt-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-språk-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
etc.	et cetera, and so forth
ex.	exempel, example (illustration), e.g.
f.	född, born
f.d.	för detta, before this, formerly
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.	postskriftum, 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
fyrtyio	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) första (-e)	first
andra (-e)	second
tredje	third
fjärde	fourth
femte	fifth
sjätte	sixth
sjunde	seventh
åttonde	eighth
nionde	ninth
tionde	tenth
elfte (elvte)	eleventh
tolfte (tolvte)	twelfth
trettonde	thirteenth
fjortonde	fourteenth
femtonde	fifteenth
sextonde	sixteenth
sjuttonde	seventeenth
adertonde	eighteenth

nittonde	nineteenth
tjugonde	twentieth
tjuguförsta	twenty-first
tjuguandra, etc.	twenty-second, etc.
trettionde	thirtieth
fyrtionde	fortieth
femtionde	fiftieth
sextionde	sixtieth
sjuttionde	seventieth
åttionde	eightieth
nittionde	ninetieth
hundra	hundredth
hundra första	one hundred and first, etc.
två hundra, etc.	two hundredth
tusende	thousandth

**Months**

januari (jan.)	January	juli	July
februari (feb.)	February	augusti (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

**Days**

söndag	Sunday	torsdag	Thursday
måndag	Monday	fredag	Friday
tisdag	Tuesday	lördag	Saturday
onsdag	Wednesday		

**Seasons**

vår	spring	höst	autumn
sommar	summer	vinter	winter

**Time**

timme	hour	månad	month
dag	day	år	year
vecka	week		

REFERENCES.—Axel Johan Uppvall and Gösta Robert Stene, *Swedish Grammar and Reader* (1938); Edwin J. Vickner, *Simplified Swedish Grammar* (1946); Walter E. Harlock, *Svensk-Engelsk Ordbok* (1947); Axel Johan Uppvall, *Swedish Phonology* (1938); D. Milanova, *Svensk-Rysk Ordbok* (1962).



## 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 till	Û	û	see Special characters
Î	i	<i>i</i> in machine	Ü	ü	like German <i>ü</i> or French <i>u</i>
J	j	<i>z</i> in azure	V	v	<i>v</i> in van, sometimes more like <i>w</i>
K	k	<i>k</i> in kit	Y	y	<i>y</i> in yet or boy
			Z	z	<i>z</i> in zeal
				'	like glottal catch "uh-oh"

### Special characters

Turkish uses the Latin alphabet with the addition of the following special characters: Â â, Ç ç, Ğ ğ, İ ı, Ö ö, Ş ş, Û û, and Ü ü. The characters Ğ ğ occur also as Ğ ğ. Note the characters İ İ, i ı. The circumflex accent (^) is frequently used over vowels *a* and *u*. It sometimes indicates prolongation of the vowel, sometimes palatal (*y*-like) pronunciation of neighboring *k, g, or l*. Turkish orthography uses no digraphs. Since *ı* and *i* are two different letters, the ligature *fi* should not be used; *f* and *ı* or *i* should be separate letters.

### Vowels and consonants

The vowel letters are *a, e, i, ı, o, ö, u, 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*.

4. In words of Arabic root, vowels may be divided: *ma-ani*, *mu-af*, *cema-at*, *gayri-tabîi*.

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*, *hanım-eli*, *açık-göz*.

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-skavt*. 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)	İs-tan-bul	(3, 3)
a-kort-la-mak	(3, 2)	i-yi-leş-mek	(2, 3)
Al-man-ya	(2, 3)	ır-ga-la-mak	(3, 2, 2)
alt-mış-al-tı	(3, 6, 3)	kü-tüp-ha-ne	(2, 3, 2)
A-me-ri-kan	(2, 2)	lâ-a-let-ta-yin	(4, 2, 3, 2)
an'-a-nan	(8, 2)	'i-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	(3, 3)
be-ra-et	(2, 4)	mev-su-ki-yet	(3, 2, 2)
bey-yi-ne	(3, 2)	mo-no-plân	(2, 7)
bil-kül-li-ye	(3, 3, 2)	mu-sah-hah	(2, 3)
bi-na-en-a-leyh	(2, 4, 6, 2)	mü-el-lef	(4, 3)
bi-pa-yan	(2, 2)	nes-het-mek	(3, 3)
bir-le-şik	(3, 2)	or-to-ğraf	(3, 7)
bi-ta-raf-lık	(2, 2, 3)	pro-to-plas-ma	(2, 7, 3)
can-a-cı-sı	(6, 2, 2)	ri-a-ye-ten	(4, 2, 2)
cum-huri-yet	(3, 2, 2, 2)	ser-best-çe	(3, 3)
çağ-rıl-mak	(3, 3)	tak-si-me-tre	(3, 2, 7)
dağ-a-la-sı	(6, 2, 2)	tay-va-re-ci-lık	(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)
gayri-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	(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.

If name of any particular law, *Türk eşya kanunu*, only first word of law is capitalized.

*Türkiye Büyük Millet Meclisi, Tanrı, Allah Kızılay Kurumu İstanbul, Varlık Yayınevi.*

## Punctuation

Punctuation is similar to that in English, but the comma and dash are used somewhat more frequently than in English. Quotation symbols: << >>.

Examples: Kutlu, Şemsettin. Eski Türk hayatı; fıkralar, olaylar.

## 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
Bn.	Bayan, Miss or Mrs.	s.	sahife, page
Gn.	Genel, General	sk.	sokak, street
H z.	Hazretleri, His Excellency, His Majesty	sm.	santimetre, centimeter
ilv.	ilâve, supplement	Şsi.	Şürekası, Company, Co.
km.	kilometre, kilometer	T. C.	Türkiye Cumhuriyeti, The Republic of Turkey
M.	Mösyö, Monsieur, Mr.	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	sekse	eighty
yedi	seven	doksan	ninety
sekiz	eight	yüz	hundred
dokuz	nine	yüz bir, etc.	one hundred and
on	ten		one, etc.
on bir	eleven		two hundred and
on iki	twelve	iki yüz, etc.	thousand
on üç, etc.	thirteen, etc.		
yirmi	twenty	bin	
yirmi bir, etc.	twenty-one, etc.		

## Ordinal numbers ²

birinci	first	on birinci	eleventh
ikinci	second	on ikinci	twelfth
üçüncü	third	on üçüncü, etc.	thirteenth, etc.
dördüncü	fourth		twentieth
beşinci	fifth	yirminci	hundredth, etc.
altıncı	sixth	yüzüncü, etc.	thousandth, etc.
yedinci	seventh		
sekizinci	eighth	bininci, etc.	
dokuzuncu	ninth		
onuncu	tenth		

## Months

Ocak (Kânunusani)	January	Temmuz	July
Şubat	February	Ağustos	August
Mart	March	Eylül or Eylül	September
Nisan	April	Ekim (Teşrinievel)	October
Mayıs	May	Kasım (Teşrinisani)	November
Haziran	June	Aralık (Kânunuevel)	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  
Cuma  
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, *İngilizce-Türkçe lûgatı* (1950); F. Heuser und İ. Şevket, *Türkisch-Deutsches Wörterbuch* (Istanbul, 1942).



## SLAVIC LANGUAGES AND THEIR ALPHABETS

The Slavic languages are usually divided into three groups:

(a) West Slavic, which includes Polish, Sorb or Wendish (also called Lusatian), Czech, and Slovak; Polabian, now extinct, also belongs to this group, as do Kashubian (almost extinct) and Slovincian (extinct). Polish is the language of Poland. Sorb or Wendish is spoken along the river Spree in both Upper and Lower Lusatia. Czech and Slovak are two separate, though very similar, languages; Czech is spoken in western and central Czechoslovakia (Bohemia and Moravia), and Slovak in the eastern part of the country (Slovakia). Polabian was spoken in the regions adjacent to the Elbe River. Kashubian and Slovincian were found in the region around Danzig in Pomerania.

(b) East Slavic, which comprises Russian, Ukrainian, and White Russian. Russian is spoken throughout the Soviet Union, but was originally native only to central and northern European Russia. White Russian is spoken in the White Russian Soviet Socialist Republic. Ukrainian is found in most of the Ukrainian Soviet Socialist Republic; the variety of Ukrainian spoken in what was formerly sub-Carpathian Russia in Czechoslovakia was often referred to as Ruthenian. Ukrainian was formerly called Little Russian, and Russian proper was then designated as Great Russian.

(c) South Slavic, which includes Slovene, Serbo-Croatian, Macedonian, and Bulgarian. Serbo-Croatian is a single literary language, the Serbian areas writing it in the Cyrillic alphabet, while the Croatian areas use the Latin alphabet (in the form given as transliteration for Serbian Cyrillic). Serbo-Croatian is the language of all Yugoslavia, but Slovene is used in Slovenia (northwest Yugoslavia) and Macedonian in Macedonia (southeast Yugoslavia). Correspondence between Serbian and Croatian alphabets insures correct spelling of the Serbo-Croatian language in Roman alphabet. Bulgarian is spoken in Bulgaria.

The West Slavic languages and Slovene and Croatian have always been written in the Latin alphabet. The other Slavic languages use modern forms of Cyrillic. Cyrillic was devised in the 10th century, being based on the Greek alphabet. It was created for the purpose of writing Old Macedonian, which is usually called Old Church Slavic, and the old form of the alphabet, not given below, is now found only in printed ecclesiastical materials. Old Church Slavic is sometimes called Old Church Slavonic.

### Slavic (Cyrillic) alphabets

Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, И и, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ы ы, Ь ь, Э э, Ю ю, Я я; used now only outside of the U.S.S.R.: І і, Ъ ѡ, Ө ө, V v

Ukrainian: А а, Б б, В в, Г г, Д д, Е е, Є є, Ж ж, З з, И и, І і, Ї ї, 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, Ю ю, Я я, ' ; used now only outside of the U.S.S.R.: Ґ ґ

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; used now only outside of the U.S.S.R.: Ґ ґ

[Concluded on following page]

Bulgarian: А а, Б б, В в, Г г, Д д, Е е, З з, Ж ж, И и, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ь ь, Ю ю, Я я; formerly also used: Ъ ъ, Ж ж, І-Ж і-ж

Macedonian: А а, Б б, В в, Г г, Ѓ ѓ, Д д, Е е, Ж ж, З з, С с, И и, Ј ј, К к, Ќ ќ, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Џ џ, Ш ш,

Serbian: А а, Б б, В в, Г г, Д д, Ѓ ѓ, Е е, Ж ж, З з, И и, Ј ј, К к, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, Ћ ћ, 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 in the Soviet-Union; linguistics, <i>g</i>
Г	ѓ	<i>g'</i> in Macedonian only; linguistics, <i>g'</i>
Д	д	<i>d</i>
Ђ	ђ	<i>đ</i> or <i>dj</i> in Serbian only; Library of Congress and linguistics, <i>đ</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>o</i> ; not used elsewhere; Library of Congress always uses <i>ě</i> in Russian; linguistics, <i>ě</i> or <i>ē</i>
Є	є	<i>ye</i> in Ukrainian only; Library of Congress, <i>œ</i> ; linguistics, <i>ě</i> or <i>je</i>

[Continued on following page]

Ж	ж	<i>zh</i> ; linguistics, <i>ž</i> in Serbian
З	з	<i>z</i> ; <i>zh</i> ; Library of Congress in Ukrainian
С	с	<i>dz</i> in Macedonian only; linguistics, <i>ž</i> or <i>dz</i>
И	и	<i>i</i> , except in Ukrainian, where it is <i>y</i> ; linguistics, always <i>i</i>
Й	й	<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 U.S.S.R.; Library of Congress and linguistics, <i>ī</i>
Ї	ї	<i>yī</i> in Ukrainian; Library of Congress, <i>ȳ</i> ; linguistics, <i>ȳ</i> and <i>jī</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>l̑</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>ń</i> or <i>nj</i> in Macedonian and Serbian only; Library of Congress, <i>nj</i> ; linguistics, <i>ń</i>
О	о	<i>o</i>
П	п	<i>p</i>
Р	р	<i>r</i>
С	с	<i>s</i>
Т	т	<i>t</i>
Ћ	ћ	<i>ć</i> in Serbian only
У	у	<i>u</i>
Ў	ў	<i>w</i> in White Russian only; Library of Congress, <i>ũ</i> ; linguistics, <i>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 TC may be transliterated as <i>t.s</i> , or the Library of Congress symbol for ц 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 (") no longer used at end of a word in Russian and Bulgarian; not used elsewhere. Library of Congress uses <i>ũ</i> in the middle of word in Bulgarian; 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, <i>'</i> ; linguistics, <i>ȳ</i>
Ѣ	ѣ	<i>yē</i> and <i>ē</i> in Russian, no longer used; <i>ye</i> in Bulgarian, no longer used; not used elsewhere; Library of Congress, <i>ȳē</i> ; linguistics, <i>ē</i>

[Concluded on following page]

Ә	ә	<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>ü</i> ; linguistics, <i>ü</i> and <i>ju</i>
Я	я	<i>ya</i> ; not used in Macedonian and Serbian; Library of Congress, <i>ä</i> ; linguistics, <i>ä</i> and <i>ya</i>
Ө	ө	<i>f</i> in Russian only; no longer used
Ү	ү	<i>y</i> in Russian only; no longer used
Х	х	<i>ä</i> in Bulgarian only; no longer used; Library of Congress, <i>ü</i> no longer used in Bulgaria; linguistics, <i>q</i>
І-Х	І-х	<i>yä</i> in Bulgarian only; no longer used; linguistics, <i>q̃</i> or <i>j̃q̃</i>
		Ukrainian and Macedonian only, instead of older <i>ѣ</i> ; transliterate by double apostrophe (``), single apostrophe (') is used for <i>ь</i> 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, и, і, к, л, м, н, о, п, р, с, т, у, ф, х, ц, ч, ш, щ, ъ, ы, ѣ, ѥ, ю, ѧ, і-х, ѧ, and в. In addition there were ω (Greek) = *ō*, іа (equal to modern я), і-е (equal to Ukrainian е), ѧ = *ę* (nasal e), іа = *ę* (*yę* or *ję*), ξ (Greek) = *ks* (*x*); ψ (Greek) = *ps*; ѣ appeared as ѣі or ѣ, and also as ѣи (*ǫi*, *ǫ*, *ǫi*). 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 ω, ы, і-а, і-е, ξ, ψ, but had a letter corresponding to Serbian у.



# INDEX

[Numbers in parentheses refer to rules; *italic* indicates exact terminology]

[For lists of capitalization, spelling, compounding, and abbreviations, see Guide to Capitalization, p. 35; Spelling, p. 63; Guide to Compounding, p. 81; Abbreviations, p. 135]

	Page
<b>A</b>	
<i>a, an.</i> ( <i>See</i> Article (part of speech).)	
<b>Abbreviations</b> (9.1-9.61).....	135-154
<i>A.D., B.C.</i> (8.53, 12.9c).....	123, 166
Addresses, signatures, lists of names (9.37, 16.3).....	140, 205
Addresses, street (9.16-9.18, 13.6).....	137, 173
<i>article, section</i> (9.39).....	140
Astrophysical (9.59).....	145
Calendar divisions (9.44-9.47, 13.5).....	141-142, 173
Closed up, with periods (2.45, 9.7).....	13, 135
Coined words and symbols (9.48).....	142
Figures and letters (8.11).....	118
College degrees (9.32, 9.35-9.36).....	139, 140
Comma before and after (8.40).....	122
<i>commodore, commandant</i> (9.30).....	139
<i>Company, etc.</i> (9.25).....	138
Not abbreviated (9.26).....	138
Congressional terms (9.30, 9.41-9.43, 13.11).....	139, 141, 173
Courtwork (17.11-17.12, 17.15)...	215, 216
Court reporters (17.42).....	218
Dates (9.44-9.47, 13.5).....	141-142, 173
Days (9.46).....	142
<i>et al.</i> (3.55, 8.60).....	32, 123
<i>etc., et cetera</i> (2.29, 3.55).....	11, 32
<i>Figure</i> , not abbreviated (9.40).....	140
Foreign countries (9.11).....	136
Foreign languages. ( <i>See</i> Foreign languages.)	
Geographic terms (9.9-9.15)....	136-137
<i>Jr., Sr.</i> (9.32, 9.34).....	139, 140
Land descriptions (9.20-9.22, 13.9).....	137-138, 173
Latin (11.3, 17.8).....	161, 215
<i>latitude, longitude</i> , abbreviated with figures (9.51, 13.9).....	143, 173
Leaders following (8.126, 13.13).....	130, 173
List (9.61).....	146

	Page
<b>Abbreviations—Continued</b>	
<i>M., Mr., Mlle., etc.</i> (9.29).....	138
Measures, weights, etc. (9.5, 9.50-9.59).....	135, 143-145
Metric (9.56-9.57).....	143-144
Money (9.60, 12.9j).....	145, 167
Foreign.....	238
Months (9.44).....	141
Numerals used with (9.5, 9.51, 13.4).....	135, 143, 173
Organized bodies (9.8).....	136
Parts of publications (9.38-9.40, 13.10).....	140, 173
Period used (8.114, 9.6, 13.13)...	129, 135, 173
Not used (8.126, 9.3, 13.13)...	130, 135, 173
Personal names (8.121-8.122, 9.23-9.24, 13.12).....	130, 138, 173
Set with spaces (9.7).....	135
Preparing copy (2.44, 2.49).....	12, 13
Provinces, etc. (9.15).....	137
Punctuation (8.40, 9.6).....	122, 135
Omitted (8.126, 9.3).....	130, 135
Railroads (9.27, 13.8).....	138, 173
<i>Senator, Representative</i> (9.30).....	139
States (9.12-9.13).....	136-137
Tabular work (13.4-13.13).....	173
Territories and possessions (9.14).....	137
Time zones (9.47).....	142
Titles, civil and military (9.29-9.35).....	138-140
Unknown, do not spell out (2.49).....	13
<i>U.S.:</i>	
Before Government or Government organization (9.9, 13.7).....	136, 173
As adjective (9.10, 13.7)....	136, 173
Vessels (9.27, 11.6, 13.8)...	138, 161, 173
<i>able</i> , words ending in (5.11).....	70
Accents:	
Anglicized and foreign words (5.3-5.4).....	67
Foreign languages. ( <i>See</i> Foreign languages.)	
Geographic names (5.20-5.21) .....	72

Index

	Page		Page
Accents—Continued		Area:	
List (10.18–10.19).....	158	Abbreviations (9.56, 9.58).....	143, 145
Omitted in cap lines (3.56).....	32	Metric equivalents.....	241
A.D. (8.53, 12.9c).....	123, 166	Armed Forces, armed services	
Addresses (correspondence) (16.3,		(3.17).....	25, 36
16.9–16.16).....	205, 207–208	article:	
Addresses (street):		Abbreviation (9.38).....	140
Abbreviations (9.16–9.18, 13.6)...	137,	Caps and small caps (9.39).....	140
	173	Not abbreviated (9.39).....	140
Ordinals (12.13, 13.6).....	168, 173	Article (part of speech):	
Adjectives:		a, an, before consonants and	
Capitalization (3.51).....	31	vowels (5.16–5.19).....	71–72
Insect names.....	266	Capitalization (3.11–3.12, 3.51,	
Nationalities.....	235	9.31, 17.39).....	24, 31, 139, 218
Plant names.....	257	Assembly:	
Unit modifiers. (See Compound		Legislative.....	50
words.)		United Nations (3.17).....	25, 60
Adverbs:		association (9.25).....	37, 138
Capitalization (3.51).....	31	Asterisk(s):	
Ending in <i>ly</i> (6.20).....	76	Ellipses (8.77).....	125
Part of solid compound (6.9).....	74	Footnote reference (13.77–13.78,	
Predicate position (6.18, 7.7).....	75, 81	15.14, 15.15, 15.18).....	183, 202
Age:		Bearoff (13.78).....	183
Capitalization.....	33	Astronomical:	
Comma omitted (12.9a).....	166	Bodies, capitalization (3.30).....	28
Agricultural weights and meas-		Signs and symbols (10.18–	
ures.....	242	10.19).....	158
Alaska:		Time (12.9b).....	166
Abbreviation (9.12, 9.13).....	136, 137	Astrophysical abbreviations	
Judicial districts.....	246	(9.59).....	145
alliances.....	35	Atomic numbers, etc. (10.16).....	157
Allmark (2.117–2.118, 2.129,		Attorney General.....	37
2.134).....	19, 20	Plural form (5.6, 8.4).....	68, 117
American National Standards		avenue (3.5).....	23, 37
Institute (ANSI).....	2, 4, 7–9	Abbreviation (9.16, 13.6).....	137, 173
Ampersand (&):		Ordinals (12.13, 13.6).....	168, 173
Comma omitted before (8.57,			
9.25, 15.29).....	123, 138, 203		
Firm names (9.25).....	138		
Index entries (15.29).....	138		
Set without spaces (9.7).....	135		
Union names (9.25).....	138		
Anglicized foreign words (5.3–			
5.4).....	67		
anyone, any one (6.12).....	74		
Apostrophes and possessives (8.3–			
8.18).....	117–119		
Abbreviations (8.11–8.12).....	118		
Apostrophe omitted (8.6–8.8,			
8.13, 8.15).....	117–118, 119		
Authentic form in names to be			
followed (8.6).....	117		
Coined plurals (8.11).....	118		
Contractions (8.11).....	118		
Possessive case (8.3–8.8, 8.10)...	117–		
	118		
Pronouns (8.8–8.9).....	118		
Spelled-out words (8.13).....	118		
Veterans' Administration (8.7).....	118		
Apothecary signs (10.18–10.19).....	158		
Appellations, fanciful (3.32).....	28		
appendix (3.9).....	24, 36		
Abbreviation (9.38).....	140		
Footnote numbering (15.2).....	201		
Part of book (2.3m).....	9		
Plural form (5.10).....	69		
		B	
		Backstrips, run down (2.21).....	10
		Base lines and meridians.....	229
		basin.....	47
		B.C. (8.53, 12.9c).....	123, 166
		Bearoff. (See Tabular work.)	
		Bible, etc. (3.34).....	28, 38
		Bibliography:	
		Footnote numbering (15.2).....	201
		Government publications	
		(1.25).....	2
		Part of book (2.3l).....	9
		References (2.147, 8.30, 8.59)...	21, 121,
			123
		bill (3.39).....	30, 38
		Bill style (2.47).....	13
		Biological signs and symbols (10.18–	
		10.19).....	158
		Blank pages, avoid more than two	
		(1.19).....	2
		Board (3.17).....	25, 38
		Board on Geographic Names (5.2,	
		5.20, 5.21, 6.21).....	47, 63, 72, 230
		Boldface:	
		Page numbers, contents	
		(15.32).....	204
		Punctuation (8.153).....	133
		Quotation marks (11.7, 11.10).....	162

	Page
<i>book</i> , etc. (3.9).....	24, 38
Parts of (2.3).....	9
Quotation marks (8.132).....	131
Boxheads. ( <i>See</i> Tabular work.)	
Braces (8.19).....	119
Do. not used under (13.51(6)).....	179
Equations (10.14).....	156
Tabular work (13.26, 33.33)....	175, 177
Brackets (8.20-8.23).....	119-120
Courtwork (17.12, 17.17-17.19)...	215,
	216
Dates abbreviated in (9.45).....	141
<i>Emphasis added</i> , etc. (8.20).....	119
Equations (8.22, 10.14).....	120, 156
Headnotes (2.15, 13.99).....	10, 184
Interpolation, omission, etc.	
(8.20).....	119
More than one paragraph	
(8.23).....	120
<i>sic</i> (8.20).....	119
Type (3.48, 8.153).....	31, 133
Briefs, legal. ( <i>See</i> Courtwork.)	
<i>Bureau</i> (3.17).....	25, 39
Bylines in parentheses (8.104).....	128
<b>C</b>	
Calendar divisions:	
Abbreviations (9.44-9.47, 13.5)...	141-
	142, 173
Capitalization (3.23-3.24).....	27
Foreign languages. ( <i>See</i> Foreign languages.)	
<i>called</i> , <i>so-called</i> (8.131).....	131
Capacity:	
Abbreviations (9.56, 9.58).....	143, 145
Metric equivalents.....	241
<i>capital</i> , <i>capitol</i> (5.2).....	39, 63
Capitalization (3.7).....	24
Capitalization:	
Addresses, salutations, and signatures (3.58, 16.2).....	32, 205
Articles, definite (3.11-3.12).....	24-25
Calendar divisions (3.23).....	27
Foreign languages. ( <i>See</i> Foreign languages.)	
Common nouns and adjectives (3.5-3.10).....	23-24
<i>Continued</i> (13.42).....	179
Countries, domains (3.19-3.20).....	26
Courts (17.25).....	217
Fanciful appellations (3.32).....	28
Firm names.....	46
First words (3.43-3.46, 8.25)...	30-31,
	120
Geographic terms (3.5-3.10, 3.21-3.22).....	23-24, 27
Government units (3.17).....	25
Guide to Capitalization (list).....	35
Heads, center and side (3.47-3.57).....	31-32
Historic and documentary work (3.60).....	33
Historic events (3.24).....	27
Holidays, etc. (3.24).....	27
Insect names (list).....	266
Interjections (3.59, 8.87).....	32, 126
Organized bodies (3.17-3.18).....	25-26

**Capitalization—Continued**

	Page
Particles (3.13-3.16).....	25
Plant names (20.2).....	257
Proper names (3.2).....	23
Derivatives (3.3, 3.4).....	23
Religious terms (3.34).....	28
Scientific names (3.26-3.31).....	28
Soil names (3.29).....	28
Titles:	
Persons (3.35-3.38).....	29-30
Publications, etc. (3.39-3.42).....	30
Trade names and trademarks (3.25).....	28
Capitals, foreign.....	230
Caps and small caps:	
Abbreviation (9.61).....	146
<i>article</i> , <i>section</i> (9.39).....	140
Capitalization, in heads (3.48, 3.51, 3.53-3.55, 3.57).....	31, 32
Congressional work.....	335
Datelines, addresses, and signatures (9.37, 16.3).....	140, 205
<i>Figure</i> (2.78, 8.115).....	15, 129
Heads spaced with regular justification spaces (2.56).....	13
<i>Note</i> (8.110, 13.60).....	129, 180
Quotation marks in (11.10).....	162
Use of in hearings (8.20).....	119
Vessel names (11.6).....	161
<i>Celsius</i> (9.53, 9.61).....	143, 146
Centerheads. ( <i>See</i> Heads, center and side.)	
<i>Chair</i> (3.33).....	28, 39
<i>Chairman</i> (3.36).....	29, 39
<i>chapter</i> :	
Abbreviation (9.38).....	140
Alignment, in contents (15.30).....	204
Capitalization (3.9).....	24, 39
<i>chargé</i> , etc. (5.4).....	67
Capitalization (3.36).....	29, 39
Plural form (5.6).....	68
<i>chart</i> (3.9).....	24, 39
Makeup (2.79, 15.11).....	15, 201
<i>Charter</i> (3.39).....	30, 39
Chemical:	
Elements:	
Abbreviations (10.16).....	157
Atomic numbers, etc. (10.16).....	157
Compounding (6.43).....	79
List (10.16).....	157
Numerals (6.43, 10.16).....	79, 157
Symbols (10.16).....	157
Formulas (6.44, 12.15).....	79, 169
Symbols:	
Preparing copy (2.36-2.37).....	12
Set in roman (10.16).....	157
<i>Chief</i> , etc. (3.36).....	29, 40
<i>Justice</i> .....	40, 50
<i>church</i> (3.34).....	28, 40
<i>and state</i> (3.19).....	26, 40
Ciphers:	
Leaderwork (14.7-14.9).....	198
Numerals (12.9).....	166
Tabular work (13.34-13.41)....	178-179
Citations:	
Abbreviations (9.42, 9.43, 9.45).....	141
Biblical, etc. (8.29, 8.59).....	121, 123



	Page		Page
Citations—Continued		Comma—Continued	
Courtwork (17.12, 17.14).....	215, 216	Omission of words (8.37).....	121
Italic (11.3, 11.8).....	161, 162	Quotation, direct (8.36).....	121
Punctuation (8.99, 8.100).....	127	Quotation marks, inside (8.48).....	122
Cities:		Semicolon, used with (8.148).....	133
Capitals of foreign countries.....	230	Serial numbers (8.55).....	123
Sections of, capitalization.....	40	Series (8.43, 8.48, 8.60).....	122, 123
Civil and military titles:		Superior figures or letters (8.51).....	123
Abbreviations (9.29–9.37).....	138–140	Title, name of organization (8.47).....	122
Capitalization (3.35–3.38).....	29–30	ZIP numbers (8.52, 16.1).....	123, 205
Plurals (5.6).....	68	<i>Command</i> .....	40
Clears:		<i>Commander in Chief</i> (3.36).....	29, 54
Decimals (13.72).....	183	Compounding (6.40).....	78
Fractions (2.28, 13.95).....	11, 184	Plural (5.6).....	68
Leaderwork (14.10, 14.11).....	198	<i>Commission</i> (3.17).....	25, 40
Clock time:		<i>Committee</i> .....	41
Abbreviation (9.54, 9.59).....	143, 145	<i>Committee Print</i> (3.39).....	30, 41
Colon (8.27, 12.9b).....	120, 166	<i>commodore, commandant</i> (9.30).....	139
Military (12.9b).....	166	<i>Company</i> :	
Use of numerals (12.9b).....	166	Abbreviation (9.25–9.26).....	138
<i>coast</i> (3.22).....	27, 40	Ampersand with (9.25).....	138
<i>Code</i> (3.39).....	30, 40	Capitalization (3.17).....	25, 41
Coined words and symbols (9.48).....	142	List.....	46
Plurals (8.11, 8.13).....	118	Compass directions:	
Colleges:		Abbreviations (9.50).....	143
Capitalization (3.17).....	25, 40	Capitalization (3.22).....	27
Department in.....	43	Compound words (6.14).....	75
School in (3.17).....	25	Land description (9.21).....	138
Degrees. (See Degrees (scholas- tic).)		Composition. (See Type composi- tion.)	
Colon (8.24–8.34).....	120–121	<b>Compound words</b> (see also Hyphen):	
Affecting use of numerals (12.8).....	166	Chemical terms (6.42–6.44).....	79
After salutations (8.26, 16.15)...	120, 208	Civil and military titles (6.40– 6.41).....	78–79
Biblical and bibliographic cita- tions (8.29, 8.30, 12.7).....	121, 166	Fractions (6.38, 12.26–12.28)....	78, 171
Capitalization following (3.43, 3.45, 8.24, 8.25).....	30, 31, 120	General rules (6.4–6.7).....	73–74
Clock time (8.27, 12.9b).....	120, 166	Guide to Compounding.....	81–116
Courtwork:		Rules (7.1–7.14).....	81–82
Matter following, quoted or separated by space (17.21).....	217	Improved compounds (6.46– 6.52).....	79–80
Preceding indented matter in footnotes (17.22).....	217	Insect names (20.6–20.7).....	266
Foreign money (footnotes).....	240	Hyphen not used (6.42).....	79
Ratio (8.33, 8.34).....	121	Numerical compounds (6.36– 6.39, 12.9n).....	78, 168
Subentries (8.28, 14.16).....	121, 198	Plant names (20.1–20.5).....	257
<i>column</i> (3.9).....	24	Hyphen not used (6.42).....	79
Abbreviation (9.38).....	140	Prefixes, suffixes, and combin- ing forms (6.29–6.35).....	77–78
Combining forms (6.29–6.35).....	77–78	Short prefixes (6.7).....	74
Insect names (20.7).....	266	Scientific and technical terms (6.42–6.45).....	79
Plant names (20.5).....	257	Solid compounds (6.8–6.14).....	74–75
Comma (8.35–8.50).....	121–123	Insect names (20.7).....	266
Abbreviations, before and after (8.40).....	122	Plant names (20.5).....	257
Apposition, parenthetic, etc. (8.41–8.42).....	122	Unit modifiers (6.15, 6.28, 12.9n).....	75, 77, 168
Chemical formulas (6.44).....	79	Units of measurement (6.45).....	79
Compound sentences (8.44).....	122	Congressional:	
Dash, before (8.71).....	125	Abbreviations (9.41–9.43, 13.11).....	141, 173
Dates (8.50, 8.53, 12.9c).....	123, 166	Capitalization (3.17).....	25, 41
Decimals, omitted in (8.55).....	123	Ordinals (12.10).....	168
Direct address (8.45).....	122	<b>Congressional Record</b> .....	275–316
Foreign money (12.9j).....	167	Addresses and signatures.....	285
Fractions, omitted in (8.55).....	123		
<i>millions</i> , etc. (8.49).....	123		



	Page		Page
<b>Congressional Record—Continued</b>		<b>Copy—Continued</b>	
Call of the House.....	284	Foreign language, preparation (1.7, 1.9).....	1
Capitalization.....	276	Ideal copy for printer.....	VIII
Caps and small caps.....	278	Illustrations:	
Committee of the Whole House on the State of the Union... 281,	301	Instructions (1.11-1.12).....	1
Contractions.....	276	Position (1.11).....	1
Credits.....	286	Requisition (1.11).....	1
Extracts.....	287	Separate sheets (1.6).....	1
Extensions of Remarks... 276, 288,	304	Legible (1.3).....	1
Figures.....	276	Numbering (1.4).....	1
Forms of titles.....	285	Paper stock (1.20).....	2
General rules.....	275	Paragraph, begin with (1.5).....	1
Index.....	308	Proofreader's marks (1.26).....	5
Italic.....	277	Proper names, signatures, etc., plainly marked (1.7).....	1
Miscellaneous.....	277	Reprint, in duplicate (1.4).....	1
Parentheses and brackets.....	280	Running heads supplied (1.22).....	2
Poetry.....	287	Style sheets furnished (1.13, 1.15).....	1
Proceedings:		Suggestions to authors and edi- tors (1.1-1.26).....	1-6
House.....	298	Tabular matter on separate sheets (1.6).....	1
Senate.....	289	Trim size (1.21).....	2
Punctuation.....	279	Typewritten, one side only (1.4).....	1
Speech heads.....	288	<i>Corporation</i> .....	42
Tabular matter.....	277	Abbreviation (9.25-9.27).....	138
Voting:		<i>Corps</i> (3.17).....	25, 42
House and Committee of the Whole.....	281	Roman numerals with (12.10).....	168
Pairs.....	284	<b>Corrections:</b>	
Yeas and nays.....	283	Author's (1.23-1.24).....	2
<b>Congressional work:</b>		Proofreading (2.87-2.88).....	15-16
Nominations, reports, hearings:		<i>Council</i> (3.17).....	25, 42
Back title.....	349	Counties, list of U.S.....	245
Cover and title pages..... 347,	348	<i>County</i> (3.5).....	23, 42
Nominations.....	329	Not abbreviated (9.19).....	137
Reports, documents, hear- ings.....	335	<b>Courtwork</b> (17.1-17.42).....	215-218
Senate and House Journals:		Abbreviations (17.11-17.12, 17.15).....	215, 216
House.....	323	Court reporters (17.42).....	218
Senate.....	317	Brackets (17.12, 17.18, 17.19)...	215, 216
<b>Consonants:</b>		Cut-in and run-in folios (17.28- 17.29).....	217
<i>a, an</i> , before (5.16-5.19).....	71-72	Footnotes (17.22-17.23).....	217
Doubled (5.14, 5.15).....	71	Indentations (17.21-17.22).....	217
Hyphen, to avoid tripling (6.7).....	74	Italic (17.3, 17.5, 17.31, 17.35)...	215, 218
<i>Constitution</i> , etc. (3.39).....	30, 42	Examples (17.12).....	215
Order of subdivisions.....	277	Leading (17.26).....	217
Contents (15.21-15.32).....	202-204	Opinions and reports.....	223-226
Part of book (2.3i, 2.13).....	9, 10	Parentheses (17.12, 17.17- 17.20).....	215, 216-217
Type (15.32).....	234	<b>Preparing copy:</b>	
<b>Continued heads:</b>		Briefs, decisions, exhibits, etc. (17.2-17.26).....	215-217
Leaderwork (14.5).....	198	Supreme Court Records (17.27-17.42).....	217-218
Tabular work (13.29, 13.42- 13.43).....	176, 179	<i>Q.</i> and <i>A.</i> matter (17.6-17.7, 17.27).....	215, 217
<b>Contractions:</b>		Supreme Court Records (17.27- 17.42).....	217-218
Apostrophe to indicate (8.11, 8.12).....	118	<b>Type:</b>	
<b>Copy (see also Preparing copy):</b>		Covers.....	219-223
Blank pages, avoid more than two (1.19).....	2	Display head breakdown.....	219
Corrections marked (1.23-1.24).....	2		
Covers to be indicated (1.16).....	2		
Fold-ins, avoid use of (1.18).....	2		
Folioing looseleaf or perforated work (1.16).....	2		
Follow STYLE MANUAL (1.1).....	1		
Footnote references (1.10).....	1		

	Page		Page
<b>Courtwork—Continued</b>		<b>Dates:</b>	
Footnotes (17.23).....	217, 221	Abbreviations (9.44–9.45, 13.5)...	141, 173
Index.....	221	<i>A.D., B.C.</i> (8.53, 12.9c).....	123, 166
Text.....	221	Commas with (8.50, 8.53, 12.9c).....	123, 166
<b>Cover:</b>		En dash (8.74–8.76, 12.9c).....	125, 166
Kind, to be indicated (1.17).....	2	Ordinals in (12.10, 12.19).....	168, 169
Leading (17.26).....	217	Roman numerals (12.29).....	171
Self (1.17, 2.5).....	2, 9	Tabular work (13.5).....	173
U.S., not abbreviated (9.9).....	136	<b>Days:</b>	
Credit line (8.67).....	124	Abbreviations (9.46).....	142
“Crossed with” symbol (10.3).....	155	Foreign languages. ( <i>See</i> Foreign languages.)	
<i>Crown</i> (3.36).....	29, 43	Holidays, etc. (3.24).....	27
<i>Colony</i> (3.19).....	26, 40	<b>Decimals:</b>	
<b>Cut-in:</b>		Alignment (2.28, 13.73).....	11, 183
Folio (17.28–17.29).....	217	Ciphers with (13.34–13.37, 13.41).....	178, 179
<b>Matter:</b>		Comma omitted (8.55, 12.14, 12.27).....	123, 168, 171
Courtwork (17.21).....	217	Used with numerals (12.9d).....	167
Footnotes (15.8).....	201	Decorations, medals, etc. ....	43
Tables in footnotes (13.95).....	184	<b>Decree:</b>	
Text (2.24).....	10	<i>Executive</i> .....	43, 45
Notes (2.35).....	11	<i>Royal</i> (3.39).....	30, 43, 55
Cyrillic (Slavic) languages.....	457	<b>Degree mark:</b>	
		Repeated (10.6).....	155
<b>D</b>		Signature line (2.120).....	19
<i>d', de</i> , etc. (3.13–3.16).....	25	Spacing (12.9e).....	167
Dagger (13.78, 15.15).....	183, 202	With figures (9.50–9.51, 9.53, 9.56, 10.5, 12.9e).....	143, 155, 166
Not closed up (13.78).....	183	<b>Degrees (scholastic, etc.):</b>	
Danish language.....	356	Abbreviations (9.32, 9.33, 9.35–9.36).....	139, 140
Dash (8.61–8.76).....	124–125	Closed up (9.7).....	135
After extract (2.29).....	11	Capitalization (9.36).....	40, 140
After introductory phrase (8.65).....	124	Sequence of (9.35).....	140
Before summarization (8.64).....	124	<b>Deity, words denoting (3.34).....</b>	28, 43
Comma omitted before (8.71).....	125	<b>Department, etc. (3.8, 3.17).....</b>	24, 25, 43
Credit line or signature (8.67).....	124	<b>Derivatives:</b>	
Em dash (8.61–8.71).....	124–125	Compounds (6.6).....	73
En dash (8.73–8.76).....	125	Insect names (20.7).....	266
Days, months, years (8.74–8.76, 12.9c).....	125, 166	Plant names (20.2).....	257
Figures, letters, or figures and letters (8.73–8.74, 9.8, 12.7).....	125, 136, 166	Proper names (3.3–3.4).....	23, 43–44
Not to be used for <i>and</i> (8.76).....	125	Scientific names (3.26, 3.27).....	28
Not to be used for <i>to</i> (8.75, 13.123).....	125, 187	<b>Devil, etc. (3.34).....</b>	28
Proportion (8.33).....	121	<b>Display initial (8.143).....</b>	132
Footnote reference with (15.19).....	202	<b>District(s).....</b>	44
In lieu of commas (8.61, 8.63).....	124	Alaska.....	246
Instead of colon (8.66, 13.30)...	124, 176	Puerto Rico.....	253
Not used beginning of line (8.70).....	125	<b>Division(s) (3.17).....</b>	25, 44
<i>Q.</i> and <i>A.</i> , run in (8.69, 17.7)...	124, 215	Physical.....	228
Side (15.12).....	202	<b>do. (ditto):</b>	
Sideheads, run in (8.63, 8.110)...	124, 129	Leaderwork (14.4, 14.6).....	197, 198
Tabular work (13.44–13.45).....	179	Tabular work (13.46–13.57)...	179–180, 192–193
To indicate interruption (8.62).....	124	Indentions (13.55–13.57).....	180
Type (8.153).....	133	<b>dollar:</b>	
<b>Date columns. (<i>See</i> Tabular work.)</b>		Abbreviation (9.60).....	145
<b>Datelines:</b>		Leaderwork (14.7–14.9).....	198
(16.5–16.8).....	205–207	Mark (9.60, 12.9j).....	145, 167
Examples (16.5–16.8, 16.26)...	205–207, 210–212	Repeated (10.6).....	155
General instructions (16.2–16.3).....	205	Tabular work (13.58–13.63)....	180–181
Spacing (16.4).....	205	<b>Dominion, etc. (3.19).....</b>	26, 45
Type (16.3).....	205	<b>Double-up tables. (<i>See</i> Tabular work.)</b>	

<i>Dr.</i> (9.29, 9.31).....	138, 139
Not used with other titles (9.33).....	139
Dutch language.....	362

## E

<i>Earth</i> (3.30).....	28, 45
Sign (10.18).....	158
<i>East</i> (3.21, 3.22).....	27, 45
Compass directions (9.20, 9.50, 9.51).....	137, 143
Spelled out (9.17).....	137
<i>eastern</i> (3.21, 3.22).....	27, 45
Editorial marks (illustration).....	VIII
Editors and authors, suggestions (1.1-1.26).....	1-6
Ellipses (8.77-8.85).....	125-126
Line of stars (8.80).....	126
Emphasis, italic not used (11.2).....	161
<i>Emphasis added</i> , etc. (8.20, 11.4, 17.5).....	119, 161, 215
<i>Entitled, marked</i> , etc. (8.131).....	131
<i>Envoy</i> (3.36).....	29, 45
Equations (10.8-10.15).....	155-156
<i>Esq.</i> :	
Abbreviation (9.32, 9.33, 9.37)...	139,
	140
Comma before and after (8.40).....	122
Type (9.37, 16.3).....	140, 205
<i>Establishment</i> (3.17).....	25, 45
<i>et al.</i> :	
Comma with (8.60).....	123
Type (3.55, 11.8).....	32, 162
<i>etc., et cetera</i> :	
Preparation (2.29).....	11
Type (3.55).....	32
<i>et seq.</i> (11.3).....	161
Even space after sentences (2.55).....	13
<i>everyone, every one</i> (6.12).....	74
<i>ex, self, quasi</i> (6.34).....	78
<i>Excellency</i> , etc. (3.36).....	29, 45
Exclamation point (8.86-8.88).....	126
Direct address (8.87).....	126
Interjections (3.59, 8.87).....	32, 126
Omitted (8.88).....	126
<i>Executive</i> (3.36, 3.39).....	29, 30, 45
Abbreviation (9.42).....	141
<i>exhibit</i> (3.9).....	24, 45
Extracts:	
Courtwork (17.21-17.22).....	217
Dash used before (2.29).....	11
Footnotes (15.9, 17.22).....	201, 217
Leading (2.61-2.64).....	14
Quotation marks omitted (2.25, 8.141).....	11, 132

## F

<i>Fahrenheit</i> (9.53).....	143
Degree mark, repeated (10.6).....	155
False title (2.3b).....	9
Fanciful appellations (3.32).....	28, 45
<i>Far</i> , etc. (3.21).....	27, 45
<i>figure</i> (2.78, 3.9).....	15, 24, 46
Abbreviated (9.38).....	140
Not abbreviated (9.40).....	140
Period not used at end (8.115).....	129

Figure columns. ( <i>See</i> Tabular work.)	
Figures. ( <i>See</i> Numerals.)	
Finnish language.....	366
Firm names. ( <i>See</i> Company.)	
First words capitalized (3.43-3.46, 8.25).....	30-31, 120
Flush heads. ( <i>See</i> Heads, center and side.)	
" <i>Fol.</i> ," " <i>Fol. lit.</i> ," etc. (2.41-2.48, 3.60).....	12-13, 33
Fold-ins, oversize, avoided (1.18).....	2
Footnotes and references:	
Courtwork 17.22-17.23... 217, 219, 221, 224, 225, 226	
Leaderwork (14.12-14.14).....	198
References:	
Bearoff (13.78).....	183
Comma not used (8.51).....	123
Follow punctuation (15.19).....	202
Footnote added (2.111).....	18
Eliminated (2.110g).....	18
Quotation marks with (8.137, 8.146).....	132, 133
Run across (1.10, 13.80).....	1, 183
Sequence (15.15).....	202
Superior figures (13.76, 15.13).....	183, 202
Type (8.153).....	133
Tabular work (13.75-13.96).....	183-184
Text (15.1-15.20).....	201-202
Foreign:	
Alphabets. ( <i>See</i> Foreign lan- guages.)	
Countries:	
Abbreviations (9.11).....	136
Capitals of.....	230-234
Heads of state, etc. (3.36).....	29, 230
Money.....	238
Abbreviations (9.60).....	145, 238
Nationalities.....	235
Languages.....	355-460
Danish.....	356
Dutch.....	362
Finnish.....	366
French.....	372
German.....	380
Greek:	
Classical.....	387
Modern.....	390
Hebrew.....	396
Hungarian.....	402
Italian.....	408
Latin.....	413
Norwegian.....	419
Polish.....	425
Portuguese.....	430
Russian.....	436
Spanish.....	442
Swedish.....	448
Turkish.....	453
Slavic (Cyrillic).....	457
Weights and measures.....	241
Metric (9.56-9.57).... 143-144, 241- 242	
Words:	
Accents (3.56, 5.3, 5.4).....	32, 67







	Page
Indentions—Continued	
Datelines, addresses and signatures (16.5, 16.13, 16.18)...	205, 207, 208
Do. (13.55–13.57).....	180
Extracts (2.25).....	11
Footnote tables (13.95).....	184
Imprints (2.142).....	20
Line of stars (8.80, 8.81, 8.82, 8.84).....	126
Paragraphs (2.67–2.68).....	14
Total, mean, and average (13.103–13.105).....	185
Index (15.21–15.32).....	202–204
Clears (15.31).....	204
Courtwork.....	221
Entries (15.29).....	203
Part of book (2.3n).....	9
Plural form (5.10).....	69
Roman numerals (15.24).....	203
See, see also (11.11, 15.21).....	162, 202
Indian terms:	
Accents (5.25).....	72
Capitalization.....	49
Names (5.25).....	72
Navajo.....	65
Spelling (5.25).....	72
Inferior figures and letters:	
Chemical elements (6.43).....	79
Chemical formulas (10.16, 11.12, 12.15).....	157, 162, 169
Equations (10.8).....	155
Italic (10.8, 11.12).....	155, 162
Precede superiors (10.15).....	156
Preparing (2.36).....	12
<i>infra</i> :	
Italic (11.3, 17.8).....	161, 215
Not abbreviated (9.49).....	142
Insect names (20.6–20.7).....	266
Integral sign (10.14).....	156
Interjections:	
Capitalization (3.59).....	32
Exclamation point (8.86–8.88).....	126
Introduction (2.3f).....	9
Iowa, abbreviation (9.12, 9.13)....	136, 137
ise, ize, yze (5.12).....	71
Italian language.....	408
Italic (11.1–11.15).....	161–164
Aircraft (11.6).....	161
ante, post, etc. (11.3).....	161
Courtwork. (See Courtwork.)	
Continued from (11.11).....	162
Credit line (8.67).....	124
Datelines, addresses, and signatures (16.5–16.26).....	205–212
Emphasis (11.2).....	161
Equations (10.7–10.8, 11.12–11.13).....	155, 162–163
"Fol.," "Fol. lit.," etc. (2.41).....	12
Foreign words, etc. (11.2–11.3).....	161
Inferior letters (10.8, 11.12)....	155, 162
<i>infra</i> , <i>supra</i> (11.3, 17.8).....	161, 215
Italic supplied, etc. (11.4).....	161
Legal cases (11.8, 17.12).....	162, 215
Legends (2.80, 11.14).....	15, 163
<i>nth degree</i> (11.12).....	162

**Italic—Continued**

Paragraphs and sections, indicating (11.15).....	163
Provided, Resolved, etc. (3.46, 11.11).....	31, 162
To be followed (11.5).....	161
Publications, titles of (11.2).....	161
Salutations (8.26, 16.14).....	120, 208
Scientific names (11.9–11.10).....	162
See, see also (11.11, 15.21).....	162, 202
Symbols (2.80, 11.12–11.14)....	15, 162–163
Tabular work (13.106–13.107).....	185
Units of quantity (13.135, 14.15).....	191, 198
v. (11.8, 17.12).....	162, 215
Vessels (11.6–11.7, 13.106)....	161–162, 185
x dollars (11.12).....	162
ize, ise, yze (5.12).....	71

**J**

Journals (2.2).....	7–9
<i>Jr., Sr.</i> :	
Abbreviation (9.32, 9.34).....	139, 140
Index entries (15.29).....	203
Punctuation (8.40, 9.34).....	122, 140
Type (9.37, 16.3).....	140, 205

**K**

King (3.35).....	29, 50
known as (8.131).....	131

**L**

Land area abbreviations (9.56).....	143
Metric equivalents.....	241
Land descriptions (9.20–9.22, 12.9e).....	137–138, 167
Latin:	
Abbreviations (11.3, 17.8).....	161, 215
Alphabet.....	413
Hyphen in (6.24).....	77
Language.....	413
latitude, longitude:	
Abbreviated (9.51, 13.9).....	143, 173
Division at end of line (9.52).....	143
Spaces omitted (9.51, 12.9e)....	143, 167
law (3.41).....	30, 50
Leaders:	
Abbreviation before (8.126, 13.13).....	130, 173
Leaderwork (14.1).....	197
Tabular work (13.108–13.112).....	186
Leaderwork (See also Tabular work.) (14.1–14.21).....	197–199
Bearoff (14.2).....	197
Clears (14.10).....	198
Columns (14.3).....	197
Continued heads (14.5).....	198
Definition (14.1).....	197
Do. (14.6).....	198
Dollar mark and ciphers (14.7–14.9).....	198
Double up (14.20).....	199
Examples (14.16–14.21).....	198–199

	Page		Page
<b>Leaderwork—Continued</b>		<b>Leading and spacing—Continued</b>	
Flush items and subheads (14.10–14.11).....	198	Quotation marks (8.137).....	132
Footnotes (14.12–14.14).....	198	Section mark (10.6).....	155
Units of quantity (14.15).....	198	Single space after sentences (2.55).....	13
Leading and spacing (2.54–2.66).....	13–14	Symbols with figures (10.7).....	155
<b>Leading:</b>		×, crossed with, etc. (10.3).....	155
Courtwork.....	221	<b>Legal cases:</b>	
Covers, captions, signatures (17.26).....	217	Capitalization (3.11, 17.9, 17.39).....	24, 215, 218
Datelines, addresses, and sig- natures (16.4).....	205	Italic (11.8, 17.12).....	162, 215
Definition of lead (2.59).....	14	Legends (2.74–2.80).....	15
Extracts (2.61–2.64).....	14	Italic symbols (2.80, 11.14).....	15, 163
Footnotes (2.65).....	14	Leading (2.66).....	14
Courtwork (17.23).....	217	Makeup (2.75, 2.79, 2.110f).....	15, 18
Side dash (15.7).....	201	Punctuation (2.77, 8.115).....	15, 129
Heads, center and side (2.57– 2.58, 2.60).....	14	Type (2.76).....	15
Increase of text by spacing.....	243	Legislative bodies, foreign.....	230
Legends (2.66).....	14	<b>Length:</b>	
Line of stars (8.85).....	126	Abbreviation (9.56).....	143
page, section, etc., over figure columns (15.22).....	202	Figures with (12.9i).....	167
Source (13.96).....	184	Metric equivalents.....	241
Tabular work:		Letter of transmittal (2.3e).....	9
Boxheads (13.20).....	174	<b>Letterspacing:</b>	
Centerheads (13.31).....	177	Center, side heads (2.56, 3.47)....	13, 31
Footnotes (13.91).....	184	Text (2.54).....	13
<b>Spacing:</b>		<b>Letter symbols. (See Signs and symbols.)</b>	
Abbreviations with points (9.7).....	135	Ligatures (5.26).....	72
ac, space after in small-cap heads (3.49).....	31	like (6.11, 6.30–6.31).....	74, 77
ampersand (9.7).....	135	Long Island (9.14).....	137
article, section (9.39).....	140	Looseleaf work, “blue” folios marked (1.16).....	2
<b>Bearoff:</b>		<b>Louisiana:</b>	
Leaderwork (14.2).....	197	Abbreviation (9.12–9.13).....	136–137
Tabular work. (See Tabular work.)		Parishes.....	249
Citations (8.29).....	121	<b>Lower (3.5).....</b>	23, 50
Clock time (8.27, 12.9b).....	120, 167	ly, words ending in (6.20).....	76
Colon (8.29–8.34).....	121		
Datelines, addresses, and sig- natures (16.4).....	205		
<b>Degrees:</b>		<b>M</b>	
College (9.7, 9.32–9.33, 9.35– 9.36).....	135, 139, 140	<i>M., Mlle.</i> , etc. (9.29).....	138
latitude, longitude (9.51, 12.9e).....	143, 167	Macedonian alphabet.....	458
Ellipses (8.77).....	125	Magnification symbol (10.3).....	155
Line of stars (8.80).....	126	Magnitudes (9.59).....	145
Footnote references (15.13).....	202	Maine, abbreviation (9.12, 9.13)....	136, 137
Between references (8.51, 15.20).....	123, 202	<b>Makeup (2.3–2.21).....</b>	9–10
Symbols (13.78, 15.13).....	183, 202	Backstrips, run down (2.21).....	10
Footnotes, two or more (2.20).....	10	Facing pages (2.7).....	9
Heads, center, side (2.56).....	13	Fold-ins to be avoided (1.18).....	2
Initials, personal name (9.7).....	135	<b>Footnotes:</b>	
Letters or figures in paren- theses (2.46, 8.97).....	13, 127	Leaderwork (14.12–14.14).....	198
Letterspacing. (See Letter- spacing.)		Tabular work (2.112, 13.86– 13.90).....	18, 183–184
Mathematical signs (10.3).....	155	References repeated (2.14, 13.79).....	10, 183
Particles (3.50).....	31	Text (15.10–15.12).....	201–202
Question mark (8.129).....	130	<b>Illustrations (2.19, 2.74–2.75, 2.79).....</b>	10, 15
		<b>Instructions to be followed (2.6).....</b>	9
		Legends (2.74–2.75, 2.79).....	15
		Parts of book (2.3).....	9
		Preliminary pages (2.3–2.5, 2.10–2.13).....	9, 10
		Roman numerals (2.4).....	9

	Page
<b>Makeup—Continued</b>	
Running heads and folios (2.10–2.12).....	10
Signature marks, imprints, etc. (2.115–2.145).....	18–21
Signatures, jobs over 4 pages (1.19).....	2
Avoid over 2 blank pages (1.19).....	2
Sink (2.8).....	9
Tabular work:	
Broadside (2.16–2.17).....	10
Parallel and divide tables (13.114–13.121).....	186–187
Without rules (13.129–13.132).....	188–189
Title pages (2.2, 2.3).....	7–9
Widow lines (2.7).....	9
<i>Manufacturing</i> (9.25).....	138
Manuscript page (illustration).....	viii
Margins. ( <i>See</i> Imposition.)	
Market grades (3.25).....	28, 50
Mathematical equations (10.8–10.15).....	155–156
Signs (10.2, 10.18–10.19).....	155, 158
<b>Measurement:</b>	
Abbreviations (9.56–9.57).....	143–144
Foreign countries.....	242
Metric equivalents.....	242
Numerals (12.9i).....	167
Medals, decorations, etc.....	43
Meridians and base lines.....	229
Messrs. (9.29).....	138
Meteorology signs/symbols (10.18)....	158
<b>Metric:</b>	
Abbreviations (9.56–9.57).....	143–144
Figures with (9.5, 13.4).....	135, 173
Equivalents.....	241
<i>Middle East, Mideast</i> , etc. (3.21)....	27, 51
<i>mile</i> (3.9).....	24
Metric equivalent.....	241
Not abbreviated (9.58).....	145
<b>Military:</b>	
Dates (8.53, 12.9c).....	123, 166
Installations, State name with (9.12).....	136
Time (12.9b, 12.14).....	166, 168
Titles:	
Abbreviations (9.29).....	138
Capitalization (3.35, 3.36).....	29
Units, ordinals used (12.10).....	168
<i>million</i> , etc.:	
Roman numerals (12.29).....	171
Use of figures with (12.24).....	170
<i>Minister</i> , etc. (3.36).....	29, 51
<i>Ministry</i> (3.17).....	26, 51
<b>minute:</b>	
Abbreviation (9.58).....	145
Latitude, longitude (9.51–9.52, 12.9e).....	143, 166
Time (12.9b, 12.9m).....	166
Astronomical (9.59, 12.9b)....	145, 166
<b>Money:</b>	
Abbreviations and symbols (9.60, 12.9j).....	145, 166
Decimals (12.9j).....	166
Foreign.....	238

<b>Money—Continued</b>	
Abbreviations and symbols.....	238
Fractions (12.24).....	170
With figures (12.9j, 12.24).....	166, 170
<b>Months:</b>	
Abbreviations (9.44–9.45, 13.5)....	141, 173
<i>mo</i> (9.58).....	145
Foreign languages. ( <i>See</i> Foreign languages.)	
Punctuation (8.53, 8.75, 8.76, 12.9c).....	123, 125, 166
<i>Moon</i> (3.30).....	28, 51
Signs (10.18).....	158
<i>Mount</i> .....	48
Not abbreviated (9.19).....	137
<b>Mr., Mrs.:</b>	
Abbreviation, when used (9.29).....	138
Type (9.37, 16.3).....	140, 205
With other abbreviations (9.33).....	139
<i>Mr. Chairman</i> , etc. (3.38).....	30

## N

<i>Nation</i> , etc. (3.19, 3.20).....	26, 51
<b>Natives:</b>	
Foreign countries.....	235–237
States (U.S.) (5.23–5.24).....	72
<i>Nature</i> (3.33).....	28
<i>Navy, Naval</i> , etc. (3.17).....	25, 51–52
<i>Near East</i> (3.21).....	27, 52
<b>Newspapers:</b>	
Capitalization (3.39).....	30
Datelines (16.8).....	207
Italic not used (11.2).....	161
<i>No., Nos.</i> (9.38).....	140
Not abbreviated (13.23).....	175
<b>Nominations, Reports, Hearings</b> ( <i>See also</i> Congressional work.).....	329–354
<i>North</i> (3.21, 3.22).....	27, 52
Compass directions (9.20–9.21, 9.50, 9.51).....	137–138, 143
Spelled out (9.17).....	137
<i>northern</i> (3.21, 3.22).....	27, 52
Norwegian language.....	419
<i>Note</i> (8.110, 13.60).....	129, 180
<b>Nouns:</b>	
Capitalization (3.5–3.10, 3.51)....	23–24, 31
Compounding (6.8–6.11).....	74
Nationalities, foreign.....	235–237
Plural forms (5.5–5.10).....	67–69
States, natives of (5.23).....	72
<i>nth degree</i> (11.12).....	162
<b>Number:</b>	
Abbreviation. ( <i>See</i> No.)	
Chemical elements (10.16).....	157
Mark (10.18, 15.16).....	158, 202
<b>Numerals</b> (12.1–12.29).....	165–171
Age (12.9a).....	166
Beginning a sentence (12.16).....	169
Related numerals (12.25).....	171
Chemical elements (6.43, 10.16).....	79, 157







	Page		Page
Parentheses—Continued		Personification (3.33).....	28
Paragraph sequence (8.111).....	129	Physical divisions of United States.....	228
Type (3.48, 8.153).....	31, 133	Physics, signs and symbols (10.18).....	158
Verifying numbers (8.98, 12.18).....	127, 169	Physiographic terms.....	227
With punctuation (8.99–8.105)...	127–128	Picas reduced to inches.....	243
Parishes, Louisiana.....	249	Pickup matter (2.34).....	11
<i>part</i> (3.9).....	24, 53	Correcting (2.51).....	13
Abbreviation (9.38).....	140	<i>place</i> .....	53
Particles (3.13–3.16).....	25	Abbreviation (9.16, 13.6).....	137, 173
Parts of books:		Ordinals (12.13, 13.6).....	168, 173
Abbreviations (9.38–9.40).....	140	Plant names (20.1–20.5).....	257
Capitalization (3.9, 3.39, 3.40)....	24, 30	<i>plate</i> (3.9).....	24, 53
Makeup (2.3).....	9	Abbreviation (9.38).....	140
Quotation marks (8.132).....	131	Numbers aligned (15.30).....	204
<i>Party</i> (3.17).....	25, 53	Plurals:	
<i>percent</i> (5.2).....	63	Apostrophe to indicate (8.3, 8.7, 8.11).....	117, 118
Mark (10.18, 15.16).....	158, 202	Coined (8.11).....	118
Use of figures (12.9k, 12.9l).....	167	Common noun as part of proper name (3.8).....	24
Period (8.106–8.126).....	128–130	Compound words (5.6–5.8).....	68
Abbreviations (8.114, 9.6).....	129, 135	List (5.10).....	69
Omitted (8.126, 9.3, 13.13, 15.25).....	130, 135, 173, 203	Irregular (5.10).....	69
After <i>article, section, etc.</i> (8.116).....	129	Latin names (3.28).....	28
Aligned, after Roman numerals (15.30).....	204	Letters and figures (8.11).....	118
Boxheads (8.18).....	129	Nouns ending in <i>ful</i> (5.9).....	68
Decimals (8.112, 12.9d, 13.34–13.41).....	129, 167, 178–179	Nouns ending in <i>o</i> (5.5).....	67
Declarative sentence (8.106).....	128	Spelled-out numbers (8.13).....	118
Ellipses (8.77–8.79).....	125–126	Words used as words (8.13).....	118
Em quad after sentence (2.55).....	13	Poetry:	
Ends of lines (8.118).....	129	Alignment and indentation (8.133).....	132
Explanatory matter within parentheses (8.125).....	130	Capitalization of titles (3.40).....	30
Indirect question (8.107).....	128	Credit line (8.67).....	124
In lieu of parentheses (8.108).....	128	Quotation marks (3.40, 8.132)...	30, 131
Inside quotation marks (8.119, 8.144, 3.145).....	130, 132	<i>point</i> .....	47, 53
Legends (2.77, 8.115).....	15, 129	Not abbreviated (9.19).....	137
Letters used as names (8.120).....	130	Polish language.....	425
Metric abbreviations (9.56–9.57).....	143–144	Political parties (3.17).....	25, 53
Middle initial not abbreviation (8.121).....	130	Adherents (3.18).....	26, 53
Multiplication (8.117).....	129	<i>port</i> .....	54
Overruns, in indexes (15.25).....	203	Not abbreviated (9.19).....	137
Roman numerals (8.123).....	130	Portuguese language.....	430
Run-in sideheads (8.110).....	129	Possessions (U.S.):	
Short name not abbreviation (8.122, 9.23).....	130, 138	Abbreviations (9.12, 9.13).....	136, 137
Symbols (8.118).....	129	Not abbreviated (9.14).....	137
To indicate thousands (8.113).....	129	Political divisions. (See Counties.)	
Words and incomplete statements (8.124).....	130	Possessives and apostrophes. (See Apostrophes and possessives.)	
Periodicals, titles of:		<i>post</i> (11.3).....	161
Capitalization (3.39).....	30	Post Office.....	54
Italic not used (11.2).....	161	Box, as part of address.....	54
Makeup (2.2, 2.3).....	7–9	Directory of Post Offices (5.20).....	72
Personal names:		ZIP Code numbers (8.52, 16.1) .....	123, 205
Abbreviations followed (8.121, 9.24).....	130, 138	Powers (3.20) (See also Alliances.).....	26, 54
Contractions (8.122, 9.23).....	130, 138	Preface (2.3g, 2.13).....	v, 9, 10
Initials set with space (9.7).....	135	Prefixes (6.7, 6.29–6.35).....	74, 77–78
Particles (3.13–3.16).....	25	Metric (9.56).....	143
		Preliminary pages (2.3–2.4).....	9
		Roman numerals for (2.4).....	9

	Page		Page
Preparing copy:		<i>Provided, etc.:</i>	
Abbreviations:		Capitalization following (3.46).....	31
Closed up (2.45).....	13	Italic (3.46, 11.11).....	31, 162
Spelled out (2.49).....	13	<i>Province</i> (3.19).....	26, 54
Bill style (2.47).....	13	Not abbreviated (9.15).....	137
Capitalization (2.26, 2.41, 3.47-3.55).....	11, 12, 31-32	<i>Public Law, etc.</i> (3.39).....	30, 54
Compounding (2.41).....	12	Not abbreviated (9.41, 9.43).....	141
Copy kept clean (17.40).....	218	Publications. ( <i>See</i> Periodicals.)	
Courtwork. ( <i>See</i> Courtwork.)		<i>Puerto Rico.</i>	54
Cut-in notes (2.35).....	11	Abbreviation (9.12, 9.13).....	136, 137
Datelines, addresses, and signatures (2.27).....	11	Districts (municipios).....	253
Addresses (16.9-16.16).....	207-208	<b>Punctuation</b> (8.1-8.153).....	117-134
Datelines (16.5-16.8).....	205-207	Abbreviations:	
Signatures (16.17-16.26).....	208-212	Omitted (8.126, 9.3, 13.13)...	130, 135, 173
Decimals, clear marked (2.28).....	11	When used (8.40, 9.6).....	122, 135
<i>et cetera, etc.</i> (2.29).....	11	Apostrophe (8.3-8.18).....	117-119
Extracts (2.25).....	11	Brackets (8.20-8.23).....	119-120
Figures (2.41, 2.46).....	12, 13	Colon (8.24-8.34).....	120-121
"Pol.," "Pol. lit.," etc. (2.41-2.46).....	12-13	Comma (8.35-8.60).....	121-124
Folioing and stamping (2.30-2.32).....	11	Before and after abbreviations (8.40).....	122
Footnotes and reference marks:		Omitted (8.51-8.60).....	123
Tabular work (13.75-13.96)...	183-184	Used (8.35-8.50).....	121-123
Text (15.1-15.20).....	201-202	Dash (em) (8.61-8.71).....	124-125
Fractions, clear marked (2.28).....	11	Not used (8.70-8.71).....	125
Heads (2.33, 3.47-3.57).....	11, 31-32	Used (8.61-8.69).....	124
Instructions to be followed (2.48).....	13	( <i>See also</i> Tabular work.)	
Italic (2.27, 2.41).....	11, 12	Dash (en) (8.73-8.76).....	125
Pickup (2.34).....	11	Not used (8.75-8.76).....	125
Plurals (2.39, 8.13).....	12, 118	Used (8.73-8.74).....	125
Punctuation followed (2.41-2.47).....	12-13	Ellipses (8.77-8.85).....	125-126
Quotation marks (2.45).....	13	Exclamation point (8.86-8.88).....	126
Sidenotes (2.35).....	11	"Pol. lit.," etc. (2.41-2.45).....	12-13
Signs, symbols, etc. (2.36-2.37).....	12	Function (8.1, 8.2).....	117
Tables. ( <i>See</i> Tabular work.)		Hyphen (8.89-8.93).....	126-127
Type to indicate shape (2.38-2.40).....	12	Compounding (6.1-6.52).....	73-80
Type. ( <i>See</i> Type.)		Legends (2.77, 8.115).....	15, 129
Unprepared copy, follow		Numerals (12.14).....	168
MANUAL (2.44).....	12	Parentheses (8.94-8.105).....	127-128
Prepositions (3.51).....	31	Period (8.106-8.126).....	128-130
In compound nouns (6.47).....	79	Omitted (8.18-8.126).....	129-130
<i>President, etc.</i> (3.35, 3.36).....	29, 54	Used (8.106-8.117).....	128-129
Price notices (2.138-2.141).....	20	Question mark (8.127-8.129).....	130
<i>Proclamation</i> (3.39).....	30, 54	Quotation marks (8.130-8.147)...	131-133
Sample (16.28).....	212	Not used (8.138-8.147).....	132-133
<i>project</i> (3.10).....	24, 54	Used (8.130-8.137).....	131-132
Pronouns:		Semicolon (8.148-8.151, 17.14)...	133, 216
Compounding (6.12, 6.13).....	74, 75	Single (8.127, 8.152, 17.4)...	130, 133, 215
Possessive (8.8-8.9).....	118	Type (8.153).....	133
Pronunciation, foreign languages. ( <i>See</i> Foreign languages.)			
Proofreading and copyholding (2.81-2.95).....	15-16		
Copyholding (2.94-2.95).....	16		
Proofreader's marks (1.26).....	5		
Proofs:			
Clean (2.52).....	13		
Department (1.22-1.24).....	2		
Proportion (8.33, 12.97).....	121, 167		

## Q

Q. and A. matter (17.6-17.7).....	215
Dash (8.69, 17.7).....	124, 215
Use of numerals in (12.17).....	169
Quantity. ( <i>See</i> Units of quantity.)	
<i>quart</i> (9.58).....	145
Metric equivalent.....	241
<i>quasi, ex, self</i> (6.34).....	78
<i>Queen</i> (3.36).....	29
Queries:	
Department must answer (1.24).....	2

## Page

## Page

Queries—Continued	
Not to be set (2.53).....	13
Proofreading (2.83-2.85).....	15
Question mark (8.127-8.129).....	130
Closed up (8.129).....	130
Direct query (8.46).....	122
Doubt (8.128, 8.129).....	130
With quotation marks (8.144, 8.147).....	132, 133
Quotation marks (8.130-8.147)...	131-133
Addresses, books, etc. (8.132).....	131
Called, so-called, etc. (8.131).....	131
Direct quotations (8.130).....	131
Display initial with (8.143).....	132
Double, single, double (8.147).....	133
Entitled, marked, etc. (8.131).....	131
Extracts, omitted (2.25, 8.141)...	11, 132
Footnotes (17.23).....	217
Indirect quotations (8.142).....	132
Letters within a letter (8.135).....	132
Complete letter (8.140).....	132
Misnomers, slang, etc. (8.136).....	132
More than one paragraph (8.134).....	132
Poetry, alignment (8.133).....	132
Precede footnote references (8.146).....	133
Punctuation with (8.48, 8.144, 8.145).....	122, 132
Scientific names (11.10).....	162
Spacing (8.137, 8.147).....	132, 133
Vessels (11.7, 11.8, 17.37).....	162, 218
Quotations:	
Capitalization (3.43, 3.44).....	30, 31
Comma before (8.36).....	121
Ellipses (8.77-8.83).....	125-126

## R

Railroads, abbreviated (9.27, 13.8).....	138, 173
Reference marks. (See Footnotes and references.)	
region (3.9).....	24, 54
Ordinals (12.10).....	168
Regular, etc. (3.17).....	25, 54
Related numbers:	
Group (12.5, 12.25).....	165, 171
Ordinals (12.10-12.12).....	168
Religious terms (3.34).....	28, 55
Report (3.39, 3.40).....	30, 55
With quotation marks (3.40, 8.132).....	30, 131
Reporter(s), Supreme Court (17.42).....	218
Reports:	
Congressional. (See Congressional work.)	
Abbreviations (9.42).....	141
Court of Claims.....	219
Representative (3.18).....	26, 55
Not abbreviated (9.30).....	139
Reprint:	
Dates (2.130).....	19
Pickup (2.34).....	11
"Set all (no italic)," when to set italic (11.5).....	161

## Reprint—Continued

Signature marks (2.131).....	20
Republic (3.19).....	26, 55
reservation (3.5).....	23, 55
State name with (9.12).....	136
Resolution (3.39).....	30, 55
Abbreviation (9.42, 13.11).....	141, 173
Resolved, etc. (3.46).....	31
Italic (3.46, 11.11).....	31, 162
Reverend, etc. (9.31).....	139
Revising (2.101-2.114).....	17-18
Galley (2.101-2.105).....	17
Page (2.106-2.112).....	17-18
Press (2.113-2.114).....	18
river (3.5, 3.8).....	23, 24, 47
road.....	55
Abbreviation (9.16, 13.6).....	137, 173
Ordinals (12.13, 13.6).....	168, 173
Roman numerals.....	55, 171
Army corps (12.10).....	168
Figure columns:	
Indexes and contents (15.24).....	203
Tabular work (13.70).....	182
List (12.29).....	171
Not preferred (12.3).....	165
Period:	
Aligned in contents (15.30).....	204
Not used after (8.123).....	130
Preliminary pages (2.4).....	9
Royal titles (3.35, 3.36, 3.38).....	29, 30, 49
Rules in tables (2.24, 13.3).....	10, 173
Running heads:	
Copy for, supplied (1.22).....	2
Makeup (2.10, 2.12).....	10
Period omitted (8.118).....	129
Russia. (See U.S.S.R.)	

## S

Salutation:	
Capitalization (3.58, 16.16).....	32, 208
Colon after (8.26, 16.16).....	120, 208
Italic (8.26, 16.16).....	120, 208
schedule (3.9).....	24, 55
school (3.17).....	25, 55
Scientific terms:	
Abbreviations, punctuation omitted (9.3).....	135
Capitalization (3.26-3.29).....	28
Compounding (6.42-6.45).....	79
Italic (11.9-11.10, 13.106).....	162, 185
Quotation marks with (11.10).....	162
Set in roman (11.9).....	162
Scriptures, etc. (3.34).....	28, 55
seaboard (3.22).....	27, 55
seal (16.27, 16.28).....	212
Seasons (3.23).....	27
Foreign languages. (See Foreign languages.)	
2d, 3d, etc.:	
Comma omitted before (8.40, 8.60, 9.32).....	122, 123, 139
Courtwork (17.12).....	215
Ordinals (12.10-12.11).....	168
Type (9.37, 16.3).....	140, 205
Secretary, etc. (3.36).....	29, 56
General.....	56



	Page		Page
<i>Secretary</i> —Continued		<i>signed</i> (8.131).....	131
No hyphen (6.40).....	78	In signatures (16.24).....	209
Plural form (5.6).....	68	<b>Signs and symbols</b> (10.1–10.19)...	155–160
<i>section</i> (3.9).....	24, 56	Chemical:	
Abbreviation (9.38, 13.10).....	140, 173	Elements (6.43, 10.16).....	79, 157
Not abbreviated (9.39).....	140	Formulas (6.44, 10.16, 12.15)...	79, 157, 169
Caps and small caps (9.39).....	140	Coined words and symbols (8.11, 9.48).....	118, 142
Italic to indicate (11.15).....	163	Degree mark (9.51, 9.53, 10.4, 12.9e).....	143, 155, 166
Roman, over figure column (15.22).....	202	Equations (10.8–10.15).....	155–156
<b>Section mark:</b>		Footnote references (15.13–15.18).....	202
Footnote reference (15.15).....	202	Sequence (15.15).....	202
Space after (10.6).....	155	Foreign money (9.60).....	145
<i>See, see also:</i>		Italic letters (2.80, 10.7–10.8, 11.12–11.14).....	15, 155, 162–163
Italic (11.11, 15.21).....	162, 202	Legends (2.80).....	15
Roman (13.107).....	185	List (10.18).....	158
<i>See footnote, etc.</i> (13.87).....	183	Mathematical signs (10.2).....	155
<i>Self, ex, quasi</i> (6.34).....	78	Preparing copy (2.36–2.37).....	12
Semicolon (8.148–8.151).....	133	Repeated (10.6).....	155
Avoid, where comma will suffice (8.151).....	133	Standardized (10.17).....	158
Before summarizing matter (8.150).....	133	Symbol columns (13.127–13.128).....	188
Clauses containing commas (8.148).....	133	×, crossed with, magnification (10.3).....	155
Run-in citations (17.14).....	216	<b>Single punctuation</b> (8.127, 8.152, 17.4).....	130, 133, 215
Separate statements, closely related or in contrast (8.149).....	133	<b>Sink</b> (2.8).....	9
Type (8.153).....	133	<b>Slavic</b> (Cyrillic) languages.....	457
<i>Senate</i> .....	56	<b>Small caps:</b>	
<b>Senate and House Journals</b> .....	317–328	Abbreviation (9.61).....	146
<i>Senator</i> .....	56	Brackets, parentheses (3.48).....	31
Not abbreviated (9.30).....	139	<i>etc., et al.</i> (3.55).....	32
Serbian alphabet.....	458	Figures (3.48).....	31
<b>Serial:</b>		Heads spaced with regular justification spaces (2.56).....	13
Letter, italic (11.15).....	163	Italic inferior letters (10.8).....	155
Parentheses (8.97).....	127	Proper names (3.49–3.50).....	31
Numbers:		Roman numerals (2.4, 15.24).....	9, 203
Comma omitted (8.55, 12.14)...	123, 168	<i>seal</i> (16.27–16.28).....	212
Figures used (12.7).....	166	<i>v., in names of legal cases</i> (11.8).....	162
Parentheses (8.97).....	127	<b>Soil names</b> (3.29).....	28, 56
<i>session:</i>		<i>someone, some one</i> (6.12).....	74
Abbreviation (9.41, 13.11).....	141, 173	<i>source</i> (8.110, 13.60).....	129, 180
Ordinals (9.41, 13.11).....	141, 173	<i>South</i> (3.21, 3.22).....	27, 56
<b>Shape, letters used</b> (2.38–2.40).....	12	Compass directions (9.21, 9.50, 9.51).....	138, 143
Plurals (8.11).....	118	Spelled out (9.17).....	137
<b>Shilling mark, in fractions</b> (12.27).....	171	<i>southern</i> (3.21, 3.22).....	27, 57
Sign (10.18).....	158	<b>Spacing.</b> ( <i>See</i> <b>Leading and spacing.</b> )	
<i>sic</i> (8.20).....	119	<b>Spanish language</b> .....	442
<b>Sideheads.</b> ( <i>See</i> <b>Heads, center and side.</b> )		<b>Spelling</b> (5.1–5.27).....	63–72
<b>Sidenotes</b> (2.35).....	11	Anglicized and foreign words (5.3–5.4).....	67
Abbreviations in (9.2).....	135	Apostrophes and possessives (8.3–8.18).....	117–119
<b>Signature, unit in lockup</b> (2.96).....	16	<i>cede, ceed, sede</i> (5.13).....	71
<b>Signature marks</b> (2.115–2.129).....	18–19	Doubled consonants (5.14–5.15).....	71
<b>Signatures:</b>		Geographic names (5.20–5.21).....	72
Abbreviations (9.24, 16.19).....	138, 208	<i>ible, able</i> (5.11).....	70
Capitalization (3.00, 16.2).....	32, 205	Idiomatic phrases (6.52).....	80
Examples (16.17–16.26).....	208–212		
Leading in courtwork (17.26).....	217		
Preceded by dash (8.67, 16.17)...	124, 208		
Preparation (2.27).....	11		
Punctuation (16.23).....	209		
Quoted matter (16.25).....	210		



## Page

## Page

**Spelling—Continued**

Indefinite articles, use of (5.16-5.19).....	71-72
Indian words (5.25).....	72
<i>ise, ize, yze</i> (5.12).....	71
Ligatures (5.26).....	72
List (5.2).....	63
Nationalities (5.22-5.24).....	72
Plural forms (5.5-5.10).....	67-69
Transliteration (5.27).....	72
Foreign languages. (See Foreign languages.)	
<i>square</i> .....	57
Abbreviation (9.16, 13.6).....	137, 173
Ordinals (12.13, 13.6).....	168, 173
Stars. (See Ellipses.)	
<i>State</i> , etc. (3.19).....	26, 57
<i>Staten Island</i> (9.14).....	137
<i>States</i> (3.6, 3.19, 3.21).....	23, 26, 27, 57
Abbreviations (9.12-9.13).....	136-137
Counties.....	245
Natives of (5.23).....	72
<i>station</i> (3.6, 3.9).....	23, 24, 57
State abbreviation with (9.12).....	136
<i>Statutes</i> , etc. (3.39).....	30, 57
Abbreviations (9.43, 13.11, 17.12).....	141, 173, 215
Stonework. (See Imposition.)	
<i>street</i> .....	57
Abbreviation (9.16, 13.6).....	137, 173
Ordinals (12.13, 13.6).....	168, 173
Subentries (8.28, 13.101-13.102, 13.125, 14.16).....	121, 185, 188, 198
Subheads:	
Indexes and contents (15.31).....	204
Leaderwork (14.11).....	198
Tabular work (13.33).....	177
Suffixes (6.29-6.35).....	77-78
Insect names (20.6-20.7).....	266
Plant names (20.5).....	257
Suggestions to authors and editors (1.1-1.26).....	1-6
Summation sign (10.14).....	156
<i>Sun</i> (3.30).....	28, 57
Sign (10.18).....	158
Superior figures and letters:	
Astrophysical matter (9.59).....	145
Chemical elements (6.43).....	79
Comma omitted (8.51).....	123
Equations (10.8).....	155
Follow inferiors (10.15).....	156
Footnote references (13.76, 15.13, 15.18).....	183, 202
Italic letters (8.51, 10.8, 11.12).....	123, 155, 162
Preparing (2.36).....	12
Type (8.153).....	133
With punctuation (8.137).....	132
<i>supra</i> :	
Italic (11.3, 17.8).....	161, 215
Not abbreviated (9.49).....	142
<i>Survey</i> (3.17).....	25, 58
Swedish language.....	448
Symbols. (See Signs and symbols.)	

**T**

<i>table</i> (3.9).....	24, 58
-------------------------	--------

## Table of contents. (See Contents.)

**Tabular work** (see also Leaderwork):

Abbreviations (13.4-13.13).....	173
Bearoff (13.14-13.17).....	174
Leaderwork (14.2-14.4).....	197
Tables without rules (13.129, 13.132).....	188, 189
Boxheads (13.18-13.24).....	174-175
Horizontal (13.18-13.21).....	174
Braces (13.26, 13.33).....	175, 177
Centerheads, flush entries, and subentries (13.27-13.33).....	176-177
Ciphers (13.34-13.41).....	178-179
Column numbers or letters (13.24).....	175
Continued heads (13.22, 13.29, 13.42-13.43).....	175, 176, 179
Boxheads (13.22).....	175, 192-193
Dash instead of colon (13.30).....	176
Dashes or rules (13.44-13.45).....	179
To separate nonmoney groups (13.60).....	180
Date column.....	177, 192-193
Decimals, alignment (13.34-13.41, 13.73).....	178-179, 183
Definition and parts of a table (sample table).....	192-193
<i>Ditto</i> ( <i>Do.</i> ) (13.46-13.57).....	179-180
Open quotes (13.46).....	179
Divide tables (See Parallel and divide tables.)	
Dollar mark (13.58-13.63).....	180-181
Double-up tables (13.64).....	181
Figure columns (13.65-13.74)...	182-183
Decimals (13.34-13.37, 13.72-13.73).....	178, 183
Examples.....	192-193
Footnotes and references (13.75-13.96).....	183-184
Position of references.....	192-193
Fractions (13.97-13.98).....	184
Hairline rules (2.24, 13.3).....	10, 173
Headnotes (13.99-13.100, 13.115).....	184, 186
Indentions and overruns (13.101-13.105).....	185
Subentries (13.101-13.102).....	185
Total, mean, and average lines (13.103-13.105).....	185
Italic (13.106-13.107).....	185
Leaders (13.108-13.112).....	186
Leading:	
Boxheads, solid in leaded tables (13.20).....	174
Notes (13.60).....	180
Makeup. (See Makeup.)	
<i>No.</i> (13.23).....	175
<i>None</i> (13.38, 13.40, 13.52).....	179, 180
Numerals (13.113).....	186
Overruns. (See Indentions and overruns.)	
Parallel and divide tables (13.114-13.121).....	186-187
Divide tables (13.120-13.121)...	186-187

	Page		Page
<b>Tabular work—Continued</b>		<b>Titles—Continued</b>	
Folioing and stamping (2.32).....	11	Common nouns (3.36).....	29
Parallel tables (13.114–13.119).....	186	Foreign books (3.42).....	30
Example.....	194–195	Heads of state.....	230
Reading columns (13.122–13.126).....	187–188	Legal cases (3.39, 11.8, 17.38)...	30, 162, 218
Examples.....	192–193	Persons (3.35–3.37).....	29–30
Separate sheets (1.6).....	viii, 1	Publications, papers, etc. (3.39–3.40, 8.132, 11.2).....	30, 131, 161
Subentries (13.101–13.102, 13.125).....	185, 188	Second person (3.38).....	30, 61
Symbol columns (13.127–13.128).....	188	to:	
Tables without rules ( <i>See also</i> Leaderwork.) (13.129–13.132)...	188–190	En dash for (8.75, 12.9c, 12.9l, 13.123).....	125, 166, 167, 187
Total, mean, and average lines (13.103–13.105).....	185	To Whom It May Concern (8.26, 16.14).....	120, 208
Tracing figures (13.119)...	186, 192–193	Tracing figures. ( <i>See</i> Tabular work.)	
Type (2.24, 13.3).....	10, 173	Trade names (3.25).....	28, 58
Units of quantity (13.133–13.135).....	190–191	Transliteration (5.27).....	72
Spacing (13.32).....	177	Foreign languages. ( <i>See</i> Foreign languages.)	
Years (13.32).....	177	Treasury, etc. (3.17).....	25, 59
Spacing (13.32).....	177	treaty (3.9, 3.39).....	24, 30, 59
Technical terms. ( <i>See</i> Scientific terms.)		Tribunal (3.17).....	25, 59
Technical reports (2.2) .....	7–8	tunnel (3.10).....	24, 59
Temperature, abbreviations (9.53) ....	143	Turkish language.....	453
terrace:		Type:	
Abbreviation (9.16, 13.6).....	137, 173	Boldface, punctuation in (8.153).....	133
Ordinals (12.13, 13.6).....	168, 173	Brackets (8.153).....	133
Territory, etc. (3.19).....	26, 58	Illustrating shape and form (2.38–2.40).....	12
Abbreviation (9.12–9.14).....	136–137	Composition:	
Text footnotes. ( <i>See</i> Footnotes and references.)		Correcting pickup (2.51).....	13
The:		Proofs, clean (2.52).....	13
Part of speech (3.51).....	31	Courtwork.....	219, 221
Title, part of (3.11–3.12, 9.31, 17.39).....	24–25, 139, 218	Dash (8.153).....	133
Time:		Datelines, addresses, and signatures (16.2–16.3).....	205
Abbreviations (9.54, 9.58, 9.59)...	143, 145	Extracts (2.25, 8.141).....	11, 132
Astronomical (12.9b, 12.14)....	166, 168	Footnotes (15.6).....	201, 221
Capitalization.....	58	Headnotes (2.15, 13.99).....	10, 184
Clock. ( <i>See</i> Clock time.)		Heads, center and side (2.33).....	11
Foreign languages. ( <i>See</i> Foreign languages.)		Increase of text by using leads.....	243
Military (12.9b, 12.14).....	166, 168	Indexes and contents (15.21, 15.31).....	202, 204
Use of figures (9.59, 12.9b, 12.9m).....	145, 166, 167	Italic (11.1–11.15).....	161–163
title (3.9).....	24, 58	Vessels (11.6–11.7).....	161–162
Title page:		Jr., Sr. (9.37, 16.3).....	140–205
Back of (2.3d).....	9	Leaderwork (14.1).....	197
Congressional.....	348	Legends (2.76).....	15
Imprints, etc. (2.130–2.131, 2.133, 2.136–2.138).....	19–20	Mr., Mrs., etc. (9.37, 16.3).....	140, 205
Makeup (2.2, 2.3).....	7–9	Note (8.110, 13.60).....	129, 180
Part of book (2.3c).....	9	Page, etc., set in roman (15.22).....	202
Period omitted at ends of lines (8.118).....	129	Parentheses (8.153).....	133
U.S., not abbreviated (9.9).....	136	Picas reduced to inches.....	243
<b>Titles:</b>		Punctuation:	
Acts (3.41).....	30, 35	Boldface (8.153).....	133
Civil and military:		seal (16.27, 16.28).....	212
Abbreviations (9.29–9.35)....	138–140	Signature marks (2.115).....	18
Compound (6.40).....	78	Special typefaces (1.15).....	1
Plurals (5.6).....	68	Tabular work (2.24, 13.3).....	10, 173
		Text (2.24).....	10
		Words and ems to square inch.....	243

	Page		Page
<b>U</b>		<b>Vessels:</b>	
Ukrainian alphabet.....	457	Abbreviations (9.27).....	138
<i>Under Secretary</i> (see also <i>Secretary</i> ).....	59	Italic (11.6, 13.106).....	161, 185
<i>Union</i> (3.19, 3.20).....	26, 59	Quotation marks (11.7, 11.8).....	162
& in name (9.27).....	138	<i>Veterans' Administration</i> (8.7).....	60, 118
Comma omitted between name and number (8.54).....	123	<i>Vice President</i> (3.36).....	29, 60
Unit modifiers. (See <i>Compound words</i> .)		No hyphen (6.40).....	78
<i>United Nations</i> (3.17).....	25, 60	<i>Virgin Islands</i> (9.12, 9.13).....	136, 137
Units of quantity:		Municipalities.....	255
Leaderwork (14.15).....	198	<i>volume</i> (3.9).....	24, 60
Numerals (12.6, 12.9).....	166	Abbreviation (9.38, 9.58).....	140, 145
Tabular work (13.132, 13.133-13.135).....	177, 190-191	Metric (9.56).....	143, 241
<b>U.S.:</b>		<b>Vowels:</b>	
Abbreviation (9.9-9.10, 13.7)...	136, 173	<i>a, an, before</i> (5.16-5.19).....	71-72
Closed up (2.45, 9.7, 13.7)...	13, 135, 173	Hyphen, to avoid doubling (6.7).....	74
Spelled out (9.9-9.10).....	136		
Supreme Court Reporters (17.42).....	218	<b>W</b>	
<b>Useful tables</b> .....	227-243	<i>War</i> (3.24).....	27, 60
Chemical elements (10.16).....	157	<i>ward</i> (3.9).....	24, 60
Foreign countries:		<i>Webster's Dictionary</i> (5.1, 7.5).....	63, 81
Capitals.....	230	<b>Weights:</b>	
Heads of state, etc.....	230	Abbreviations (9.56, 9.58).....	143, 145
Money.....	238	Atomic (10.16).....	157
Nationalities.....	235	Foreign countries.....	242
Geologic terms.....	227	Metric (9.56).....	143
Meridians and base lines.....	229	Metric equivalents.....	241
Metric tables.....	241	Numerals (12.9i).....	166
Physiographic terms.....	227	<i>West</i> (3.21, 3.22).....	27, 61
Physical divisions.....	228	Compass directions (9.20, 9.50, 9.51).....	137, 143
Type tables.....	243	Spelled out (9.17).....	137
Weights and measures.....	241-242	<i>western</i> (3.21, 3.22).....	27, 61
<b>U.S.S.R.:</b>		White Russian alphabet.....	457
Abbreviation (9.11).....	136	Widow lines (2.7).....	9
Capitalized terms.....	60	Word division (8.90).....	127
Language and alphabet.....	436	Foreign languages. (See <i>Foreign languages</i> .)	
<i>Utah</i> , abbreviation (9.12, 9.13)...	136, 137	Land descriptions (9.22).....	138
		Latitude and longitude (9.52).....	143
<b>V</b>		Parallel tables (13.28, 13.115)...	176, 186
<b>v.:</b>		<b>Words. (See Spelling.)</b>	
Italic (11.8, 13.106, 17.12)...	162, 185, 215		
Roman (11.8).....	162	<b>X Y Z</b>	
Small cap (11.8).....	162	×, crossed with, magnification (10.3).....	155
<i>van, von</i> (3.13, 3.14, 3.16).....	25	<i>yard</i> (9.58).....	145
<b>Verbs:</b>		Metric equivalent.....	241
and adverbs (6.9).....	74	<i>yze, ise, ize</i> (5.12).....	71
Capitalization (3.51).....	31	<i>Your Honor</i> , etc. (3.38).....	30, 61
Infinitive (3.51, 3.54).....	31, 32	ZIP Code numbers (8.52, 16.1)....	123, 205
Improvised (6.48).....	79		











<b>Suggestions to Authors</b>	<b>Leaderwork</b>
<b>General Instructions</b>	<b>Footnotes, Indexes, etc.</b>
<b>Capitalization</b>	<b>Datelines, etc.</b>
<b>Guide to Capitalization</b>	<b>Courtwork</b>
<b>Spelling</b>	<b>Useful Tables</b>
<b>Compound Words</b>	<b>Counties</b>
<b>Guide to Compounding</b>	<b>Plant and Insect Names</b>
<b>Punctuation</b>	<b>Congressional Record</b>
<b>Abbreviations</b>	<b>Senate and House Journals</b>
<b>Signs and Symbols</b>	<b>Nominations, Reports, etc.</b>
<b>Italic</b>	<b>Foreign Languages</b>
<b>Numerals</b>	<b>Index</b>
<b>Tabular Work</b>	

---

### MARGIN INDEX

To use, bend book in half and follow margin index to page with black edge marker.

The left index column refers to the left bank of markers; the right index column to the right bank of markers.

---