
UNITED STATES GOVERNMENT
PRINTING OFFICE

STYLE MANUAL

(ABRIDGED)



JANUARY 1959

UNITED STATES GOVERNMENT
PRINTING OFFICE
STYLE MANUAL
(ABRIDGED)

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

REVISED EDITION
JANUARY 1959



Second printing, slightly revised—March 1962
Third printing, slightly revised—February 1965

WASHINGTON : 1959

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JAMES L. HARRISON

The Library of Congress has cataloged this STYLE MANUAL as follows:

U.S. *Government Printing Office.*

Style manual (abridged) Rev. ed. Washington, 1959.

viii, 280 p. 24 cm.

1. Printing, Practical—Style manuals. 2. Authorship—Handbooks,
manuals, etc. I. Title.

Z253.U58 1959a

655.25

59-60009

Library of Congress

APPROVED BY
THE JOINT COMMITTEE
ON PRINTING



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

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

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

Respectfully,

CARL HAYDEN,
Chairman.

To the PUBLIC PRINTER,
Government Printing Office.

EXTRACT FROM THE PUBLIC PRINTING LAW

OF JANUARY 12, 1895



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

PREFACE

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

Essentially, it is a standardization device designed to achieve uniform word and type treatment, and aiming for economy of word use. Such rules as are laid down for the submission of copy to the GPO point to the most economical manner for the preparation and 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 printers stylebook. Easy rules of grammar cannot be prescribed, for it is assumed that editors are versed in correct expression. As a printers book, it necessarily uses terms which are obvious to those skilled in the graphic arts. A glossary of such printing terms to be complete would unnecessarily burden the **MANUAL**. (See bibliography on pp. 2-3.)

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

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IDEAL COPY FOR PRINTER

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

10 pt

26½ pi F. I. C. Leaded

5-pica link

21

new odd page

CHAPTER 2 case 865 C+lc ctr

AUTHOR'S ALTERATIONS COST MONEY AND CAUSE DELAY Case 865 capctr

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

2 line case 867 initial

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

3 Leads
Expensive afterthoughts/ Case 8 6 2 F. I. Left

2 Leads

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

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

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

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

Manuscript preparation should follow this Style Manual. C+lc

6 pt. footnote

JOHN DOE, III
Printing Superintendent.

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

1. SUGGESTIONS TO AUTHORS AND EDITORS

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

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

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

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

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

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

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

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

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

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

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

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

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

1.14. To expedite work production, avoid use of limited-equipment typefaces on text composition wherever possible. Special typefaces (usually faces other than Modern roman) with few fonts delay typesetting production. Refer to **GPO Specimens of Type Faces** (p. 2) to determine extent of type supply.

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

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

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

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

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

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

1.21. Avoid "bleed" cuts wherever possible.

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

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

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

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

Word Division, a supplement to Government Printing Office Style Manual, sixth edition (1962), 192 pages.

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

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

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

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

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

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

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

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

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

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

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

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

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

U.S. Government Correspondence Manual.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

⊙	Period.
,	Comma.
=	Hyphen.
:	Colon.
;	Semicolon.
'	Apostrophe.
"	Quotations.
□	Em quadrat.
$\frac{1}{m}$	One-em dash.
$\frac{2}{m}$	Two-em parallel dash.
∩	Push down space.
○	Close up.
✓	Less space.
^	Caret—left out, insert.
9	Turn to proper position.
#	Insert space.
⌊ or ⌋	Move to left or to right.
⌈ or ⌋	Move up or move down.
tr	Transpose.
— or stat.	Let it stand.
8	Dele—take out.
⊗	Broken letter.
¶	Paragraph.
no ¶	No paragraph.
wf	Wrong font.
vy or eq: #	Equalize spacing.
≡ or caps.	Capitals.
= or s. c.	Small capitals.
lc.	Lowercase.
² or ¹	Superior or inferior.
— or ital.	Italic.
rom.	Roman.
⌈ ⌋	Brackets.
(/)	Parentheses.

TYPOGRAPHICAL ERRORS

6th pt. ital. caps

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

e
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stet.

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2. GENERAL INSTRUCTIONS

PREPARING COPY

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

2.2. Quoted or extract matter, and lists should be set 2 points smaller than text, and quotation marks at beginning and end of paragraphs should be omitted. If the same type size is used, quoted matter should be cut in 1 to 3 ems, depending on measure, and initial and closing quotes should be omitted; this does not apply to congressional work.

“Follow,” “follow literally,” etc.

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

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

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

2.6. Follow the position of quotation marks in relation to other punctuation marks in matter marked “Fol. lit.” and “Fol., incl. caps and punc.” Abbreviations with points (as in U.S.C., U.S., r.p.m., i.e.) close up. Abbreviations also close up in “Fol. lit.” matter, unless prepared with spaces. (See rule 10.7, p. 149.)

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

2.8. "Bill style" copy will follow the style of the Government Printing Office Bill Style Manual, which conforms to this **STYLE MANUAL** in many particulars, such as the use of figures in dates; sums of money; percentages; the numbers of articles, chapters, lines, pages, paragraphs, parts, sections, and volumes; the classification of vessels (A 1); and all other instances where *numbered* is used or implied. Punctuation as prepared must be followed.

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

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

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

Abbreviations

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

Capitalization

2.13. Unusual capital and lowercase letters must be indicated.

Datelines, addresses, and signatures

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

Decimals and common fractions

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

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

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

Folioing and stamping copy

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

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

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

Footnotes and reference marks

(For text, see rules 16.1–16.20, pp. 213–214; for tables, see rules 14.94–14.118, pp. 190–192.)

Headings

2.20. The type to be used for all headings must be marked—case number or size of type, caps, caps and small caps, small caps, caps and lowercase, lowercase (first word and proper nouns capitalized), or italic. (See also rule 3.51, p. 29; Specimens of Type Faces in U.S. Government Printing Office, p. 2.)

Pickup

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

Sidenotes and cut-in notes

2.22. Sidenotes and cut-in notes are set each line flush on left and ragged on right, unless otherwise prepared, and are always set solid. Sidenotes are usually set in 6 point, 4½ picas wide.

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

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

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

Signs, symbols, etc.

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

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

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

Letters illustrating shape and form

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

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

2.29. A gothic capital is not used in *X-ray*, *U-boat*, *V-8*, and other expressions which have no reference to shape or form.

TYPE COMPOSITION

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

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

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

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

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

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

Leading and spacing

2.36. Spacing of text is governed by the leading, narrow spacing being more desirable in solid than in leaded matter. Very thin or very wide spacing in first line of a paragraph should be avoided. Words in a line requiring more than 1 em of space between them should be letterspaced, but the fewer letterspaced words the better. All of a short word is letterspaced rather than part of a long word. (See also rule 14.132, p. 194.)

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

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

2.38. Center or flush heads set in caps, caps and small caps, small caps, or boldface are spaced with en quads between words, and the space is widened proportionately for an extended face or for letter-spaced words.

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

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

2.41. In solid matter, "2 leads," "3 leads," and similar space designations marked on copy mean "2 leads" (4 points), "3 leads" (6 points), etc.

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

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

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

2.44. Unless otherwise marked, extracts which are set off from the text by smaller type or are indented on both sides are separated by 3 leads in leaded matter and by 2 leads in solid matter.

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

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

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

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

Indentions

2.49. In measures less than 30 picas, the paragraph indention is 1 em. Paragraph indentions in cut-in matter are 3 ems, overs 2 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (For examples, see p. 217.)

2.50. In matter set 30 picas or wider, the paragraph indention is 2 ems. Paragraph indentions in cut-in matter are 6 ems, overs 4 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (For examples, see p. 217.)

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

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

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

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

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

Legends for illustrations

2.56. Legends and explanatory matter of 1 or 2 lines are centered; if more than 2 lines, they are set with hanging indention. If an illustration is narrower than full measure and text is run at the side of it, the legend is set the width of the illustration; if text is not to be run at the side of the illustration, the legend is set full measure regardless of the width of the illustration, unless copy is otherwise marked.

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

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

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

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

FIGURE 5, not FIG. 5

FIGURE A, not FIG. A

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

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

PROOFREADING AND COPYHOLDING

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

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

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

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

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

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

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

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

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

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

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

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

2.75. On discovering evidence of wrong-font matrices, the reader must immediately fill out a wrong-font notice which will be sent to typesetting section concerned.

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

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

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

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

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

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

MAKEUP

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

a. *Frontispiece*, faces title page.

b. *False title* (frontispiece, if any, on back).

c. *Title page*.

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

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

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

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

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

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

j. *Bibliography* (new odd page).

k. *Appendix* (new odd page).

l. *Index* (new odd page).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

¹ Preliminary.

² Including imported cases.

³ Imported.

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

IMPOSITION

2.99. Imposition is the general term applied to the task of locking up pages of type, plates, or negatives for press. Imposing refers specifically to laying or arranging pages so that a press sheet, when printed and folded, will produce a signature with pages in proper sequence. A page is considered the unit of a signature; the two companion pages, the unit in imposition. Whether the imposition is from the outside or inside, a long or a broad form, work and turn or sheetwise, these companion pages are never separated; their position in the printed pamphlet is determined by the fold.

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

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

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

2.103. If a running head is used, the head margin should be the same as the back margin; but if a bottom folio is used, that line and the slug above it should be counted as part of the margin. (See also rules 2.89.1-2.89.3, p. 14.)

REVISING

Galley revising

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

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

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

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

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

2.109. Each paragraph containing an alteration causing an overrun should be reread.

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

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

Page and stone revising

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

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

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

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

2.116. The following rules must be carefully observed:

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

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

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

d. Revise carefully, observe connection between pages, take care that continued and repeated lines are free from errors, and carry all

unanswered queries if the proof is to be sent to the author; if not, see that all queries are answered.

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

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

g. Read all running heads and boxheads in continued tables; see that all leading lines are carried at the top where subordinate matter runs over, that dollar marks and italic captions of columns are uniform and properly placed, that bearoffs in figure columns are uniform, that the matter is as compact as circumstances will permit, and that footnotes fall on the page containing the corresponding references and are properly arranged.

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

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

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

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

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

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

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

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

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

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

2.119. Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush at the left, with 2 leads on each side of the rule. (See also rule 14.108, p. 191.)

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

Press revising

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

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

SIGNATURE MARKS, ETC.

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

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

125327—58—4	116529—58—pt. 5—3	116529—58—vol. 1—3	92694°—58—2
92694 O—58—2	92694 OF—58—2	92694 F—58—2	92694m—58—2
			92694r—58—2

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

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

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

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

2.129. All offset jobs take a capital O immediately after the jacket number in the signature line. Offset-Fotosetter jobs are indicated by OF; Fotosetter by F.

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

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

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

★ 17234—58—2

★ 12-15-58

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

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

S. Doc. 57, 85-1—2
S. Doc. 57, 85-2, vol. 1—2
S. Rept. 100, 85-2—9

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

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

12344—58 (Face p. 10)

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

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

12344—58 (Face p. 19) No. 1
12344—58 (Face p. 19) No. 2

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

REPRINTS, IMPRINTS, AND PRICE NOTICES

Reprints

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

First edition July 1941
Reprinted July 1943

First printed June 1940
Revised June 1941

Original edition May 1941
Reprinted May 1942
Revised July 1943

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

Imprints

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

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

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

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

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

2.146. The Government Printing Office crest is used only on Government Printing Office publications. If it is printed on page II, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 1958.

Price notices

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

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

Samples of imprints and price notices**2.149. On title page:**

U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON : 1958

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

2.150. On last page of text:

U.S. GOVERNMENT PRINTING OFFICE: 1958
(16 points)

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

U.S. GOVERNMENT PRINTING OFFICE: 1958

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

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

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

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

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

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

NOTES

3. CAPITALIZATION

(See also Abbreviations; Guide to Capitalization)

3.1. It is impossible to give rules that will cover every conceivable problem in capitalization. But by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given on pages 31 to 56 will serve as a guide. Manifestly such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.

Proper names

3.2. Proper names are capitalized.

Rome
Brussels

John Macadam
Macadam family

Italy
Anglo-Saxon

Derivatives of proper names

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

Roman (of Rome)

Johannean

Italian

3.4. Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are lower-cased. Since this depends upon general and long-continued usage, a more definite and all-inclusive rule cannot be formulated in advance. A list of derivatives is given on pages 39-40.

roman (type)
brussels sprouts
venetian blinds

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

italicize
anglicize
pasteurize

Common nouns and adjectives in proper names

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

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

Crow Reservation; the reservation
Federal Express; the express
Cape of Good Hope; the cape
Jersey City; *also* Washington City; *but* city of Washington; the city
Cook County; the county
Great Lakes; the lakes
Lake of the Woods; the lake
North Platte River; the river
Lower California; *but* lower Mississippi
Charles the First; Charles I
Seventeenth Census; the 1950 census

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

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

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

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

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

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

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

3.9. A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 3.39, p. 27.)

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

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

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

Definite article in proper names

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

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

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

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

El Salvador; Las Cruces; L'Esterel

The Adjutant General (only when so in copy)

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

the Times
 the Atlantic Monthly
 the Washington Star

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

the Federal Express
 the National Photo Co.
 the Netherlands

Particles in names of persons

3.13. In foreign names such particles as *d'*, *da*, *della*, *du*, *van*, and *von* are capitalized unless preceded by a forename or title. Individual usage, if ascertainable, should be followed.

Da Ponte; Cardinal da Ponte
Du Pont; E. I. du Pont de Nemours & Co.

Van Rensselaer; Stephen van Rensselaer
but d'Orbigny; Alcide d'Orbigny

3.14. In anglicized names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven
Thomas De Quincey; William De Morgan
Henry van Dyke (his usage)
Samuel F. Du Pont (his usage); Irénée du Pont
(for firm names, see p. 42)

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

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

Names of organized bodies

3.17. The full names of existing or proposed organized bodies and their shortened names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 31-56.)

National governmental units:

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

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

Bureau of the Census: the Census Bureau, the Bureau

Geological Survey: the Survey

Interstate Commerce Commission: the Commission

Government Printing Office: the Office

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

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

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

Department of Defense:

Military Establishment; Armed Forces; *but* armed services

U.S. Army: the Army; the Infantry; 81st Regiment; Army Establishment; the Army Band; Army officer; Regular Army officer; Reserve officer; Volunteer officer; *but* army shoe; Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman

U.S. Navy: the Navy; the Marine Corps; Navy (Naval) Establishment; Navy officer; *but* naval shipyard; naval officer; naval station

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

International organizations:

United Nations: the Council; the Assembly; the Secretariat

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

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

Common-noun substitutes:

Virginia Assembly: the assembly; the senate; the house of delegates
 California State Highway Commission: Highway Commission of California; the highway commission; the commission
 Montgomery County Board of Health: the Board of Health, Montgomery County; the board of health; the board
 Common Council of the City of Pittsburgh: the common council; the council
 Buffalo Consumers' League: the consumers' league; the league
 Republican Party: the party
 Pennsylvania Railroad Co.: the Pennsylvania Railroad; Pennsylvania Co.; Pennsylvania Road; the railroad company; the company
 Riggs National Bank: the Riggs Bank; the bank
 Metropolitan Club: the club
 Yale School of Law: Yale University School of Law; School of Law, Yale University; school of law

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

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

Names of countries, domains, and administrative divisions

3.19. The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See table on p. 240.)

United States: the Republic; the Nation; the Union; the Government; *also* Federal, Federal Government; *but* republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace
 New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; *but* state (referring to a Federal Government, the body politic); foreign states; church and state; statehood; state's evidence
 Territory (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; *but* territory of American Samoa, Guam, Virgin Islands (see footnote 14a, p. 54); the territory, territorial
 Ethiopian Empire: the Empire; *but* empire (in general sense)
 Dominion of Canada: the Dominion; *but* dominion (in general sense)
 Ontario Province; Province of Ontario: the Province, Provincial; *but* province, provincial (in general sense)
 Crown Colony of Hong Kong, Cyprus: the colony, crown colony

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

British Commonwealth, Commonwealth of Massachusetts: the Commonwealth; *but* commonwealth (in general sense)
 Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)
 French Government: the Government; French and Italian Governments; Soviet Government; the Governments; *but* government (in general sense); the Churchill government; European governments
 Cherokee Nation: the nation; *but* Greek nation; American nations
 National Government (of any specific nation); *but* national customs
 Allied Powers (in World Wars I and II); Central Powers (in World War I); *but* the powers; European powers
 Union of South Africa: the Union; *but* union (in general sense)

Names of regions, localities, and geographic features

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

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

the Far East; Far Eastern; the East
Middle East, Middle Eastern, 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 (section of a city)
the Driftless Area (Mississippi Valley)
Western Germany; Western Europe (political entities)

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

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

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

Names of calendar divisions

3.23. The names of divisions are capitalized.

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

Names of historic events, etc.

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

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

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

Trade names

3.25. Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized. (See market grades, p. 46; trade names, pp. 54, 269.)

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

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

Scientific names

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

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), *Agnostus* (genus)
Agnostus canadensis; *Aconitum wilsoni*; *Epigaea repens* (genus and species)

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

aviculoid

menodontine

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

Rhynchonellas

Spirifers

3.29. In soil science the 24 soil classifications are capitalized. (For complete list, see p. 52.)

Alpine Meadow

Bog

Brown

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

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

3.31. For lists of geologic and physiographic terms, see page 237.

Fanciful appellations

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

the Big Four
the Dust Bowl
the Hub

the Keystone State
the New Deal
the Pretender

Personification

3.33. A vivid personification is capitalized.

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

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

Religious terms

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

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

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

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

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

Apostles' Creed; Augsburg Confession

Episcopal Church: an Episcopalian; Catholicism; a Protestant

Christian; *also* Christendom; Christianity; Christianize

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

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

Titles of persons

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

President Roosevelt
King George
Ambassador Gibson
Lieutenant Fowler

Chairman Smith
Nurse Cavell
Professor Leverett
Examiner Jones

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

Title of a head or assistant head of state:

Franklin D. Roosevelt, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Hoover; former President Hoover; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Curtis Harry W. Nice, Governor of Maryland: the Governor of Maryland; the Governor; *similarly* the Lieutenant Governor; *but* secretary of state of Idaho; attorney general of Maine

Title of a head or assistant head of an existing or proposed National or District governmental unit:

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

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

Titles of members of diplomatic corps:

Walter S. Gifford, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; Ambassador at Large; Minister Without Portfolio; *but* the consul general; the consul; the attaché; etc.

Title of a ruler or prince:

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

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

Titles not capitalized:

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

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

John Smith, chairman of the committee: the chairman

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

3.38. A title in the second person is capitalized.

Your Excellency
Your Highness
Your Honor

Mr. Chairman
Mr. Secretary

Not salutation:
my dear General
my dear sir

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

3.39. In the full or short English titles of periodicals, series of publications, annual reports, historic documents, legal cases, and works of art, the first word and all important words are capitalized.

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

Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15, Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 85-1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; *but* Senate bill 416; House bill 61

Annual Report of the Public Printer, 1950; *but* seventh annual report, 19th annual report (see rule 11.10, p. 167)

Declaration of Independence; the Declaration

Constitution (United States or with name of country); constitutional; *but* New York State constitution; first amendment, 12th amendment (see rule 11.10, p. 167)

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

United States v. Four Hundred Twenty-two Casks of Wine (legal case) (see also rule 18.33, p. 227)

The Blue Boy (painting)

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

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

Revenue Act of 1926; Walsh-Healey Act; Panama Canal Act; Classification Act; *but* revenue act(s); act of 1926, 1926 act; the act; Harrison narcotic law; interstate commerce law

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

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

First words

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

The question is, Shall the bill pass?

He asked, "And where are you going?"

Lives of great men all remind us

We can make our lives sublime.

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

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

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

3.45. The first word following a colon, an exclamation point, or an interrogation point is not capitalized if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.

Intelligence is not replaced by mechanism: even the televox must be guided by its master's voice.

But two months dead! nay, not so much; not two.

What is this?

Your knees to me? to your corrected son?

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

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

Center and side heads

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

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

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

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

3.51. In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds which would be capitalized standing alone. The articles *a*, *an*, and *the*; the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up*; the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor*; and the second element of a compound numeral are not capitalized. (See also rule 9.112, p. 144.)

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

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

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

Buildings In and Near Minneapolis

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

All Returns Are In

3.54. The first element of an infinitive is capitalized.

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

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

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

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

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

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

Addresses, salutations, and signatures

3.58. The first word and all principal words in addresses, salutations, and signatures are capitalized. (See "Datelines, Addresses, and Signatures," p. 217.)

Interjections

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

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

Historic or documentary accuracy

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

NOTES

4. GUIDE TO CAPITALIZATION

(Based on the preceding rules for capitalization)

- A-bomb
abstract B, 1, etc.
- Academy:
Andover; the academy
Merchant Marine; the Academy
Military; the Academy
National Academy of Sciences; the Academy of Sciences; the Academy
Naval; the Academy
but service academies
- Act (Federal, State, or foreign), short or popular title or with number; the act:
Classification
Economy
Lend-Lease Act; *but* lend-lease materials, etc.
Panama Canal
Public Act 145 (see also Public Act)
Revenue Act of 1928; *but* revenue act(s); act of 1928; 1928 act
Selective Training and Service
Tariff Act of 1930; 1930 Tariff Act
Trademark
Treasury Department Appropriation Act for the fiscal year ending June 30, 1943
Walsh-Healey Act; *but* Walsh-Healey law
- Acting, if part of capitalized title
Adjutant General, the (see The)
- Administration, with name; capitalized standing alone if referring to Federal unit:
Farmers Home
Food and Drug
Maritime
Veterans' (follow apostrophe)
but Roosevelt administration; administration bill, policy, etc.
- Administrator of Veterans' Affairs; the Administrator
- Admiralty, British, etc.
Admiralty, Lord of the
Adviser, Legal (Department of State)
- Africa:
east
East Coast
north
South-West
West Coast
- Agency, if part of name; capitalized standing alone if referring to Federal unit:
Chippewa (Indian); the agency
Federal Security; the Agency
- Ages:
Age of Discovery
Dark Ages
Elizabethan Age
Golden Age (of Pericles only)
Middle Ages
but atomic age; Cambrian age; copper age; ice age; missile age; rocket age; space age; stone age; etc.
- Agreement, with name; the agreement:
General Agreement on Tariffs and Trade (GATT); the general agreement
International Wheat Agreement; the wheat agreement
Status of Forces; *but* status-of-forces agreements
but the Geneva agreement; the Potsdam agreement
- Air Force:
Air Explorers
Air National Guard (see National)
Base (see Base; Station)
Civil Air Patrol; Civil Patrol; the patrol
Command (see Command)
Reserve
Reserve Officers' Training Corps
WAF (see Women in the Air Force)
- Airport: La Guardia; National; the airport
- Alien Property, Office of (see Office)
- Alliance, Farmers', etc.; the alliance
alliances and coalitions (see also powers):
Allied Powers; the powers (World Wars)
Axis, the; Axis Powers; the powers
Benelux (Belgium, Netherlands, Luxembourg)
Big Four (European); of the Pacific
Big Three
Central Powers; the powers (World War I)
European Economic Community (see also Common Market)
Fritalux (France, Italy, Benelux countries)
North Atlantic Treaty Organization (see Organization)
Western Powers
Western Union (powers); the union
Allied (World Wars):
armies
Governments
Nations

Allied—Continued

peoples
Powers; the powers; *but* European powers

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

British, etc.; the Ambassador; the Senior Ambassador; His Excellency Extraordinary and Plenipotentiary; the Ambassador; Ambassador at Large

amendment:

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

American:

Federation of Labor and Congress of Industrial Organizations (AFL-CIO); the federation
Gold Star Mothers, Inc.; Gold Star Mothers; a Mother
Legion (see Legion)
National Red Cross; the Red Cross
Veterans of World War II (AMVETS)
War Mothers; War Mothers; a Mother

Ancient Free and Accepted Masons; a Mason; a Freemason

Annex, if part of name of building; the annex

Antarctic Ocean (see Arctic; Ocean)
anti-New Deal

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

Appendix II:¹ Education Directory

appropriation bill (see also bill):

deficiency
Department of Agriculture
for any governmental unit
independent offices

Arab States

Arabic numerals

Archipelago, Philippine, etc.; the archipelago

Architect of the Capitol; the Architect

Archives, the, etc. (see The)

Archivist of the United States; the Archivist

Arctic:

Circle
Current (see Current)
Ocean
zone
but subarctic

arctic (descriptive adjective):

clothing
conditions
fox
grass

arctic—continued

night

seas

Arctics, the

Area, if part of name; the area:

Cape Hatteras Recreational

White Pass Recreation; etc.

but area 2; free trade area; Metropolitan Washington area

Arlington:

Memorial Amphitheater; the Memorial Amphitheater; the amphitheater

Memorial Bridge (see Bridge)

National Cemetery (see Cemetery)

Arm, Cavalry, Infantry, etc. (military); the arm

Armed Forces (synonym for overall Military Establishment)

armed services

armistice

Armory, Springfield, etc.; the armory

Army, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Army:

Active

Adjutant General, the (see The)

Band (see Band)

branches: Gordon Highlanders;

Royal Guards; etc.

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

Command (see Command)

Command and General Staff College (see College)

Company A; A Company; the company

Confederate (referring to Southern Confederacy); the Confederates

Continental; Continentals

Corps (see Corps)

District of Washington (military); the district

Division, 1st, etc.; the division

Engineers (the Corps of Engineers); the Engineers; *but* Army engineer

Establishment

Field Establishment

Field Forces (see Forces)

Finance Department; the Department First, etc.

General of the Army; *but* the general General Staff; the Staff

headquarters, 1st Regiment

Headquarters of the; the headquarters

Hospital Corps (see Corps)

Medical Museum (see Museum)

Organized Reserves; the Reserves

Regiment, 1st, etc.; the regiment

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

service

Surgeon General, the (see Surgeon General)

Volunteer; the Volunteers; a Volunteer

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

army:

Lee's army; *but* Clark's Fifth Army
mobile
mule, shoe, etc.
of occupation; occupation army
Red

Arsenal, Rock Island, etc.; the arsenal
article 15; *but* Article 15, when part of
title: Article 15;² Uniform Code of
Military Justice

Articles of Confederation (U.S.)

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

Associate (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 Men's Christian; the association

Astrophysical Observatory (see Observatory)

Atlantic:

Charter (see Charter)

coast

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, United States

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

Axis, the (see alliances)

Badlands (S. Dak. and Nebr.)

Balkan States (see States)

Baltic States (see States)

Band, if part of name; the band:

Army, Marine, Navy, Sousa's

Eastern, etc. (of Cherokee Indians)

Bank, if part of name; the bank;
capitalized standing alone if referring
to international bank:

Export-Import Bank of Washington
(Eximbank); Export-Import Bank;

the Bank

Farm Loan Bank of Dallas; Dallas

Farm Loan Bank; farm loan bank;

farm loan bank at Dallas

Farmers & Mechanics, etc.

Federal home loan bank at Cumberlandland

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

but blood bank, central reserve, soil bank

Barracks, if part of name; the barracks:
Carlisle

Disciplinary (Leavenworth)

Marine (District of Columbia)

but A barracks; barracks A; etc.

Base, Andrews Air Force; Air Force

base; the base (see also Naval Base)

Basin (see geographic terms)

Battery, the (New York City)

Battle, if part of name; the battle:

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

of the Bulge; of the Marne; of the

Wilderness; of Waterloo; etc.

battlefield, Bull Run, etc.

battleground, Manassas, etc.

Belt, if part of name; the belt:

Corn

Cotton

Dairy

Ice

Wheat

but Bible belt, goiter belt

Bench (see Supreme Bench)

Benelux (see alliances)

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

Big Inch; Little Inch (pipelines)

bill, Kiess; Senate bill 217; House bill 31
(see also appropriation bill)

Bill of Rights (historic document); *but*

GI bill of rights

Bizonia; bizonal; bizone

² See footnote 1, p. 32.

Bluegrass region, etc.

B'nai B'rith

Board, if part of name; capitalized standing alone only if referring to Federal, interdepartmental, District of Columbia, or international board:

Civil Aeronautics

Employees' Compensation Appeals

Federal Maritime

Federal Reserve (see Federal)

General (Navy)

Loyalty Review

Macy Board, etc. (Federal board with name of person)

Military Production and Supply (NATO)

of Directors (Federal unit); *but* board of directors (nongovernmental)

of Education (District of Columbia)

of Health of Montgomery County; Montgomery County Board of Health; the board of health; the board

of Managers (of the Soldiers' Home)

of Regents (Smithsonian)

of Visitors (Military and Naval Academies)

on Geographic Names

Bolshevik; Bolshevik (collective plural); Bolshevik; bolshevism

bond:

defense bond; defense savings bond; savings bond; defense savings bonds and stamps; E-bond; savings bonds and stamps

Victory bond; the bond

war savings bond; savings bond; war bond

also Governments, Treasuries

book:

books of the Bible

First Book of Samuel; etc.

Good Book (synonym for Bible)

book 1, I, etc.; *but* Book 1, when part of title: Book 1;³ The Golden Legend

border, United States-Mexican

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

Botanic Garden (National); the garden

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

Boxer Rebellion (see Rebellion)

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

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

Accounts Branch

Public Buildings Branch

but executive, judicial, or legislative branch

Bridge, if part of name; the bridge:

Arlington Memorial; Memorial

Francis Scott Key; Key

Bridge—Continued

M Street

but Pennsylvania Railroad bridge

Brother(s) (adherent of religious order)

Budget of the United States (publication); the Budget (Bureau implied); the budget

budget:

department

estimate

Federal

message

performance-type

President's

Building, if part of name; the building:

Capitol (see Capitol Building)

Colorado

House (or Senate) Office

Investment

New House (or Senate) Office

Old House Office

Pentagon

the National Archives; the Archives

Treasury; Treasury Annex

Bulletin 420; Farmers' Bulletin No. 420

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

of Customs; Customs Bureau

of Engraving and Printing

of Foreign and Domestic Commerce

of Indian Affairs

of Mines; Mines Bureau

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

of the Budget; Budget Bureau

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

British Cabinet; the Cabinet

the President's Cabinet; the Cabinet;

Cabinet officer, member

Calendar, if part of name; the calendar:

Consent; etc.

House

No. 99

of Bills and Resolutions

Private

Senate

Unanimous Consent

Union

Wednesday (legislative)

Cambrian age (see Ages)

Camp Gary, etc.; the camp

Canal, with name; the canal:

Isthmian

Panama

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

Cape (see geographic terms)

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

Capitol Building (State); the capitol

³ See footnote 1, p. 32.

Capitol, the (Washington, D.C.):
 Architect of (see Architect of the Capitol)
 caucus room
 Chamber
 dome
 Grounds
 Hall of Fame; the Hall
 Halls (House and Senate)
 Halls of Congress
 Hill; the Hill
 Police (see Police)
 Power Plant
 Prayer Room
 Press Gallery, etc.
 rotunda
 stationery room
 Statuary Hall
 the well (House or Senate)
 Cemetery, if part of name: Arlington
 National; the cemetery
 Census:
 Seventeenth Decennial (title); Seven-
 teenth Census (title); the census
 1950 census
 1950 Census of Agriculture; the
 census of agriculture; the census
 the 14th and subsequent decennial
 censuses
 Center, Agricultural Research, etc.;
 the center
 central Asia, central Europe, etc.
 Central States
 central time, central standard time (see
 time)
 century, first, 20th, etc. (see rule 11.10)
 Chair, the, if personified
 Chairman:
 of the Board of Directors; the Chair-
 man (Federal); *but* chairman of the
 board of directors (non-Federal)
 of the Committee of the Whole
 House; the Chairman
 of the Federal Trade Commission;
 the Chairman
 of the Loyalty Board; the Chairman
but chairman of the Appropriations
 Committee
 Chamber of Commerce; the chamber:
 of Boston; Boston Chamber of Com-
 merce; the chamber of commerce
 of the United States; U.S. Chamber
 of Commerce; the chamber of
 commerce
 Chamber, the (Senate or House)
 channel 3 (TV); the channel (see also
 geographic terms, p. 43)
 Chaplain (House or Senate); *but* Navy
 chaplain
 chapter 5, II, etc.; *but* Chapter 5, when
 part of title: Chapter 5:⁴ Research
 and Development
 Chargé d'Affaires, British, etc.; the
 Chargé d'Affaires; the Chargé
 chart 2, A, II, etc.; *but* Chart 2, when
 part of legend: Chart 2.—Army
 strength

Charter, capitalized with name; the
 charter:
 Atlantic
 United Nations
 cheese: Camembert, Cheddar, Roque-
 fort, etc.
 Chief, if referring to head of Federal or
 District of Columbia unit; the Chief:
 Forester (see Forester)
 Intelligence Office
 Justice (U.S. Supreme Court); *but*
 chief justice (of a State)
 Magistrate (the President)
 of Division of Publications
 of Engineers (Army)
 of Naval Operations
 of Staff
 of the Bureau of Insular Affairs
 Chief Clerk, if referring to head of Fed-
 eral or District of Columbia unit
 Christian; Christian name, etc.; Chris-
 tendom; Christianity; Christianize;
but christen
 church and state
 church calendar:
 Christmas
 Easter
 Lent
 Whitsuntide (Pentecost)
 Church, if part of name of organization
 or building
 Circle, if part of name; the circle:
 Arctic
 Logan
but great circle
 Circular 420
 cities, sections of, official or popular
 names:
 East Side
 Latin Quarter
 North End
 Northwest Washington, etc. (Dis-
 trict of Columbia); *but* northwest
 (directional)
 the Loop
 City, if part of corporate or popular
 name; the city:
 Kansas City; the two Kansas Citys
 Mexico City
 New York City
 Twin Cities
 Washington City; *but* city of Wash-
 ington
 Windy City
but Reserve city (see Bank)
 civil action No. 46
 Civil Air Patrol (see Air Force)
 Civil Service, capitalize only when
 word "Commission" follows or is
 implied:
 the Civil Service has ruled
but civil service employee, examina-
 tion, etc.
 Civil War (see War)
 Clan, if part of tribal name; the clan
 class 2, A, II, etc.; *but* Class 2 when
 part of title: Class 2:⁴ Leather Prod-
 ucts

⁴ See footnote 1, p. 22.

Clerk, the, of the House of Representatives; of the Supreme Court of the United States

coal sizes: pea, barley, buckwheat, stove, etc.

coast: Atlantic, east, gulf, west, etc.

Coast Guard, U.S.; the Coast Guard; Coastguardsman Smith; *but* a coastguardsman; a guardsman

Coastal Plain (Atlantic and Gulf)

Code (in shortened title of a publication); the code:

District

Federal Criminal

Internal Revenue

International (signal)

of Federal Regulations

Penal; Criminal; etc.

Pennsylvania State

Uniform Code of Military Justice

United States

but civil code; flag code; Morse code collection, Brady, etc.; the collection collector of customs

College, if part of name; the college:

Armed Forces Staff

Command and General Staff

Gettysburg

National War

of Bishops

but electoral college

college degrees: bachelor of arts, master's, etc.

Colonials (American Colonial Army); *but* colonial times, etc.

Colonies, the:

Thirteen

Thirteen American

Thirteen Original

but 13 separate Colonies

colonists, the

Colony: Cyprus, Crown Colony of Hong Kong; the colony, crown colony

Cominform (see U.S.S.R.)

Command, capitalize with name; the command:

Air Materiel

GHQ Far East

Joint Far Eastern

Potomac River Naval

Zone of Interior

Commandant, the (Coast Guard or Marine Corps only)

Commandos, the; Commando raid; a commando; a commandoman

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

Alaska Road

Atomic Energy

Civil Service

District (District of Columbia)

Electoral

International Boundary, United States, Alaska, and Canada

Commission—Continued

of Fine Arts

on Civil Rights

on Organization of the Executive Branch of the Government (Hoover)

Public Buildings

Public Utilities (District of Columbia)

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

Land Bank; *but* land bank commissioner loans

of Customs

of Immigration and Naturalization

of Patents

of the District of Columbia; the Commissioner(s)

of the Five Civilized Tribes, etc.

U.S. (International Boundary Commission, etc.)

but a U.S. commissioner

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

American Medical Association Committee on Education; the committee

Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee

Democratic National; the national committee; the committee; national committeeman

Democratic policy committee; the committee

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

Joint Committee on Atomic Energy; the Joint Committee; the committee; *but* a joint committee

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

of One Hundred, etc.; the committee on Finance; the committee

on Post Office and Civil Service; the committee

on Public Safety; the committee

President's Advisory Committee on Management; the Committee

Republican National; the national committee; the committee; national committeeman

Republican policy committee; the committee

Committee—Continued

Select Committee on Astronautics and Space Exploration; the select committee
 Senate policy committee
 Subcommittee No. 5, etc.; the subcommittee
 Subcommittee on Immigration
but Kefauver committee
ad hoc committee
 Committee Print No. 32; committee print
 Common Market (European Economic Community); *also* Common Market Treaty
 Commonwealth of Australia, Massachusetts, etc.; British Commonwealth; the Commonwealth
 Commune (of Paris)
 Communist; communism; communistic
 Communist government, etc. (see U.S.S.R.)
 Community, European Coal and Steel; European Economic; the Community compact, U.S. marine fisheries, etc.; the compact
 Company, if part of name; capitalized standing alone if referring to unit of Federal Government:
 Panama Railroad Company; the Company
 Procter & Gamble Co.; the company
 Comptroller:
 of the Currency; the Comptroller of the Post Office Department; the Comptroller
 Comptroller General (U.S.); the Comptroller
 conelrad
 Confederacy (of the South)
 Confederate Army; government; soldier; States
 Confederation, Swiss; the Confederation
 Conference, if referring to governmental (U.S.) or international conference:
 Bretton Woods; the Conference
 Judicial Conference of the United States; U.S. Judicial Conference; Judicial Conference; the Conference
 Sixth Annual Conference of Southern Methodist Churches; the conference
but conference of Governors; conference of mayors; Governors' conference
 Confession, Augsburg
 Congress (convention), if part of name; capitalized standing alone if referring to international congress:
 International Good Roads; Good Roads; the Congress
 of Parents and Teachers, National; the congress
 Congress (legislature), if referring to national congress:
 of Bolivia, etc.; the Congress of the United States; First, Second, 11th, 82d, etc. (see rule 11.10); the Congress

Congressional:

Directory; the directory
 District, First, 11th, etc.; the First, 11th, District (see rule 11.10); the congressional district; the district
 Library; the Library
 Medal of Honor (see decorations)
but congressional action, committee, etc.
 Congressman; Congressman at Large; Member of Congress; Member; membership
 Constitution, with name of country; capitalized standing alone when referring to a specific national constitution; *but* New York State constitution; the constitution
 constitutional
 consul, British, etc.
 consul general, British, etc.
 consulate, British, etc.
 Consumer Price Index (official title); the price index; the index; *but* a consumers' price index (descriptive)
 Continent, only if following name; American Continent; the continent; *but* the Continent (continental Europe)
 Continental:
 Army; the Army
 Congress; the Congress
 Divide (see Divide)
 Outer Continental Shelf
 Shelf; the shelf
 continental:
 care not a continental, etc.
 Europe, United States, etc.
 Continentals (Revolutionary soldiers)
 Convention, governmental (U.S.), international, or national political; the convention:
 Constitutional (United States, 1787): the Convention
 Democratic National
 Genocide
 19th Annual Convention of the American Legion
 on International Civil Aviation
 Universal Postal Union; Postal Union
also International Postal; Warsaw
 convention of 1907 (not formal name)
 Coordinator of Information; the Coordinator
 copper age (see Ages)
 Corn Belt (see Belt)
 Corporation, if part of name; the Corporation, if referring to unit of Federal Government:
 Commodity Credit
 Federal Deposit Insurance
 Petroleum Reserves
 Rand Corp.; the corporation (see also abbreviation, p. 160)
 St. Lawrence Seaway Development Corporation

Corporation—Continued

Union Carbide Corp.; the corporation
 Virgin Islands
 Corps, if part of name; the corps (see also Reserve):
 Adjutant General's
 Army Hospital
 Artillery
 Chemical
 Counterintelligence
 Enlisted Reserve
 Finance
 Foreign Service Officer (see Foreign Service)
 Judge Advocate General's
 Marine (see Marine Corps)
 Medical
 Military Police
 Nurse
 of Engineers; Army Engineers; *but* Army engineer
 Officers' Reserve
 Ordnance
 Quartermaster
 Reserve Officers' Training (ROTC)
 VII Corps, etc. (see rule 11.10)
 Signal
 Transportation
 Women's Army (WAC); a Wac, the Wacs
 but diplomatic corps
 corpsman; hospital corpsman
 Cotton Belt (see Belt)
 Council, if part of name; capitalized standing alone if referring to Federal or international unit (see also United Nations):
 Boston City; the council
 Choctaw, etc.; the council
 Federal Personnel; the Council
 His Majesty's Privy Council; the Privy Council; the Council
 National Security; the Council
 of Foreign Ministers (NATO); the Council
 of the Organization of American States; the Council
 Philadelphia Common; the council
 councilor, privy
 Counsel (see General Counsel)
 County, Frederick; county of Frederick;
 County Kilkenny, etc.; the county
 Court (of law) (see also Courtwork, pp. 225-236); capitalized if part of name of national or international court, U.S. court, district court, or State court; lowercased if part of the name of city or county court; capitalized standing alone if referring to the Supreme Court of the United States, to Court of Impeachment (U.S. Senate), or to international court:
 Circuit Court of the United States for the Second Circuit; Circuit Court for the Second Circuit; the circuit court; the court

Court—Continued

Court of Appeals of the State of Wisconsin, etc.; the court of appeals; the court
 Court of Claims; the court
 Court of Customs and Patent Appeals; the court
 Court of Impeachment, the Senate; the Court
 District Court of the United States for the Eastern District of Missouri; the district court; the court
 District of Columbia municipal court
 Emergency Court of Appeals, United States; the court
 International Court of Justice; the Court
 Permanent Court of Arbitration; the Court
 Supreme Court of the United States (see Supreme Court)
 Supreme Court of Virginia, etc.; the supreme court; the court
 Tax Court; the court
 U.S. Court of Appeals for the District of Columbia; the court
 Covenant, League of Nations; the covenant
 Creed, Apostles'; the Creed
 Croix de Guerre (see decorations)
 Crown, if referring to a ruler; *but* crown colony, lands, etc. (see rule 3.19)
 Current, if part of name; the current:
 Arctic
 Humboldt
 Japan
 North Equatorial
 customhouse; customs official
 czar, czarist
 Dairy Belt (see Belt)
 Dalles, The; *but* the Dalles region
 Dam (see geographic terms)
 Dark Ages (see Ages)
 Dark Continent (Africa)
 Daughters of the American Revolution;
 a Real Daughter; King's Daughters;
 a Daughter
 days (see holidays)
 D-day, etc. (see holidays)
 dean of the diplomatic corps
 Declaration, capitalized with name:
 of Independence; the Declaration
 of Panama; the declaration
 decorations, medals, etc., awarded by
 United States or any foreign national government; the medal, the cross, the ribbon (see also awards):
 Air Medal
 Bronze Star Medal
 Commendation Ribbon
 Congressional Medal of Honor
 Croix de Guerre
 Distinguished Flying Cross
 Distinguished Service Cross
 Distinguished Service Medal
 Good Conduct Medal

decorations—continued

Iron Cross
 Legion of Merit
 Medal for Merit
 Medal of Freedom
 Medal of Honor
 Purple Heart
 Silver Star
 Soldier's Medal
 Victoria Cross
 Victory Medal
also Carnegie Medal, etc.

Decree (see Executive; Royal Decree)

Deep South

defense bond (see bond)

Defense Establishment (see Establishment)

De Gaulle Free French; Free French;
 Fighting French; *but* de Gaullist

Deity, words denoting, capitalized
 delegate (to a conference); the dele-
 gate; the delegation

Delegate (U.S. Congress)

Delta, Mississippi River; the delta

Department, if part of name; capital-
 ized standing alone if referring to
 Federal, District of Columbia, or
 international unit:

Highway (District of Columbia)

Post Office

Treasury

Yale University Department of
 Economics; the department of
 economics; the department

department:

clerk

legislative, executive, judicial depart-
 ments

Depot, if part of name; the depot (see
 also Station)

Deputy, if part of capitalized title; *but*
 the deputy

derivatives of proper names:

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

derivatives of proper names—con.

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

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

derivatives of proper names—con.

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

deutsche mark

diplomatic corps (see also Corps; service)

Director, if referring to head of Federal, District of Columbia, or 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
of Vehicles and Traffic
but director, board of directors (non-governmental)

Director General of Foreign Service;

the Director General; the Director

Distinguished Service Medal, etc. (see decorations)

District, if part of name; the district:
Alexandria School District No. 4;
the school district

Chicago Sanitary; the sanitary district

Congressional (see Congressional)

Federal (see Federal)

1st Naval; naval district

Grant County Public Utility; the utility district

Imperial Valley Irrigation; the irrigation district

Los Angeles Water; the water district

Manhattan Engineer (atomic)

but customs district No. 2; first assembly district; school district No. 4

District of Columbia; the District:

Anacostia Flats; the flats

Arlington Memorial Bridge; the Memorial Bridge; the bridge

District jail; the jail

Engineer Commissioner; the Commissioner

Engineer Department; the Department

General Hospital; the hospital

Highway Bridge; 14th Street Bridge; the bridge

juvenile court; the court

Mall, the

Metropolitan Police; Metropolitan policeman; the police

Monument Grounds; the grounds

Monument, Washington; the monument

District of Columbia—Continued

municipal court

police court

Public Library; the library

Reflecting Pool; the pool

Speedway, the

Tidal Basin; the basin

Washington Channel; the channel

Divide, Continental (Rocky Mountains); the divide

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

Division, Army, if part of name: 1st Division; the division

Division, if referring to Federal or District of Columbia governmental unit; the Division:

Electro-Motive Division; the division; *but* division of General Motors

of Air Services

of Parcel Post

of Railway Mail Service

of the Federal Register

Passport

Trinity River division (reclamation); the division

Dixie; Dixiecrat

docket No. 66

Doctrine, Monroe; the doctrine; *but*

Truman, Eisenhower doctrine

Document, if part of name; the document:

Document No. 2

Document Numbered One Hundred and Thirty

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

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

Hydroelectric Power Development

Driftless Area (Mississippi Valley)

Dust Bowl (see Bowl)

eagle boat (class)

earth, lowercase unless used with names of other planets

East:

Coast (Africa)

Europe (political entity)

Germany (political entity)

Middle, Mideast (Asia)

Near (Balkans)

South Central States

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

east:

Africa

coast (U.S.)

Pennsylvania

Eastern:

Europe (political entity)

Far (Orient) (see Far East)

Germany (political entity)

Eastern—Continued

Gulf States
 Hemisphere (see Hemisphere)
 Middle, Mideastern (Asia)
 North Central States
 Shore (Chesapeake Bay)
 States
 United States
 eastern:
 France
 seaboard
 time, eastern standard time (see time)
 Wisconsin
 easterner
 E-bond
 elector, presidential (see Presidential)
 electoral college; the electors
 Elizabethan Age (see Ages)
 Emancipation Proclamation (see Proclamation)
 Embassy, British, etc.; the Embassy
 Emperor, Ethiopian, etc.; the Emperor
 Empire, Ethiopian, etc.; the Empire;
 but an empire
 Engine Company, Bethesda; engine company No. 6; No. 6 engine company; the company
 Engineer Commissioner (see District of Columbia)
 Engineer Department (see District of Columbia)
 Engineer officer, etc. (of Engineer Corps)
 Engineers, Chief of (see Chief)
 Engineers, Corps of (see Corps)
 Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister
 Equator, the; equatorial
 Establishment, if part of name; the establishment:
 Army
 Army Field
 Defense
 Military
 Naval; *but* naval establishments
 Navy
 Post Office; Postal
 Reserve
 Shore
 but civil establishment; legislative establishment
 Estate, Girard (a foundation); the estate
 estate, third (the commons); fourth (the press); etc.
 European theater of operations; the European theater; the theater
 Excellency, His; Their Excellencies
 Exchange, New York Stock; the stock exchange; the exchange
 Executive (President of United States):
 Decree No. 100; Decree 100; *but* Executive decree
 Document No. 95
 Mansion; the mansion; the White House

Executive—Continued

Office; the Office
 Order No. 34; Order 34; *but* Executive order
 power
 executive:
 agreement
 branch
 communication
 department
 document
 paper
 exhibit 2, A, II, etc.; *but* Exhibit 2, when part of title: Exhibit 2:⁶ Capital Expenditures, 1935-49
 Expedition, Byrd; Lewis and Clark; the expedition
 Experiment Station (see Station)
 Explorer I, etc.
 Exposition, California-Pacific International, etc.; the exposition
 Express, if part of name: Federal Express, the
 Fair Deal
 Fair, World's, etc.; the fair
 Falangist
 fall (season)
 Falls, Niagara; the falls
 fanciful appellations capitalized:
 Bay State (Massachusetts)
 Big Four (powers, railroad, etc.)
 City of Churches (Brooklyn)
 Fair Deal
 Great Father (the President)
 Keystone State (Pennsylvania)
 New Deal
 the Hub (Boston)
 Far East, Far Eastern (the Orient); Far West (U.S.); *but* far western
 Farm, if part of name; the farm:
 Johnson Farm; *but* Johnson's farm
 San Diego Farm
 Wild Tiger Farm
 Fascist; Fascisti; fascism
 Father of his Country (Washington)
 Federal (synonym for United States or other sovereign power):
 District (Mexico)
 Government (of any national government)
 grand jury; the grand jury
 land bank (see Bank)
 Personnel Council (see Council)
 Register (publication); the Register
 Reserve bank (see Bank)
 Reserve Board, the Board; *also* Federal Reserve System, the System;
 Federal Reserve Board Regulation W, *but* regulation W
 federally
 fellow, fellowship (academic); lower-case with name
 Field, Byrd, Stewart, etc.; the field
 fifth column; fifth columnist
 figure 2, A, II, etc. (illustration); *but* Figure 2, when part of legend: Figure 2.—Market scenes

⁶ See footnote 1, p. 32.

firm names:

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

flag, U.S.:

Old Flag, Old Glory
 Stars and Stripes
 Star-Spangled Banner

flags, foreign:

Tricolor (French)
 Union Jack (British)
 United Nations
 Flats, Anacostia (see District of Columbia)
 Fleet, if part of name; the fleet:
 Atlantic
 Channel
 Grand
 High Seas
 Marine Force
 Naval Reserve
 Pacific, etc. (naval)
 6th Fleet, etc.
 United States

floor (House or Senate)

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

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

foreign cabinets:

Foreign Office; the Office
 Minister of Foreign Affairs; the Minister
 Ministry of Foreign Affairs; the Ministry
 Premier
 Prime Minister

Foreign Legion (French); the legion

Foreign Service; the Service:

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

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

Angeles National
 Black
 Coconino and Prescott National Forests

but State and National forestsForester (Chief of Forest Service); the Chief; *also* Chief Forester

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

Fort McHenry, etc.; the fort

⁷ See footnote 1, p. 32.

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

Chemical; the foundation
 Infantile Paralysis; the foundation
 National Science; the Foundation
 Russell Sage; the foundation
 Founding Fathers (colonial)
 four freedoms
 Four Power Pact (see Pact)
 free list; *but* Title I: ⁸ Free List
 free trade area
 free world
 Frisco (for San Francisco; no apostrophe)

Fritalux (see alliances)
 Fund, if part of name; capitalized standing alone if referring to international or United Nations fund:
 Common Market
 Development Loan Fund; the Fund (U.S. Government corporation)
 International Monetary
 Rockefeller Endowment; the fund
 Special Projects
but civil service retirement fund; mutual security fund; national service life insurance fund; revolving fund

Gadsden Purchase
 Gallery of Art, National (see National)
 Garand rifle
 Geiger counter
 General Agreement (see Agreement)
 General Board (of Navy) (see Board)
 General Counsel; the Counsel (Federal)
 General Order No. 14; General Orders, No. 14; a general order
 gentile

geographic terms, such as those listed below, ^{9,10} capitalized if part of name; lowercased in general sense (rivers of Virginia and Maryland):

Archipelago	Bay
Area	Bayou
Arroyo	Beach
Atoll	Bench
Bank	Bend
Bar	Bight
Basin, Upper	Bluff
(Lower) Colorado River, etc. (legal entity); <i>but</i>	Bog
Hansen flood-control basin;	Borough (boro)
Missouri	Bottom
River basin (drainage);	Branch (stream)
upper Colorado River	Brook
storage project	Butte
ect	Canal; the canal (Panama)
	Canyon
	Cape
	Cascade
	Cave
	Cavern

geographic terms—continued

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

Geological Survey (see Survey)

German measles

GI bill of rights

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

G-man

⁸ See footnote 1, p. 32.

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

¹⁰ See also footnote on p. 58.

Gold Star Mothers (see American)
 Golden Age (see Ages)
 Golden Rule
 Gospel, if referring to the first four books of the New Testament; *but* gospel truth
 Government:
 British, Soviet, etc.; the Government Canal Zone; the government department, officials, -owned, publications, etc. (U.S. Government)
 National and State Governments
 Printing Office (see Office)
 U.S.; National; Federal; Central; General
 government:
 Churchill
 Communist
 European governments
 Federal, State, and municipal governments
 insular; island
 military
 seat of
 State
 State and Provincial governments
 Territorial
 governmental
 Governor:
 of Puerto Rico; the Governor of the Federal Reserve Board; the Governor
 of the Panama Canal; the Governor of Wisconsin, etc.; the Governor *but* State Governor(s); Governors' conference; a Governor
 Governor General of Canada; the Governor General
 grade, market (see market grades)
 Grand Army of the Republic; the Grand Army; the Army
 Grand Army Post No. 63; Post No. 63; Grand Army post; the post
 grand jury (see Federal)
 Grange, the (National)
 graph 2, A, II, etc.; *but* Graph 2, when part of title: Graph 2.—Production Levels
 Great:
 Basin
 Beyond
 Divide
 Father (see fanciful appellations)
 Lakes; the lakes; lake(s) traffic
 Plains; *but* southern Great Plains
 Rebellion (see Rebellion)
 War (see War)
 White Way (New York City)
 great circle (navigation)
 Greater Los Angeles, Greater New York
 gross national product (GNP)
 Group:
 Military Advisory Group; the group
 Standing (see Organization)

group 2, II, A, etc.; *but* Group 2, when part of title: Group II:¹¹ List of Countries by States
 guaranteed annual wage (GAW)
 Guard, National (see National)
 guardsman (see Coast Guard; National Guard)
 Gulf:
 Coast States; *but* gulf coast of Mexico; the gulf
 States
 Stream; the stream
 Hall (U.S. Senate or House)
 Halls of Congress
 H-bomb; H-hour
 Headquarters:
 Alaska Command; the command headquarters
 4th Regiment Headquarters; regimental headquarters
 32d Division Headquarters; the division headquarters
 Heaven (Deity); heaven (place)
 Hells (no apostrophe) Canyon
 Hemisphere, Eastern; Western; etc.; the hemisphere
 High Church
 High Commissioner
 High Court (see Supreme Court)
 High School, if part of name: Western; the high school
 Highway Bridge (Washington, D.C.); the bridge
 Highway No. 40; Route 40; State Route 9; the highway
 His Excellency the Duke of Athol, etc.; His Excellency; Their Excellencies
 His Majesty; Her Majesty; Their Majesties
 historic events and epochs:
 Reformation, the
 Renaissance, the
 Restoration, the (English)
 Revolution of July (French)
 Revolution, the (American, 1775; French, 1789; English, 1688)
 holidays and special days:
 Admission Day
 All Fools' 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
 Inauguration Day
 Independence Day
 Labor Day
 Lincoln's Birthday
 M-day

¹¹ See footnote 1, p. 32.

holidays and special days—continued
 Memorial Day (also Decoration Day)
 Mother's Day
 New Year's Day, Eve
 S-D Day (Safe-Driving Day)
 Thanksgiving Day
 V-E Day; V-J Day
 Veterans (no apostrophe) Day
 Washington's Birthday
but election day; primary day
 Holy Scriptures; Holy Writ (Bible)
 Home (see Naval; Soldiers')
 Hospital, if part of name; the hospital:
 District of Columbia General
 5th Regiment
 Freedmen's
 St. Elizabeths (no apostrophe)
but naval (marine or Army) hospital
 hospital corpsman (see corpsman)
 House, if part of name:
 Johnson house (private residence)
 Lee (hotel); the house
 of Representatives; the House (U.S.)
 of the Woods (palace); the house
 Office Building (see Building)
 Ohio (State); the house
but both Houses; lower (or upper)
 House (Congress)
 House of Representatives (U.S.), titles
 of officers standing alone capital-
 ized:
 Chairman (Committee of the Whole)
 Chaplain
 Clerk; *but* legislative clerk, etc.
 Doorkeeper
 Official Reporter(s)
 Parliamentarian
 Postmaster
 Sergeant at Arms
 Speaker pro tempore
 Speaker; speakership
 Hudson's Bay Co.
 Hurricane Carol, etc.
 Hydrographer, the (Navy Department)

ice age (see Ages)

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

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

Inquisition, Spanish; the Inquisition

Institute, if part of name; capitalized
 standing alone if referring to Fed-
 eral or international organization:
 National Cancer; the Cancer Insti-
 tute; the Institute
 National Institutes of Health; the
 Institutes
 of International Law; the Institute
 Woman's Institute; the institute

Institution, if part of name; capitalized
 standing alone if referring to
 Federal unit:
 Carnegie Institution; the institution
 Smithsonian Institution; the Insti-
 tution

insular government; island government

intercoastal waterway (see waterway)

interdepartmental

International Court of Justice (see
 Court)

International Geophysical Year (see
 Year)

International Postal Convention (see
 Convention)

international:
 banks (see Bank)
 date line
 law
 Morse code (see Code)

interprovincial

interstate

Intracoastal Waterway; the waterway
 (see also waterway)

intrastate

Irish potato

Iron Cross (see decorations)

Iron Curtain; the curtain

irrigation district (see District)

Isthmian Canal (see Canal)

Isthmus of Panama; the isthmus

Ivory Coast

Japan Current (see Current)

Jersey cattle

Jetty, Barnegat, etc.; the jetty

Jim Crow law, car, etc.

Joint Chiefs of Staff; Chiefs of Staff

Joint Committee on Atomic Energy
 (see Committee)

Journal clerk; the clerk

Journal (House or Senate)

Judge Advocate General, the

judiciary, the

King of England, etc.; the King

Koran, the; Koranic

K-ration

Ku Klux Klan; the Klan

Laboratory, if part of name: Forest
 Products; the Laboratory; *but* the
 laboratory (non-Federal)

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

Lakes, Great (see Great Lakes)

Lane, if part of name: Maiden; the
 lane

Latin American States (see States)

Latter-day Saints

law of nations

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

Legal Adviser of the Department of
 State; the Legal Adviser

Legation, Finnish, etc.; the Legation

Legion:
 American; the Legion; a Legionnaire
 French Foreign; the legion

Legislative Assembly, if part of name:
 of New York; the legislative assembly;
 of Puerto Rico; the legislative assembly;
 legislative branch, clerk, session, etc.

Legislature:

National Legislature (U.S. Congress);
 the Legislature
 Ohio Legislature; Legislature of Ohio;
 the legislature

lend-lease materials, etc. (see also Act)

Letters Patent No. 378,964; *but* patent
 No. 378,964; letters patent

Levant, the (Mediterranean region)

Liberty Bell; Liberty ship

Librarian of Congress; the Librarian

Library:

Army; the library

Franklin D. Roosevelt; the library

of Congress; the Library

Public (District of Columbia); the
 library

Lieutenant Governor of Idaho, etc.; the
 Lieutenant Governor

Light, if part of name; the light:

Boston

Buffalo South Pier Light 2; *but* light
 No. 2; light 2

but Massachusetts Bay lights

Lighthouse (see Light Station)

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

Grays Reef Lightship

North Manitou Shoal Lightship

Light Station, if part of name; the light
 station; the station:

Minots Ledge Light Station

Watch Hill Light Station

Line(s), if part of name; the line(s):

Burlington Lines (railroad)

Greyhound Line (bus)

Holland-America Line (steamship)

line:

DEW

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

Pinetree

State

Little Inch; Big Inch (pipelines)

Little Steel formula, etc.

Local: Teamsters Local Union No. 15;
but local No. 15

local time, local standard time (see time)

Loop, the (see cities)

Louisiana Purchase

Low Church

Lower, if part of name:

California (Mexico)

Colorado River Basin

Egypt

Peninsula (of Michigan)

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

Magna Carta

Majesty, His, Her (see His Majesty)

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

Mall (see District of Columbia)

Manager, General Manager (AEC),
 if referring to head of Federal or
 District of Columbia unit

Mansion, Executive (see Executive)

map 3, A, II, etc.; *but* Map 2, when
 part of title: Map 2.—Railroads of
 Middle Atlantic States

Marine Corps; the corps:

man

Marines (the corps); *but* marines
 (individuals)

Organized Reserve; the Reserve
also a marine, a woman marine, the
 women marines (individuals)

Maritime Provinces (Canada) (see
 Province)

market grades and classes:

U.S. grade A

Western, Mixed, Malting Two-rowed
 (barley)

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

Prime, Choice, Good (cattle)

Yellow, White, Mixed, Dent (corn)

Middling, Strict Good Ordinary,

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

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

White, Red, Mixed (oats)

Yellow, Black, Mixed (soybeans)

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

Hard Red Spring, Red Durum,

Durum, Hard Red Winter, White,
 Mixed, etc. (wheat)

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

Marshal (see Supreme Court)

Marshall plan (see plan)

Mason-Dixon line (see line)

M-day

medals (see decorations)

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

Memorial Bridge, Arlington (see
 Bridge)

Memorial Parkway, George Washing-
 ton (see Parkway)

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

Metropolitan Washington, etc.

midcontinent region

Middle Ages (see Ages)

Middle Atlantic States

Middle East; Mideast; Mideastern;
 Middle Eastern (Asia)

middle Europe

Middle West, Midwest (section of
 United States)

Middle Western States; Midwestern States; *but* midwestern farmers, etc.
 Midsouth (section of United States)
 Military Academy (see Academy)
 Military Establishment (see Establishment)

Militia, if part of name; the militia:

1st Regiment Ohio

Indiana

Naval
 of Ohio

Organized

milkshed, Ohio, etc. (region)

Minister Plenipotentiary; the Minister;
 Minister Without Portfolio (see also foreign cabinets)

Ministry (see foreign cabinets)

Minority Leader Martin; *but* the minority leader (U.S. Congress)

Mint, Philadelphia, etc.; the mint

minutemen (colonial)

Mission, if part of name; the mission:

Gospel Mission

Mission 66

but diplomatic mission; military mission; Jones mission

Monroe Doctrine (see Doctrine)

Monument:

Bunker Hill; the monument

Grounds; the grounds (District of Columbia)

National (see National)

Washington; the monument (District of Columbia)

moon, lowercased unless used with names of other planets

Mountain States

mountain time, mountain standard time (see time)

Mr. Chairman; Mr. Secretary; etc.

Museum, capitalize with name; the museum:

Army Medical; the Medical Museum
 Field

National

National Air; the Air Museum

mutual defense assistance program

Nation (synonym for United States); *but* nationwide; *also* French nation, Balkan nations

Nation, Creek; Osage; etc.; the nation
 nation, in general, standing alone

National, in conjunction with capitalized name:

Academy of Sciences (see Academy)
 and State institutions, etc.

Archives, the (see The)

Capital (Washington); the Capital

Forest (see Forest)

Gallery of Art; the National Gallery;
 the gallery

Grange; the Grange

National—Continued

Guard, Ohio, etc.; Air National; the National Guard; the guard; a guardsman; *but* a National Guard man; National Guardsman

Institute (see Institute)

Legislature (see Legislature)

Monument, Muir, etc.; the national monument; the monument

Museum (see Museum)

Naval Medical Center (Bethesda, Md.)

Park, Yellowstone, etc.; Yellowstone Park; the national park; the park

Treasury; the Treasury

War College

Woman's Party; the party

Zoological Park (see Zoological)

national:

agency check (NAC)

anthem, customs, spirit, etc.

British, Mexican, etc.

defense agencies

stockpile

water policy (see policy)

Naval, if part of name:

Academy (see Academy)

Base, Guam Naval; the naval base

District, 1st Naval (see District)

Establishment (see Establishment)

Home (Philadelphia); the home

Militia; the militia

Observatory (see Observatory)

Potomac River Naval Command (see Command)

Reserve; the Reserve; a reservist

Reserve Force; the force

Reserve officer; a Reserve officer

Shipyard (if preceding or following name): Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; *but* the naval shipyard

Station (if preceding or following name): Key West Naval Station; Naval Station, Key West; the station

Volunteer Naval Reserve

War College; the War College; the college

Weapons Plant; the weapons plant; the plant

naval, in general sense:

command (see Command)

district (see District)

expenditures, maneuvers, officer, service, stores, etc.

petroleum reserves; *but* Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2

navel orange

Navy, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Navy:

Admiral of the; the admiral

Battle Force; the Battle Force; the force

Establishment; the establishment

Navy—Continued

Hospital Corps; hospital corpsman;
the corps
Regular
regulation 56
Scouting Force; the scouting force;
the force
Seabees (construction battalion); a
Seabee
7th Task Force (see Force)
Nazi; nazism
Near East (Balkans, etc.)
Negro; Negress
Network, Red, Blue; the network
New Deal; anti-New Deal
New, if part of name: New Willard
New England States
New World
Niagara Frontier; the frontier
Nike-Ajax, etc.
Nine Power Treaty; the treaty
North:
Atlantic
Atlantic Pact (see Pact)
Atlantic States
Atlantic Treaty (see Treaty)
Atlantic Treaty Organization (see
Organization)
Equatorial Current (see Current)
Korea
Pole
Star (Polaris)
the North (section of United States)
north:
Africa
Ohio
north-central region, etc.
northern Ohio
Northern States
northerner
Northwest Pacific
Northwest Territory (1799)
Northwest, the (section of United
States)
Northwest Washington (see cities)
Northwestern:
States
United States
numbers capitalized if spelled out as
part of a name:
Charles the First
Committee of One Hundred
Fourteenth Census (see Census)
Observatory, capitalized with name:
Astrophysical; the Observatory
Lick; the observatory
Naval; the Observatory
Occident, the; occidental
Ocean, if part of name; the ocean:
Antarctic
Arctic
Atlantic
North Atlantic, etc.
Pacific
South Pacific, etc.
Southwest Pacific, etc.

Office, if referring to unit of Federal or
District of Columbia Government;
the Office:
Chicago Operations Office, etc.
(AEC); the Operations Office
Executive
Foreign (see foreign cabinets)
General Accounting Office; the Ac-
counting Office
Government Printing; the Printing
Office
New York regional office (including
branch, division, or section there-
in); the regional office; the office
of Alien Property
of Chief of Naval Operations
of Education
of Experiment Stations
of the Secretary (Defense); Secre-
tary's Office
Patent
officer:
Army
Marine; *but* naval and marine officers
Navy; Navy and Marine officers
Regular Army; Regular; a Regular
Reserve
WAC, WAVE
Old Dominion (Virginia)
Old South
Old World
Olympic games; Olympiad; VII Olympic
games
Operation Deep Freeze, Snowdrop,
etc.; *but* Deep Freeze operation
Order of Business No. 56 (congres-
sional calendar)
Ordnance:
Corps (see Corps)
Department; the Department
Depot (see Depot)
Organization, if part of name; capital-
ized standing alone if referring to
international unit:
Educational, Scientific, and Cultural
(UNESCO)
International Labor
North Atlantic Treaty (NATO):
Chiefs of Staff
Committee of Defense Ministers
Council
Council of Foreign Ministers
Defense Committee
Military Committee
Military Production and Supply
Board
mutual defense assistance program
Pact (see Pact)
Regional Planning Group; the Group
Standing Group; the Group
of American States (formerly Pan
American Union)
United Nations (see United Nations)
Organized:
Marine Corps Reserve; Marine Re-
serve; the Reserve
Militia; the militia

Organized—Continued

Naval Militia; the Naval Militia; the militia

Reserve Corps; the Reserve

Orient, the; oriental

Outer Continental Shelf (see Continental)

Pacific (see also Atlantic):

coast

Coast (*or* Slope) States

Northwest

Northwest Pacific

seaboard

slope

South Pacific

States

time, Pacific standard time (see time)

but cispacific; transpacific

Pact, capitalized with name; lowercased standing alone:

Atlantic; Atlantic Defense

Baghdad

Four Power

Kellogg

North Atlantic; North Atlantic Defense

pan-American

Pan American Union (see Organization of American States)

Panel, Atomic Energy Labor-Management Relations (Federal), etc; the Panel

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

papers, Woodrow Wilson, etc.; the papers; *but* white paper

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

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

Park Police, U.S. (District of Columbia); park policeman

Park, Zoological (see Zoological)

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

Parliament, Houses of; the Parliament

Parliamentarian (U.S. Senate or House)

part 2, A, II, etc.; *but* Part 2, when part of title: Part 2:¹² Iron and Steel Industry

party, political (see political parties)

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

patent (see Letters Patent)

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

Penitentiary, Albany, etc.; the penitentiary

Permanent Court of Arbitration (see Court)

Philippine Republic (see Republic)

Pilgrim Fathers (1620); the Pilgrims; a Pilgrim

Place, if part of name: Jefferson Place; the place

Plains (Great Plains), the plan:

Colombo

controlled materials

5-year

Marshall (European recovery program)

Reorganization Plan No. 6 (Hoover Commission); plan No. 1

Planetarium, Fels, Hayden; the planetarium

Plant, Rockford Arsenal; the plant; *but* Savannah River (AEC) plant;

United States Steel plant

plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures

Plaza, Union Station (Washington, D.C.); the plaza

point 4; point 4 program

Pole: North, South; the pole; subpolar

Pole Star (Polaris); polar star

Police, if part of name; the police:

Capitol

Metropolitan (District of Columbia)

Park, U.S. (District of Columbia)

White House

policy, national water

political parties and adherents (Party, if part of name; the party):

Communist; a Communist; a Commie

Conservative; a Conservative

Democratic; a Democrat

Free Soil; a Free Soiler

Independent; an Independent

National Woman's; Woman's Party

Progressive; a Progressive

Republican; Grand Old Party; *but*

grand old Republican Party; a Republican

Socialist; a Socialist

States' Rights; States' Righter; a

Dixiecrat; *but* States rights (in general sense)

Pool, Northwest Power, etc.; the pool

Pope; *but* papal, patriarch, pontiff, primate

Port, if part of name; the port:

of New York Authority (see Authority)

but Baltimore port; port of Baltimore

Post Office (Department implied)

Post Office Box (not abbreviated), capitalized as part of address;

otherwise lowercased

postal savings account

Postal Savings System (see System)

Postal Union (see Union)

Postmaster General

Powers, if part of name; the powers (see also alliances)

Allied (World Wars I and II)

Axis (World War)

Big Four

but European powers

¹² See footnote 1, p. 32

precinct; first, 11th precinct (see rule 11.10)
 Premier (see foreign cabinets)
 Preserve, Wichita National Forest Game; etc.; Wichita Game Preserve; Wichita preserve
 Presidency (office of head of government)
 President:
 of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; also preceding name
 of any other country; the President of Federal or international unit
but president of the Erie Railroad
 Presidential assistant, authority, order, proclamation; *but* presidential candidate, election, timber, year
 Prime Minister (see foreign cabinets)
 Prison, Auburn, etc.; the prison
 Privy Council, His Majesty's (see Council)
 Prize, Nobel, Pulitzer, etc.; the prize
 Proclamation, Emancipation; Presidential Proclamation No. 24; Proclamation No. 24; the proclamation; *but* Presidential proclamation
 program:
 European recovery
 mutual defense assistance
 point 4
 universal military training
 project:
 Central Valley
 Manhattan
 McNary Dam
 Rochester atomic energy
 University of California atomic energy
 Project Farside, Sidewinder, Vanguard, etc.; *but* Vanguard project
 Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province
 Proving Ground, Aberdeen, etc.; the proving ground
 Public Act 26; Public Law 9; Public 37; Public Resolution 3; *also* public enemy No. 1
 Public Printer; the Government Printer; the Printer
 public utility district (see District)
 Pueblo, Santa Clara; the pueblo
 Puerto Rico:
 government
 Governor of; the Governor
 Legislative Assembly of; the legislative assembly
 Provisional Regiment; *but* Puerto Rico regiment
 Resident Commissioner
 Purchase, Gadsden, Louisiana, etc.
 Puritan; puritanical
 Quad Cities (Davenport, Rock Island, Moline, and East Moline)

Ranch, King, etc.; the ranch
 Range, Cascade, etc. (mountains); the range
 Rebellion, if part of name; the rebellion:
 Boxer
 Great (Civil War)
 War of the
 Whisky
 Reconstruction period (post-Civil War)
 Red army
 Red Cross, American (see American)
 Reds, the; a Red (political)
 Reformation, the
 Reformatory, Elmira, etc.; the reformatory
 Refuge, Blackwater Migratory Bird, etc.; Blackwater Bird Refuge; Blackwater refuge
 region, north-central, etc.; first region, 10th region (see rule 11.10); mid-continent
 Register of the Treasury; the Register
 Regular Army, Navy; a Regular (see also officer)
 regulation:
 ceiling price regulation 8
 56 (Navy)
 supplementary regulation 22
 Veterans Regulation 8; *but* veterans regulations
 W (see also Federal Reserve Board)
 Reign of Terror (France, 1792)
 religious terms:
 Bahai
 Baptist
 Brahman
 Buddhist
 Catholic; Catholicism; *but* catholic (universal)
 Christian
 Christian Science
 Evangelical United Brethren
 Hebrew
 Latter-day Saints
 Mohammedan
 New Thought
 Protestant; Protestantism
 Seventh-day Adventists
 Seventh-Day Baptists
 Zoroastrian
 Renaissance, the (era)
 reorganization plan (see plan)
 Report, if part of name (with date or number); the annual report; the report:
 Annual Report of the Secretary of Defense for the year ended June 30, 1950
 Hoover Commission Report on Paperwork; *but* Hoover Commission report; Hoover report; task force report
 1950 Report of the Chief of the Forest Service
 President's Economic Report; the Economic Report
 Report No. 31

Report—Continued

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

Roman numerals, common nouns used with, not capitalized:
 book II; chapter II; part II; etc.
 but Book II;¹³ Modern Types (complete heading); Part XI;¹³ Early Thought (complete heading)
 route No. 12466; mail route 1742; railway mail route 1144; *but* Route 40, State Route 9 (highways)
 Royal Decree No. 24; Decree 24; the royal decree
 rule 21; rule XXI; *but* Rule 21, when part of title: Rule 21;¹³ Renewal of Motion
 Ruler of the Universe (Deity)
 Rules:
 of the House of Representatives; *but* rules of the House
 Standing Rules of the Senate (publication); *but* rules of the Senate
 also Commission rules
 Sabbath; Sabbath Day
 sanitary district (see District)
 savings bond (see bond)
 schedule 2, A, II, etc.; *but* Schedule 2, when part of title: Schedule 2;¹³
 Open and Prepay Stations
 School, if part of name; the school:
 any school of the U.S. Army or Navy
 Hayes
 Pawnee Indian
 school district (see District)
 Scriptures; Holy Scriptures (the Bible)
 Seabees (see Navy)
 seaboard, Atlantic, eastern, etc.
 Seaway (see geographic terms; Authority; Corporation)
 Second World War (see War)
 Secretariat (see United Nations)
 Secretaries of the Army and the Navy;
 but Secretaries of the military departments
 Secretary, head of national governmental unit:
 of Defense; of State; etc.; the Secretary
 of State for Foreign Affairs (British); for the Colonies; etc.; the Secretary of the Smithsonian Institution; the Secretary
 also the Assistant Secretary; the Executive Secretary
 but secretary of the Interstate Commerce Commission; secretary of state of Iowa
 Secretary General; the Secretary General:
 Organization of American States (formerly Pan American Union)
 South Pacific Commission
 United Nations
 section 2, A, II, etc.; *but* Section 2, when part of title: Section 2;¹³ Test Construction Theory
 Selective Service (see Service; System)

¹³ See footnote 1, p. 32.

Senate (U.S.), titles of officers standing alone capitalized:

Chaplain
Chief Clerk
Doorkeeper
Official Reporter(s)
Parliamentarian
Postmaster
President of the
President pro tempore
Presiding Officer
Secretary
Sergeant at Arms
Senate, Ohio (State); the senate
Senator (U.S. Congress); *but* lower-cased if referring to a State senator, unless preceding a name
senatorial
Sergeant at Arms (U.S. Senate or House)
Sermon on the Mount
Service, if referring to Federal or District of Columbia unit; the Service:

Employment
Extension
Fish and Wildlife
Foreign (see Foreign Service)
Forest
Immigration and Naturalization
Internal Revenue
Mediation and Conciliation
National Park
Officer Procurement
Postal Transportation
Secret (Treasury)
Selective (see also System); *but* selective service, in general sense; selective service classification I-A, 4-F, etc.

Soil Conservation
service:

airmail
Army
city delivery
consular
customs (see Bureau)
diplomatic
employment (State)
extension (State)
general delivery
naval
Navy
parcel post
postal
postal field
railway mail (see Division)
rural free delivery; rural delivery;
free delivery
special delivery
star route
Shelf, Continental (see Continental)
ship of state (unless personified)
Sister(s) (adherent of religious order)
Six Nations (see Indians)
Smithsonian Institution (see Institution)

Socialist; socialism; socialistic (see also political parties)

Society, if part of name; the society:
American Cancer Society, Inc.

Boston Medical
of the Cincinnati

soil bank

soil names:

Alpine Meadow	Podzol
Bog	Prairie
Brown	Ramann's Brown
Chernozem	Red
(Black)	Rendzina
Chestnut	Sierozem (Gray)
Desert	Solonchak
Gray - Brown	Solonetz
Podzolic	Soloth
Half Bog	Terra Rossa
Laterite	Tundra
Pedalfer	Wiesenboden
Pedocal	Yellow

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

Soldiers' Home, the (District of Columbia only); the home

Solicitor for the Department of Commerce, etc.; the Solicitor

Solicitor General (Department of Justice)

Son of Man (Christ)

Sons of the American Revolution (organization); a Son; a Real Son

South:

American Republics (see Republic)

American States

Atlantic

Atlantic States

Deep South (U.S.)

Korea

Midsouth (U.S.)

Pacific

Pole

the South (section of United States);

Southland

southeast Asia

southern California, southeastern California, etc.

Southern States

Southern United States

southerner

Soviet (see U.S.S.R.)

Spanish-American War (see War)

Special Order No. 12; Special Orders, No. 12; a special order

Speedway, the (see District of Columbia)

Spirit of '76 (painting); *but* spirit of '76 (in general sense)

spring (season)

sputnik; *but* Sputnik I, etc.

Square, Lafayette, etc.; the square

Staff, Foreign Service (see Foreign Service)

Staked Plain

standard time (see time)

Star of Bethlehem
 Star-Spangled Banner (see flag)
 state:
 and church
 of the Union message
 statehood, statehouse, stateside,
 statewide
 downstate, tristate, upstate
 welfare
 State:
 government
 legislature (see Legislature)
 line, Iowa, Ohio-Indiana, etc.
 New York
 of Israel
 of Pennsylvania
 of Veracruz
 out-of-State (adjective)
 prison
 rights; States rights
 Vatican City
 State's attorney
 state's evidence
 States:
 Arab
 Balkan
 Baltic
 Communitic
 Eastern; *but* eastern industrial States
 East North Central
 East South Central
 Eastern Gulf
 Eastern North Central, etc.
 Far Western
 Gulf; Gulf Coast
 Lake
 Latin American
 Middle
 Middle Atlantic
 Middle Western
 Midwestern
 Mountain
 New England
 North Atlantic
 Northern
 Northwestern, etc.
 Organization of American
 Pacific
 Pacific Coast
 rights
 South American
 South Atlantic
 Southern
 the six States of Australia
 Thirteen Original
 West North Central
 West South Central
 Western; *but* western Gulf; western
 farming States
 Station, if part of name; the station;
 not capitalized if referring to sur-
 veying or similar work:
 Grand Central
 Key West Naval (see Naval)
 Nebraska Experiment Station; Ex-
 periment Station, Nebraska; Ne-
 braska station

Station—Continued
 Syracuse Air Force
 television station WSYR-TV
 Union; Union Depot; the depot
 WRC station; station WRC; radio
 station WRC; broadcasting sta-
 tion WRC
 substation A
 Statue of Liberty; the statue
 Statutes at Large (U.S.) (see also
 Revised Statutes)
 stockpile, national
 stone age (see Ages)
 Stream, Gulf (see Gulf; Geographic
 terms)
 Street, if part of name; the street:
 I Street (not Eye)
 Fifteen-and-a-Half
 110th Street
 subcommittee (see Committee)
 Subtreasury, New York, etc.; sub-
 treasury at New York; the subtreas-
 ury
 subtropical, subtropic(s) (see tropical)
 summer
 summit meeting
 sun, lowercased unless used with names
 of other planets
 Superintendent, if referring to head of
 Federal or District of Columbia
 unit; the Superintendent:
 of Documents (Government Printing
 Office)
 of the Naval (or Military) Academy
 Supplement to the Revised Statutes
 (see Revised Statutes)
 Supreme Bench; the Bench; *also* High
 Bench; High Tribunal
 Supreme Court (U.S.); the Court; *also*
 High Court; titles of officers
 standing alone capitalized:
 Associate Justice; Justice
 Chief Justice
 Clerk
 Marshal
 Reporter
 Surgeon General, the (Army, Navy,
 and Public Health Service)
 Survey, if part of name of Federal or
 District of Columbia unit; the
 Survey: Coast and Geodetic; Geo-
 logical
 System, if referring to Federal or Dis-
 trict of Columbia unit; the System:
 Alaska Communication System; the
 system
 Federal Credit
 Federal Home Loan Bank
 Federal Reserve
 National System of Interstate and
 Defense Highways; National Sys-
 tem of Interstate Highways;
 Interstate System of Highways;
 Interstate Highway System; the
 Interstate System; the National
 System; the system; *but* highway
 system; Federal road system

System—Continued

Postal Savings

Selective Service (see also Service)

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

task force (see Force; Report)

Team, USAREUR Field Assistance,
etc.; the team

television station (see Station)

Territorial, if referring to a political
subdivision

Territory:

Northwest (1799); the territory

Trust Territory of the Pacific Islands,
Pacific Islands Trust Territory; the
trust territory, the territoryYukon, Northwest Territories; the
Territory (ies), Territorial (Canada)*but* territory of: American Samoa,
Guam, Virgin Islands; the territory,
territorial^{14a}Test, Otis Mental Ability Group, etc.;
the group test; the test

The, part of name, capitalized:

The Adjutant General (only when so
in copy)The Dalles; The Hague; The Weirs;
but the Dalles Dam; the Dalles
region; the Hague Conference; the
Weirs streets*but* the National Archives; the
Archives; the Times; the *Mermaid*;
the Federal ExpressThirteen American Colonies, etc. (see
Colonies)

Thirteen Original States

Thruway, New York; the thruway
time:

Atlantic, Atlantic standard

central, central standard

eastern, eastern daylight, eastern
standard

Greenwich civil, etc.

local, local standard

mountain, mountain standard

Pacific, Pacific standard

universal

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

Tomb:

Grant's; the tomb

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

Tower, Eiffel, etc.; the tower

Township, Union; township of Union

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

Airwick

CinemaScope

Coca-Cola

Dacron

Deepfreeze

Ditto

Fiberglas

Mimeograph

Monel metal

Photostat

Plexiglas

Pyrex glass

Royal typewriter

Shredded Wheat

Snow Crop

Technicolor

Terramycin

Univac

transatlantic; transpacific; trans-Sibe-
rian, etc.; *but* TransjordanTreasurer, Assistant, of the United
States; the Assistant Treasurer; *but*
assistant treasurer at New York, etc.;
Treasurer of the United States; the
Treasurer

Treasury notes; Treasurys

Treasury, of the United States; Gen-
eral; National; Public; Register of the
Treaty, if part of name; the treaty:

Jay Treaty

North Atlantic; North Atlantic De-
fense

of Versailles

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

Tricolor (see flags)

Triple A (any three A group)

Trizonia; trizonal; trizone

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

Trust, Power, etc.

trust territory (see Territory)

Tunnel, Lincoln, etc.; the tunnel; *but*
irrigation, railroad, etc., tunnelTurnpike, Pennsylvania, etc.; the
turnpike

Twin Cities (Minneapolis and St. Paul)

U-boat

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

of Agriculture

of State

of the Treasury

Uniform Code of Military Justice (see
Code)Union, if part of proper name; capi-
talized standing alone if synonym
for United States or if referring to
international unit:

European Payments; the Union

International Typographical; the
Typographical Union; the unionPan American (see Organization of
American States)Station; *but* union passenger station;
union freight station¹⁴ See footnote 1, p. 32.^{14a} Hawaiian statehood removes last capitalized
U.S. territory.

Union—Continued

- Teamsters Union; the Teamsters; the union; *also* the Auto Workers, etc.
- Universal Postal; the Postal Union; the Union
- Western (see alliances)
- Woman's Christian Temperance *but* a painters union; printers union
- Union Jack (see flags)
- Union of Soviet Socialist Republics (see U.S.S.R.)
- Unit, if referring to Federal or District of Columbia branch; the Unit:
 - Alcohol Tax
 - Income Tax
 - but* Pasco unit
- United Nations:
 - Charter; the charter
 - Children's Fund (UNICEF); the Fund
 - Conference on International Organization; the Conference
 - Economic and Social Council; the Council
 - Educational, Scientific, and Cultural Organization (UNESCO) (see Organization)
 - Food and Agriculture Organization (FAO); the Organization
 - General Assembly; the Assembly
 - International 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
 - 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

U.S.S.R.—Continued

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

¹⁵ See footnote 1, p. 32.

war bond (see bond)
 War College, National (see College)
 War Mothers (see American)
 ward 1, 2, etc.; first, 11th, etc. (see rule 11.10)
 Washington's Farewell Address
 water district (see District)
 waterway, inland, intercoastal, etc.;
 but Intracoastal Waterway
 Week, Fire Prevention; etc.
 welfare state
 West:
 Coast (Africa); *but* west coast (U.S.)
 End, etc. (section of city)
 Europe (political entity)
 Far West; Far Western States
 Florida (1763-1819)
 Germany (political entity)
 Middle (United States); Midwest
 South Central States, etc.
 the West (section of United States;
 also world political entity)
 west, western Pennsylvania
 Western:
 civilization
 countries
 Europe(an) (political entity)
 Germany (political entity)
 Hemisphere; the hemisphere
 North Central States
 Powers
 States
 Union (see alliances)
 United States
 World
 but far western; western farming
 States (U.S.)
 Wheat Belt (see Belt)
 whip, the (of political party in Congress)
 Whisky Rebellion (see Rebellion)
 White House:
 Blue Room
 East Room
 Police (see Police)
 Red Room
 State Dining Room
 white paper, British, etc.
 winter

woman marine, etc. (see Marine Corps)
 Women's Army Corps (see Corps)
 Women in the Air Force (WAF); a
 Waf, Wafs (individuals)
 Women's Reserve of the Coast Guard
 Reserve; Women's Reserve; the
 Reserve; SPAR, popular name,
 made up of initial letters of motto
 semper paratus—always ready; a Spar
 Women's Reserve of the Naval Re-
 serve; Women's Reserve; the Re-
 serve; WAVES (women accepted for
 volunteer emergency service); a
 Wave
 Wood, if part of name:
 Belleau Wood
 House of the Woods (palace)
 World, New, Old
 World War (see War)
 World War II veteran
 world's series

X-ray

Year, International Geophysical; the
 Geophysical Year; the Year
 Young Men's Christian Association
 (see Association)
 Your Excellency; Your Honor; Your
 Majesty; etc.

Zone, if part of name; the zone:

Bizonia; bizonal
 British (in Germany)
 Canal (Panama)
 Canal Zone Government
 Eastern, Western (Germany)
 Frigid
 New York Foreign Trade; Foreign
 Trade Zone No. 1; *but* the foreign
 trade zone
 of Interior (see Command)
 Temperate, Torrid; the zone
 Trizonia; trizonal
 but Arctic, eastern standard time,
 polar, tropical zone, etc.
 Zoological Park (National); the zoo;
 the park

NOTES

5. SPELLING

(See also Compound Words; Abbreviations)

5.1. To avoid the confusion and uncertainty of various authorities on spelling, the Government Printing Office must of necessity adopt a single guide for the spelling of words the preferred forms of which are not otherwise listed or provided for in this manual. The guide is Webster's New International Dictionary, which, in successive editions, has been the accepted authority for Government printing for more than 90 years. Unless herein otherwise authorized, the Government Printing Office will continue to follow Webster's spelling. Colloquial and dialect spellings are not to be used unless required by the subject matter or specially requested.

Preferred and difficult spellings

5.2. In addition to indicating the preferred forms of words with variant spellings, the list also contains other words frequently misspelled or causing uncertainty. (See also Word Division, a supplement to the STYLE MANUAL; for brief description, see p. 2.)

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

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

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

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

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

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

Anglicized and foreign words

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

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

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

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

Plural forms

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

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

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

Significant word first:

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

Significant word in middle:

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

Significant word last:

assistant attorneys

Significant word last—Continued

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

Both words of equal significance:

Bulletins Nos. 27 and 28; *but* Bulletin No. 27 or 28
coats of arms
masters at arms
men buyers
men cooks
men employees
secretaries-treasurers
women aviators
women students
women writers

No word significant in itself:

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

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

comings-in
fillers-in

goings-on
hangers-on

listeners-in
lookers-on

makers-up
passers-by

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

also-rans
come-ons

go-betweens
higher-ups

run-ins
tie-ins

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

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

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

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

Endings "ible" and "able"

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

abhorrible	apprehensible	cohesible	compatible
accendible	audible	collapsible	compossible
accessible	avertible	collectible	comprehensible
addible	bipartible	combustible	compressible
adducible	circumscribable	comestible	conducibile
admissible	coctible	committible	conductible
affectible	coercible	commonsensible	confluxible
appetible	cognoscible	compactible	congestible

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

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

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

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

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

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

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

Doubled consonants

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

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

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

refer, reference	prefer, preference	infer, inference
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Indefinite articles

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

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

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

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

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

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

5.19. Use of the 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	an VIII (eight) classification
a onetime winner	a IV-F (four) category
a III (three) group	a 4-H Club

Possessives and apostrophes

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

man's, men's
prince's, princes'
Essex's, Essexes'
Co.'s, Cos.'

hostess', hostesses'
princess', princesses'
Jones', Joneses'
Jesus'

Mars'
Dumas'
Schmitz'

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

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

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

soldiers and sailors' home
Brown & Nelson's store
men's, women's, and children's clothing
St. Michael's Men's Club

editor's or proofreader's opinion
Roosevelt's or Truman's administration
Mrs. Smith's and Mrs. Allen's children
the Army's and the Navy's work
master's and doctor's degrees

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

Harpers Ferry; Hells Canyon
Masters, Mates & Pilots' Association
Dentists' Supply Co. of New York
International Ladies' Garment Workers' Union

Court of St. James's
St. Peter's Church
St. Elizabeths Hospital
Johns Hopkins University
Hinds' Precedents

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

United States control
United Nations meeting
Southern States industries
Massachusetts laws
Bureau of Ships report
Actors Equity Association
House of Representatives session
Teamsters Union

editors handbook
sirup producers manual
technicians guide
teachers college
merchants exchange
children's hospital
Young Men's Christian Association
but Veterans' Administration (in conformity with enabling statute)

5.25. Possessive pronouns do not take an apostrophe.

its

theirs

5.26. Possessive indefinite or impersonal pronouns require an apostrophe.

each other's books
one's home

someone's pen
but somebody else's proposal

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

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

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

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

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

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

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

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

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

1 day's labor (labor for 1 day)	5 or 10 billion dollars' worth
2 hours' travel time	for charity's sake
a stone's throw	for pity's sake
2 weeks' pay	

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

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

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

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

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

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

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

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

Geographic names

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

5.37. If the decisions or the rules of the Board permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. The Government Printing Office preference is for the conventional English form. Copy will be followed as to accents, but these should be uniform throughout each job.

Nationalities, etc.

5.38. The table on page 243 shows forms to be used for nouns and adjectives denoting nationality.

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

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

5.40. Observe the following forms:

Guamanian
Puerto Rican

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

Indian words

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

Ligatures

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

Caesar
Leguminosae

Cædmon (Old English)
vœu (French)

Transliteration

5.43. In the spelling of nongeographic words transliterated from Chinese, Japanese, or any other language that does not have a Latin alphabet, copy is to be followed literally. (Countries that do not use a Latin alphabet officially are marked with an asterisk in the table on p. 243.)

NOTES

6. COMPOUND WORDS

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

6.1. A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly conveyed by the component words in unconnected succession. The hyphen in a compound is a mark of punctuation that not only unites but separates the component words, and thus facilitates understanding, aids readability, and insures correct pronunciation.

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

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

General rules

6.4. In general, omit the hyphen when words appear in regular order and the omission causes no ambiguity in sense or sound. (See also rule 6.15.1, p. 71.)

banking hours
blood pressure
book value
census taker
day laborer

eye opener
fellow citizen
living costs
palm oil
patent right

real estate
rock candy
training ship
violin teacher

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

afterglow
bookkeeping
cupboard

forget-me-not
gentleman
newsprint

right-of-way
whitewash

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

coldbloodedness
footnoting

ill-advisedly
outlawry

praiseworthiness
railroader

X-rayer
Y-shaped

6.7. Except after the short prefixes *co*, *de*, *pre*, *pro*, and *re*, which are generally printed solid, a hyphen is used to avoid doubling a vowel or tripling a consonant. (See also rules 6.28, 6.31, p. 73.)

cooperation
deemphasis
preexisting

anti-inflation
micro-organism
semi-independent

brass-smith
Inverness-shire
thimble-eye

ultra-atomic
shell-like
hull-less

Solid compounds

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

airship
bathroom
bookseller

cupboard
dressmaker
fishmonger

footnote
locksmith
workman

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

blowout
breakdown
flareback
giveaway

hangover
holdup
makeready
markoff

pickup
runoff
setup
showdown

throwaway
but cut-in
run-in
tie-in

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

book
eye
horse

house
mill
play

school
shop
snow

way
wood
work

6.11. Compounds ending in the following are usually printed solid, especially when the prefixed word consists of one syllable. (See also rules 8.5, p. 127; 8.7, p. 131.)

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

house
keeper
keeping
light
like
maker
making
man
master
mate
mill
mistress
monger

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

wide
wise
woman
wood
work
worker
working
worm
wort
writer
writing
yard

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

anybody
anything
anywhere
anyone

everybody
everything
everywhere
everyone

nobody
nothing
nowhere
no one

somebody
something
somewhere
someone

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

6.13. Print as one word compound personal pronouns.

herself
himself
itself
myself

oneself
ourselves
themselves

thyslf
yourself
yourselves

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

northeast
southwest

north-northeast
south-southwest

Unit modifiers

(See also rule 9.57, p. 138.)

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

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

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

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

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

The duties were price fixing.	The shale was oil bearing.
The effects were far reaching.	The area was used for beet raising.

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

The area is drought stricken.	This material is fire tested.
The paper is fine grained.	The cars are higher priced.
The boy is freckle faced.	The reporters are best informed.

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

better drained soil	<i>but</i> uppercrust society
best liked books	lowercase, uppercase type (printing)
higher level decision	undercoverman
highest priced apartment	upperclassman
larger sized dress	bestseller (noun)
better paying job	lighter-than-air craft
lower income group	higher-than-market price

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

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

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

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

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

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

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

elderly clothesman
competent shoemaker
field canning factory
gallant serviceman
light blue hat
average taxpayer
American flagship
well-trained schoolteacher

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

but common stockholder; small businessman

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

2- or 3-em quads, *not* 2 or 3-em quads; 2- to 3- and 4- to 5-ton trucks
2- by 4-inch boards, *but* 2 to 6 inches wide
8-, 10-, and 16-foot boards
moss- and ivy-covered walls, *not* moss and ivy-covered walls
long- and short-term money rates, *not* long and short-term money rates
but twofold or threefold, *not* two or threefold
goat, sheep, and calf skins, *not* goat, sheep, and calfskins
intrastate and intracity, *not* intra-state and -city
American owned and managed companies
preoperative and postoperative examination

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

ante bellum days
bona fide transaction

ex officio member
per capita tax

per diem employee
prima facie evidence

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

abstract B pages
article 3 provisions

class II railroad
grade A milk

point 4 program
ward D beds

6.25. Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated term, but quotation marks are not to be used in lieu of a hyphen. (See also rule 9.116, p. 145.)

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

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

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

bluish green
dark green

orange red
bluish-green feathers

iron-gray sink
silver-gray body

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

big gray cat

a fine old southern gentleman

Prefixes, suffixes, and combining forms

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

afterbirth
Anglomania
antedate
antislavery
biweekly
bylaw
circumnavigation
cisalpine
cooperate
contraposition
countercase
deenergize
demitasse
excommunicate
extracurricular

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

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

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

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

portable
coverage
operate
plebiscite
twentyfold
spoonful

kilogram
geography
manhood
selfish
pumpkin

meatless
outlet
wavelike
procurement
innermost

partnership
lonesome
homestead
northward
clockwise

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

lifelike
lilylike

bell-like
girllike

Florida-like
Truman-like

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

anti-hog-cholera serum
co-op
mid-ice
non-civil-service position
non-tumor-bearing tissue

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

6.32. Use a hyphen to join duplicated prefixes.

re-redirect

sub-subcommittee

super-superlative

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

ex-governor
ex-serviceman
ex-trader
ex-vice-president

self-control
self-educated
but selfhood
selfsame

quasi-academic
quasi-argument
quasi-corporation
quasi-young

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

anti-Arab	<i>but</i> nongovernmental
pro-British	overanglicize
un-American	prezeppelin
non-Government	transatlantic
post-World War II <i>or</i> post-Second World War	

Numerical compounds

6.35. Print a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element. (See also rule 11.23, p. 170.)

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

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

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

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

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

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

motor, alternating-current, 3-phase, 60-cycle, 115-volt
 glass jars: 5-gallon, 2-gallon, 1-quart
 belts: 2-inch, 1¼-inch, ¾-inch, ¼-inch

Civil and military titles

6.39. Do not hyphen a civil or military title denoting a single office, but print a double title with a hyphen. (See also rule 5.6, p. 62.)

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

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

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

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

Scientific and technical terms

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

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

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

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

polonium 210 uranium 235; *but* U²³⁵; Sr⁹⁰; ²³⁴U Freon 12

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

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

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

‘candle-hour
horsepower-hour
kilowatt-hour

light-year
passenger-mile

Improvised compounds

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

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

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

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

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

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

but coat of arms
heir at law
next of kin
officer in charge

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

cold-shoulder

blue-pencil

cross-brace

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

boogie-woogie
comedy-ballet
dead-alive

devil-devil
farce-melodrama
pitter-patter

walkie-talkie
willy-nilly
young-old

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

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

cat's-paw
crow's-nest

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

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

H-bomb
I-beam
T-shaped

U-boat
V-necked
X-ray

X-raying
S-iron
T-square

6.49. Print idiomatic phrases without hyphens.

come by
inasmuch as

insofar as
Monday week

7. GUIDE TO COMPOUNDING

7.1. The following list is based on the rules for compounding given on pages 69 to 76. Manifestly, such a list cannot be complete. However, by analogy with listed words of like prefixes or suffixes, with consideration given to length and readability, and the application of the rules, fuller treatment of unlisted compounds will be achieved. Nevertheless, the list is reasonably complete for meeting the needs of printers, editors, and writers.

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

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

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

7.5. On the other hand, care was exercised to achieve fuller coverage of solid compounds, particularly when the adopted form is at variance with that laid down in Webster's New International Dictionary. It should be added that while Webster's, with indicated exceptions (pp. 57-61), is our guide to the spelling of words, it is not our guide for the compounding of words. The rules and the guide prescribe and limit our practice.

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

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

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

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

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

un-ionized); or to join a combining form or prefix to an already hyphenated compound (*equi-gram-molar*, *pro-mother-in-law*).

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

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

7.13. This list does not include the large group of plant and insect names which are covered in separate lists, pages 127 to 132.

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

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

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

angle	arch (pref.)	assembly	back—con.	ball
hook	band	man	flash	out (n., u.m.)
#iron	bishop	#line	flow	piece
meter	duke	#room	-focus (v.)	wood
sight	enemy	astro (c.f.)	furrow	bailman
wing	-Protestant	<i>all one word</i>	ground	bake
wise	way	athwart	hand	board
worm	wise	hawse	handed	house
Anglo (c.f.)	archeo (c.f.)	ship	haul	pan
-American, etc.	<i>all one word</i>	wise	hailed	shop
<i>rest one word</i>	archerfish	attorney #at #law	-in (n., u.m.)	stove
anhydr(o) (c.f.)	archi (pref.)	audio	land(s)	bald
<i>all one word</i>	<i>all one word</i>	frequency	lash	#eagle
ankle	archo (c.f.)	gram	list (v.)	faced
bone	<i>all one word</i>	meter	log	head (n.)
-deep (u.m.)	areaway	visual	lotter	headed
jack	areo (c.f.)	auger	pack	pate
ant	<i>all one word</i>	#box	paddle (v.)	ball
eater	aristo (c.f.)	#drill	pay	flower
hill	<i>all one word</i>	auri (c.f.)	payment	-like
ante (pref.)	arithmo (c.f.)	-iodide	pedal (v.)	player
#bellum, etc.	<i>all one word</i>	<i>rest one word</i>	piece	point (u.m.)
-Christian, etc.	arm	author	plate	proof
#mortem	band	craft	rest	room
mortem (non-literal)	bone	ship	road	stock
<i>rest one word</i>	chair	autotype	room	ballot #box
antero (c.f.)	hole	auto (c.f.)	run	band
<i>all one word</i>	lift	-objective	saw	box
antra (c.f.)	load	-observation	scatter	cutter
<i>all one word</i>	piece	-omnibus	set	man
anthropo (c.f.)	pit	-ophthalmoscope	shift	master
<i>all one word</i>	plate	<i>rest one word</i>	slide	#pulley
anti (pref.)	rack	awe	space	saw
-American, etc.	rest	-bound (u.m.)	spin	sawed
-h o g - c h o l e r a (u.m.)	-shaped (u.m.)	-filled (u.m.)	spread	sawing
-icer, -imperial, -inflation, etc.	armor	-inspired (u.m.)	staff	sawyer
-missile-missile (u.m.)	#bearer	some	stage	stand
missile, person-nel, trust, etc.	#belt	ax	stairs	string
-New #Deal, etc.	-clad (u.m.)	-adz	stamp	-tailed (u.m.)
<i>rest one word</i>	-piercing (u.m.)	#grinder	stay	wagon
antro (c.f.)	plate	-grinding (u.m.)	stitch	width
<i>all one word</i>	-plated (u.m.)	hammer	stop	work
anvil	arm's-length (u.m.)	head	strap	bandsman
-faced (u.m.)	army	maker	-streeter	bandy
-headed (u.m.)	man	man	stretch (n.)	ball
maker	woman	-shaped (u.m.)	string	-legged (u.m.)
smith	arrow	stone	strip (book)	bang
any	head	axle	stroke	tail
body	headed	load	-swath (v.)	up (n., u.m.)
how	-leaved (u.m.)	smith	swept	bank
#more	maker	tree	swing	book
one	plate	axo (c.f.)	tack	man
place (adv.)	-shaped (u.m.)	<i>all one word</i>	talk	note
thing	shot	azo (c.f.)	tender	#paper
way(s)	smith	-orange	tenter	side (stream)
where	stone	-orchil	-titrate (v.)	banner
wise	toothed (u.m.)	-orseiline	track (v.)	fish
aorto (c.f.)	worm	<i>rest one word</i>	trail	man
<i>all one word</i>	arseno (c.f.)	B-flat	trailer	bantamweight
apo (pref.)	<i>all one word</i>	baby	up (n., u.m.)	bar
<i>all one word</i>	-colored (u.m.)	face (n.)	wall	#bit
apple	craft	faced	ward	keeper
cart	ware	#food	wash	maid
grower	work	sit (v.)	water	man
jack	arterio (c.f.)	sitter	way	master
juice	<i>all one word</i>	sitting	woods	post
sauce	arthro (c.f.)	ache	yard	room
-scented (u.m.)	<i>all one word</i>	band	yarder	tender
April-fool (v.)	artillery	bite (v.)	back	way
aqua	man	board	-down	wise
#fortis	ship	bone	-off	-wound (u.m.)
#green	asbestos	boned	-up	barbed #wire
marine	-covered (u.m.)	breaker	badland(s) (geol.)	barber
meter	-packed (u.m.)	cap	bag	fish
plane	#rock	chain	-cheeked (u.m.)	shop
puncture	ash	charge	house	bare
tint	bin	-country (u.m.)	maker	-armed (u.m.)
tone	can	cross	man	back
aquo (c.f.)	#color	date	pipe	backed
-ion	-colored (u.m.)	dated	reef	boat
<i>rest one word</i>	-gray (u.m.)	down (n., u.m.)	room	bone
arborway	#heap	drop	-shaped (u.m.)	boned
arc	man	face	worm	faced
-over (n., u.m.)	pan	feed	baggage	foot
-vel (v.)	pile	fill	man	footed
	pit	fire	master	headed
	tray	flap	#rack	legged
			#room	necked
			#train	worn

barge board #course house -laden (u.m.) line load man master	battle—con. field front ground #jacket line plane -scarred (u.m.) ship #star stead wagon wise	bed—con. light #linen load maker man mate pad pan plate post quilt rail ridden rock room screw sheet sick side sore spread spring stand stead straw #timber time ward way	bell—con. making man mouthed ringer ringing wether bellows maker making man belly ache band bound buster button -fed (u.m.) land (v.) piece pinch belowstairs belt -driven (u.m.) maker making man saw bench board fellow -hardened (u.m.) land made (u.m.) man mark (nonliteral) #mark (surveying) warmer work bent wing (n., u.m.) wood benzo (c.f.) <i>all one word</i> berry -brown (u.m.) #cone picker picking best #clad #dressed #known #man seller (n.) selling (u.m.) beta -glucose #ray #test tron #wave between brain decks whiles bi (pref.) -iliac <i>rest one word</i> big -eared (u.m.) eye (fish) -eyed (u.m.) head (ego) hearted horn (sheep) -horned (u.m.) house (peniten- tiary) #league (n.) -leaguer mouthed name (top rank) (n., u.m.) time (top rank) (n., u.m.) bill back beetle	bill—con. board book broker broking bug fish fold head heading holder hook poster posting sticker billet -doux head man billingsgate bio (c.f.) -aeration -osmosis <i>rest one word</i> birch bark wood bird bath bander banding cage call catcher craft #dog -eyed (u.m.) -faced (u.m.) house land life lime lore man mouthed seed shop shot skin #song stone woman bird's -eye #nest (literal) (n.) -nest (n., u.m., v.) birth bed #date day #flower land mark mate place #rate right stone #year biscuit #baker maker making -shaped (u.m.) bismuto (c.f.) <i>all one word</i> bit stock wise bitter #end -ender head hearted sweet -tongued (u.m.) black ball (nonliteral) bird
barley corn field mow #water barn #dance man stormer yard barracksmate barrel head maker making -roll (v.) -shaped (u.m.) base ball ball #bat baller board hearted line #line (surveying) load man (n.) #metal -minded (u.m.) #pay basi (c.f.) <i>all one word</i> basket ball baller #case fish maker ware #weave woman work bas-relief bass -bar #drum #horn #viol bat blind -eyed (u.m.) fish fowl man wing bath house mat robe room #towel tub bats man wing (c oth) batter cake man battle ax #cruiser dore -fallen (u.m.)	bay bolt man #rum beach comber head man master wagon bead flush house roll work beak head iron -shaped (u.m.) beakerman beam filling house maker -making (u.m.) man room #trawl work bean bag cod -fed (u.m.) field picker pole pot setter -shaped (u.m.) stalk bear baiting herd hide hound off (n., u.m.) skin trap beater man -out #press -up beauty -blind (u.m.) -clad (u.m.) proof #shop beaver board pelt bed board bug case chair chamber clothes cord cover fast fellow foot frame goer lamp	bee bread -eater herd hive house keeper keeping line man way beech nut wood beef eater #extract -faced (u.m.) head steak tongue beer #cellar maker #yeast bees wax wing beet field #pulp #sugar beetle -browed (u.m.) head headed stock stone before -cited (u.m.) hand -mentioned (u.m.) -named (u.m.) time beggar man woman behindhand bell bird -bottomed (u.m.) boy #buoy crank -crowned (u.m.) hanger hop house maker	bell—con. making man mouthed ringer ringing wether bellows maker making man belly ache band bound buster button -fed (u.m.) land (v.) piece pinch belowstairs belt -driven (u.m.) maker making man saw bench board fellow -hardened (u.m.) land made (u.m.) man mark (nonliteral) #mark (surveying) warmer work bent wing (n., u.m.) wood benzo (c.f.) <i>all one word</i> berry -brown (u.m.) #cone picker picking best #clad #dressed #known #man seller (n.) selling (u.m.) beta -glucose #ray #test tron #wave between brain decks whiles bi (pref.) -iliac <i>rest one word</i> big -eared (u.m.) eye (fish) -eyed (u.m.) head (ego) hearted horn (sheep) -horned (u.m.) house (peniten- tiary) #league (n.) -leaguer mouthed name (top rank) (n., u.m.) time (top rank) (n., u.m.) bill back beetle	bill—con. board book broker broking bug fish fold head heading holder hook poster posting sticker billet -doux head man billingsgate bio (c.f.) -aeration -osmosis <i>rest one word</i> birch bark wood bird bath bander banding cage call catcher craft #dog -eyed (u.m.) -faced (u.m.) house land life lime lore man mouthed seed shop shot skin #song stone woman bird's -eye #nest (literal) (n.) -nest (n., u.m., v.) birth bed #date day #flower land mark mate place #rate right stone #year biscuit #baker maker making -shaped (u.m.) bismuto (c.f.) <i>all one word</i> bit stock wise bitter #end -ender head hearted sweet -tongued (u.m.) black ball (nonliteral) bird

black—con. board -bordered (u.m.) damp -eyed (u.m.) face faced fire fish guard hearted jack leg #letter list mail #market (n.) -market (u.m., v.) -marketeer -marketer mouthed out (n., u.m.) plate (printing) print -robed (u.m.) #sheep shirted smith snake strap (n.) #widow blameworthy blank book #check blanket maker making blast hole plate blasto (c.f.) <i>all one word</i> bleach field ground house man works yard blear eye -eyed (u.m.) -witted (u.m.) blepharo (c.f.) <i>all one word</i> blight bird -resistant (u.m.) blind -bomb (v.) fish -flying (u.m.) fold -loaded (u.m.) #man #pig spot stitch story worm blink-eyed (u.m.) blithe hearted -looking (u.m.) blitz buggy krieg block buster head headed hole (v.) house #letter like maker making man	block—con. ship blood #bank beat borne #count curdling -drenched (u.m.) fin (fish) -giving (u.m.) guilty -hot (u.m.) hound letting line mobile #pressure -red (u.m.) ripe shed shot spiller spilling spot stain stock stone stream sucker sucking #test thirst thirsty #type -warm (u.m.) bloody hearted (u.m.) -nosed (u.m.) -red (u.m.) blossom bill (duck) -bordered (u.m.) head (duck) -laden (u.m.) time blow back box by (n., u.m.) cock down (n., u.m.) fish gun hard (n.) hole iron lamp line off (n., u.m.) out (n., u.m.) outproof pipe proof spray through (u.m.) torch tube up (n., u.m.) blue -annealed (u.m.) beard (n.) bill (bird) bird blood blooded bonnet book (nonliteral) bottle breast (bird) coat (n.) #devil -eye (bird) -eyed (u.m.) fish gill grass -gray (u.m.) -green (u.m.)	blue—con. hearted -hot (u.m.) jack jacket #jay nose -pencil (v.) point (oyster) print stocking stone streak (nonlit- eral) throat (bird) tongue (n.) wing (bird) blunder buss head blunt -edged (u.m.) hearted -spoken (u.m.) boar skin spear staff board #foot maker man #measure rack walk boarding house #school boat bill (bird) builder building hook head house keeper load loader loading man master owner setter shop side swain tail woman wright yard bob cat sled stay tail white bobby pin -soxer body bearer bending builder -centered (u.m.) guard maker making -mind plate #politic work bog -eyed (u.m.) #iron land man trot (v.)	bog—con. trotter way boil down (n., u.m.) off (n., u.m.) out (n., u.m.) over (n., u.m.) boiler house maker making man -off -out plate room shop smith works boiling #house #point bold face (printing) faced hearted -spirited (u.m.) bolsterwork bolt cutter head header heading hole maker -shaped (u.m.) smith strake work bomb #bay drop fall line proof shell sight thrower -throwing (u.m.) bond holder man #paper slave stone woman bonds man woman bone ache #ash black breaker -bred (u.m.) dog (fish) -dry (u.m.) -eater fish -hard (u.m.) head headed lace meal set setter shaker -white (u.m.) work booby #hatch trap boogie-woogie book binder bindery binding board	book—con. case craft dealer #end fair -fed (u.m.) fold keeper keeping -learned (u.m.) #learning -lined (u.m.) list lore lover maker making man mark mate mobile plate rack rest room sale seller selling shelf shop stack stall stamp stand stitch -stitching (u.m.) store -taught (u.m.) #trade wise work worm wright writer boom boat #brace -ended (u.m.) #sail #stay town yard boondoggling boot black boy holder hose jack lace last leg legger lick maker making strap #top #tree border land line bore hole safe sight bosom -deep (u.m.) -folded (u.m.) maker -making (u.m.) bottle bird -fed (u.m.) holder maker making neck
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bottle —con. nose (fish) -nosed (u.m.) tight #washer	brake —con. shoe #wheel brandnew (u.m.) brandy -burnt (u.m.) man wine brass -armed (u.m.) #band -bold (u.m.) bound #hat -smith ware #winds worker works brave hearted -looking (u.m.) -minded (u.m.) brazen -browed (u.m.) face faced bread basket board box crumb earner earning fruit #knife line liner maker making man plate seller stuff #tray winner winning break away (n., u.m.) ax back (n., u.m.) bone (fever) #circuit down (n., u.m.) -even (u.m.) fast fast #room front -in (n., u.m.) #iron line (printing) neck off (n., u.m.) out (n., u.m.) over (n., u.m.) point stone through (n., u.m.) up (n., u.m.) water wind breaker -down man -off -up breast band beam bone -deep (u.m.) -fed (u.m.) -high (u.m.) hook mark piece pin plate plow	breast —con. rail rope wise wood work breath -blown (u.m.) -tainted (u.m.) taking bredstitch breech block cloth loader -loading (u.m.) lock piece pin plug sight breeze -borne (u.m.) -lifted (u.m.) -sweet (u.m.) way brew house master bribe -free (u.m.) giver giving taker taking worthy bric-a-brac brick bat bound -built (u.m.) -colored (u.m.) field kilm layer laying liner maker making mason -red (u.m.) setter wise work yard bride bed bowl cake chamber cup groom knot lace maiden stake brides maid man bridge board builder head house keeper maker man master piece pot #rail tree #wall ward way work bridle #gate	bridle —con. man wise briefcase bright -colored (u.m.) -eyed (u.m.) work brilliant -cut (u.m.) -green (u.m.) brimstone brine bound #cooler house man -soaked (u.m.) bringer-up bristle bird cone (u.m.) -pointed (u.m.) tail bristolboard broad acre ax band (n., u.m.) (radio) -beamed (u.m.) bill (bird) brim cast caster cloth #gage head hearted #jump leaf (n.) -leaved (u.m.) loom minded -mouthed (u.m.) share (n., v.) sheet (n.) side sword tail (n.) way wife wise woven broken -down (u.m.) hearted -legged (u.m.) -mouthed (u.m.) bromo (c.f.) <i>all one word</i> bronchio (c.f.) <i>all one word</i> broncho (c.f.) <i>all one word</i> broncobuster bronze bound -clad (u.m.) -covered (u.m.) -red (u.m.) smith wing (bird) broom #handle -leaved (u.m.) maker -making (u.m.) stick tail brother -german hood -in-law brow beat beaten beating bound	brow —con. piece point post brown back #bread -eyed (u.m.) line (n., u.m.) out (n., u.m.) print #rot #rust stone tail (moth) brush ball bird #holder land maker making man off (n., u.m.) -treat (v.) wood work brusher -off -up bubble #gum back eye -eyed (u.m.) #fever horn hound passer passing plate pot saw shot skin skinned stall stay stove tail tooth wagon wash bucket maker making man #seat -shaped (u.m.) shop bud #rot time wood buff -tipped (u.m.) ware -yellow (u.m.) buffalo back (fish) #dance bug bear bite -eyed (u.m.) fish head (fish) house proof buildup (n., u.m.) built -in (u.m.) -up (u.m.) bulb #rod -tee (u.m.) bulbo (c.f.) <i>all one word</i>
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bulk head headed -pile (v.) weigh (v.) bull back baiting cart dog doze dozer -faced (u.m.) #fiddle fight fighter fighting finch frog head headed hide man -mouthed (u.m.) neck nose nosed pen ring skin #terrier toad -voiced (u.m.) whack whacker whip bullet head headed maker making proof bull's -eye (nonliteral) -foot bumble bee foot kite bumboat bung hole maker start bunk house load bunline burn -in (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) burned-over (u.m.) burner-off burnt -out (u.m.) -up (u.m.) bus #bar boy #conductor driver fare line man bush beater buck fighter fighting -grown (u.m.) hammer -headed (u.m.) land #league -leaguer maker	bush—con. making man master ranger ranging whacker whacking wife woman wood bushel man woman business man woman bustup (n., u.m.) busy body -fingered (u.m.) head headed -idle work butt -joint (v.) saw stock strap -weld (v.) butter ball bill bird box -colored (u.m.) #dish fat fingered fingers fish head #knife maker making man milk mouth mouthed nut #packer print -rigged (u.m.) scotch -smooth (u.m.) wife woman worker -yellow (u.m.) button -eared (u.m.) -headed (u.m.) hold holder hole holed holer holding hook maker making mold #strike worker buzz #bomb #saw #wig buzzerphone by -and-by -by -the-way (n., u.m.) -your-leave (n., u.m.) <i>rest one word</i>	C -sharp -star C-tube cab driver driving fare man #owner stand cabbage fly head worm cabin #car house cabinet maker making work worker working cable #car holder -laid (u.m.) man #ship way caco (c.f.) <i>all one word</i> cage #bird man #stand work cake baker box bread -eater house maker making mixer -mixing (u.m.) pan walk walker calci (c.f.) <i>all one word</i> calf bound #love skin time calico back (fish) #bass calk-weld (v.) call back (n., u.m.) box boy down (n., u.m.) -in (n., u.m.) #market note -off (n., u.m.) out (n., u.m.) -over (n., u.m.) #rate up (n., u.m.) can shaft #switch #wheel camel back (rubber) -backed (u.m.) driver -faced (u.m.) keeper man camel's #hair (n.) -hair (u.m.)	camera #lucida man #obscura camp #bed #chair craft fire #follower ground #meeting site stool ward can #buoy capper maker making not #opener canal boat man side candle bomb box fish -foot holder -hour light lighter lighting lit maker making -meter power -shaped (u.m.) stand stick wick wright candy maker stick cane -backed (u.m.) brake #chair crusher cutter field #press #seat #sugar work canker bird -eaten (u.m.) -mouthed (u.m.) #sore cannon ball proof canoe load man canvas back -covered (u.m.) maker making man #shoe #stitch work worker cap -flash (v.) maker making nut screw sheaf	cap—con. shore stone car barn borne boy break builder fare #ferry #float goose hop line load lot man -mile port shop sick wash washing #wheel carbo (c.f.) <i>all one word</i> carboid (c.f.) <i>all one word</i> carcino (c.f.) <i>all one word</i> card board case holder -index (u.m., v.) maker making player room sharp stock cardio (c.f.) -aortic <i>rest one word</i> care free -laden (u.m.) taker taking -tired (u.m.) worn carpet bag bagger bagging beater beating #cleaner -cleaning (u.m.) -covered (u.m.) fitter fitting layer laying #loom maker making -smooth (u.m.) #snake #stitch #sweeper -sweeping (u.m.) way weaver -weaving (u.m.) web work woven carpo (c.f.) -olecranal <i>rest one word</i> carriage maker -making (u.m.) smith way carrierborne
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carrot -colored (u.m.) head (nonliteral) juice top (nonliteral) carry all (n., u.m.) around (n., u.m.) back (n., u.m.) -in (n., u.m.) out (n., u.m.) over (n., u.m.) cart load man way wheel (coin) whip wright case bearer #binding book bound hammer harden load maker making mate mated wood work worker worm caser-in cash book box boy girl keeper cast away (n., u.m.) back (n., u.m.) -by (u.m.) house off (n., u.m.) out (n., u.m.) -ridden (u.m.) -weld (v.) caster -off -out castlebuilder (dreamer) cat back beam bird block boat call -eyed (u.m.) face (n.) faced facing fall #fever fish footed gut head hole #hook -ion like nap nip -o'-nine-tails piece skin stitch tail walk catch all (n., u.m.) -as-catch-can (u.m.)	catch—con. cry land line (printing) penny plate #title up (n., u.m.) water weight word work cater corner cornered wauling cat's -eye (nonliteral) -paw (nonliteral) cattle #boat #breeder feed man #raiser -raising (u.m.) #ranch yak cauliflower #ear -eared (u.m.) #ware cause way wayman cavalryman cave dweller -dwelling (u.m.) #fish -in (n., u.m.) man cease-fire (n., u.m.) cedar bird -colored (u.m.) #leaf maker ware celi (c.f.) <i>all one word</i> celio (c.f.) <i>all one word</i> cell house mate #tester #wall cellar man way woman cement -covered (u.m.) maker making -temper (v.) census #taker -taking (u.m.) center #bit board head (printing) line most piece #point -second centi (c.f.) <i>all one word</i> centimeter-gram- second centri (c.f.) <i>all one word</i> centro (c.f.) <i>all one word</i> cephalo (c.f.) <i>all one word</i>	cerato (c.f.) <i>all one word</i> cerebro (c.f.) -ocular <i>rest one word</i> cervico (c.f.) -occipital -orbicular <i>rest one word</i> cess pipe pit pool chaffcutter chain #bag #belt -driven (u.m.) #gang maker making man stitch store work chair borne fast maker making man mender mending -shaped (u.m.) warmer woman chalk cutter -eyed (u.m.) line stone -white (u.m.) worker chamber maid woman change house over (n., u.m.) chap book fallen chapel going man char coal coaled coaling pit woman charge #book man off (n., u.m.) out (n., u.m.) Charley horse chart house room chatter box mark cheapskate check bird bite book hook -in (n., u.m.) line list mark mate nut off (n., u.m.) out (n., u.m.) passer (n.) passing	check—con. point rack rail rein ring roll roller room rope row rowed rower sheet strap string up (n., u.m.) #valve washer weigher weighman work writer writing checker board breast (bird) -in -off -out -up wise work check bone piece strap cheerleader cheese board box burger cake cloth curd cutter head headed #knife lip maker making parer paring plate #press chemico (c.f.) <i>all one word</i> chemo (c.f.) <i>all one word</i> cherry bird -colored (u.m.) picker picking #pie #pit stone (nonliteral) #stone (literal) #wine chess board man bore chestnut -colored (u.m.) -red (u.m.) chicken bill -billed (u.m.) #breast breasted #coop #farm feed heart hearted house pox	chicken—con. #wire #yard chief #justice -justiceship #mate child bearing bed birth crowing hearted hood kind life -minded (u.m.) ridden wife chill -cast (u.m., v.) room chin band -bearded (u.m.) -chin cloth cough -high (u.m.) piece rest #shield strap china #bark -blue (u.m.) #shop ware China man town woman chip board -munk -shot chiro (c.f.) <i>all one word</i> chisel #bit -cut (u.m.) -edged (u.m.) #grinder #maker mouth (fish) chitchat chitter-chatter chloro (c.f.) <i>all one word</i> chock ablock -full (u.m.) chocolate -brown (u.m.) -coated (u.m.) #maker choir boy man #master #school wise choke bore bored boring damp out (n., u.m.) point strap chokerman chole (c.f.) <i>all one word</i> chondro (c.f.) -osseous <i>rest one word</i> chop -chop house
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chop —con. stick #suey	clampdown (n., u.m.)	clipper -built (u.m.) man #ship	club —con. foot footed hand haul house #link man mobile ridden room root -shaped (u.m.) #steak woman	cock —con. eyed fight fighting head pit roach #robin spur sure tail -tailed (u.m.) up (n., u.m.)
chow chow line #mein	clap board net trap	cloak -and-dagger (n., u.m.) maker making room	clutch man #shaft	cockle boat shell
Christ -given (u.m.) -inspired (u.m.) like	clasp hook #knife	clock case face house keeper maker making -minded (u.m.) room setter smith #tower wise work	co (pref.) -op exist, operate, etc. <i>rest one word</i>	cocks comb combed
chromo (c.f.) <i>all one word</i>	class book -conscious (u.m.) #consciousness	clod breaker head hopper hopping pate pated	coal bag bagger bed bin -black (u.m.) boat box breaker	cod bank fish fishery fishing head headed #liver man pitchings smack worm
chrono (c.f.) <i>all one word</i>	clay #band bank -colored (u.m.) man pan pit ware works	close bred breeding -connected (u.m.) cross crossed crossing -cut (u.m.) -fertilize (v.) fisted handed headed hearted minded mouthed out (n., u.m.) up (n., u.m.)	coach -and-four builder building maker making man whip woman work	codebook
chuck hole plate #rib wagon	claw bar -footed (u.m.) hammer hatchet -tailed (u.m.)	closed -circuit (u.m.) #end #shop	coar dealer digger -faced (u.m.) field fish #gas hole -laden (u.m.) #loader #mine #miner #oil pit rake sack (astron.) shed ship #star #truck yard	coffee cake -colored (u.m.) #cream #cup grower -growing (u.m.) house maker making pot room shop time
chuckle head headed	clean -cut (u.m.) handed hearted out (n., u.m.) -shaved (u.m.) -smelling (u.m.) up (n., u.m.)	cloth -backed (u.m.) bound maker making worker	coast guardsman land line line side wise	coffer dam work
chunkhead	clear cole -cut (u.m.) -eyed (u.m.) headed hearted -sighted (u.m.) starch (v.) up (n., u.m.) wing	clothes bag basket brush #closet horse line man pin press rack #tree yard	coat hanger rack room tail tailed	coffin #bone -headed (u.m.) maker making
church craft #door goer going like man manlike ward way woman work yard	clearinghouse	cloud burst cap capped -hidden (u.m.) land #ring clover bloom #hay leaf seed sick sickness worm	cobblestone	coin box holder maker making -operated (u.m.) #silver
churn -butted (u.m.) milk	cleft -footed (u.m.) -graft (v.)	club #car #chair	cock bill bird brain crow crowing eye	coke #dust #iron man #oven cold blooded -chisel (v.) #cream -draw (v.) finch -flow (v.) -forge (v.) frame #front -hammer (v.) -hammered (u.m.) hearted pack -press (v.)
cider maker making	clergy man woman			
cigar box case cutter fish holder maker making -shaped (u.m.) store	cliff bound dweller -dwelling (u.m.) #face side top -worn (u.m.)			
cigarette #case #holder #maker -making (u.m.) #paper	climbpath			
cine (c.f.) <i>all one word</i>	clinch -built (u.m.) work			
circuit #breaker man #rider	cling fish stone			
circum (pref.) arctic, pacific, etc. -Saturnal, etc. <i>rest also one word</i>	clink -clank stone			
cirro (c.f.) <i>all one word</i>	clinker -built (u.m.) work			
cis (pref.) alpine atlantic -trans (u.m.) <i>rest also one word</i>	clip -clip -edged (u.m.) sheet			
city -born (u.m.) bound -bred (u.m.) folk #man scape wide				
clam bake cracker (fish) shell worm				

cold —con. proof -roll (v.) -rolled (u.m.) room (n.) -short (u.m.) -shortness -shoulder (v.) store type (printing) #war #wave -work (v.)	cone —con. maker making -shaped (u.m.) speaker conference #room Congress man man #at #large woman contra (pref.) -acting -approach -ion <i>rest one word</i> coli (c.f.) <i>all one word</i> collar bag band #beam bird bone bound box #button maker making man #pad #rot work colo (c.f.) <i>all one word</i> color bearer blind #blindness fast -free (u.m.) #guard #line maker making man type (printing) (n.) -washed (u.m.)	corn bin bird bread cake cob -colored (u.m.) cracker crib crusher cutter dodger -fed (u.m.) field grower house husk husker land loft meal picker #pit (market) #pone stalk starch #stover worm corner bind piece stone wise corpsman cosio (c.f.) <i>all one word</i> cotter #pin way cotton -clad (u.m.) -covered (u.m.) field grower -growing (u.m.) #mill mouth (snake) packer picker #print seed sick tail council man woman count down (n., u.m.) -down (v.) #wheel counter #check (banking) #septum -off act, propaganda, etc. <i>as combining form,</i> <i>one word</i> countinghouse country -born (u.m.) -bred (u.m.) folk man people #seat side ward wide woman county #seat wide court bred craft house like -martial	court —con. #plaster room ship work yard cousin -german hood -in-law cover alls #crop let side up (n., u.m.) cow barn bell boy catcher -eyed (u.m.) fish gate girl hand hearted herd hide hitch keeper lick man path pen #pony pox puncher shed skin sucker tail yard crab cake catcher eater eating faced hole man meat stick -yaws (n.) crack ajack (n., u.m.) brained down (n., u.m.) jaw pot -the-whip (n., u.m.) up (n., u.m.) crackleware cracksman cradle board land maker man side #snatcher song time craft #union work crafts man woman crane #driver man way cranio (c.f.) <i>all one word</i> crank case	crank —con. -driven (u.m.) man pin pit shaft #wheel crape fish hanger crash boat dive (v.) land (v.) crawfish crawl -a-bottom (fish) up (n., u.m.) crayon board stone crazy bone cat headed #quilt cream cake #cheese -colored (u.m.) maker making ware credit man #union creek bed fish side creep hole mouse crepe #de #chine #paper #rubber #suzette crest fallen line crew cut #list man mate member crib -bite (v.) -biter strap work crime buster busting wave criss cross crossed crockeryware crook <i>all one word</i> crooked -foot (n.) -legged (u.m.) -nosed (u.m.) -toothed (u.m.) crop -bound (u.m.) -haired (u.m.) head #index land man cross -appeal arm armed band
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cross—con. banded banding bar barred beak (bird) beam bearer bedded bedding belt bench #bias bill (bird) #bill (legal) bind bolt bond bones #brace bred breed breeding -bridge (v.) -brush (v.) #bun -carve (v.) -channel (u.m.) -check -claim -compound (v.) -connect (v.) -country (u.m.) -cultivate (v.) -cultivation current -curve (math.) (n.) cut cutter cutting -date (v.) -drain (v.) -dye (v.) -dyeing (n.) -examination -examine (v.) -examiner -eye (n., u.m.) -eyed (u.m.) fall feed -fertile (u.m.) fertilization -fertilize (v.) -fiber (u.m.) field file fire flow foot -grained (u.m.) hair hand handed hatch hatching haul head -immunity -index (u.m.) -interrogate (v.) -interrogatory -invite (v.) legged legs -level (v.) -license (v.) lift (v.) light line lock lots mark mate (v.) member over (n., u.m.) patch path piece	cross—con. plow (v.) -pollinate (v.) -pollination -purpose (n.) -question rail -reaction -refer (v.) -reference -referring road row #rule #section -service -shaft -slide -spale -staff -sterile -sterility -stitch -stone -stratification -sue (v.) -surge (v.) tail (n.) talk tie tied -tine (v.) -tined (u.m.) town track trail tree under (n., u.m.) -vote -voting walk way web wind wise word crow bait bar #flight foot footed hop crow's -fiber (nonliteral) -nest (nonliteral) crow n bar maker making piece #plate #post #sheet #wheel work crybaby crypto (c.f.) -Christian, etc. <i>rest one word</i> crystal -clear (u.m.) -girded (u.m.) -smooth (u.m.) cub master #shark cubbyhole cuddyhole cullboard cumulo (c.f.) <i>all one word</i> cup bearer board cake #eustard ful #grease	cup—con. head headed holder #hook maker making stone curb #bit #market #roof #sending #signaling stone stoner cure-all (n., u.m.) curly head headed locks (n.) currycomb cussword custom -built (u.m.) house -made (u.m.) -tailored (u.m.) work worker cut away (n., u.m.) back (n., u.m.) glass #hole -in (n., u.m.) lips (fish) off (n., u.m.) out (n., u.m.) over (n., u.m.) rate (u.m.) throat -toothed (u.m.) -under (u.m.) -up (n., u.m.) water work worm cutter -built (u.m.) -down head man -off -out -rigged (u.m.) -up cuttle bone fish cyano (c.f.) <i>all one word</i> cycle car smith cyclo (c.f.) -olefin <i>rest one word</i> cysto (c.f.) <i>all one word</i> cyto (c.f.) <i>all one word</i> D -day -major -plus-4-day D-handle dairy #farm -fed (u.m.) -made (u.m.) maid man woman damsite	damp proof proofing -stained (u.m.) damping-off (n., u.m.) dance #band hall danger -fearing (u.m.) #line #point dare -all (n., u.m.) devil deviltry say dark -eyed (u.m.) hearted horse (nonliteral) room skin (n.) -skinned (u.m.) dash board light line (printing) maker plate pot wheel date line lined mark #stamp daughter-in-law dawn -gray (u.m.) light streak day beam bed book break -bright (u.m.) dawn dream dreamer dreaming -fly (aviation) (v.) -flying (u.m.) going #letter light lighted lit long (u.m.) man mark #nurse room #school #shift side star time work worker de (pref.) -air ice icer -ion centralize, energeize, etc. <i>rest one word</i> dead -alive beat (n.) born -burn (v.) #center -cold (u.m.) -dip (v.) -drunk (u.m.)	dead—con. #end -ender eye (n.) -eyed (u.m.) fall head headed hearted #heat -heated (u.m.) -heater -heavy (u.m.) house latch #letter light line #load look man (n.) melt pan pay -roast (v.) weight (n., u.m.) wood deaf -dumb -dumbness -mute -muteness deal fish worker yard death bed blow day -divided (u.m.) -doom (v.) #house like #rate -struck (u.m.) trap watch -weary (u.m.) deck hand house -land (v.) load swabber deep -affected (u.m.) -cut (u.m.) -engraved (u.m.) -felt (u.m.) -freeze (u.m., v.) -freezing (u.m.) -frying (u.m.) going -grown (u.m.) -laid (u.m.) most mouthed -rooted (u.m.) #sea -seated (u.m.) -set (u.m.) -sunk (u.m.) -voiced (u.m.) water (u.m.) waterman deer drive (n.) -eyed (u.m.) food herd horn hound keeper #lick meat skin stalker stalking
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deer —con. stand stealer yard	die —con. -cut (u.m., v.) cutter cutting hard (n., u.m.) head holder maker making #mold #plate #proof (philately) (n.) sinker sinking -square (u.m.) stock	disk jockey plow -shaped (u.m.) #wheel districtwide ditch bank digger #hand rider side water ditto graph #mark dive -bomb (v.) #bomber keeper diving #bell #boat do -all (n., u.m.) -gooder -little (n., u.m.) -nothing (n., u.m.) -nought (n., u.m.) dock hand head house land man master side worker yard doctor bird fish doe bird skin dog bite -bitten (u.m.) bolt breeder cart catcher #days -drawn (u.m.) -ear (v.) -eared (u.m.) face (infantry- man) -faced (u.m.) fall fight fish food head -headed (u.m.) hole house leg #owner race racing shore #show skin sled tail -tired (u.m.) tooth -toothed (u.m.) #trainer trick trot vane watch -weary (u.m.) doll beer face -faced (u.m.)	doll —con. fish house maker making #post dollar bird fish #mark dolly head man way donkey back -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday door bed bell boy brand case check frame head jamb keeper keeping knob maid maker making man mat nail plate post #roller -shaped (u.m.) sill step stone stop strap way yard dope book sheet dorsi (c.f.) all one word dorso (c.f.) -occipital rest one word double -barrel (n., u.m.) -barreled (u.m.) -bitt (v.) -breasted (u.m.) -charge (v.) check (n., v.) checked (u.m., v.) #chin -chinned (u.m.) #concave #convex cross (nonliteral) crosser (nonlit- eral) crossing (nonlit- eral) #dagger deal (v.) dealer dealing -decker -distilled (u.m.) -duty (u.m.) -dye (v.) -edged (u.m.) -ender #entry	double —con. #gear handed -headed (u.m.) header hearted -headed (u.m.) #play -quick (u.m.) #space #stitch talk #thread #time tone (printing) #track tree -trouble -up (u.m., v.) #work dough boy -colored (u.m.) face -faced (u.m.) head maker making man mixer nut dove -colored (u.m.) cot house like tail tailed down beat beater bound by cast check coast come corner coming -covered (u.m.) crier cry curved cut dale draft drag face fall fallen feed flow fold folded grade gradient growth hanging haul headed hearted hill lead line lock (n.) look most payment pour rate right river rush shore side sitting slip slope -soft (u.m.)
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down—con.	draw—con.	drive	duck—con.	ear
spout	head	away (n., u.m.)	pond	ache
stage	horse	boat	#soup	cap
stairs	knife	bolt	walk	drop
state	knot	cap	due	drum
stream	link	head	-in (n., u.m.)	flap
street	loom	-in (n., u.m.)	out (n., u.m.)	guard
stroke	net	pipe	duffelbag	hole
sun (adv., u.m.)	off (n., u.m.)	screw	dug	lap
swing	out (n., u.m.)	#shaft	out (n.)	mark
take	pin	way	-up (u.m.)	-minded (u.m.)
throw	plate	#wheel	way	#muff
thrust	point	drop	dull	phone
time	sheet	away (n., u.m.)	brained	pick
town	span	#bar	-edged (u.m.)	piece
trampling	stop	bolt	head	-piercing (u.m.)
trend	string	#bomb	headed	plug
trodden	tongs	#folio (printing)	hearted	ring
turn	tube	-forge (v.)	-looking (u.m.)	screw
valley	#well	-forger	-witted (u.m.)	shot
ward	drawer	front	dum-dum	sore
way	-down	hammer	dumb	splitting
weigh	-in	head	bell	tab
weight	-off	kick	head	wax
wind	-out	leaf (n., u.m.)	waiter	wig
draft	drawing	leg	#well	witness
age (allowance)	#board	light	dump	earth
#age (conspiration)	-in (n., u.m.)	line	car	bank
-exempt (u.m.)	#room	man	cart	board
#horse	#table	off (n., u.m.)	#heap	born
draftsman	dray	out (n., u.m.)	#truck	bound
drag	#horse	sonde	dunder	-bred (u.m.)
#anchor	man	stitch	head	#crust
bar	dream	worm	headed	fall
boat	-haunted (u.m.)	drug	dung	fast
bolt	land	-addicted (u.m.)	beck	-fed (u.m.)
#barrow	lit	man	bird	fill
line	lore	mixer	hill	grubber
man	world	seller	duo (c.f.)	#hole
net	edridge	store	<i>all one word</i>	#house
pipe	boat	drum	dust	kin
rope	#chain	beat	bin	light
saw	man	fire	box	lit
staff	#net	fish	brush	maker
wire	dress	head	cloth	making
dragger	#goods	line	#counter	mover
-down	maker	#saw	-covered (u.m.)	moving
-in	making	stick	fall	nut
-out	up (n., u.m.)	-up (n., u.m.)	-gray (u.m.)	quake
-up	dressing #room	#winding	-laden (u.m.)	-shaking (u.m.)
dragon	drift	dry	pan	slide
#beam	#boat	-burnt (u.m.)	proof	#spring
-eyed (u.m.)	bolt	#cell	storm	-stained (u.m.)
fish	meter	clean	tight	wall
fly	-mining (u.m.)	cleaned	#well	ward
kind	piece	cleaner	woman	wide
#piece	pin	cleaning	duster	work
dragon's	way	-cure (v.)	man	earthen
#blood	weed	dock	-off	hearted
#teeth	wind	docked	duty	ware
drain	wood	-dye (v.)	bound	east
board	drill	-farm (v.)	-free (u.m.)	bound
cleaner	book	farming (n., u.m.)	dwelling #house	-central (u.m.)
man	case	#goods	dye	#end
pipe	#clamp	goodsman	house	going
tile	holder	house	maker	land
drainage	-like	#kiln	making	-northeast
#area	maker	land (u.m.)	mixer	#side
way	man	lot	stone	-sider
dram	master	-pack (u.m., v.)	stuff	-southeast
shop	#pin	#rot	#vat	ward
draw	#press	-rotted (u.m.)	ware	Easter
-arch (n.)	#rack	-salt (v.)	works	tide
arm	#rest	wash	dynamo	time
back	room	#weight	#brush	easy
bar	stock	worker	electric	going
beam	worker	duck	genesis	hearted
bench	yard	bill	metamorphosed	mark (n.)
board	drip	-billed (u.m.)	phone	-rising (u.m.)
bolt	board	blind	static	-spoken (u.m.)
bore	box	board	dys (pref.)	eaves
bridge	cock	boat	<i>all one word</i>	drop
cut	#cup	foot (tool)	eagle	dropper
down (n., u.m.)	-drip	-footed (u.m.)	#eye	dropping
file	sheet	hearted	-eyed (u.m.)	#molding
gate	stick	house	stone	edge
gear	stone	#hunter	-winged (u.m.)	maker
glove	#tank	-hunting (u.m.)		making
		pin		man

edge—con. #plane shot stone ways wise	ender -on -up endo (c.f.) <i>all one word</i> engine -driven (u.m.) #driver house maker man room #shop -sized (u.m.) smith work #worker #yard entero (c.f.) <i>all one word</i> entry #book man way envelope #holder #maker epi (pref.) <i>all one word</i> equi (c.f.) -gram-molar <i>rest one word</i> ere long now errorproof erythro (c.f.) <i>all one word</i> even glow handed minded -numbered (u.m.) song -tempered (u.m.) tide time ever -abiding (u.m.) bearing blooming -constant (u.m.) -fertile (u.m.) glade going green lasting more -normal (u.m.) -present (u.m.) -ready (u.m.) sporting (biol.) which wise every body day (n., u.m.) #day (each day) how one (all) #one (distributive) thing #time where evil doer doing #eye -eyed (u.m.) -faced (u.m.) hearted -looking (u.m.) minded (u.m.) sayer speaker speaking wishing	ex #cathedra cathedral communicate -governor #libris #office #post #facto #rights -serviceman -trader express man #train way extra -alimentary #allowance -American #binding bold bound -Britannic -condensed (u.m.) #current curricular -fine (u.m.) hazardous judicial -large (u.m.) -long (u.m.) marginal mural ordinary polar -strong (u.m.) territorial vascular eye #apeal ball bank bar blink -blurred (u.m.) bolt brow -conscious (u.m.) cup flap glance glass hole lash lens lid light line mark -minded (u.m.) #opener peep piece pit point service shade shield shot sick sight sore spot -spotted (u.m.) stalk stone strain string tooth wash water wear #weariness wink winker witness witnessing	F -flat -horn -sharp fable #book land maker teller face about (n., u.m., v.) #ache -arbor (v.) cloth -harden (v.) -hardened (u.m.) lifting maker making man mark -on (n., u.m.) piece plate up (n., u.m.) wise work fact book finding fade away (n., u.m.) -in (n., u.m.) out (n., u.m.) faint heart hearted #ruling (printing) -voiced (u.m.) fair ground -lead (n., u.m.) minded play -skinned (u.m.) #trade water way fairy folk hood land like stone tale faith breaker breaking #cure worthy fall away (n., u.m.) back (n., u.m.) fish #guy -in (n., u.m.) out (n., u.m.) -plow (v.) -sow (v.) time trap way #wheat #wind fallow #land false -bottomed (u.m.) #face -faced (u.m.) hearted hood #keel -tongued (u.m.) work fame -crowned (u.m.) -thirsty (u.m.) worthy	fan back bearer #belt #blade #dance fare fish fold foot house -leaved (u.m.) light maker making man marker -shaped (u.m.) tail -tailed (u.m.) fancy #dress -free (u.m.) -loose (u.m.) work -woven (u.m.) -wrought (u.m.) far -aloft (u.m.) away (n., u.m.) -borne (u.m.) #cry -distant (u.m.) -eastern (u.m.) -famed (u.m.) fetched flung (u.m.) going gone -off (u.m.) -reaching (u.m.) seeing -seen (u.m.) -set (u.m.) -sight sighted farm #bloc -bred (u.m.) hand hold house land owner place stead steading work worker yard fashion -led (u.m.) monger #piece (naut.) #plate -setting (u.m.) fast -anchored (u.m.) bound -died (u.m.) going hold -moving (u.m.) -read (v.) -reading (u.m.) #time (daylight saving) fat #acid back backed -bellied (u.m.) brained -free (u.m.) head headed hearted -soluble (u.m.)
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father -confessor -in-law land	fern -clad (u.m.) grower land leaf -leaved (u.m.)	fill -in (n., u.m.) out (n., u.m.) -up (n., u.m.)	fire—con. lit man pit place plow plug -polish (v.) power proof -red (u.m.) -resistant (u.m.) room safe safety side spout stone #test trap truck wall warden water wood work worker	fisher boat boy folk girl man people woman fishyback (n., u.m.)
fault finder finding line slip faux #pas	ferro (c.f.) -carbon-titanium -uranium <i>rest one word</i>	filler cap -in -out -up #wall	fire -resistant (u.m.) room safe safety side spout stone #test trap truck wall warden water wood work worker	fit out (n.) strip
fear -free (u.m.) nought -pursued (u.m.) -shaken (u.m.)	ferry boat #bridge #car house man master #slip way	film cutter goer going land #paper slide strip -struck (u.m.)	firm -footed (u.m.) hearted -set (u.m.) -up (n., u.m.)	five bar fold -ply (u.m.) -pointed (u.m.) -reeler score -shooter
feather bed (v.) bedding bone brain brained edge edged -footed (u.m.) head headed -leaved (u.m.) man stitch -stitched (u.m.) -stitching -tongue (v.) way weight wing (moth) work worker	fever #heat less like -stricken (u.m.) trap -warm (u.m.)	fin back fish foot (bird) #keel -shaped (u.m.)	firm -footed (u.m.) hearted -set (u.m.) -up (n., u.m.)	flag bearer boat maker making pole post -raising (u.m.) ship -signal (v.) staff stick stone #stop worm
feather bed (v.) bedding bone brain brained edge edged -footed (u.m.) head headed -leaved (u.m.) man stitch -stitched (u.m.) -stitching -tongue (v.) way weight wing (moth) work worker	fiber board -faced (u.m.) stitch	fine -cut (u.m., v.) -draw (v.) -drawn (u.m.) -featured (u.m.) -looking (u.m.) -set (u.m.)	first #aid -aided -born (u.m.) -class (u.m.) corner hand (adv., u.m.) line (u.m.) -made (u.m.) -named (u.m.) -nighter -rate (u.m.) -rater	flame -colored (u.m.) -cut (v.) proof thrower tight
fed-up (u.m.)	fibro (c.f.) -osteoma <i>rest one word</i>	finger breadth -cut (u.m.) fish hold hole hook mark nail parted post print shell spin stall stone tip work	fish back backed bed -bellied (u.m.) berry bolt bone cake #day eater eye -eyed (u.m.) fall -fed (u.m.) food garth hook house -joint (v.) line man #market meal monger mouth plate pond pool pot pound skin #stick tail trap way weir wife woman works yard	flange #nut way flannel mouth mouthed
feeble -bodied (u.m.) brained hearted minded	fickle hearted minded (u.m.)	fire arm back (n.) glass ball bell bird board boat bolt box brand brat break brick bug -burnt (u.m.) #call -clad (u.m.) #clay coat cracker crest -cure (v.) damp #drill -eater fall fang fanged fighter fighting fly guard -hardened (u.m.) hose house light line	flame -colored (u.m.) -cut (v.) proof thrower tight	flap cake doodle -eared (u.m.) jack
feed back (n., u.m.) bag bin board box crusher cutter head lot mixer pipe rack store stuff #tank #truck #valve way #wire	field ball bird book #corn fare (bird) glass goal house man piece work worker	fire arm back (n.) glass ball bell bird board boat bolt box brand brat break brick bug -burnt (u.m.) #call -clad (u.m.) #clay coat cracker crest -cure (v.) damp #drill -eater fall fang fanged fighter fighting fly guard -hardened (u.m.) hose house light line	flame -colored (u.m.) -cut (v.) proof thrower tight	flare back (n., u.m.) board light out (n., u.m.) path up (n., u.m.)
feeder -in -up fellow craft ship <i>rest two words</i>	fierce -eyed (u.m.) hearted -looking (u.m.)	fire arm back (n.) glass ball bell bird board boat bolt box brand brat break brick bug -burnt (u.m.) #call -clad (u.m.) #clay coat cracker crest -cure (v.) damp #drill -eater fall fang fanged fighter fighting fly guard -hardened (u.m.) hose house light line	flame -colored (u.m.) -cut (v.) proof thrower tight	flash back (n., u.m.) board bulb card gun lamp light over (n., u.m.) pan point power proof
felt cutter -lined (u.m.) maker making packer #roller #roofer work worker	fiery -flaming (u.m.) -hot (u.m.) -red (u.m.) -tempered (u.m.)	fire arm back (n.) glass ball bell bird board boat bolt box brand brat break brick bug -burnt (u.m.) #call -clad (u.m.) #clay coat cracker crest -cure (v.) damp #drill -eater fall fang fanged fighter fighting fly guard -hardened (u.m.) hose house light line	flame -colored (u.m.) -cut (v.) proof thrower tight	flat back (bookbind- ing) bed (printing) boat -bottomed (u.m.) car -compound (v.) fish fold foot (n.) footed hat head headed iron
fence maker post #row	file card fish #grinder -hard (u.m.) maker making setter smith -soft (u.m.)	fire arm back (n.) glass ball bell bird board boat bolt box brand brat break brick bug -burnt (u.m.) #call -clad (u.m.) #clay coat cracker crest -cure (v.) damp #drill -eater fall fang fanged fighter fighting fly guard -hardened (u.m.) hose house light line	flame -colored (u.m.) -cut (v.) proof thrower tight	flash back (n., u.m.) board bulb card gun lamp light over (n., u.m.) pan point power proof

flat —con. land nose out (n., u.m.) -rolled (u.m.) #silver top -topped (u.m.) ware way wise woods work yard	floor beam board cloth head lamp line load man mat mop #plug #show space stain walker ward #wax -waxing (u.m.) way wise work flopouse flour bag bin #blender #grinder maker making #mill #miller #mixer sack flow meter off (n., u.m.) sheet flower bed bud -crowned (u.m.) #cup #grower -hung (u.m.) maker making piece pot -scented (u.m.) #shop #show #stalk time work flue -cure (v.) man fluid -compressed (u.m.) extract (pharm.) (n.) glycerate #ounce fluo (c.f.) <i>all one word</i> fluoro (c.f.) <i>all one word</i> flush bound -cut (u.m.) -decked (u.m.) -decker gate #head (printing) #tank fute bird like mouth (fish) work fluvio (c.f.) <i>all one word</i> fly away back ball -bitten (u.m.) blow	fly —con. blown boat boy -by-night (n., u.m.) catcher catching eater -fish (v.) -fisher -fisherman #fishing flap flapper -free (u.m.) leaf line man over (n., u.m.) paper proof sheet speck -specked (u.m.) tail tier trap way weight wheel winch flying #boat #bomb #fish foam bow -crested (u.m.) #rubber -white (u.m.) fog born bound bow dog eater -hidden (u.m.) horn -ridden (u.m.) fold -in up (n., u.m.) folk craft #dance free (u.m.) lore song way follow through (n., u.m.) up (n., u.m.) follower-up food grower packer shop sick stuff fool fish hardy headed proof foolscap foot -and-mouth (u.m.) ball band bath blower board brake breadth bridge -candle fall -free (u.m.) gear	foot —con. -grain halt hill hold -lambert licker licking light(s) line lining lock locker hoose man mark note noted pad path pick plate -pound -pound-second power print race rail rest room rope scald -second slogger sore stalk stall step stick stock stone stool -ton walk wall way wear -weary (u.m.) work worn for (pref.) <i>all one word</i> fore -age -and-aft (n., u.m.) -and-after (n.) -edge -end -exercise <i>rest one word</i> forest bound -clad (u.m.) -covered (u.m.) craft #land side fork head lift maker man -pronged (u.m.) lancer loader loading man martin -minded masonry forth coming right with fortune #hunter #hunting teller telling	forty-niner foul #ball #line -looking (u.m.) mouthed #play -spoken (u.m.) -tongued (u.m.) up (n., u.m.) foundry man #proof (printing) fountain head #pen four -bagger -ball (u.m.) -eyed (u.m.) -eyes (fish) flush flusher flushing fold -footed (u.m.) -in-hand (n., u.m.) -masted (u.m.) -master penny (nail) -ply (u.m.) score some square squared -wheeler fox -faced (u.m.) fish hole hound #hunting skin skinned tail tailed #terrier trot fracto (c.f.) <i>all one word</i> frame house maker making smith up (n., u.m.) work worker frankhearted free board boot booter born drop -for-all (n., u.m.) -grown (u.m.) hand (drawing) handed hearted hold holder lance lancer loader loading man martin -minded masonry #port -spoken (u.m.) standing (u.m.) stone thinker thinking #trade trader way (highway)
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free—con. wheel (u.m., v.) wheeler wheeling #will (n.) will (u.m.) woman	fuel #line #oil wood full back -belied (u.m.) blood blooded bloodedness -bound (u.m.) face faced -fashioned (u.m.) -flowering (u.m.) -grown (u.m.) -handed (u.m.) -headed (u.m.) hearted -lined (u.m.) #load mouth mouthed #speed -strength (u.m.) -time (u.m.) #weight fund holder raising funnel maker -shaped (u.m.) fur -clad (u.m.) coat -lined (u.m.) #lining -trimmed (u.m.) fuse #block board #gag plug	game bag cock craft #fowl keeper keeping room gang land man master plank #press saw way wayman gape seed worm garage garage garbage #can man #truck garnet -brown (u.m.) work gas bag -driven (u.m.) field form -fired (u.m.) firing fitter fitting -heated (u.m.) holder house -laden (u.m.) lamp light lighted lighting line lock #main maker man #mask meter tight #well worker works gastro (c.f.) -oriental rest one word gate house keeper leg (u.m.) legged (u.m.) man pin post tender ward way wayman wise woman works gay cat -colored (u.m.) #dog -looking (u.m.) gear box case -driven (u.m.) fitter maker man -operated (u.m.) set shift wheel	gelatin -coated (u.m.) maker -making (u.m.) gelatino (c.f.) bromide chloride gem cutter -set (u.m.) #stone work genito (c.f.) all one word gentle folk hearted -looking (u.m.) man (n.) -mannered (u.m.) mouthed -spoken (u.m.) woman (n.) geo (c.f.) all one word germ #cell -free (u.m.) #layer proof gerrymander get -at-able away (n., u.m.) off (n., u.m.) -together (n., u.m.) up (n., u.m.) ghost craft -haunted (u.m.) land #town write (v.) writer giddy brain brained head headed -paced (u.m.) gilt -edge (u.m.) -edged (u.m.) head (fish) tail gin house -run (u.m.) -rigger #ale bread -colored (u.m.) snap spice work give -and-take (n., u.m.) away (n., u.m.) glacio (c.f.) all one word glad -cheered (u.m.) hearted sad glass blower blowing cutter cutting -eater -eyed (u.m.) fish -hard (u.m.) house maker making man #paper ware	glass—con. #wool work worker working works glauc(o) (c.f.) all one word glaze #wheel work glidepath globe fish holder trotter trotting glosso (c.f.) all one word glove maker making #silk glow fly lamp meter worm gluc(o) (c.f.) all one word glue maker making pot stock glycero (c.f.) all one word glyco (c.f.) all one word go -ahead (n., u.m.) -around (n., u.m.) -as-you-please (u.m.) -back (n., u.m.) -between (n.) by (n.) cart -devil (n.) down (n.) -getter -getting (n., u.m.) -off (n., u.m.) goal keeper mouth (fish) post goat -bearded (u.m.) -drunk (u.m.) -eyed (u.m.) fish herd land #milk skin stone sucker (bird) goat's -hair -horn God -conscious (u.m.) -fearing (u.m.) -forsaken (u.m.) -given (u.m.) head -man -ordained (u.m.) -sent (u.m.) -speed (u.m.) speed -taught (u.m.) ward god child daughter father head
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god —con. hood less like mother parent send ship son sonship wit (bird)	goose —con. rump rumped skin step stepper wing winged gospel like -true (u.m.) gourdhead Government (U.S. or foreign) -in-exile -owned (u.m.) -wide (u.m.) governmentwide (State, city, etc.) grab -all (n., u.m.) hook rope grade finder line mark grain #alcohol -cut (u.m.) field -laden (u.m.) land man mark sick gram -fast (u.m.) -meter -molecular -negative (u.m.) -positive (u.m.) grand aunt child daughter father fatherly mother motherly nephew niece parent sire son stand uncle granite like ware grant-in-aid grape fruit juice -leaved (u.m.) seed shot skin stalk stone vine graph alloy #paper grapho (c.f.) <i>all one word</i> grass bird #blade -clad (u.m.) -covered (u.m.) cutter flat -green (u.m.) hop hopper land nut plot	grass —con. quit (bird) roots (nonliteral) widow widower widowhood grave bound clothes digger digging maker making side stead stone ward yard gravel -blind (u.m.) stone gray back (n., u.m.) beard (n.) -clad (u.m.) coat (n.) -eyed (u.m.) fish -haired (u.m.) head -headed (u.m.) #market out (n., u.m.) pate (bird) grease #gun #pit proof great -aunt coat coated -eared (u.m.) -grandchild -granddaughter -grandfather -grandmother -grandson head (duck) -headed (u.m.) heart hearted mouthed -nephew -niece -uncle green back (n., u.m.) backed belt (community) bone (fish) -clad (u.m.) -eyed (u.m.) finch fish gage (plum) gill grocer grocery head (duck) headed hearted horn house keeper keeping -leaved (u.m.) room sand (geology) sick stone (mineral) stuff sward tail (fish) town (community) ware wing (bird) #wood (literal)	green —con. wood (forest) yard greyhound grid iron #leak line griddlecake grill room work grindstone grip man sack wheel gristmill gross -minded (u.m.) #weight grotto work ground bird borne #glass hog man mass nut path plot power #sluice -sluicer speed #swell time ward wave #water work group -connect (v.) #insurance grown up (n., u.m.) upness grub #hoe stake guard house line (printing) plate rail room #wire guardsman guess rope warp work guest chamber house room rope guide board book craft line post #rail way #word guided-missile (u.m.) guider-in guinea #fowl #hen #pig gum #arabic boil chewer digger drop	gum —con. field -gum lac maker making -saline (n.) shoe gun #barrel bearer boat builder cotton crew deck fight fighter fighting fire flint house (naval) lock maker making man #mount paper pit play point powder power rack -rivet (v.) room runner running shop shot -shy (u.m.) sight smith stock wale gut less string guttapercha gutter blood -bred (u.m.) man snipe spout gymno (c.f.) <i>all one word</i> gyneco (c.f.) <i>all one word</i> gyro #horizon #mechanism #pelorus plane, compass, etc. <i>as combining form,</i> <i>one word</i> H -bar -beam -piece H -bomb -hour hack barrow hammer log man saw hag born fish ride (v.) ridden
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hall #fellow stone storm	half—con. -weekly (u.m.) wit -witted (u.m.) -yearly (u.m.)	hand—con. mold (v.) off (n., u.m.) out (n., u.m.) pick (v.) picked post press pressman print rail railing reading saw scrape (v.) set shake shaking spade spike splice split spring spun -stamp (v.) stand stitch stone stroke stuff -tailored (u.m.) tap tight tool -tooled (u.m.) -tooling (u.m.) truck wear weave wheel work worked worker working woven write (v.) writing written wrought handle-talkie handlebar	hard—con. pan -pressed (u.m.) #rubber -set (u.m.) #shell (n.) ship spun stand standing tack tail (fish) top (auto) #up ware wareman way (beach) #wheat -won (u.m.) wood #work wrought	hay band bird cap cart cock #fever field fork grower lift loft maker making market mow rack rake raker rick -scented (u.m.) seed stack time ward wire
hair band bird breadth brush -check (n.) cloth cut (n.) do dresser dressing -fibered (u.m.) line lock pin #raiser #ribbon space (printing) splitter splitting spring stone streak stroke (printing) #trigger work worm	hammer bird cloth dress (v.) -hard (u.m.) -harden (v.) -hardened (u.m.) #hardening head headed lock maker man proof smith stone #thrower toe -weld (v.) work -wrought (u.m.)	hand bag ball baller bank (v.) barrow bill book -bound (u.m.) bow brake breadth -built (u.m.) car -carry (v.) cart -carve (v.) clap clapping clasp -clean (v.) craft crank cuff cuffed -cut (v.) #drill -embroidered (u.m.) -fed (v.) #fishing fold grasp grip guard gun -high (u.m.) hold hole -in-hand (u.m.) kerchief -knit (v.) -knitter laid -letter (v.) #lever lift (truck) like line liner made maid -me-down (n., u.m.) mill mix (v.)	harness maker -making (u.m.) #race harum-scarum harvest #lice man time has-been (n.) hash house mark hat band box brim brush cleaner #hook maker making piece (cap) pin rack rail shop stand store #tree hatch man way work hatchet #face -faced (u.m.) fish man #stake haul about (n., u.m.) away (n., u.m.) back (n.) haulageway have-not (n., u.m.) haversack hawk bill -billed (u.m.) -nosed (u.m.) hawse hole #hook man piece pipe	hazel -eyed (u.m.) nut he-man head ache aching achy band bander block board cap chair cheese chute cloth dress -ender first fish foremost frame gate gear house hunt hunter hunting lamp land ledge light lighting line liner lock long man master mistress mold most note -on (u.m.) phone piece plate post quarters rail reach rest ring room rope sail set setting (printing) shake sill skin space

head—con.	heavy	hen—con.	high—con.	hold
spin	back	pecked	-up (u.m.)	all (n., u.m.)
spring	-duty (u.m.)	pecking	#water	back (n., u.m.)
stall	-eyed (u.m.)	roost	way	-clear (n., u.m.)
stand	-footed (u.m.)	wife	wayman	down (n., u.m.)
start	handed	woodite	higher-up (n.)	fast (n., u.m.)
stick	headed	yard	hill	off (n., u.m.)
stock	hearted		billy	out (n., u.m.)
stone	-looking (u.m.)		bird	over (n., u.m.)
stream	-set (u.m.)		#country	up (n., u.m.)
strong	#water	hepat (c.f.)	culture (farming)	upman
strongly	weight (n., u.m.)	all one word	man	holder
#tax	hecto (c.f.)	hepta (c.f.)	sale	-forth
wall	all one word	all one word	salesman	-on
waiter	hedge	here	side	-up
water	born	about	top	hole
way	bound	after	hind	-high (u.m.)
wear	breaker	at	brain	man
wind	hog	by	cast	through
work	hop	from	foremost	
worker	hopper	in	gut (n.)	hollow
working	maker	inabove	head	back (bookbind- ing)
yard	making	inafter	leg	-backed (u.m.)
header-up	pig	inbefore	most	-eyed (u.m.)
heal-all (n., u.m.)	row	into	quarter	faced
healthcraft	#trimmer	of	saddle	-ground (u.m.)
hearing #aid	heel	on	#shank	hearted
heart	ball	to	sight	ware
ache	band	tofore	wing	holo (c.f.) ³
aching	block	under		all one word
beat	cap	unto	hip	holy
bird	fast	upon	bone	#day
block	grip	with	mold	stone
blood	#lift	heroicomic	shot	tide
bound	maker	herringbone	hippo (c.f.)	#year
break	making	hetero (c.f.)	all one word	home
breaker	pad	-ousia, etc.	histo (c.f.)	-baked (u.m.)
breaking	path	rest one word	all one word	body
broken	piece	hexa (c.f.)	hit	born
burn	plate	all one word	-and-miss (u.m.)	bound
burning	post		-and-run (u.m.)	bred
deep	print	hi	-or-miss (u.m.)	brew
felt	ring	-fi	hitch	builder
free (u.m.)	stay	jack	hiker	building
grief	strap	jacker	hiking	comer
heavy	tap	jacking	hoarfrost	coming
land	helio (c.f.)	hide	hoary	craft
leaf	all one word	-and-see (n., u.m.)	-haired (u.m.)	-fed (u.m.)
-leaved (u.m.)	hell	away (n., u.m.)	headed	felt
line	bender	bound	hob	freeze (u.m., v.)
nut	bent	out (n., u.m.)	goblin	freezer
quake	born	high	nail	freezing
seed	bound	ball	nail	front
sick	box (printing)	binder	nob	furnishing(s) (n.)
sickening	bred	born	nobbed	goer
sickness	cat	boy	nobbing	going
sore	-dark (u.m.)	bred	hobbyhorse	growing
string	diver	brow (nonliteral)	hockshop	grown
struck	dog	-caliber (u.m.)	hocus-pocus	keeper
throb	fire	-class (u.m.)	hod	keeping
-throbbing (u.m.)	hole	#climber	#carrier	land
-weary (u.m.)	hound	flier (n.)	man	lander
wood	-red (u.m.)	flying (u.m.)	hodgepodge	life
hearth	ship	-foreheaded (u.m.)	hog	like
man	help	#frequency	back	made
rug	mate	handed	-backed (u.m.)	maker
stone	meet	-bat (v.)	#cholera	making
warming	helter-skelter	headed	-faced (u.m.)	owner
heat	hem	hearted	fat	ownership
drops	stitch	jinks	fish	owning
maker	stitching	land (n., u.m.)	frame	plate
making	hema (c.f.)	lander	hide	room
proof	all one word	#light (literal)	nose (machine)	seeker
#pump	hemato (c.f.)	light (nonliteral)	-nosed (u.m.)	sick
#rash	all one word	-minded (u.m.)	pen	sickness
-resistant (u.m.)	hemi (pref.)	#pass	skin	site
stroke	all one word	-power (u.m.)	sty	spun
treat (v.)	hemo (c.f.)	-pressure (u.m., v.)	-tie (v.)	stead
-treating (u.m.)	all one word	-priced (u.m.)	tight	stead
#wave	hemp	#proof	wash	stretch
heathland	seed	-reaching (u.m.)	-wild (u.m.)	town
heaven	string	-rigger (n.)	yard	ward
-inspired (u.m.)	hen	road	hog's-back (geol.)	work
-sent (u.m.)	bill	#school (u.m.)	hogshead	worker
ward	coop	#seas	hoist	woven
wide	-feathered (u.m.)	stepper	away (n.)	homeo (c.f.)
heaver	fish	stepping	man	all one word
-off	hearted	tail (v.)	way	homo
-out	house	-tension (u.m.)		#legalis
-over		#tide		#sapiens

homo (c.f.) -ousia, etc. <i>rest one word</i>	horn -con. tail tip work	hound -con. man shark	hundred -con. -pounder weight	idle headed -looking (u.m.) -minded (u.m.) #wheel ileo (c.f.) <i>all one word</i> ilio (c.f.) <i>all one word</i>
honey -colored (u.m.) comb combed combing dew dewed drop eater fogle hearted -laden (u.m.) lipped maker making moon mooner moonlight moonstruck mouthed pot sucker sweet	horny handed head (fish)	hour glass #hand #wheel	hung #jury -up (u.m.)	ille (c.f.) <i>all one word</i> ill -advised (u.m.) -being (n.) #blood -born (u.m.) -bred (u.m.) #breeding (n.) -doing (n., u.m.) #fame -fated (u.m.) #health -humored (u.m.) -looking (u.m.) -treat (v.) #usage -use (v.) #will -wisher -wishing (u.m.)
honor bound #man worthy	horse back breaker car cloth craft dealer fair fight fish flesh hair haired head herd hide hoof -hour jockey keeper keeping laugh laughter load man manship meat mint play pond power power-hour power-year pox race racer racing sense shoe shoer tail thief #trade whip whipper woman	house boat bound boy break breaker breaking broken builder building cleaner -cleaning (u.m.) coat dress father fly furnishing(s) (n.) guest hold holder holding keep (v.) keeper keeping line maid man master mate mating mistress mother owner parent pest -raising (u.m.) ridden room smith top wares warming wear wife work wright	hunger -mad (u.m.) -worn (u.m.)	in -and-in (u.m.) -and-out (u.m.) -and-outer -being (adv., u.m.) -flight (u.m.) -law (n.) asmuch, sofar #re, #rem, #situ, etc. (Latin)
hood cap mold wink winked winking	hoof beat bound mark print -printed (u.m.)	how -do-you-do (n.) ever soever	hydro (c.f.) electric, plant, power, etc. #station <i>rest one word</i>	in (pref.) active, service, etc. <i>rest one word</i>
book ladder maker making man nose -nosed (u.m.) pin smith up (n., u.m.) worm	hooker -off -on -out -over -up	hub cap -deep (u.m.) maker making	hugo (c.f.) -ophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	inch -deep (u.m.) -long (u.m.) meal -pound -ton index-digest
hook maker making stick	hop about (n., u.m.) off (n., u.m.) scotch toad yard	human kind like	hyper (pref.) -Dorian, etc. <i>rest one word</i>	India #ink #paper #rubber
hope #chest	hopper burn #car dozer man	humble bee hearted -looking (u.m.) mouthed -spirited (u.m.) humdrum humero (c.f.) -olecranal <i>rest one word</i>	hypo (pref.) <i>all one word</i>	indigo -blue (u.m.) -carmine (u.m.)
horehound	horse -mix (u.m.) pack plate -press (v.) rod (nonliteral) -roll (v.) -rolled (u.m.) spot #type #war -work (v.)	hump back backed -shouldered (u.m.) humpty-dumpty hunch back backed hundred fold -legged (u.m.) -percent	hush -hush #money up (n., u.m.)	Indo (c.f.) china ¹ -European, etc. industrywide infra (pref.) -anal -auricular -axillary -esophageal -umbilical <i>rest one word</i>
horn bill blende blower book -eyed (u.m.) pipe stay stone	hotel keeper man	hundred fold -legged (u.m.) -percent	hush -hush #money up (n., u.m.)	ink -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone

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

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

lace bug -edged (u.m.) #edging maker making man #paper piece wing (insect) -winged (u.m.) woman work worked worker	land—con. -grant (u.m.) holder holding #horse lady line locked look looker lord lubber man mark mass #measure mine #office owner ownership owning plane -poor (u.m.) power right scape sick side site slide slip #snail spot storm #tax #taxer ward wash wire wrack yard lantern -jawed (u.m.) man #slide lap board #joint -lap robe #siding streak streaked streaker weld (v.) -welded (u.m.) -welding (u.m.) wing (bird) work large brained -eyed -handed (u.m.) hearted #intestine -minded (u.m.) mouthed -scale (u.m.) lark -colored (u.m.) spur laryngo (c.f.) <i>all one word</i> last -born (u.m.) -cited (u.m.) -ditcher -named (u.m.) latch bolt key man string late -born (u.m.) comer coming -lamented (u.m.) -maturing (u.m.)	latero (c.f.) <i>all one word</i> lath -backed (u.m.) maker work lathe -bore (v.) man latter -day (u.m.) most lattice #stitch work laughing #gas stock laundry maid man owner #room woman law -abiding (u.m.) book breaker breaking #court craft -fettered (u.m.) giver giving maker making #office proof suit suiting lawnmower lay away (n., u.m.) back (n., u.m.) boy -by (n.) down (n., u.m.) man -minded (u.m.) off (n., u.m.) on (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) woman layer -on -out -over -up lazy bird bones boots #guy #jack legs lead -burn (v.) -filled (u.m.) -gray (u.m.) -in (n., u.m.) line #line (med., naut. only) man off (n., u.m.) out (n., u.m.) #pencil time way work leaden -eyed (u.m.) hearted pated -souled (u.m.)	leader #line work leaf boy bud bug -clad (u.m.) -eating (u.m.) girl hopper #mold -red (u.m.) -shaped (u.m.) stalk work lean -faced (u.m.) -looking (u.m.) -to (n., u.m.) leap frog frogger frogging #year lease back (n., u.m.) hold holder holding leather back -backed (u.m.) board -bound (u.m.) -brown (u.m.) -covered (u.m.) craft fish head headed maker making neck side ware wing work worker working leavetaking lee #anchor board -bow (v.) fang #shore #tide ward way #wheel leech eater #rope left -bank (v.) -hand (u.m.) -handed (u.m.) -handler most over (n., u.m.) -sided (u.m.) ward wing (political) winger (political) wingism (political) leg band banding piece puller pulling rope (v.) work lend-lease (all meanings)	length ways wise lepto (c.f.) <i>all one word</i> let down (n., u.m.) off (n., u.m.) up (n., u.m.) letter bound box #carrier drop gram head #paper -perfect (u.m.) press space spaced spacing writer writing leuco (c.f.) <i>all one word</i> level headed #line liberal #arts -minded (u.m.) lieutenant #colonel -colonelcy #governor -governorship life belt blood boat boatman #buoy drop #everlasting float giver giving guard hold holder jacket like line long #mask #net raft #rate ring saver saving -size (u.m.) -sized (u.m.) span spring stream tide time timer vest weary (u.m.) work lift-off (n., u.m.) light -armed (u.m.) borne brained #buoy -clad (u.m.) -colored (u.m.) -drab (u.m.) -draft (u.m.) face (printing) faced -footed (u.m.) handed headed hearted
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light —con. house house #keeping (nautical) #housekeeping (domestic) houseman keeper man mouthed proof -producing (u.m.) room (navigation) ship -struck (u.m.) weight (n., u.m.) wood -year lighter man -than-air (u.m.) like -looking (u.m.) -minded (u.m.) wise lily handed -shaped (u.m.) -white (u.m.) lime house juice juicer kiln light lighter pit quat stone wash water linch bolt pin plinned line -bred (u.m.) -breed (v.) casting cut (printing) #engraving finder man up (n., u.m.) walker work link #motion work lion -bold (u.m.) -headed (u.m.) heart hearted like -maned (u.m.) proof lip read reader reading service stick work listener-in litho (c.f.) -offset <i>rest one word</i> littermate little -known (u.m.) neck (clam) -used (u.m.) live #load long #matter stock #weight	live —con. #wire wire (nonliteral) liver -brown (u.m.) -colored (u.m.) hearted wurst living #room load #displacement line master meter loan monger word lob fig lolly tail lobster #pot proof -tailed (u.m.) lock box fast hole jaw maker making man nut out (n., u.m.) pin #pouch ring smith step stitch up (n., u.m.) washer work locker man #room lode star stone stuff lodginghouse log book cock (bird) jam line man roll rolled roller rolling wood work logger head headed logo (c.f.) <i>all one word</i> long #ago -awaited (u.m.) beard (n.) -bearded (u.m.) bill (bird) -billed (u.m.) boat borne bow cloth -distance (u.m.) -drawn (u.m.) felt fin (fish) hair (n.) -haired (u.m.) hand (nonliteral) -handed (u.m.) -handled (u.m.)	long —con. head (n.) headed horn (cattle) -horned (u.m.) jaw (fish) #jump leaf -leaved (u.m.) -legged (u.m.) legs (n.) -lived (u.m.) #measure mouthed neck (duck) -necked (u.m.) nose (n.) -nosed (u.m.) -past (u.m.) play (records) playing (records) (u.m.) run (u.m.) shoreman spun spur (bird) standing (u.m.) stitch tail time (u.m.) #ton wave (radio) ways wise wool (sheep) work look down (n., u.m.) -in (n., u.m.) out (n., u.m.) over (n., u.m.) through (n., u.m.) looker-on loop hole #knot stitch work loose leaf (u.m.) mouthed -tongued (u.m.) lop -eared (u.m.) sided loud mouthed speaker (radio) -voiced (u.m.) love bird born -inspired (u.m.) #knot lorn maker making mate proof seat sick sickness worthy low born boy bred brow (nonliteral) browed (nonlit- eral) -built (u.m.) down (n., u.m.) -downer #frequency land (n., u.m.) -lived (u.m.) -lying (u.m.) -power (u.m.) -pressure (u.m.)	low —con. #tide #water lower case (printing) cased (printing) #class classman #deck #grade most #world lug bolt mark #rig sail lukewarm lumber jack man #room yard lumbo (c.f.) -ovarian <i>rest one word</i> lumen-hour lump fish sucker lunchroom lung #fever fish -grown (u.m.) motor worm lying-in (n., u.m.) lyre bird man tail -tailed (u.m.) M-day mace bearer #oil machine -finished (u.m.) gun -hour -made (u.m.) man #shop #stitch #work macro (c.f.) <i>all one word</i> mad brain brained cap house man stone woman made -over (u.m.) -up (u.m.) magnetite -basalt -olivinite -spinellite magneto (c.f.) -optics <i>rest one word</i> mahjong maid #of #honor servant maiden hair head #name	mail bag box clad guard man -order (u.m.) plane pouch room truck main #brace land lander mast pin sail sheet spring stay stream (nonlit- eral) top topman topmast #yard maize bird -eater (bird) major -domo #general #key #league -leaguer -minor make -believe (n., u.m.) fast (n.) ready (printing) shift up (n., u.m.) weight maker -off -up making #up mal (c.f.) <i>all one word</i> man back bird -child -created (u.m.) -day eater eating -fashion (u.m.) -grown (u.m.) handle handled hater -high (u.m.) hole hood -hour keeper (bird) killer killing kind like made (u.m.) -minute -of-war (ship) power rope servant -size (u.m.) slaughter slayer slaying stealer stealing stopper stopping trap ward way
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man —con. wise -woman -year manic-depressive mantel piece shelf tree many -colored (u.m.) fold -folded (u.m.) plies -sided (u.m.) map land maker making reader reading tack wise marble head hearted -looking (u.m.) -topped (u.m.) -white (u.m.) mare's -nest -tail mark down (n., u.m.) man off (n., u.m.) shot up (n., u.m.) marker -down -off -up marketplace marks man manship woman marrowbone marsh buck field land mallow (confection) #mallow (plant) man masonwork mass -minded (u.m.) -produce (v.) mast -brown (u.m.) head man master #at #arms #bedroom #key #map #mason mind #of #ceremonies piece ship #stroke work #workman mat board -covered (u.m.) maker making match board book box #joint -lined (u.m.) maker	match —con. making mark safe stick wood May #Day -day pole tide time may be (adv.) beetle bird day (radio) fish fowl hap meadow land lark meal man time mealy bug mouth mouthed mean -acting (u.m.) -spirited (u.m.) time (meanwhile) #time (astronomical) tone (u.m.) while meat ball bird cutter -eater -fed (u.m.) hook -hungry (u.m.) man packer packing works mechanico (c.f.) all one word medico (c.f.) all one word medio (c.f.) all one word medium -brown (u.m.) #frequency -size (d) (u.m.) weight (n., u.m.) meek -eyed (u.m.) hearted -spirited (u.m.) meetinghouse megalo (c.f.) all one word melon grower -laden (u.m.) like monger -shaped (u.m.) melt down (n., u.m.) #water men folk kind meningo (c.f.) all one word merchant like man #ship (vessel) merry -go-round maker	merry —con. making man meeting -minded (u.m.) wing (duck) mesh bag #knot work meso (c.f.) all one word mess hall kit man mate room tin -up (n., u.m.) meta (pref.) all one word metal ammonium bound -clad (u.m.) -coated (u.m.) craft -lined (u.m.) ware work worker working works meter -amperes #angle gram -kilogram -kilogram-second man -millimeter metro (c.f.) all one word mezzo graph relievo soprano tint tinter micro (c.f.) -organism rest one word mid (c.f.) -American, etc. -April -dish -ice -1958 -Pacific, etc. -Victorian, etc. rest one word middle #age -aged (u.m.) breaker brow (nonliteral) -burst (v.) buster #ear #ground man most -sized (u.m.) splitter way weight woman mighty -banded (u.m.) hearted mil-foot mild -cured (u.m.) hearted heartedness -spoken (u.m.)	mile -long (u.m.) -ohm post -pound stone -ton way -wide (u.m.) militarian milk -fed (u.m.) #fever fish head house maid man #run shake shed shop sick sickness sop stone -white (u.m.) mill board cake course dam feed hand -headed (u.m.) #hole house man owner pond post race ring #run site stock stone stream tail #tax ward #wheel work worker wright milli (c.f.) gram-hour rest one word mince meat #pie mind #healer -healing (u.m.) reader reading sight mine field layer owner #run ship sweeper sweeping swept (u.m.) thrower work worker works minor #key #league -leaguer minute #book #hand man #mark	mirror -faced (u.m.) scope mirthmaking mis (pref.) all one word mischievous maker making missile maker man work mist bow -clad (u.m.) -covered (u.m.) fall miter #box -lock (v.) mix blood up (n.) mixing #room mizzen mast mastman topman mock bird -heroic (u.m.) #turtle up (n., u.m.) mockery -up mocking bird stock -up (u.m.) model maker making mold board made (u.m.) mole catcher catching -eyed (u.m.) head heap hill skin money bag box changer changing getter getting grubber grubbing lender lending -mad (u.m.) maker making monger mongering #order saver saving monk bird craft fish monkey -faced (u.m.) #jacket like nut pod pot shine tail #wrench mono (c.f.) -ideistic -lodo
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mono —con. -iodohydrin -ion -ousian <i>rest one word</i> month -end (u.m.) long (u.m.) moon beam bill blind #blindness blink born -bright (u.m.) calf down (n.) eye eyed face faced fish gazing glow head light lighter lit -mad (u.m.) man path rise sail set shade shine shiner shining shot sick stone stricken struck tide walker walking -white (u.m.) moor ball bird fowl #hen tetter (bird) moose bird call mop board head headed stick up (n., u.m.) mopper-up mopping-up (u.m.) moreover morning #sickness #star tide #watch mortar board ware mortgage #bond holder mosquito #boat #fleet -free (u.m.) #net moss back backed bound bunker (fish) -clad (u.m.) -green (u.m.)	moss —con. -grown (u.m.) head -lined (u.m.) most-favored-nation (u.m.) moth ball balled balling -eaten (u.m.) hole proof mother hood -in-law land #lode -of-pearl #ship moto (c.f.) <i>all one word</i> motor bike boat bus cab cade car #court cycle cyclist -driven (u.m.) drome jet #lifeboat man -minded (u.m.) ship #torpedo #boat truck van way mound builder building maker making work mountain -high (u.m.) side top -walled (u.m.) mouse bird -brown (u.m.) -eared (u.m.) -eaten (u.m.) fish hawk hole proof trap mouth breeder (fish) -filling (u.m.) -made (u.m.) piece wash movie goer land maker making mow burn burnt land muck rake (v.) raker sweat muco (c.f.) <i>all one word</i> mud bank bath boat	mud —con. cap #color -colored (u.m.) fish flat flow guard head hole house land lark sill skipper (fish) slinger slinging -splashed (u.m.) stain stained stone sucker track #turtle muddle head headed muddy brained breast (bird) headed mule back #deer man skinner multi (c.f.) <i>all one word</i> multiple-purpose (u.m.) muscle bound maker making power music -mad (u.m.) maker making room musico (c.f.) <i>all one word</i> musk #deer #hog melon #ox rat mutton bird #chop (meat) chop (shape) fish fist head headed #quadr (printing) myria (c.f.) <i>all one word</i> mytho (c.f.) <i>all one word</i> myxo (c.f.) <i>all one word</i> nail bin brush head -headed (u.m.) #hole maker making print proof puller rod -shaped (u.m.) shop	nail —con. sick smith -studded (u.m.) name board -calling (u.m.) -dropping (u.m.) plate sake naptime narco (c.f.) <i>all one word</i> narrow #gage headed hearted heartedness -mouthed (u.m.) minded naso (c.f.) -occipital -orbital <i>rest one word</i> nationwide native-born (u.m.) nature craft #print navy -blue (u.m.) man woman near -acquainted (u.m.) -bordering (u.m.) by -miss sight sighted neatline neat's-foot (u.m.) neck band -breaking (u.m.) cloth -deep (u.m.) fast guard -high (u.m.) hole lace laced line mold piece tie wear necro (c.f.) <i>all one word</i> needle bill book case fish -made (u.m.) maker making man point pointed proof -shaped (u.m.) -sharp (u.m.) stone #trade woman work worked worker ne'er-do-well neo (c.f.) -Greek, Syriac, etc <i>rest one word</i> nephro (c.f.) <i>all one word</i> nerve ache #block	nerve —con. #cell -celled (u.m.) -racked (u.m.) net ball braider fish maker making man -veined (u.m.) work #worth nettle bird fire foot #rash some neuro (c.f.) <i>all one word</i> never -ending (u.m.) more theless new born comer -created (u.m.) fangled -fashioned (u.m.) -front (v.) #flook -made (u.m.) market (coat) -mown (u.m.) -rich (u.m.) newlywed news boat boy case cast -caster casting dealer #editor -greedy (u.m.) letter making man paper paperboy paperman paperwoman paper #work printer print reader reel room sheet stand teller worthy writer writing nick -eared (u.m.) name nickel plate (v.) -plated (u.m.) -plating (u.m.) type night -black (u.m.) #blindness cap capped -clad (u.m.) clothes club dress #editor fall fish flit (bird)
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night —con. -fly (aviation) (v.) -flying (u.m.) fowl gown -grown (u.m.) hawk #letter long (u.m.) man mare #school shade #shift shirt side tide time -veiled (u.m.) walker walking ward #watch #watchman wear work worker nimble brained -fingered (u.m.) footed nimbostratus nine fold holes -killer (bird) -lived (u.m.) penny (nail) pin score nitro (c.f.) -hydro-carbon <i>rest one word</i> no -account (n., u.m.) body -good (n., u.m.) -hitter (n.) how #man's land -par (u.m.) -par-value (u.m.) -show (n., u.m.) -thoroughfare (n.) way (adv.) where whit wise noble -born (u.m.) -featured (u.m.) hearted heartedly heartedness -looking (u.m.) man -minded (u.m.) woman noise maker making nol -pros (v.) -prossed (u.m.) -prossing (u.m.) non -civil-service (u.m.) -European, etc. -pros (v.) -prossed (u.m.) -prossing (u.m.) #sequitur, etc. -tumor-bearing (u.m.) <i>as prefix, one word</i> none such theless	noon day light tide time north borne bound -central (u.m.) east east-bound (u.m.) easter eastern #end going land light most -northeast #shore #side -sider ward west-bound (u.m.) nose bag bleed bone dive down (n., u.m.) gay guard -high (u.m.) hole -led (u.m.) over (n., u.m.) piece pipe ring -thumbing (u.m.) up (n., u.m.) wheel notch board wing (moth) note book head holder #paper worthy notwithstanding novel craft maker making #reader -reading (u.m.) #writer -writing (u.m.) nucleo (c.f.) <i>all one word</i> nun bird #buoy nurse girl hound (fish) maid nursery maid man #school nut breaker -brown (u.m.) cake #coal cracker #dash (printing) hatch hook pecker pick #quad (printing) -shaped (u.m.) shell sweet	oak -beamed (u.m.) -clad (u.m.) -green (u.m.) #leaf -leaved (u.m.) wood (color) oar fish -footed (u.m.) lock oars man woman oat bin cake -fed (u.m.) field land meal seed oath bound breaker worthy oblong -elliptic (u.m.) -leaved (u.m.) -linear (u.m.) -ovate (u.m.) -shaped (u.m.) -triangular (u.m.) occipito (c.f.) -otic <i>rest one word</i> ocean -born (u.m.) borne bound -girdled (u.m.) going side -spanning (u.m.) #trade wide wise octo (c.f.) <i>all one word</i> odd -jobber -jobman -looking (u.m.) #lot man (arbiter) #number -numbered (u.m.) woman off -and-on (u.m.) beat cast center (u.m.) color (u.m.) -colored (u.m.) cut (printing) day -fail (v.) -flavor (n., u.m.) -flow -go (n.) going grade hand handed look -lying (u.m.) peak print put -reckoning (n.) saddle scape scour scouring scum set shoot	off —con. shore side -sorts (n.) spring stage street take -the-record (u.m.) type ward -wheel (n.) -wheeler (n.) -white (u.m.) #year office #boy holder seeker -seeking (u.m.) worker oftimes ohm -ammeter meter -mile oil bird #burner cake can cloth coat cup -driven (u.m.) -fed (u.m.) field fish -forming (u.m.) -harden (v.) hole man meal paper proof proofing seed #shell skin skinned -soaked (u.m.) stone stove -temper (v.) tight tightness way #well old -fashioned (u.m.) -foggy (u.m.) -growing (u.m.) hearted land (geol.) -looking (u.m.) #maid -maish (u.m.) #man -new #rose style (printing) time (u.m.) timer wife (fish) #woman -young oleo #butter #gear oil #strut <i>as combining form, one word</i> olive -brown (u.m.) -clad (u.m.) -drab (u.m.) -growing (u.m.)	olive —con. #oil -skinned (u.m.) wood #wood (color) omni (c.f.) -ignorant <i>rest one word</i> on -and-off (n., u.m.) -go (n.) <i>as noun and ad- jective, one word</i> once -over (n.) -run (u.m.) one -acter -armed (u.m.) -decker -eyed (u.m.) fold half -handed (u.m.) ness -piece (u.m.) self -sided (u.m.) -sidedness signed (u.m.) -step (dance) -striper time (formerly) (u.m.) -time (one action) (u.m.) -two -two-three -way (u.m.) onion peel skin open -air (u.m.) -armed (u.m.) -back (u.m.) -backed (u.m.) band (yarn) beak (bird) bill (bird) east cut (mining) #door #end -faced (u.m.) handed handedly handedness hearted #house minded mouthed #pit #shop side (u.m.) -sided (u.m.) work worked opera goer going #house ophthalmo (c.f.) <i>all one word</i> orange ade bird blossom -colored (u.m.) grower man peel #pekoe -red (u.m.) stick woman wood
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orchard #house land man orderly #room organ bird #grinder maker #pipe organo (c.f.) all one word ornitho (c.f.) all one word orrisroot ortho (c.f.) all one word osteo (c.f.) all one word other wise #world worldliness worldly oto (c.f.) all one word out -and-out (u.m.) -and-outer (n.) -loud (u.m.) -Machlavelli, etc. -of-date (u.m.) -of-door(s) (u.m.) -of-State (u.m.) -of-the-way (u.m.) -to-out (u.m.) as prefix, one word outer #man most wear outward -bound (u.m.) -bounder ovate -acuminate (u.m.) -oblong (u.m.) ovato (c.f.) -oblong -orbicular rest one word oven baked bird dried dry drying man peel stone ware wise over age (surplus) age (older) (n., u.m.) all (all meanings) -the-counter (u.m.) as combining form, one word owl #car -eyed (u.m.) head (bird) light wide ox bird biter blood (color) bow boy brake cart cheek eye -eyed (u.m.) gail harrow	ox—con. hide horn house like man shoe skin tail #team oxy (c.f.) all one word oyster bed bird #catcher (bird) #crab fish house man root seed shell -white (u.m.) woman pace board maker making #setter -setting (u.m.) pachy (c.f.) all one word pack board builder cloth horse house #ice -laden (u.m.) maker making man plane sack saddle staff thread up (n., u.m.) ware way packing #box house pad cloth lock #saw stone tree paddle #beam #box fish foot #wheel page -for-page (u.m.) #proof (printing) painkiller pains taker taking worthy paint box brush #filler maker making mixer pot room -stained (u.m.) work	pale belly -blue (u.m.) breast (bird) buck -cheeked (u.m.) face (n.) -faced (u.m.) hearted -looking (u.m.) -reddish (u.m.) paleo (c.f.) -Christian, etc. rest one word pallbearer palm -green (u.m.) #leaf #oil -shaded (u.m.) wise palmi (c.f.) all one word pan -American, etc. -broil (v.) #ice rest one word Pan #American Union (official name) hellenic panel board -lined (u.m.) work panic proof -stricken (u.m.) panto (c.f.) all one word pantry man woman paper back (n.) backed board(s) bound boy cutter hanger hanging maker making mill mouth (fish) #pulp shell (n., u.m.) -shelled (u.m.) -thin (u.m.) weight -white (u.m.) work papier #mache para (c.f. or pref.) -aminobenzoic -analgesia -anesthesia #red rest one word parcel #carrier -plate (v.) #post parchment -covered (u.m.) #maker -making (u.m.) #paper parieto (c.f.) -occipital rest one word parimutuel park #forest way work	parlor #car maid part -finished (u.m.) #owner -time (u.m.) -timer #way parti (c.f.) all one word party #line making #wall parvi (c.f.) all one word pass back (n.) book key man out (n., u.m.) over port way word passageway passenger #car -mile passer(s)-by passion -driven (u.m.) -feeding (u.m.) -filled (u.m.) #play paste board down (n., u.m.) pot up (n., u.m.) pastry #cook man pastureland patch head (bird) #test word work patent-in-fee path breaker finder finding way patho (c.f.) all one word patri (c.f.) all one word patrol man #wagon work pattern maker making patty cake #shell pawn broker shop pay back (n., u.m.) check day dirt #envelope load master mistress off (n., u.m.) out (n., u.m.) roll sheet pea bird chick	pea—con. #coal coat cock cod field fowl -green (u.m.) hen jacket like nut shooter -sized (u.m.) #soup stick sticking peace -blessed (u.m.) breaker breaking -loving (u.m.) maker making man monger mongering #pipe time peach bloom blow -colored (u.m.) peakload pear #gage -shaped (u.m.) pearl bird -eyed (u.m.) fish fisher fishing -pure (u.m.) -set (u.m.) #shell sides (fish) -studded (u.m.) -white (u.m.) peat house land man -roofed (u.m.) stack pebble hearted -paved (u.m.) stone -strewn (u.m.) ware peel man off (n., u.m.) peep eye hole show sight peg board box leg man pellmell pen -cancel (v.) craft head holder knife maker making man manship master #name point pusher
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pen-con.	phase	pie-con.	pill-con.	pipe-con.
rack	meter	#tin	-rolling (u.m.)	dream
script	out (n., u.m.)	woman	-taking (u.m.)	dreamer
-shaped (u.m.)	-wound (u.m.)	piece	worm	dreaming
#sketch	pheno (c.f.)	-dye (v.)	pillow	fish
stock	<i>all one word</i>	#goods	case	fitter
tail	philo (c.f.)	meal	made	fitting
trough	-French, etc.	mold	slip	layer
wiper	<i>rest one word</i>	#rate	work	laying
woman	phlebo (c.f.)	work	pilot	line
work	<i>all one word</i>	worker	#boat	lined
worker	phono (c.f.)	pier	#burner	lining
pencil	<i>all one word</i>	#dam	#chart	maker
#box	phospho (c.f.)	drop	house	making
holder	<i>all one word</i>	head	#light	man
maker	photo (c.f.)	#table	man	mouth (fish)
making	-offset	piezo (c.f.)	#pin	-shaped (u.m.)
-mark (v.)	-oxidation	-oscillator	pin	stem
wood	-oxidative	<i>rest one word</i>	ball	stone
penny	<i>rest one word</i>	pig	block	walker
-a-liner	phreno (c.f.)	-back (v.)	bone	work
bird	<i>all one word</i>	-backed (u.m.)	boy	pisci (c.f.)
pincher	phrase	#bed	case	<i>all one word</i>
weight	book	-bellied (u.m.)	cushion	pistol
winkle	maker	belly	-eyed (u.m.)	gram
wise	making	-eyed (u.m.)	fall	graph
worth	man	face	feather	proof
pent	mark (music)	-faced (u.m.)	fire	piston
house	monger	fish	fish	head
#roof	phyllo (c.f.)	foot	fold	#pin
stock	<i>all one word</i>	-footed (u.m.)	folding	#rod
-up (u.m.)	phyllo (c.f.)	head	#gear	#valve
penta (c.f.)	<i>all one word</i>	headed	head	pit
-acetate	physico (c.f.)	herd	headed	bird
<i>rest one word</i>	<i>all one word</i>	#iron	hold	#coal
peptalk	physio (c.f.)	-jump (v.)	hole	-eyed (u.m.)
pepper	<i>all one word</i>	-jumper	hook	fall
box	phyto (c.f.)	#lead	lock	head
corn	<i>all one word</i>	maker	maker	-headed (u.m.)
mint	piano	making	making	hole
pot	forte	man	paper	maker
-red (u.m.)	graph	pen	point	making
#sauce	player	root	prick	man
per	pick	skin	proof	mark
#annum	aback	stick	rail	-marked (u.m.)
#capita	ax	sticker	setter	#prop
cent	#clock	sticking	spot	-rotted (u.m.)
centage	lock	sty	stripe	saw
centile	man	tail	tail	side
#centum	-me-up (n., u.m.)	tailed	-tailed (u.m.)	work
compound	off (n., u.m.)	tight	up (n., u.m.)	pitch
(chem.)	over (n., u.m.)	#tin	#valve	-black (u.m.)
current (bot.)	pocket	wash	wheel	blende
#diem	pole	yard	-wing (v.)	#box
salt (chem.)	shaft	pigeon	work	-colored (u.m.)
#se	smith	#blood	pinch	-dark (u.m.)
sulfide	up (n., u.m.)	#breast	back	#darkness
peri (pref.)	work	gram	bar	fork
-insular	picker-up	hearted	beck	hole
<i>rest one word</i>	picket	hole	cock	-lined (u.m.)
permafrost	boat	holed	fist	man
permitholder	#line	holer	gut	-marked (u.m.)
pest	pickle	holing	-hit (v.)	out (n., u.m.)
hole	-cured (u.m.)	-livered (u.m.)	-hitter	over (n., u.m.)
house	man	man	penny	#pipe
killer	worm	tail	pine	stone
-ridden (u.m.)	picture	-toed (u.m.)	apple	under (n., u.m.)
pet	#book	wing	-bearing (u.m.)	up (n., u.m.)
cock	craft	piggyback	-clad (u.m.)	work
#flamb	maker	pike	#cone	place
peter	making	-eyed (u.m.)	-fringed (u.m.)	card
man	#writing	man	land	kick
net	pie	staff	#needle	maker
petit	bald	tail	#oil	making
grain	crust	pile	-shaded (u.m.)	man
#jury	-eater	driver	#tar	plague
#larceny	-eyed (u.m.)	-driving (u.m.)	wood(s)	-infested (u.m.)
#point	house	hammer	pink	proof
petro (c.f.)	maker	#saw	-blossomed (u.m.)	plain
-occipital	making	up (n., u.m.)	eye (n.)	back (fabric)
<i>rest one word</i>	man	#weave	-eyed (u.m.)	-bodied (u.m.)
pewholder	marker	work	fish	-clothed (u.m.)
pharmaco (c.f.)	#meat	worm	foot	clothes (u.m.)
-oryctology	pan	woven	-footed (u.m.)	clothesman
<i>rest one word</i>	plant	pill	#violet	-headed (u.m.)
pharyngo (c.f.)	#plate	box (military)	pipe	hearted
-esophageal	shop	bug	#ashes	-looking (u.m.)
-oral	-stuffed (u.m.)	maker	#clay	-spoken (u.m.)
<i>rest one word</i>		making	-drawn (u.m.)	tail

plain —con. ward work woven (u.m.) plane #curve load -mile -parallel (u.m.) table (surveying) plani (c.f.) all one word plano (c.f.) all one word plant #food house life wide plaster bill (bird) board work plat band book plate #glass holder -inced (u.m.) layer maker making man mark #press #printing #proof (printing) -roll (v.) -rolled (u.m.) way #wheel work worker platy (c.f.) all one word play -act (v.) back (n., u.m.) bill book box boy broker craftsman day down (n., u.m.) fellow field folk goer going ground house maker making man mate off (n., u.m.) pen reader reading room script suit thing time work wright writer writing #yard pleasure -bent (u.m.) #boat bound man -seeking (u.m.)	pleasure —con. -tired (u.m.) -weary (u.m.) pledge bound -free (u.m.) making pleo (c.f.) all one word pleuro (c.f.) all one word plow back (n., u.m.) boy -bred (u.m.) fish hand horse land line maker making man pan point -shaped (u.m.) share shoe sole staff #tail wise woman wright plug board #fuse hole -in (n., u.m.) man tray -ugly (n., u.m.) plumbline plume -crowned (u.m.) maker making pluri (c.f.) all one word pluto (c.f.) all one word pneumato (c.f.) -hydato-genetic (u.m.) rest one word pneumo (c.f.) all one word pock house mark -marked (u.m.) -pit (v.) pocket #battleship book (purse) #book (book) -eyed (u.m.) knife #lighter piece -sized (u.m.) -veto (v.) poet -artist #laureate -painter point blank #hole (printing) #lace #system wise poison -dipped (u.m.) #gas maker poke #check hole	pole arm -armed (u.m.) ax axer burn cat -dried (u.m.) horse #jump man -pile (v.) #rot setter -shaped (u.m.) sitter -stack (v.) star timber trap -vault (v.) #vaulter ward wood police #dog man woman policy holder maker making #racket politico (c.f.) -orthodox rest one word poll book #parrot #tax polo #coat #shirt poly (c.f.) all one word pond fish man pool room #table poor -blooded (u.m.) farm house -spirited (u.m.) will (bird) pop corn eye eyed gun over (n.) -up (n., u.m.) poppy -bordered (u.m.) cock field fish head -red (u.m.) seed pork #chop eater fish #pie port crayon cullis #duty fire folio hole hook man manteau -mouthed (u.m.) side	port —con. sider #wine porterhouse post #auger #bellum #bill #binder #boat #brake #captain #card #cedar #chaise #chariot -Christian, etc. #coach #croaker (fish) #day #diem #flag -free (u.m.) haste #horn #horse #hospital (military) #insulator #locust #meridiem #mortem mortem (non-literal) #note #oak #obit #octavo #office #partum #race #road #route #school (military) #term #town #trader audit, graduate, etc. as prefix, one word pot ash bellied belly boil boiled boiler bound #cheese #clay #color eye hanger head herb hole hook house hunter latch lid line luck man pie pourri rack #roast shoot shot stone ware #wheel whisky work potato #field #scab -sick (u.m.)	poultry #house #keeper -keeping (u.m.) #raiser -raising (u.m.) #yard pound cake -foolish (u.m.) -foot keeper man master stone worth powder -blue (u.m.) box #flag #flask #horn #house #keg maker making man #mill #puff #room -scored (u.m.) power boat dive -driven (u.m.) house line load #loom -operated (u.m.) pack plant saw -shovel site prairie #chicken #dog #schooner praise -deserving (u.m.) -spoiled (u.m.) worthiness worthy pre (pref.) -Incan, etc. audit, existing, etc. rest one word president -elect #pro #tempore press #agent -agency board fat feeder feeding -forge (v.) -made (u.m.) man mark pack (v.) plate #proof (printing) #revise room woman work worker preter (pref.) all one word price #cutter -cutting (u.m.) #fixer -fixing (u.m.)
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price —con. #index list -support (u.m.)	proof —con. sheet #spirit prop jet wash proso (c.f.) <i>all one word</i> proto (c.f.) -Egyptian, etc. <i>rest one word</i> proud -blooded (u.m.) hearted -looking (u.m.) -minded (u.m.) psalmbook pseudo (c.f.) -Messiah, etc. -occidental -official -orientalism -orthorhombic -osteomalacia -owner <i>rest one word</i> psycho (c.f.) -organic <i>rest one word</i> ptero (c.f.) <i>all one word</i> public hearted -minded (u.m.) -spirited (u.m.) #works pudding face -faced (u.m.) head headed wife (fish) puff back (bird) bird leg (bird) #paste pug mill miller nose nosed -pile (v.) pull back (n., u.m.) boat #box devil down (n., u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) -push (u.m.) through (n., u.m.) up (n., u.m.) puller -in -out pulp board mill stone wood pulsejet pump #drill handle (v.) house man room punch board bowl card -drunk (u.m.) holder line mark	punch —con. -marked (u.m.) #press punctureproof pup #tent puppet man master #play pure blood blooded bred #line (biol.) purple -blue (u.m.) -clad (u.m.) -colored (u.m.) heart (wood) purse making -proud (u.m.) #strings push ball button card cart off (n., u.m.) over (n., u.m.) pin -pull (u.m.) up (n., u.m.) pussy cat foot footed footer footing put back (n., u.m.) log off (n., u.m.) -on (n., u.m.) out (n., u.m.) -put (n.) -up (n., u.m.) putter -forth -in -off -on -out -through -up putty blower -colored (u.m.) head hearted #knife work puzzle brain head headed man pyo (c.f.) <i>all one word</i> pyro (c.f.) <i>all one word</i> Q -boat -fever -ship quadline quadri (c.f.) -invariant <i>rest one word</i> quarry #face man stone quarter -angled (u.m.) back -bloom (u.m.)	quarter —con. #boards -bound (u.m.) -breed (u.m.) -cast (u.m.) -cut (u.m.) #day deck decker man master -miler #note pace -phase (u.m.) saw (v.) sawed sawing sawn #section staff stretch #tone -yearly (adv.) quartermaster #general -generalship #sergeant quasi <i>all hyphenated</i> queen #bee cake craft fish #mother #olive #post #regent right quick born -change (u.m., v.) -drawn (u.m.) #fire #firer freeze (u.m., v.) freezing (u.m.) -handed (u.m.) hatch hearted lime sand saver set silver silvered silvering step #time -witted (u.m.) work (naut.) quill back fish tail work quin (c.f.) <i>all one word</i> quit claim claimed rent rabbit -backed (u.m.) -eared (u.m.) #fever #foot hearted mouth -mouthed (u.m.) skin race about (n., u.m.) course goer	race —con. going horse like track way rack #block -lashing (u.m.) way #wheel work radar man scope radio #amplifier #antenna #channel #communication #control #engineer #engineering #link #range #receiver #set #spectator #transmitter #tube #wave frequency, iso- tope, etc. <i>as combining form,</i> <i>one word</i> radiumtherapy rag bolt #doll fish house -made (u.m.) man picker seller shop sorter tag time rail bird borne guard head maker making man -ridden (u.m.) road roadman setter splitter #train way way #maker wayman rain band beat (n.) -beaten (u.m.) bird bound bow -bright (u.m.) burst check coat drop fall #forest fowl #gag light maker making proof -soft (u.m.) spout
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rain —con. storm tight wash water	razor back backed bill -billed (u.m.) #blade edge edged -keen (u.m.) maker making man -sharp (u.m.) strop razzle-dazzle re (pref.) -cover (cover again), -create (create again), etc. -cross-examination -ice -ink -indirect evaluate, process, etc. <i>rest one word</i> reading #room ready -built (u.m.) -handed (u.m.) made (u.m.) #reference room -witted (u.m.)	red —con. #rot shank (bird) skin (n.) -skinned (u.m.) start (bird) tail (bird) tape (nonliteral) throat (bird) -throated (u.m.) ward wing (bird) wood -yellow (u.m.) reed bird buck maker making plot #stop -thatched (u.m.) work reef #knoll #knot regionwide religio (c.f.) <i>all one word</i> remainderman repair man #shop representative #at #large -elect research #study #worker resino (c.f.) <i>all one word</i> respectworthy rest #cure house -refreshed (u.m.) room retro (c.f.) -ocular -omental -operative -oral <i>rest one word</i> rheo (c.f.) <i>all one word</i> rhinestone rhino (c.f.) <i>all one word</i> rhizo (c.f.) <i>all one word</i> rhod(o) (c.f.) <i>all one word</i> rhomb(o) (c.f.) <i>all one word</i> rib band #cut -pointed (u.m.) #roast work ribbon back -bound (u.m.) fish maker #snake rice bird field grower growing land #paper -throwing (u.m.) #water rich -bound (u.m.) -clad (u.m.) out (n., u.m.) poll (bird)	rick rack stand yard ridge band land pole poled rope top way riffraff rifle bird man #pit proof shot rig out (n., u.m.) -up (n., u.m.) right about about-face -angle (u.m., v.) -angled (u.m.) #away -born (u.m.) -hand (u.m.) -handed (u.m.) -handler -headed (u.m.) hearted most -of-way #turn ward #whale wing (political) winger (political) wingism (political) rim base bound -deep (u.m.) fire land lock maker making rock #wheel ring -adorned (u.m.) -banded (u.m.) bark bill -billed (u.m.) #binder bird bolt bone boned bound craft dove eye (n.) giver giving goer head -in (n., u.m.) lead (v.) leader maker making master neck (bird) -necked (u.m.) -off (n., u.m.) pin -porous (u.m.) -shaped (u.m.) side sider sight #spot	ring —con. stand stick tail -tailed (u.m.) time -up (n., u.m.) wall wise worm rip cord rap rapping roaring sack saw snorter snorting tide -up (n., u.m.) river bank bed borne #bottom damp flow -formed (u.m.) front head #horse man scape side sider wash way -worn (u.m.) road bank bed block book builder building craft fellow head hog house maker making man map master #runner (bird) #scraper #show side sider stead stone -test (v.) track way -weary (u.m.) wise worthy rock aby #bass bird born bottom (nonlit- eral) bound #climber -climbing (u.m.) craft #crusher #drill #dust fall (n.) -fallen (u.m.) fast fill firm fish
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rock —con. hearted man pile -ribbed (u.m.) #salt shaft slide staff #wool work	rope —con. walk walker way work rose -bright (u.m.) bud drop fish head -headed (u.m.) -scented (u.m.) -sweet (u.m.) tan time #tree #water worm	round —con. #trip -tripper up (n., u.m.) row boat lock off (n., u.m.) port rub -a-dub down (n., u.m.) stone rubber band -down -lined (u.m.) neck necker nose (fish) -off #plant proofed -set (u.m.) stamp (nonliteral) (n., u.m., v.) #stamp (n.) -stamped (u.m.) stone rubble stone work ruby -hued (u.m.) -red (u.m.) -set (u.m.) tail throat (bird) -throated (u.m.) rudder #brake head hole post stock rule maker making monger #of #thumb rum -crazed (u.m.) runner running seller selling shop rumpus #room run about (n., u.m.) around (n., u.m.) away (n., u.m.) back (n., u.m.) by (n.) down (n., u.m.) fish holder -in (n., u.m.) keeper off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) through (n., u.m.) up (n., u.m.) way runner-up rush -bottomed (u.m.) #hour land light like Russo (c.f.) -Chinese, etc. <i>rest one word</i> rust -brown (u.m.) -eaten (u.m.)	rust —con. #fungus proof proofing -resistant (u.m.) -stained (u.m.) rye #bread #field S -bend -brake -iron -shaped -trap -wrench S -boat -ray Sabbath breaker breaking keeper keeping saber bill fish -legged (u.m.) tooth -toothed (u.m.) wing (bird) sable -cloaked (u.m.) fish Sabrejet saccharo (c.f.) <i>all one word</i> sack bearer cloth clothed #coat -coated (u.m.) #duty maker -making (u.m.) man -shaped (u.m.) time sacro (c.f.) <i>all one word</i> sad -eyed (u.m.) hearted iron #sack -voiced (u.m.) saddle back -backed (u.m.) bag bow cloth -graft (v.) #horse like maker -making (u.m.) nose -nosed (u.m.) #roof room #seat sick sore soreness #stitch -stitched (u.m.) #stitcher tree -wire (u.m.) wise safe blower blowing breaker breaking	safe —con. cracker cracking -deposit (u.m.) guard guarded guarding #hit hold keeper keeping light (photog.) maker making sage brush brusher leaf -leaved (u.m.) #tea sail boat cloth -dotted (u.m.) fish flying keeper maker making plane room yard sailor fish -laborer man -minded (u.m.) proof saint like maker making sale goer note room work yard sales book clerk lady man manship people person room #tax woman salmon -colored (u.m.) #fishing -red (u.m.) saloon #deck keeper salpingo (c.f.) -oophorectomy -oophoritis -ovariotomy -ovariitis <i>rest one word</i> salt box catch cellar -cured (u.m.) #fish house #lick maker making man #marsh master mouth pack pan peter
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salt —con. pit pond #pork room shaker spoon spoonful sprinkler #water worker works yard salver form -shaped (u.m.) sample #book #box #case maker -making (u.m.) man room sand bag bagged bagger bagging bank bar bath bin blast blasted blaster blasting blown board box boy (insect) -built (u.m.) -buried (u.m.) -cast (u.m., v.) culture #dune fill fish flea glass heat hill -hiller hog hole lapper line lot lotter man necker (bird) paper papered paperer papering peep (bird) pile pipe piper pit -pump (u.m., v.) shoe spit stone storm table weld (v.) -welded (u.m.) -welding (u.m.) sandy -bottomed (u.m.) -red (u.m.) sangfroid sans #peer #serif #souci	sap bush #flow -green (u.m.) head headed #rot #stain sucker (bird) wood sapphire -blue (u.m.) -colored (u.m.) wing (bird) sarco (c.f.) <i>all one word</i> sash cord house line maker making #weight sat #cloth fin (fish) #glass -lined (u.m.) -smooth (u.m.) #weave sauce boat box dish man pan sauer braten kraut save-all (n., u.m.) saw back belly bill (bird) -billed (u.m.) bones (n.) buck dust -edged (u.m.) fish #guard #handle horse #log maker making man mill -pierce (v.) setter smith timber -toothed (u.m.) way worker sax board cornet horn tuba say -nothing (n., u.m.) -so (n.) scabland scale bark #beam board book -bright (u.m.) down (n., u.m.) drake fish maker making man pan -reading (u.m.) smith	scale —con. tail work worm scandal #bearer monger mongering scap goat #wheel scapulo (c.f.) <i>all one word</i> scar -clad (u.m.) face -faced (u.m.) scare bird crow devil fish hawk head monger mouse proof sheep sleep thief scarf #cloud pin maker making skin wise scarlet -breasted (u.m.) #fever -red (u.m.) scatter brain brained good #rug scene craft #painter shifter wright schisto (c.f.) <i>all one word</i> schizo (c.f.) <i>all one word</i> school bag #board book bookish boy bred bus child children craft dame day fellow girl going house keeper keeping ma'am -made (u.m.) maid man master mate miss mistress room ship -taught (u.m.) teacher teaching time	school —con. -trained (u.m.) ward work yard #year scientifico (c.f.) <i>all one word</i> scissor bill bird -fashion (u.m.) #grinder hold maker -making (u.m.) #sharpener smith tail -tailed (u.m.) -winged (u.m.) scissors -fashion (u.m.) maker -making (u.m.) -shaped (u.m.) #smith sclero (c.f.) -oophoritis -optic <i>rest one word</i> score board book card keeper keeping sheet scot-free (u.m.) Scoto (c.f.) -Britannic, etc. Scots man woman scour fish way scout #badge #car craft #cruiser hood master scrap basket book box #heap #iron man #paper works scrape -finished (u.m.) gut (n.) penny shoe (n.) scratch board brush -brusher card cat -coated (u.m.) #pad #test work screech bird #owl screen land line maker making man #plate	screen —con. play writer screw ball barrel bolt bound cap #collar down (u.m.) drive (v.) -driven (u.m.) driver head hook jack -lifted (u.m.) maker making man nut plug post #propeller ship stock #thread -threaded (u.m.) -turned (u.m.) #wheel scroll head work scrub bird board land #typhus scumboard scuttlebutt scythe maker making man -shaped (u.m.) smith stone work sea #anchor #base -based (u.m.) #bass -bathed (u.m.) beach -beaten (u.m.) bed #bird -blue (u.m.) board #boat -born (u.m.) borne bound -bred (u.m.) coast #cow craft -deep (u.m.) dog #dragon -driven (u.m.) drome -ear (mollusk) -encircled (u.m.) fare (food) farer (traveler) faring fighter folk fowl front #gate girt goer going -green (u.m.)
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sea—con.	secretary—con.	service—con.	shake	sheep—con.
bound	-generacy	#stripe	#cabin	herding
lane	-generalship	wide	down (n., u.m.)	hook
#level	ship	woman	out (n., u.m.)	keeper
lift	-treasurer	servo	proof	keeping
like	section	amplifier	up (n., u.m.)	-knead (u.m.)
#lion	#crew	control	shallow	land
man	#gang	mechanism	brained	like
mark	#hand	motor	-draft (u.m.)	man
#mile	#man	system	-headed (u.m.)	master
#mule	see	sesqui (c.f.)	hearted	nose (apple)
#otter	catch	<i>all one word</i>	pated	pen
piece	saw	set	shame	shank
plane	seed	-aside (n., u.m.)	-crushed (u.m.)	shear (v.)
port	bed	back (n., u.m.)	face	shearer (n.)
power	bird	bolt	faced	shearing
quake	borne	down (n., u.m.)	proof	shears
#room	box	-fair (n.)	sick	shed
scape	cake	head	worthy	sick
#scout	case	-in (n., u.m.)	shank	skin
scouting	coat	line	bone	split
shell	eater (bird)	off (n., u.m.)	#mill	stealer
shine	kin	-on (n., u.m.)	piece	stealing
shore	lac	out (n., u.m.)	shapeup (n., u.m.)	walk
sick	#plant	over (n., u.m.)	share	-white (u.m.)
sickness	#pod	piece	#beam	-witted (u.m.)
side	stalk	pin	bone	sheer
stroke	time	screw	broker	line
#time (clock)	seer	-stitched (u.m.)	crop	off (n., u.m.)
#train	band	-to (n., u.m.)	cropper	up (n., u.m.)
wall	fish	up (n., u.m.)	holder	sheet
-walled (u.m.)	hand	wise	out (n., u.m.)	#anchor
ward	sucker	work	sharkskin	block
ware	seismo (c.f.)	setter	sharp	flood
#water	<i>all one word</i>	-forth	-angled (u.m.)	#glass
way	selectman	-in	-cut (u.m.)	rock
weed	self	-on	-edged (u.m.)	ways
weedy	dom	-out	-freeze (u.m., v.)	wise
wide	hood	-to	-freezer	work
wife (fish)	less	-up	-looking (u.m.)	writing
wing	ness	settle	saw (bird)	shelf
worn	same	brain	-set (u.m.)	#ice 1
worthiness	ward	down (n., u.m.)	shod	#life
worthy	<i>reflexive prefix, use hyphen</i>	seven	shooter	#list
-wrecked (u.m.)	sell	-branched (u.m.)	shooting	piece
seal	off (n., u.m.)	fold	tail (bird)	#plate
-brown (u.m.)	out (n., u.m.)	folded	-tailed (u.m.)	shell
maker	semi (pref.)	penny (nail)	ware	back
making	-armor-piercing	score	-witted (u.m.)	bound
skin	(u. m.)	-shooter	shatter	burst
seam	-Christian, etc.	-up (n.)	brain	cracker (fish)
blasting	-idleness, -indi-	several fold	brained	eater (bird)
like	rect, etc.	sewer	proof	fire
rend (v.)	-winter-hardy	line	shave	fish
stitch	(u.m.)	man	hook	fishery
weld (v.)	annual, arid, etc.	#pipe	tail	#game
-welded (u.m.)	<i>rest one word</i>	sex	shear	hole
-welding (u.m.)	send	annulate, radiate,	bill (bird)	-like
search	off (n., u.m.)	etc., <i>all one word,</i>	hog	man
light	out (n., u.m.)	<i>a combining</i>	man	proof
plane	senso (c.f.)	<i>form</i>	pin	shock
room	<i>all one word</i>	#cell	tail (bird)	shocked
seat	<i>all one word</i>	#hormone	water (bird)	work
#cover	sentence	#intergrade	waters	worker
maker	#maker	-limited (u.m.)	sheath	shelter
making	-making (u.m.)	#linkage	bill	belt
-mile	#monger	shad	#knife	#half
work	septi (c.f.)	-bellied (u.m.)	-winged (u.m.)	#tent
second	<i>all one word</i>	belly	shed	#trench
-class (u.m.)	septo (c.f.)	bird	hand	wood
-degree (u.m.)	<i>all one word</i>	shade	man	shield
-foot	sergeant	-giving (u.m.)	biter	#bearer
-guess (v.)	#at #arms	-grown (u.m.)	biting	maker
hand (adv., u.m.)	fish	tail	cote	-shaped (u.m.)
#hand (n.)	#major	shadow	dip	tail
#in #command	serio (c.f.)	box (v.)	#dog	shilly
-rate (u.m.)	<i>all one word</i>	boxing	faced	-shallier
-rater	sero (c.f.)	gram	#farm	-shally
#sight	<i>all one word</i>	graph	fold	shin
-sighted (u.m.)	serrate	land	gate	bone
secret	-ciliate (u.m.)	#line	headed	guard
monger	-dentate (u.m.)	#stitch	hearted	plaster
#service	serveout (n., u.m.)	shag	herder	shiner-up
#society	service	bark		ship
secretary	-connected (u.m.)	-haired (u.m.)		board
#general	man	tail		borne

¹ By international agreement, "shelf ice" was dropped in 1953. Use "ice shelf." Approved by U.S. Board on Geographic Names.

ship—con. bound boy breaker breaking broken broker builder building #fever keeper lap load man mast master mate owner owning plane -rigged (u.m.) shape side smith way work worm wreck wrecked wright yard shipping #master #office #room shirt band maker making man #sleeve tail waist shock #cord head headed #therapy #troops #wave shoe bill binder (bird) black box boy brush #buckle craft horn lace #last maker making man pack scraper shine shop store string tree shoot man off (n., u.m.) shop board book boy breaker breaking folk girl keeper keeping lifter lifting like -made (u.m.)	shop—con. man mark mate owner -soiled (u.m.) talk walker wear window woman work worm shore #bird #boat fast going land #leave line man side short -armed (u.m.) bread cake change (v.) changer #circuit -circuited (u.m.) corner coming cut (n., u.m., v.) fall (n.) -fed (u.m.) hand (writing) -handed (u.m.) head (whale) horn (n., u.m.) -horned (u.m.) -lasting (u.m.) leaf (u.m.) -lived (u.m.) rib #sale -shunt (u.m.) sighted #snorter staff stop tail (n.) #ton wave (radio) shot gun hole maker man proof put putting star shoulder #blade -high (u.m.) #strap shovel bill fish head (fish) -headed (u.m.) maker making man nose -nosed (u.m.) show bird board boat card case down (n., u.m.) girl man off (n., u.m.) piece place	show—con. room through (print- ing) (n., u.m.) up (n., u.m.) yard shower #bath proof shredout (n., u.m.) shrimp #catcher fish -pink (u.m.) shroud -laid (u.m.) line plate shuffle board wing (bird) shunt #winding -wound (u.m.) shut away (n., u.m.) down (n., u.m.) eye (n., u.m.) -in (n., u.m.) -mouthed (u.m.) off (n., u.m.) out (n., u.m.) up (u.m.) shuttle cock #race wise sick -abed (n., u.m.) bay bed #call hearted #leave list room sickle bill -billed (u.m.) man -tailed (u.m.) side arms band board bone burns car check -cut (u.m.) dress (v.) flash head (printing) hill hook kick lap #light (literal) light (nonliteral) #line (literal) line (nonliteral) long note piece plate play #road saddle shake show slip splitter splitting step stitch -stitched (u.m.) sway swipe swiper	side—con. track walk wall way ways -wheeler winder wise sieve like maker making sight #edge hole proof read reader reading saver saving see seeing seer setter worthy sign board man off (n., u.m.) -on (n., u.m.) #painter post up (n., u.m.) writer signal man #tower silico (c.f.) <i>all one word</i> silk grower man #screen -stockinged (u.m.) tail (bird) woman work works worm silt pan stone silver back (bird) -backed (u.m.) beater belly (fish) bill (bird) -bright (u.m.) fin (fish) fish #fox -gray (u.m.) -haired (u.m.) -lead (u.m.) -leaved (u.m.) plate (v.) -plated (u.m.) -plating (u.m.) point (drawing) print side(s) (fish) skin smith smithing spot (butterfly) tail (fish) tip -tongued (u.m.) top ware work worker simon-pure (u.m.) simple -headed (u.m.) hearted	simple—con. -minded (u.m.) -rooted (u.m.) -witted (u.m.) simulcast sin -born (u.m.) -bred (u.m.) proof sine #curve #die #wave sing song spiel single bar -breasted (u.m.) -decker -edged (u.m.) handed hearted hood -loader -minded (u.m.) -phase (u.m.) -seater stick sticker #stitch #tax #track tree sink box head hole room stone Sino (c.f.) -Japanese, etc. sister -german hood -in-law sit down (n., u.m.) -downer fast (n., u.m.) sitter -by -out sitting #room sitzmark six -cylindere (u.m.) fold penny (nail) -ply (u.m.) score -shooter -wheeler sizeup (n., u.m.) sketch book #plan skew back backed bald #table wise ski #jump plane #suit skid #chain lift lift (truck) proof road way skim #milk skin bound -clad (u.m.) deep
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skin-con. diver diving flint -graft (v.) #test tight skip jack man #numbering tail skirt board #dance marker skull cap fish skunk bill head top sky -blue (u.m.) gazer -high (u.m.) lark larking lift light line look (v.) man #map #pilot rocket sail scape scraper shine #train #truck ward wave way write (v.) writer writing slab man -sided (u.m.) stone slack -bake (v.) -filled (u.m.) #water #wire slambang slant -eyed (u.m.) wise slap bang dab dash down (n., u.m.) happy jack slap stick -up (n., u.m.) slate -blue (u.m.) -colored (u.m.) like maker making work works write (v.) writing yard slaughter house man pen yard	slave -born (u.m.) -deserted (u.m.) holder holding land #market owner ownership pen #trade #worker Slavo (c.f.) -Hungarian, etc. sledge #hammer -hammered (u.m.) meter sleep -filled (u.m.) marken (fish) talker walker walking sleepy -eyed (u.m.) head headed -looking (u.m.) sleet proof storm #wheel sleeve band board fish #nut sleuth dog hound slide film head knot man #rule #valve way sling ball shot stone slinkskin slip along (u.m.) back band board case cover house knot #law -on (n., u.m.) over (n., u.m.) #proof (printing) proof ring sheet -shelled (u.m.) shod slop sole step stitch stream top topped -up (n., u.m.) ware washer way slit -eyed (u.m.) shell #skirt	slop -built (u.m.) maker making man -molded (u.m.) over (n., u.m.) room seller shop stone work worker slope -faced (u.m.) ways wise slow belly down (n., u.m.) -footed (u.m.) going headed hearted -motion (u.m.) mouthed poke #time up (n., u.m.) -witted (u.m.) worm slug -cast (v.) caster casting sluice box #gate way slum gullion gum land slumber -bound (u.m.) land small #arms -ankled (u.m.) #businessman hearted -hipped (u.m.) mouthed por -scale (u.m.) sword talk time (u.m.) town (u.m.) ware smart #aleck -alecky (u.m.) -looking (u.m.) #set -tongued (u.m.) smash board up (n., u.m.) smear case #culture smoke -blinded (u.m.) bound box -brown (u.m.) chaser -dried (u.m.) -dry (v.) -dyed (u.m.) -filled (u.m.) house jack jumper jumping -laden (u.m.) proof room	smoke-con. screen shop stack tight smoking #room smooth bore bored -browed (u.m.) -cast (u.m.) mouthed -tongued (u.m.) -working (u.m.) snackbar snail eater (bird) -paced (u.m.) -slow (u.m.) snail's #pace snake bird bite -bitten (u.m.) #doctor -eater -eyed (u.m.) fish head hole holing neck (bird) piece pit skin stone snap back dragon #fastener head holder hook ring roll shooter shooting shot shotted shotter shotting -up (u.m.) snapper -back -up snipe bill #eel fish -nosed (u.m.) sniperscope snooperscope snow ball bank berg bird blind blinded #blindness blink block -blocked (u.m.) bound break #bunting (bird) cap capped -choked (u.m.) clad (u.m.) #cover -covered (u.m.) craft drift fall field flake hammer (bird) house	snow-con. land line melt -melting (u.m.) mobile pack pit plow scape shade shed shine shoe shoer sled slide slip storm suit -topped (u.m.) #water -white (u.m.) snuff box maker making -stained (u.m.) so -and-so belt (n., conj.) -called (u.m.) -seeming (u.m.) -so soap box bubble bubbly dish fast #fat fish flakes maker making #opera rock stock stone suddy suds sob proof #sister #story #stuff sober -minded (u.m.) sided sides social #work #worker socio (c.f.) -official economic, etc. <i>rest one word</i> sock eye maker making sod bound buster culture #grass #house work soda #granite jerk #pop #water sofa #bed #maker -making (u.m.) -ridden (u.m.) #seat
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soft ball -boiled (u.m.) brained #coal #drink #goods head hearted like -pedal (v.) -shelled (u.m.) -soap (nonliteral) (v.) -soaper (nonliteral) -spoken (u.m.) tack wood	sound—con. #field film headed hearted -minded (u.m.) off (n., u.m.) proof #wave soup bone house like #plate spoon #stock sour belly bread dough (n.) faced #grapes headed hearted -natured (u.m.) -sweet sourcebook south -born (u.m.) borne bound -central (u.m.) east east-bound (u.m.) eastern #end going land lander paw #side -sider -southeast ward west west-bound (u.m.) wester	spare -bodied (u.m.) rib #room spark back #coll #gap over (n., u.m.) #plug (literal) plug (nonliteral) spatter dash work speakeasy (n.) spear bound cast fish head -high (u.m.) man proof -shaped (u.m.) #thrower speckle belly breast (bird) -breasted (u.m.) spectro (c.f.) <i>all one word</i> speech -bereft (u.m.) bound craft maker making -read (v.) #reading writer writing speed boat boating boatman #cop letter trap up (n., u.m.) way writing spell bind binder binding bound craft down (n., u.m.) -free (u.m.) proof word work spelling down (n.) #match spelter man #solder spend -all (n.) thrift spermato (c.f.) <i>all one word</i> spermo (c.f.) <i>all one word</i> spheno (c.f.) -occipital <i>rest one word</i> sphinxlike sphygmo (c.f.) <i>all one word</i> spice box -burnt (u.m.) cake house -laden (u.m.) land	spider #crab -legged -spun (u.m.) #web (n.) web (u.m., v.) #wheel work spike bill -billed (u.m.) fish horn -kill (v.) like #nail -pitch (v.) tail spile hole worm spill over (n., u.m.) way spindle -formed (u.m.) head -legged (u.m.) legs shanks tail worm spine #ache bill bone -broken (u.m.) -pointed (u.m.) tail spinning #wheel spino (c.f.) -olivary <i>rest one word</i> spirit -born (u.m.) -broken (u.m.) land #level wise #world #writing spit ball baller box fire poison stick spite #fence #wall work splanchno (c.f.) <i>all one word</i> splash board #dam proof splatter faced work splay foot footed mouth mouthed spleen -born (u.m.) sick -swollen (u.m.) spleno (c.f.) <i>all one word</i> splinter #bar proof split beak (bird) finger (crustacean) #flap	split—con. fruit mouth saw #second tail (fish) -tongued (u.m.) up (n., u.m.) worm spoilsport spoils man monger spoke shave stitch -stitching (u.m.) spokes man woman spondylo (c.f.) <i>all one word</i> sponge #bath cake #cloth diver -diving (u.m.) -shaped (u.m.) spongio (c.f.) <i>all one word</i> spool winder wood spoon -beaked (u.m.) bill (bird) -billed (u.m.) bread drift -fed (u.m.) maker making -shaped (u.m.) ways wise spore former forming #fruit #print sporo (c.f.) <i>all one word</i> sports #editor man manlike #page wear woman writer spot #check -checked (u.m.) -face (v.) light weld (v.) -welded (u.m.) -welding (u.m.) spray board #gun room -washed (u.m.) spread board -eagle (u.m., v.) head out (n., u.m.) over (n., u.m.) -set (v.) spring back (bookbind- ing) board bok -born (u.m.) buck -clean (v.)
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spring—con.	stag—con.	star—con.	steam—con.	step—con.
#fever	horn	nose (mole)	#engine	grandchild
finger	-horned (u.m.)	proof	fitter	grandfather
fish	hound	shake	fitting	grandson
-grown (u.m.)	hunt	#shell	#heat	-in (n., u.m.)
halt	hunter	shine	#gage	ladder
head	hunting	shoot	pipe	mother
house	skin	-spangled (u.m.)	pipng	nephew
like	stage	stone	plant	off (n., u.m.)
#lock	coach	stroke	power	-on (n., u.m.)
maker	craft	-studded (u.m.)	-pocket (v.)	over (n., u.m.)
making	hand	throat (bird)	-propelled (u.m.)	parent
-plow (v.)	land	#time	roll (v.)	relation
-plowed (u.m.)	like	#wheel	roller (u.m., v.)	relationship
tail	line	wise	room	sister
tide (season)	man	worm	ship	son
time	#set	starch	table	stone
trap	-struck (u.m.)	board	tight	#turn
sprit	wise	#corn	tightness	uncle
sail	worthy	maker	steamer	-up (n., u.m.)
tail	stair	making	-borne (u.m.)	way
spur	builder	man	#line	wise
-clad (u.m.)	building	room	load	stepping
-driven (u.m.)	case	works	steel	-off (u.m.)
gall	head	stark	-blue (u.m.)	-out (u.m.)
-galled (u.m.)	step	-blind (u.m.)	bound	#pace
-heeled (u.m.)	stepper	-mad (u.m.)	-bright (u.m.)	stone
like	way	-naked (u.m.)	-cased (u.m.)	stereo (c.f.)
maker	#well	-raving (u.m.)	clad	<i>all one word</i>
making	work	starter-off	#electrotype	stern
#track	stake	startup (n., u.m.)	#engraving	castle
way	head	stat (pref.)	-framed (u.m.)	-faced (u.m.)
spurnwater	holder	<i>all one word</i>	-hard (u.m.)	foremost
spy	master	State	head	-heavy (u.m.)
boat	stale	-aided (u.m.)	hearted	-looking (u.m.)
glass	mate	#line	maker	man
hole	-worn (u.m.)	-owned (u.m.)	making	most
tower	stall	state	master	post
square	board	craft	plate	son
-bottomed (u.m.)	-fed (u.m.)	hood	proof	ward
-built (u.m.)	-feed (v.)	house	ware	way
#dance	keeper	making	work	#wheel
#deal	man	quake	worker	-wheeler
#edge	stamp	room	works	sterno (c.f.)
-faced (u.m.)	book	side	yard	<i>all one word</i>
flipper	-licking (u.m.)	sider	steep	stetho (c.f.)
#foot	man	way	land (geol.)	<i>all one word</i>
head	#tax	vide	-rising (u.m.)	stew
headed	stand	states	-to (u.m.)	pan
#knot	by (n., u.m.)	man	-up (u.m.)	pot
#mark	down (n., u.m.)	manlike	-walled (u.m.)	stick
#mile	fast (n., u.m.)	woman	steep	-at-it (n., u.m.)
-rigged (u.m.)	-in (n., u.m.)	station	chase	fast (n.)
#root	off (n., u.m.)	#house	chaser	-in-the-mud (n., u.m.)
-set (u.m.)	out (n., u.m.)	man	-high (u.m.)	out (n., u.m.)
shooter	pat	master	jack	pin
tail (fish)	patter	#wagon	top	tail (duck)
#wave	pattism	stato (c.f.)	steerageway	tight (n.)
squaw	pipe	<i>all one word</i>	stem	-to-it-iveness (n.)
fish	point	statue	#blight	up (n., u.m.)
man	post	craft	#end	water
squeeze	still (n., u.m.)	like	head	sticker
-in (n., u.m.)	up (n., u.m.)	maker	post	-in
out (n., u.m.)	standard	making	#rot	-on
#play	#bearer	statute	#rust	-up
up (n., u.m.)	bred	-barred (u.m.)	sick	stiff
squirrel	#breed	#book	sickness	-backed (u.m.)
#cage	#gag	#mile	ware	hearted
fish	#time	stay	winder	neck
-headed (u.m.)	stander-by	-at-home (n., u.m.)	work	-necked (u.m.)
stable	staphylo (c.f.)	bar	stencil	tail (bird)
boy	<i>all one word</i>	bolt	#cutter	still
fly	star	boom	-cutting (u.m.)	-admired (u.m.)
keeper	blind	#girder	maker	birth
man	board	lace	making	born
stack	bright	log	#paper	-burn (v.)
freed	craft	maker	steno (c.f.)	-fish (v.)
man	dust	making	<i>all one word</i>	house
room	finch	pin	step	-hunt (v.)
stand	fish	plow	aunt	#life
up (n., u.m.)	gaze	sail	brother	man
yard	gazer	wire	child	-recurring (u.m.)
staff	gazing	steam	dance	room
-herd (v.)	-led (u.m.)	boat	dancer	stand
man	light	boating	dancing	water (u.m.)
stag	like	boatman	daughter	sting
-handled (u.m.)	lit	car	down (n., u.m.)	bull (fish)
head	lite (gem)	-cooked (u.m.)	father	fish
-headed (u.m.)		-driven (u.m.)		

sting —con. ray tail (fish)	stone —con. cutting -dead (u.m.) -deaf (u.m.) -eyed (u.m.) fish fly hand (printing) hand (bird) head hearted layer laying lifter man mason pecker (bird) #proof (printing) shot #wall (n.) wall (u.m.) ware work worker #writing yard	stout —con. heartedness -minded (u.m.) wood	stream bank bed flow head line lined liner side ward way	stucco —con. work worker
stink ball bird bomb bug damp pot stone	stir about (n., u.m.) -up (n., u.m.)	stove brush -heated (u.m.) house #length maker making man pipe wood	street -bred (u.m.) car cleaner -cleaning (u.m.) -sold (u.m.) sweeper sweeping walker walking ward way	stuck up (n., u.m.) -upper -uppish (u.m.)
stitch bird down (n., u.m.) up (n., u.m.) work	stock #block board book breeder breeding broker brokerage broking #car father feeder feeding fish holder holding house jobber jobbing judging keeper keeping list maker making man owner pile piled pilling pot proof raiser raising room -still (u.m.) stone taker taking work wright yard	stow away (n., u.m.) bord down (n., u.m.) #net wood	strepto (c.f.) <i>all one word</i> stretcher #bearer man stretchout (n., u.m.)	stud bolt book fish horse mare #print work stuntman stupid head -headed (u.m.) -looking (u.m.)
stop back (n.) block board clock cock gap hound #key light list log -loss (u.m.) off (n., u.m.) over (n., u.m.) watch water work	storage #room store house keeper keeping man room ship wide	straddle back bug -face (v.) -legged (u.m.) wise	strike maker making monger	stylebook stylo (c.f.) <i>all one word</i> sub (pref.) -Himalayan, etc. machinegun #rosa, #specie, etc. -subcommittee polar, standard, etc. <i>rest one word</i>
storm -beaten (u.m.) bird bound cock flow -laden (u.m.) proof #sash -swept (u.m.) tight -tossed (u.m.) #trooper ward wind #window	story book #hour land maker making teller telling time work writer writing	straight away -backed (u.m.) -cut (u.m.) edge -edged (u.m.) #face -faced (u.m.) forward head -legged (u.m.) #line -lined (u.m.) -out (n., u.m.) #run -spoken (u.m.) #time -up (u.m.) -up-and-down (u.m.) way wise	strife breaker breaking -in (n., u.m.) out (n., u.m.) over (n., u.m.)	subject -object -objectivity subter (pref.) <i>all one word</i>
stoke hold hole	stomach -ache -filling (u.m.) #pump -shaped (u.m.) -sick (u.m.) -weary (u.m.)	strait -chested (u.m.) jacket laced lacing	striker -in -out	such -and-such like wise
stomato (c.f.) <i>all one word</i>	stone bird biter blind boat brash breaker breaking broke brood cast chat (bird) -cold (u.m.) #crab crusher cutter	stranglehold strap -bolt (v.) hanger head -shaped (u.m.) watch work	string board course halt halted maker making man piece #plate #proof (density) ways	suck -egg (n., u.m.) fish fly hole -in (n., u.m.) stone
		strato (c.f.) <i>all one word</i>	strip cropping #map #mine #pit #printing tease teaser	sugar beet bird #bowl cake cane -coat (v.) -coated (u.m.) -cured (u.m.) house loaf maker making plum spoon sweet #water works suitcase
		straw berry #field bill (bird) board boss -built (u.m.) hat man -roofed (u.m.) splitter splitting stack stacker -stuffed (u.m.) #vote walker work worm yard -yellow (u.m.)	strong -arm (u.m., v.) back (nautical) -backed (u.m.) box brained headed hearted hold #man -minded (u.m.) point (n.) room	sulfa (c.f.) <i>all one word</i> sulfo (c.f.) <i>all one word</i> sulfon (c.f.) <i>all one word</i> sullen hearted -natured (u.m.)
		stray away (n., u.m.) #line mark	stub #nail #pen runner -toed (u.m.) wing stubble #field -mulch (u.m.) stubborn hearted minded	summer bird castle (naut.) -clad (u.m.) #day -dried (u.m.) -fallow (v.) house land -made (u.m.) #school
			stucco -fronted (u.m.)	

summer—con. tide time (season) #time (daylight saving) wood	supra—con. -arytenoid -auditory -auricular -axillary -Christian, etc. <i>rest one word</i>	sweet—con. brier faced fish heart hearted maker meat mouthed -pickle (v.) shop -sour -sweet water (u.m.)	sword—con. #belt bill #breaker craft fish fisherman fishing maker making play player proof -shaped (u.m.) smith stick tail swords man woman syn (pref.) <i>all one word</i> synchro cyclotron flash mesh tron Syro (c.f.) -Arabian, etc. phenician systemwide	tail—con. -ender first foremost gate head -heavy (u.m.) hook lamp light piece pin pipe plane race spin stock -tied (u.m.) twister twisting -up (n., u.m.) ward wheel wind wise tailor bird craft -cut (u.m.) made (u.m.) man -suited (u.m.)
sun -baked (u.m.) bath -bathed (u.m.) beam beamed bird blind #blindness bonnet bow break burn burned burst -cured (u.m.) dial dog down dress -dried (u.m.) -dry (v.) fall fast fish glade glare glass glow #hat lamp land light line lit power proof quake ray rise room scald set setting shade shine shiny -shot (u.m.) shower spot spotted stone stricken stroke struck tan #time (measure) time (dawn) up ward wise sunkland sunny hearted heartedness -looking (u.m.) -nated (u.m.) super (pref.) -Christian, etc. #high frequency -superlative highway, market, etc. <i>rest one word</i> supper time ward supra (pref.) -abdominal -acromial -aerial -anal -angular	sur (pref.) <i>all one word</i> sure #enough -fire (u.m.) -footed (u.m.) -slow #thing surf -battered (u.m.) bird board boat boatman bound #fish line man -swept (u.m.) surface man #printing #water surgeon #dentist fish #general swallow bird pipe tail -tailed (u.m.) -wing (bird) swamp #fever land side swan -bosomed (u.m.) dive herd mark marking neck necked skin song swansdown swash buckle buckler buckling #letter plate way work sway back (n., u.m.) -backed (u.m.) bar -brace (v.) swearer-in swearword sweat band box #gland #pad #shirt shop sweep back (aviation) (n., u.m.) forward (aviation) (n., u.m.) stake through (n., u.m.) washer washings sweet bread -breathed (u.m.)	swell -buted (u.m.) doodle (fish) fish head toad swelled-headed (u.m.) swept back (n., u.m.) forward (n., u.m.) wing (n., u.m.) swift foot -footed (u.m.) -handed (u.m.) -running (u.m.) swill bowl tub swim suit wear swine -backed (u.m.) bread head herd #itch pipe (bird) pox stone sty swing back (n., u.m.) bar #beam devil (bird) dingle #door #gate #shift #shifter stock -swang tree swingle bar tail (shark) tree switch back board box gear keeper like man plate plug rail tail (fish) tender #tower yard swivel #chair eye -eyed (u.m.) -hooked (u.m.) like #lock sword -armed (u.m.) bearer	T -bandage -beam -bone -iron -rail -shape -shaped -square T -boat -cloth -man -scale (score) table cloth -cut (u.m.) cutter -cutting (u.m.) fellow fellowship -formed (u.m.) land line #linen maid maker making man mate -shaped (u.m.) spoon spoonful talk top ware wise work (printing) tachy (c.f.) <i>all one word</i> tag -affixing (u.m.) board boat #day #end lock rag sore tail tail band board #coat -cropped (u.m.) #end	take -all (n.) down (n., u.m.) -home (u.m.) -in (n., u.m.) off (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) taker -down -in -off -up tale bearer bearing book carrier carrying monger teller telling wise talk fest worthy talking #film -to (n.) tall boy (n.) -built (u.m.) #grass -looking (u.m.) -masted (u.m.) tallow -faced (u.m.) maker making man -pale (u.m.) tally #board #clerk ho man #room #sheet wag (fish) tame -grown (u.m.) hearted -looking (u.m.) -nated (u.m.)

tan bark house wood works yard	tariff—con. making -protected (u.m.) #wall	tear bomb -dimmed (u.m.) down (n., u.m.) drop	thatch -roofed (u.m.) wood work	thimble—con. rigging -shaped (u.m.)
tangent #arc -cut (v.) -saw (v.)	tarpaulin -covered (u.m.) #maker -making (u.m.) tarso (c.f.) <i>all one word</i>	#gas -off (n., u.m.) -out (n., u.m.) pit proof sheet stain -stained (u.m.)	theater goer going then abouts adays thence forth forward ward	thin brained -clad (u.m.) down (n., u.m.) set (u.m.) skinned -voiced (u.m.)
tangle fish foot -haired (u.m.)	task #force master mistress setter work tattletale tauro (c.f.) <i>all one word</i>	teen age (u.m.) ager teeter board tall -totter	theo (c.f.) <i>all one word</i> theologico (c.f.) <i>all one word</i>	thio (c.f.) <i>all one word</i> third -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater
tank buster #car house maker making man room ship town	tax #assessor book -burdened (u.m.) #collector #dodger eater eating -exempt (u.m.) -free (u.m.) gatherer gathering -laden (u.m.) #lien #list load man paid payer paying payment	tele (c.f.) <i>all one word</i> teleo (c.f.) <i>all one word</i> tell tale truth telo (c.f.) <i>all one word</i> tempest proof -rocked (u.m.) temporo (c.f.) -occipital <i>rest one word</i>	theory less maker making monger there about(s) above across after against among around at away before between by for fore from in inafter inbefore into of on over through to tofore under until unto upon with	thoraco (c.f.) <i>all one word</i> thorn back bill bound -covered (u.m.) -set (u.m.) stone -strewn (u.m.) tail
tap bolt dance dancer dancing holder hole house line net off (n., u.m.) -riveted (u.m.) room root rooted #shoe -tap water	#roll -sale -supported (u.m.) taxi auto bus cab #dancer #driver man meter metered way (aviation)	ten fold penny (nail) pins tender #boat -faced (u.m.) foot -footed (u.m.) footish -handed (u.m.) heart hearted loin -looking (u.m.) tenement #house tent -dotted (u.m.) maker making mate pole -sheltered (u.m.) #show #stitch work worm terneplate	thermo (c.f.) <i>all one word</i> thick -blooded (u.m.) brained head headed lips -looking (u.m.) pated set (n., u.m.) skin skinned skull (n.) skulled -tongued (u.m.) wit -witted (u.m.) -wooded (u.m.) -woven (u.m.)	thought -bewildered (u.m.) -free (u.m.) -out (u.m.) -provoking (u.m.) sick -tight (u.m.) worthy thousand fold -headed (u.m.) -legged (u.m.) legs (worm)
tape bound line maker making man #measure #reader #reading #sizer string -tied (u.m.) work worm	tea ball board box cake cart #chest -colored (u.m.) cup cupful dish house kettle maker making man #party pot room #rose -scented (u.m.) shop spoon spoonful #table taster tasting time #wagon ware	terra #cotta #firma mara terrace -fashion (u.m.) maker work test #case -fly (v.) house man room #tube tetra (c.f.) <i>all one word</i> text book man writer thanks giver giving	thermo (c.f.) <i>all one word</i> thief craft land maker making proof thimble -eye (n.) -eyed (u.m.) maker -making (u.m.) man rig rigged rigger	three -bagger -cornered (u.m.) -dimensional (u.m.) fold folded -in-hand -master penny (nail) -piece (u.m.) -ply (u.m.) score some -spot -square -striper threshingtime thriftbox
tapestry -covered (u.m.) #maker -making (u.m.) #work tapper-out tar #base board box boy -brand (v.) brush -coal (u.m.) -dipped (u.m.) man #oil #paper -paved (u.m.) pot rock (bird) -roofed (u.m.) works yard	team mate play wise work			

throat band cutter cutting latch strap thrombo (c.f.) <i>all one word</i> through out put #rate #road way throw away (n., u.m.) back (n., u.m.) -in (n., u.m.) #line off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) thrust -pound power thumb bird #hole -made (u.m.) mark -marked (u.m.) nail piece print screw -shaped (u.m.) stall string sucker sucking tack worn thunder bearer bearing bird blast bolt burst clap cloud crack fish gust head headed peal proof shower smite (v.) squall stick stone storm strike stroke struck -voiced (u.m.) thwart man ship thymo (c.f.) <i>all one word</i> thyro (c.f.) <i>all one word</i> tibio (c.f.) <i>all one word</i> tick bird #fever seed seeded tacktoe tick tock ticket holder maker	ticket—con. making #seller -selling (u.m.) #writer tidal #wave tiddlywink tide bound flat #gage head land maker making mark -marked (u.m.) race table -tossed (u.m.) waiter water #wave way work -worn (u.m.) tie back (n.) #band #bar #beam #bolt #cord down (n., u.m.) -in (n., u.m.) #knot line -on (n., u.m.) -out (n., u.m.) pin #plate -plater #post #rod #rope #stay #strap up (n., u.m.) #wall wig wigged tierlift (truck) tiger bird eye hearted #lily proof #shark -striped (u.m.) tight -belted (u.m.) bound fisted -fitting (u.m.) #joint lipped rope -set (u.m.) -tie (v.) wad wire work tile -clad (u.m.) #drain fish maker making -red (u.m.) stone work works wright yard tilt board hammer	tilt—con. up (n.) yard timber -built (u.m.) head -headed (u.m.) jack land line man -propped (u.m.) #right #rot #wolf wood work wright yard time born bound card clerk clock -consuming (u.m.) -honored (u.m.) keep (v.) keeper killer killing lag lock out (n., u.m.) piece pleaser proof saver saving server serving sheet span -stamp (v.) table taker taking waster wasting worker worn tin -bearing (u.m.) bound #can -capped (u.m.) -clad (u.m.) #cow cup #fish foil foiled foller frame #hat horn house kettle -lined (u.m.) man #ore #pail pan plate -plated (u.m.) -plating (u.m.) pot -roofed (u.m.) shop smith smithing spot stone type typer ware -white (u.m.) work	tin—con. worker working tinder box -dry (u.m.) tinsel -bright (u.m.) -clad (u.m.) #cloth -covered (u.m.) maker making weaver tint block (printing) #tool tip burn cart -curled (u.m.) head -in (n., u.m.) man most off (n., u.m.) over (n., u.m.) proof staff stock tail tank -tap tilt (v.) tilted tilting toe toed toeing top topper -up (u.m.) tire changer changing dresser fitter holder maker making man -mile #rack shaper smith some tit bit fish #for #tat lark man mouse titano (c.f.) <i>all one word</i> tithe book -free (u.m.) payer right title board holder -holding (u.m.) #page winner -winning (u.m.) to -and-fro day -do (n.) morrow night #wit toad back -bellied (u.m.) blind bug	tin—con. worker working tinder box -dry (u.m.) tinsel -bright (u.m.) -clad (u.m.) #cloth -covered (u.m.) maker making weaver tint block (printing) #tool tip burn cart -curled (u.m.) head -in (n., u.m.) man most off (n., u.m.) over (n., u.m.) proof staff stock tail tank -tap tilt (v.) tilted tilting toe toed toeing top topper -up (u.m.) tire changer changing dresser fitter holder maker making man -mile #rack shaper smith some tit bit fish #for #tat lark man mouse titano (c.f.) <i>all one word</i> tithe book -free (u.m.) payer right title board holder -holding (u.m.) #page winner -winning (u.m.) to -and-fro day -do (n.) morrow night #wit toad back -bellied (u.m.) blind bug	toad—con. eat (v.) eater fish -green (u.m.) head (bird) stone stool toast #list master mistress tobacco #grower -growing (u.m.) #shed #shop toe board cap #dance #drop hold -in (n., u.m.) -mark (v.) nail plate print toil -beaten (u.m.) some -stained (u.m.) -weary (u.m.) worn toilet #mirror #room ware toll bar board #bridge gate gatherer house keeper #line man master payer paying penny #road taker tom boy cat cod fool foolery piper tate (fish) -tom tomb stone -strewn (u.m.) tommy #bar cod (fish) gun #hole rot ton -hour -kilometer -mile -mileage -mile-day tone -deaf (u.m.) down (n., u.m.) -producing (u.m.) proof up (n., u.m.) tongue -baited (u.m.) bird #bit -bound (u.m.)
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tongue—con.	top—con.	tow—con.	trade—con.	trashrack
craft	dress (v.)	-haired (u.m.)	mark	travel
-dumb (u.m.)	dressing	head	#name	-bent (u.m.)
fish	flight (u.m.)	headed	#school	book
-free (u.m.)	full	#hook	#union	time
-lash (v.)	gallant (n., u.m.)	line	#unionism	-tired (u.m.)
#flashing	-graft (v.)	mast	#unionist	way
play	hat	#net	#wind	-worn (u.m.)
proof	-hatted (u.m.)	-netter	work	trawl
-shaped (u.m.)	heavy	path	trades	boat
shot	kick	rope	folk	net
sore	knot	#team	man	tray
tack	knotted	tower	people	#cloth
tacked	light	#chime	#union	maker
tie	lighted	-high (u.m.)	#unionism	tread
tied	line	house	woman	board
tip	liner	man	traffic	mill
#twister	lofty	proof	-mile	wheel
-twisting (u.m.)	maker	-shaped (u.m.)	way	treasure
work	making	work	tragico (c.f.)	-filled (u.m.)
tool	man (n.)	town	<i>all one word</i>	#house
bag	mark	bound	trail	-laden (u.m.)
#belt	mast	-bred (u.m.)	blazer	#ship
box	milk	#clerk	blazing	#trove
builder	most	#crier	breaker	treaty
building	notch (nonliteral)	-dotted (u.m.)	maker	bound
#chest	notcher	folk	making	breaker
#designer	piece	gate	-marked (u.m.)	breaking
dresser	rail	goer	side	maker
fitter	rope	going	sight	making
#grinder	sail	hall	-weary (u.m.)	-sealed (u.m.)
-grinding (u.m.)	-secret (u.m.)	house	wise	tree
#handle	#sergeant	lot	train	#belt
head	-shaped (u.m.)	#meeting	bearer	-clad (u.m.)
holder	side (naut.)	ship	bolt	fish
holding	soil	side	boy	#frog
house	stone	site	crew	holder
kit	tail (v.)	talk	line	hopper
maker	#timber (naut.)	ward	load	#line
making	work	wear	man	-lined (u.m.)
mark	topo (c.f.)	-weary (u.m.)	master	maker
marking	<i>all one word</i>	woman	-mile	making
plate	topsy-turvy	yard	shed	man
post	torch	towns	sick	nail
#press	bearer	boy	stop	-ripe (u.m.)
rack	bearing	fellow	time	scape
room	#dance	man	way	#toad
#set	fish	people	yard	top
setter	#holder	toy	training	#trunk
slide	light	#dog	#camp	trellis
smith	lighted	house	#ship	-covered (u.m.)
#steel	like	land	tram	work
stock	lit	maker	-borne (u.m.)	trench
stone	man	making	car	back
tooth	#song	man	line	board
ache	torpedo	shop	load	coat
aching	#boat	-sized (u.m.)	man	#fever
achy	#mine	town	rail	foot
#and #nail	plane	tracheo (c.f.)	road	#knife
bill	#room	<i>all one word</i>	smith	mouth
-billed (u.m.)	#tube	trachy (c.f.)	way	#plow
brush	torquemeter	<i>all one word</i>	wayman	-plowed (u.m.)
drawer	toss	track	yard	-plowing (u.m.)
drawing	pot	barrow	trans (pref.)	#warfare
mark	up (n., u.m.)	#brake	alpine	trester
-marked (u.m.)	touch	#gauge	atlantic	board
paste	#and #go	#hound	-Canadian, etc.	#bridge
pick	back (n., u.m.)	layer	pacific	tree
plate	down (n., u.m.)	laying	uranic	work
powder	hole	man	<i>rest also one word</i>	tri (c.f.)
proof	line	mark	transit	-iodide
puller	-me-not (n., u.m.)	master	man	-ply (u.m.)
-pulling (u.m.)	#method	-mile	#time	state, etc.
-set (u.m.)	pan	shifter	trap	<i>rest one word</i>
-shaped (u.m.)	reader	sick	ball	tribes
#shell	stone	side	door	man
some	up (n., u.m.)	walker	fall	people
wash	wood	walking	#hatch	tribo (c.f.)
work	writer	way	light	<i>all one word</i>
top	writing	work	line	tricho (c.f.)
#brass	tough	trade	maker	<i>all one word</i>
cap (n.)	head (duck)	#board	making	trick
coat	-headed (u.m.)	bound	#nest	proof
coated	hearted	craft	-nester	work
coating	-looking (u.m.)	-in (n., u.m.)	rock	trim
cutter	-skinned (u.m.)	-laden (u.m.)	shoot	-cut (u.m.)
#dog	tow	-made (u.m.)	shooter	-dressed (u.m.)
-drain (v.)	boat		shooting	-looking (u.m.)
#drawer	#car		stick	stone

trinitro (c.f.) <i>all one word</i>	trunk back fish line maker nose room #steamer way	tune maker making out (n., u.m.) up (n., u.m.)	twelve fold month penny (nail) score	U-boast U
trip -free (u.m.) #gear hammer #rate sill wire tripestone	truss #beam bound maker making work	tunnel -boring (u.m.) maker making man -shaped (u.m.) way	twenty -first fold leaf -one penny (nail)	-cut -magnet -rail -shaped -tube
triple -acting (u.m.) back (sofa) -branched (u.m.) -edged (u.m.) fold #play tail (fish) -tailed (u.m.) tree (n.)	trust breaking buster busting -controlled (u.m.) maker man -ridden (u.m.) woman worthy	turbo (c.f.) -ramjet (u.m.) <i>rest one word</i>	twice -born (u.m.) -reviewed (u.m.) -told (u.m.)	ultra (pref.) -a m b i t i o u s -atomic, etc. -English, etc. high #frequency -high-speed (u.m.) #valorem, #vires, etc. <i>rest one word</i>
trolley #bus #car #line maker man	truth -filled (u.m.) lover seeker -seeking (u.m.) teller telling	turf bound -built (u.m.) -clad (u.m.) -covered (u.m.) man	twin #boat born -engined (u.m.) fold -jet (u.m.) -motor (u.m.) -screw (u.m.) #ship	un (pref.) -American, etc. called-for (u.m.) heard-of (u.m.) -ionized (u.m.) self-conscious sent-for (u.m.) thought-of (u.m.) thought-on (u.m.) <i>rest one word</i>
troop fowl ship #train	try house -on (n., u.m.) -out (n., u.m.) pot sail square works	turkey back #buzzard #gobbler -red (u.m.) #trot	twine bound -colored (u.m.) cutter holder maker making #spinner	under age (deficit) age (younger) (n., u.m.) #contract coverman #cultivation (till- age) cultivation (insuf- ficient) (pref.)
tropho (c.f.) <i>all one word</i>	tub #butter fast fish maker making man proof shooter shooting some	turn about (n., u.m.) about-face again (n., u.m.) around (n., u.m.) back (n., u.m.) buckle cap coat cock down (n., u.m.) gate -in (n., u.m.) key off (n., u.m.) out (n., u.m.) over (n., u.m.) penny pike pin plate plow round (n., u.m.) row screw server sheet skin sole spit stile stitch stone (bird) table tail -to (n.) under (n., u.m.) up (n., u.m.) wrest	two -a-day (u.m.) -along (bookbind- ing) (n.) -decker -faced (u.m.) fold -handed (u.m.) penny (nail) -piece (u.m.) -ply (u.m.) score -seater some -spot -step (dance) -striper -suiter -thirder -up (n., u.m.) -way (u.m.) -wheeler	uni (c.f.) -univalent <i>rest one word</i>
tropo (c.f.) <i>all one word</i>	tube -eyed (u.m.) -fed (u.m.) form (u.m.) head hearted maker making man -nosed (u.m.) #plate #sheet smith work works	turned -back (u.m.) -down (u.m.) -in (u.m.) -on (u.m.) -out (u.m.) -over (u.m.) turner-off	tympo (c.f.) <i>all one word</i>	union #card -made (u.m.) man #shop
trouble -free (u.m.) -haunted (u.m.) maker making man proof shooter shooting some	tuberculo (c.f.) <i>all one word</i>	turtle back dove -footed (u.m.) neck (u.m.) #shell stone	type case cast caster casting cutter cutting face founder foundry #genus -high (u.m.) holder #metal #page script set setter setting write (v.) writer writing written	unit #fraction #price -set (u.m.)
trough room way	tubo (c.f.) -ovarian <i>rest one word</i>	turn boat boatman #of #war	typho (c.f.) <i>all one word</i>	up along (adv.) -anchor (u.m., v.) -and-coming (u.m.) #and #up beat bow coast country (adv., u.m.) end (v.) grade gradient keep lift lock #oars -over (u.m.) patient rate river stairs state stream street swing take -to-date (u.m.) town trend turn wind
trout bird -colored (u.m.) -famous (u.m.) fly #stream	tuff hunter hunting	turret #deck #gun head #ship	tyro (c.f.) <i>all one word</i>	
trowel beak (bird) man	tug boat boatman #of #war	turkey back #buzzard #gobbler -red (u.m.) #trot		
truce breaker breaking maker making -seeking (u.m.)	tumble bug down (n., u.m.)	turf bound -built (u.m.) -clad (u.m.) -covered (u.m.) man		
truck borne (u.m.) driver #farm line load man -mile owner #tractor #trailer way	tuna fish #oil	turn about (n., u.m.) about-face again (n., u.m.) around (n., u.m.) back (n., u.m.) buckle cap coat cock down (n., u.m.) gate -in (n., u.m.) key off (n., u.m.) out (n., u.m.) over (n., u.m.) penny pike pin plate plow round (n., u.m.) row screw server sheet skin sole spit stile stitch stone (bird) table tail -to (n.) under (n., u.m.) up (n., u.m.) wrest		
true -aimed (u.m.) #bill -blue (u.m.) born bred -eyed (u.m.) -false hearted love (n., u.m.) penny (n.) #time		turned -back (u.m.) -down (u.m.) -in (u.m.) -on (u.m.) -out (u.m.) -over (u.m.) turner-off		
trundle #bed head		turf bound -built (u.m.) -clad (u.m.) -covered (u.m.) man		

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

<p>wire—con. -caged (u.m.) #cloth -cut (u.m.) cutter cutting dancer dancing draw (v.) drawer drawing drawn #edge -edged (u.m.) #gage hair (dog) -haired (u.m.) house less #line maker making man #mark photo puller pulling #rope smith spun stitch -stitched (u.m.) #stitcher -stitching (u.m.) tail (duck) -tailed (u.m.) tap tapped tapper tapping walker walking way work worker working works worm -wound (u.m.)</p> <p>wise acre crack cracked cracker cracking head (n.) -headed (u.m.) hearted -spoken (u.m.) wishbone</p> <p>witch #burner craft #hazel #hunt #hunter -hunting (u.m.) man work</p> <p>with draw drawal drawer drawing hold holding in indoors (adv.) out outdoors (adv.) stand</p> <p>wither band tip -wring (u.m.)</p> <p>within -bound (u.m.) -named (u.m.) ward</p>	<p>woe begone -laden (u.m.) worn</p> <p>wolf -eyed (u.m.) #fish hound pack skin</p> <p>woman folk hearted hood kind like power</p> <p>womenfolk</p> <p>wonder land -stricken (u.m.) strong -struck (u.m.) work worker working worthy</p> <p>wood bark (color) bin bined block bound box -built (u.m.) -cased (u.m.) chat (bird) chipper chopper chuck cock craft crafter cut cutter cutting #engraver #engraving #fiber fish grub hole horse house hung (u.m.) jobber (bird) land -lined (u.m.) lot man #nymph -paneled (u.m.) #paper pecker pile -planing (u.m.) print pulp ranger -rip (bird) rock #rot shed shop side skin stock stone #stove #thrush #tick turner -turning (u.m.) wall (bird) -walled (u.m.) wind (music) work worker</p>	<p>wood—con. working yard</p> <p>wooden head (n.) headed -hulled (u.m.) ware -weary (u.m.) woodsman</p> <p>wool #clip fell #flock gatherer gathering grader grower growing head -laden (u.m.) -lined (u.m.) man pack packer press shearer shearing shears shed skin sorter sorting sower #stapler stock washer #waste wheel -white (u.m.) winder work worker working</p> <p>woolly -coated (u.m.) -headed (u.m.) -looking (u.m.) -white (u.m.)</p> <p>word -blind (u.m.) book bound builder building catcher catching -clad (u.m.) #class craft craftsman -deaf (u.m.) jobber list maker making man manship monger mongering -perfect (u.m.) play seller slinger slinging smith</p> <p>work aday (n., u.m.) -and-turn (u.m.) away (n., u.m.) bag basket bench book box #cure day -driven (u.m.) fellow</p>	<p>work—con. flow folk #force girl hand -hardened (u.m.) horse -hour (u.m.) house housed load man manlike manship master out (n., u.m.) pan people piece place power room sheet shoe shop -shy (n., u.m.) -shyness site #song space spacing -stained (u.m.) stand stone stream table time up (n., u.m.) ways -weary (u.m.) week wise woman worn yard</p> <p>working #day #load man #room woman</p> <p>world beater beating -conscious (u.m.) #consciousness #line maker making #power proof quake -self -weary (u.m.) wide wise</p> <p>worm -eaten (u.m.) -eating (u.m.) #gear hole holed proof -riddled (u.m.) -ripe (u.m.) seed shaft #wheel wood</p> <p>worn down (u.m.) out (u.m.) outness</p> <p>worrywart</p> <p>worth while (n., u.m.) #while (adv.) whilence</p>	<p>wrap around (n., u.m.) -up (n., u.m.)</p> <p>wreath -crowned (u.m.) maker making work</p> <p>wreck #buoy fish -free (u.m.) master</p> <p>wring bolt staff</p> <p>wrist band bone drop fall lock pin plate watch work</p> <p>write back (n., u.m.) -in (n., u.m.) off (n., u.m.) up (n., u.m.)</p> <p>writing #desk #room</p> <p>wrong doer doing -ended (u.m.) #font headed hearted -minded (u.m.) -thinking (u.m.)</p> <p>wrought #iron -up (u.m.)</p> <p>wry bill -billed (u.m.) -faced (u.m.) -looking (u.m.) mouth (fish) -mouthed (u.m.) neck -set (u.m.) tail (bird)</p> <p>X -body -disease -ray -virus X-shaped xantho (c.f.) all one word xeno (c.f.) all one word xero (c.f.) all one word xylo (c.f.) all one word</p> <p>Y -chromosome -potential</p> <p>Y -joint -level -shaped -track -tube</p> <p>yachts man woman</p> <p>Yankee -Doodle land</p>
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yard	yellow	yellow—con.	young—con.	zero—con.
arm	back	throat (bird)	-looking (u.m.)	-dimensional (u.m.)
-deep (u.m.)	-backed (u.m.)	-throated (u.m.)	-manlike	gravity
-long (u.m.)	-bellied (u.m.)	top	-old	#hour
man	belly	ware	-womanhood	zig
master	#berry	yes	youth	zag
stick	bill (bird)	-man	like	zagged
-wide (u.m.)	-billed (u.m.)	-no	tide	zinc
yaw	bird	yester	yule	-coated (u.m.)
meter	crown (bird)	day	#log	#etching
-sighted (u.m.)	#fever	year	tide	-white (u.m.)
year	fin (fish)	yoke		zoo (c.f.)
bird	fish	fellow		<i>all one word</i>
book	-green (u.m.)	mate	Z-bar	zoologico (c.f.)
day	hammer (bird)	mating	Z-chromosome	<i>all one word</i>
end	head (bird)	-toed (u.m.)	zebra	zygo (c.f.)
-hour (u.m.)	-headed (u.m.)	wood	fish	<i>all one word</i>
long (u.m.)	legs (bird)	young	like	zygomatico (c.f.)
-old (u.m.)	#race	-eyed (u.m.)	zero	-orbital
-round (u.m.)	rump (bird)	-headed (u.m.)	axial	<i>rest one word</i>
	tail (fish)	hearted	#beat	zymo (c.f.)
	-tailed (u.m.)	-ladylike		<i>all one word</i>

NOTES

8. PLANT AND INSECT NAMES

PLANT NAMES

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

8.2. In general, derivatives of proper names with acquired independent common meaning are not capitalized. (See rule 3.4, p. 21.) However, in plant names, if the capital letter is retained, either the hyphenated or the two-word form is used, depending on predominant usage. Such names as English ivy, Dutchmans-pipe, Cupids-dart, flower-of-Jove, and apple-of-Peru retain the capital letter. On the other hand, such names as Charlie, Jack, and Susan lose their capital letter in fanciful names; e.g., creeping-charlie, jack-in-a-box, and brown-eyed-susan.

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

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

8.5. Except as indicated in the list, plant names ending in *bane*, *bark*, *bean*, *berry*, *bine*, *brush*, *cup*, *fern*, *flower*, *grass*, *leaf*, *lily*, *nut*, *plant*, *pod*, *root*, *seed*, *thorn*, *tree*, *vine*, *weed*, *wood*, and *wort* are printed solid, unless the preceding word is a proper name which retains its capitalized form. (See rule 8.2.) All such one-word forms were excluded from the list.

Aarons-beard
addersmouth
adderstongue
adzuki
African-violet
airpotato
alfalaria
alpencreess
Alpine-azalea
Amazon-lily
anatto-tree
angel-trumpet
antelope-brush
Apache-plume
apple-of-Peru
Arab-primrose
arar-tree
arborvitae
arrow-arum
asparagus-bean
atamasco-lily
Australian-pea
autumn-crocus
avalanche-lily
awl-leaf

barnyard #grass
barrenground
barren-strawberry
bastardbox
battereddock
baycedar
beakrush
bearcabbage
bearmat
bearmat
beartail
beavertail
bedstraw
beebalm
beechdrops
beefsteak-plant
bee-sage
beggarticks
belladonna-lily
bigcone-spruce
bigfruit
bigmoon
bigstem
bigtooth
bird-in-the-bush
bird-of-paradise-flower
bird-pepper
birdseye
birdsfoot
birdsnest
bishopscape
bishopswood
bittercress
bittersweet
bittervetch
blackbead
blackberry-lily
blackbox
black-bryony
blackbud
black-cala bash
black-eyed-susan

blackfoot
blackhaw
blackjoint
blacklaurel
black-mangrove
black #medic
blackpurple
blackspot
blackstem
black-salsify
bladder #campion
bladder-senna
bladeapple
blazing-star
bleedingheart
blistercress
bloodball
bloodred
bloodtwig
bloodvein
blowwives
blueback
bluebead
bluebeard
bluebell-creeper
bluebells
blueblossom
bluebunch
bluecrown
bluecurls
bluedicks
blue-eyed-grass
blue-eyed-mary
blueflag
bluegreen
bluejoint
bluelips
bluestar
bluestem
bluetop
bog-orchid

bog-rosemary
bonytip
bouncing-bet
bowbells
bowstring-hemp
boxelder
bracken
brassbuttons
Brazilian-cherry
brickred
bricktimber
bridal-veil
bridalwreath
brighteyes
Brisbane-box
bristlecone
bristletooth
bronzebells
broomcorn
broom-crowberry
broomrape
broomsedge
broomstraw
brown-eyed-susan
Browns (lily, etc.)
brownstain
brownstem
brush-cherry
brushtip
buckbeard
buckeye
buckhorn
buckwheat
buckwheat-tree
buffalo-bur
bullflist
bullfoot
bullhoof
bullhorn
bullettle
bullthistle

- bunnymouth
 burclover
 burdock
 bur-marigold
 bur-ragweed
 burreed
 bur-sage
 bur-snakeroot
 bushclover
 bush-cranberry
 bush-honeysuckle
 bushmint
 bushpepper
 bushpoppy
 bushrope
 butchersbroom
 butter-and-eggs
 butter #bean
 butterbough
 butterfly-pea
 butter-rose
 buttonball
 buttonclover
 button-snakeroot
- cajeput-tree
 calabash-tree
 calaba-tree
 calamondin
 calkill
 California-laurel
 California-nutmeg
 California-poppy
 camphor-tree
 canarybalm
 candlenut-tree
 candytuft
 canistel
 Canterbury-bells
 canyon-poppy
 cape-cowslip
 cape-gooseberry
 cape-honeysuckle
 cape-jasmine
 cape-marigold
 cape-pondweed
 cape-weddingflower
 Carolina-jessamine
 Carolina-vanilla
 cassabanana
 cassiabark-tree
 cassiaflower-tree
 castor-aralia
 catbrier
 catchfly-gentian
 catclaw
 catjang-pea
 cats-ear
 catsfoot
 cattail
 cavenia
 celandine-poppy
 chaff-flower
 chainfern
 chalice-vine
 chaste-tree
 checkerbloom
 checker-mallow
 cherryblossom
 cherry-laurel
 cherry-orange
 cherrystone
 chickpea
 chicory
 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
- chokecherry
 Christ-eye
 Christ-thorn
 Christmas-rose
 cigarbox-cedar
 cinquefoil
 cleavers
 cliffbrake
 cliffrose
 cloth-of-gold
 cloven-lip
 clubmoss
 cluster-amaryllis
 cobblersthumb
 cocaine-tree
 cockscomb-yam
 cocks-eggs
 cocoplum
 comfrey
 conehead
 confederate-jasmine
 conetail
 cootamundra
 coppertip
 coralbells
 coralblow
 coraldrops
 corkwing
 corncockle
 cornelian-cherry
 corn-marigold
 consalad
 cotton-sedge
 cottontail
 Coventry-bells
 cowcockle
 cowwheel
 cowitch
 cowparsley
 cowparsnip
 cowpea
 cowslip
 cowtongue
 cow-tree
 cow-wheat
 crabapple
 cradle-orchid
 cranberry-gourd
 cranesbill
 crape-jasmine
 crapemyrtle
 crawfoot
 creamcups
 creamfruit
 creamsacs
 creeping-charlie
 creeping-devil
 creeping-jenny
 Cretan-mullein
 cricketbat
 crimson-eye
 crimson-flag
 crocos
 crowfoot
 crownbeard
 crowndaisy
 crown-imperia
 crownvetch
 crowpoison
 crucifixion-thorn
 crystal-tea
 cucumber-root
 culvers-physle
 Cupids-dart
 custard-apple
 cutecollar
 cypress-pine
- dallis (grass, etc.)
 dames (rocket, etc.)
 dammarpine
 danesblood
 darkeye
 darling-plum
 dasheen
 dateplum
 datil
 dawnrose
- dayglow
 deadnettle
 deathcamas
 deerhair
 deerstongue
 deervetch
 desertbeauty
 desertcandle
 desertholly
 desertprimrose
 desert-willow
 devilsclub
 devilsclaw
 devils-paintbrush
 devils-pincushion
 devils-shoestring
 devilstongue
 devils-walkingstick
 Diels (cotoneaster, etc.)
 dimplecone
 ditchfoot
 ditch-sunflower
 dock
 dogbrier
 dogfennel
 dogtail
 doublefile
 doubleflowering
 doubleray
 doubletooth
 Douglas-fir
 dovefoot
 doveplum
 dracena
 dragonhead
 duckpotato
 duncecap
 dusty-miller
 Dutchmans-breeches
 Dutchmans-pipe
 dwarf-dandelion
- eardrops
 earthgall
 earthstar
 earthtongue
 Easter-bells
 Eca (rose, etc.)
 elephanthead
 elkship
 epaulette-tree
 evening-primrose
 evening-snow
 evening-star
 evergold
 evergreen-grape
 everlasting
 eyebalm
 eyebright
- fernspray
 feterita
 fieldcress
 fieldmadder
 figmarigold
 finetooth
 firemoss
 firepink
 fishhooks
 fishpoison-tree
 fiveblade
 fivecoil
 fivefinger
 fivestamen
 flamboyant-tree
 flamepoppy
 flameray
 flat-sedge
 floatingheart
 floptop
 Florida-boxwood
 flowerfence
 flowering-rush
 flower-of-an-hour
 flower-of-Jove
 fogfruit
 forget-me-not
 fourcolor
 four-o'clock
 fourstamen
 fourwing
 foxchop
 foxfoot
 foxglove
 foxtail #grass
 Franciscan-nightshade
 fringe-bell
 fringe-orchid
 frogbit
 frogfoot
 fullers #teasel
 fullmoon
- gallwind
 garambullo
 gayfeather
 gaywings
 ghostpipe
 giantfennel
 giantgroundsel
 gill-over-the-ground
 giltedge
 globe-amaranth
 globe-cone
 globedaisy
 globemallow
 globethistle
 globe-tulip
 gloriosa
 glorybower
 goatsbeard
 goatsrue
 goldband
 goldbeard
 goldblotch
 goldstut
 goldedge
 golden-aster
 goldenback
 goldenball
 goldenbeard
 goldenbowl
 goldchain
 goldenclub
 golden-eyed-grass
 goldenfeather
 goldenfleece
 goldenglow
 goldenlarch
 goldenlocks
 goldenmoon
 goldenpert
 goldenplume
 goldenrain-tree
 goldenrod
 goldenseal
 golden-shower
 goldenstar

- goldentop
 goldentuft
 goldentwig
 goldenwave
 goldenyarrow
 gold-eye-grass
 goldfields
 goldhair
 Goldie (fern, etc.)
 goldmoss
 goldspot
 goldstripe
 goldthread
 goldtip
 goldtwig
 goldvein
 good-King-Henry
 gooseberry-tree
 goosefoot
 goosetongue
 grains-of-paradise
 grape-hyacinth
 grass-pink
 grasswidow
 gravel-bind
 graybox
 Grays (lily, etc.)
 Greek-valerian
 greenbrier
 green-ebony
 greenfire
 greenheart
 green-net
 greenscale
 greensides
 greenstem
 greenthread
 greentwig
 greenvein
 groundcedar
 groundcherry
 ground-ivy
 groundpine
 groundsmoke
 guamachil
 Guiana-chestnut
 gumbo-limbo
 gum-myrtle
 gunbright
 guttapercha

 hair-grass
 hairyhead
 halfhigh
 halfmoon
 halfskirt
 hardbeam
 hardhack
 hard-iron
 hardshell
 harebell
 harebottle
 hares-ear-mustard
 harestail
 hartstongue
 hawkbit
 hawksbeard
 heal-all
 healbite
 heartpetal
 hedgehog-coneflower
 hedgegum
 hedgestraw
 henbit
 Hercules-club
 heronbill
 Hicks (yew, etc.)
 Himalaya-berry
 Himalaya-honeysuckle
 Hinds (walnut, etc.)
 hoarycress
 hogpeanut
 hogsfennel
 hollowstem
 hollyaster
 hollygrape
 honeybell
 honeybind

 honeybloom
 honeylocust
 honeysuckle
 hophornbeam
 hopsage
 hornbeam
 hornpoppy
 horsebalm
 horsechestnut
 horse-eye
 horsegentian
 horsemint
 horse-nettle
 horsepipe
 horseradish
 horseradish-tree
 horsetail
 horsetail-tree
 houndstongue
 house-amaryllis
 houseleek
 hummingbird-trumpet
 hyacinth-bean
 hydrangea-vine

 ilama
 incense-cedar
 India-almond
 India-elm
 India-hawthorn
 India-mulberry
 Indian-fig
 Indian-physic
 Indian-pipe
 Indian-potato
 Indian-tobacco
 Indian-warrior
 Indian-wheat
 ironhead
 ivory-leaves
 ivy-arum
 ivy-bells
 ivy-gourd
 ivy-vine

 jaburan
 jackfrost
 jackfruit
 jack-in-a-box
 jack-in-the-pulpit
 Jacobs-rod
 jambolan-plum
 Jersey-tea
 Jerusalem-artichoke
 Jerusalem-cherry
 Jerusalem-oak
 Jerusalem-sage
 Jerusalem-thorn
 jetbead
 jobs-tears
 joe-pye-weed
 jointfir
 jointvetch
 Josephscoat
 Joshua-tree
 Judas-tree
 jungle-plum
 jungle-rice
 Jupiters-beard

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

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

 Labrador-tea
 lacquer-tree
 ladies-tresses
 ladybell
 lady-slipper
 ladysmantle
 ladysthumb
 lambkill
 lambsquarters
 lap-love
 largetooth
 lavender-cotton
 leaf-flower
 lemon-verbena
 lignumvitae
 lilybasket
 lily-of-the-valley
 lima bean
 limequat
 lions-ear
 little-pickles
 live-ever
 liveforever
 liver-balsam
 living-rock
 lizardtail
 loblolly-bay
 loggerheads
 London-pride
 longbarb
 longcluster
 longlip
 Longs (grape, etc.)
 longspine
 longstalk
 longtube
 lookingglass
 loosestrife
 lords-and-ladies
 loveman
 lyonshrub

 Madden-cherry
 Madeira-bay
 Madeira-vine
 Magdalena (mock
 orange, etc.)
 mahala-mats
 maidencane
 maidenhair-tree
 Malabar-nut
 Malabar-plum
 Malay-apple
 malu-creeper
 mame (cherry, etc.)
 mandacaru
 Mangles (everlasting,
 etc.)
 mangrove
 maretail
 Mardin (iris, etc.)
 Maries (fir, etc.)
 marshcress
 marsh-elder
 marshfire
 marshmallow
 marshmarigold
 Martens (selaginella,
 etc.)
 Mascarene (grass, etc.)
 matilija-poppy
 Matreed
 matrimony-vine
 mayapple
 maybloom
 maypear
 maypop
 Mays (brake, etc.)
 mayten
 maywings
 meadowbeauty
 meadowfoam
 meadowrue

 meadowsweet
 mealyrat
 Meiwa (kumquat, etc.)
 merrybells
 Mexican-buckeye
 Mexican-clover
 Mexican-orange
 Mexican-star
 Mexican-tea
 Michaelmas-daisy
 milfoil
 milkthistle
 milkvetch
 milo
 mistmaiden
 miyama
 mock-cucumber
 mockorange
 mock-strawberry
 Mouluca-balm
 mombin
 momi
 monkeycomb
 monkeypuzzle
 monkshood-vine
 monreale
 Moores (agapanthus,
 etc.)
 moosetongue
 moraea
 morning-glory
 moso
 mosquitobill
 mosquitotrap
 moss #rose
 moth-orchid
 mountain-ash
 mountain-bluet
 mountain-dandelion
 mountainheath
 mountain-holly
 mountain-laurel
 mountain-lilac
 mountain-mahogany
 mountain-mint
 mouse-ear
 mousetail
 Moyes (rose, etc.)
 mudbank
 mullein
 mundi-root
 Mupin (cottonaster,
 etc.)
 muskphlox
 musk #rose
 myrtle-of-the-river

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

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

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

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

INSECT NAMES

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

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

- achemon sphinx
 African mole cricket
 alfalfa looper
 alfalfa plant bug
 angular-winged katydid
 apple and thorn skeletonizer
 apple curculio
 apple leaf skeletonizer
 apple red bug
 apple seed chalcid
 apple sucker
 Argentine ant
 Arizona cotton stainer
 ash plant bug
 azalea lace bug

 bald-faced hornet
 balsam-fir sawyer
 banded woollybear
 basswood lace bug
 basswood leaf roller
 bean leaf skeletonizer
 bed bug
 beech scale
 birch casebearer
 birch skeletonizer
 birch tube maker
 black blow fly
 black cherry fruit fly
 black-horned tree cricket
 black horse fly
 black swallowtail
 black widow spider
 bloodsucking conenose
 blue horn-tail
 booklouse
 boxelder bug
 boxelder psyllid
 boxwood psyllid
 bristly rose-slug
 broad-winged katydid
 brown-banded roach
 brown stink bug
 bumella fruit fly

 cabbage curculio
 cabbage looper
 cabbage seedstalk curculio
 cadelle
 California pear-slug
 California prionus
 California tortoise-shell
 caragana plant bug
 Carolina mantis
 carpenter bee
 carrot rust fly
 catalpa sphinx
 cat flea
 celery leaf tier
 celery looper
 chain-spotted geometer
 changa
 cheese skipper
 cherry casebearer
 cherry fruit fly
 chigger
 chigoe
 chinch bug
 Chinese mantis
 chrysanthemum lace bug
 cigar casebearer
 Clear Lake gnat
 clouded sulphur
 clover looper
 clover root curculio
 clover seed chalcid
 cluster fly
 cochineal insect
 common cattle grub
 conchuela
 cotton lace bug
 cotton leaf perforator
 cotton stainer
 coulee cricket
 cowpea curculio

 cranberry girdler
 currant fruit fly
 currant stem girdler

 dog flea
 Douglas-fir engraver
 dusky stink bug

 eastern subterranean termite
 eggplant lace bug
 eight-spotted forester
 elm calligrapha
 elm casebearer
 elm cockscomb gall
 elm lace bug
 elm sphinx
 eupatorium gall fly
 European chafer
 European chicken flea
 European earwig
 European fruit lecanium
 European mantis

 false chinch bug
 false stable fly
 field cricket
 fiery hunter
 fig wasp
 filament bearer
 firebrat
 fir engraver
 forage looper
 fork-tailed bush katydid
 Formosan subterranean termite
 four-lined plant bug
 four-spotted tree cricket
 frit fly

 garden springtail
 garden symphylid
 giant hornet
 giant water bug
 golden-eye lacewing
 grape cane gall maker
 grape colaspis
 grape curculio
 grape leaf folder
 grape leaf skeletonizer
 grape phylloxera
 grape seed chalcid
 grapevine looper
 grasshopper bee fly
 great ash sphinx
 greenhouse leaf tier
 greenhouse orthezia
 greenhouse stone cricket
 green meadow locust
 green rose chafer
 green stink bug

 hackberry engraver
 hackberry lace bug
 hackberry nipple gall
 hairy chinch bug
 harlequin bug
 hawthorn lace bug
 helgramite
 hemlock looper
 hessian fly
 hickory horned devil
 hickory plant bug
 hollyhock plant bug
 honey bee
 hop looper
 hop plant bug
 horned passalus
 horned squash bug
 horn fly
 horse bot fly
 house centipede
 house cricket
 house fly
 human bot fly
 human flea

 Japanese broad-winged katydid
 Jerusalem cricket

 lantana gall fly
 lantana lace bug
 lantana seed fly
 larch casebearer
 large aspen tortrix
 large milkweed bug
 latrine fly
 leaf crumpler
 leaf-footed bug
 lesser bulb fly
 linden looper
 little house fly

 Madeira roach
 maple leaf cutter
 maple petiole-borer
 maple trumpet skeletonizer
 masked hunter
 meadow plant bug
 Mediterranean fruit fly
 melon fly
 Mexican fruit fly
 Mormon cricket
 mossy rose gall

 narcissus bulb fly
 narrow-winged mantis
 negro bug
 northeastern sawyer
 northern cattle grub
 northern masked chafer
 northern mole cricket
 northern rat flea
 nose bot fly

 oak lace bug
 oak skeletonizer
 olive fruit fly
 omnivorous leaf tier
 one-spot stink bug
 onion plant bug
 orange-dog
 orange tortrix
 Oregon fir sawyer
 oriental fruit fly
 oriental house fly
 oriental rat flea

 painted beauty
 painted-lady
 palm leaf skeletonizer
 papaya fruit fly
 pea leaf miner
 pear plant bug
 pear psylla
 pear-slug
 pecan cigar casebearer
 pecan leaf casebearer
 pecan leaf phylloxera
 pecan nut casebearer
 pecan phylloxera
 periodical cicada
 persimmon psylla
 phlox plant bug
 pigeon fly
 pigeon tremex
 pine chafer
 pine engraver
 pipevine swallowtail
 pistol casebearer
 plum curculio
 plum gouger
 poplar tent maker
 potato psyllid
 potato scab gnat
 poultry bug
 pyramid ant

 quince curculio

 ragweed plant bug
 range crane fly
 rapid plant bug
 red-admiral

 resplendent shield bearer
 rhododendron lace bug
 rhubarb curculio
 rice stink bug
 ring-legged earwig
 rose chafer
 rose curculio
 rose root gall
 rose-slug
 rose stem girdler

 saddled prominent
 sagebrush defoliator
 Say stink bug
 screw-worm
 secondary screw-worm
 sheep bot fly
 sheep ked
 silverfish
 silver-spotted skipper
 small milkweed bug
 snowy tree cricket
 southern buffalo gnat
 southern green stink bug
 southern masked chafer
 southern mole cricket
 southern pine sawyer
 Spanish-fly
 spice-bush swallowtail
 spined soldier bug
 spotted garden slug
 spotted Mediterranean roach
 spotted pine sawyer
 spotted-wing anthion
 squash bug
 stable fly
 sticktight flea
 striped horse fly
 Surinam roach
 swallow bug
 sycamore lace bug

 tarnished plant bug
 three-cornered alfalfa hopper
 throat bot fly
 tiger swallowtail
 tile-horned prionus
 toad bug
 tomato psyllid
 turkey gnat
 twig girdler
 twig pruner
 two-spotted stink bug
 two-striped walkingstick

 vagabond crambus
 vedalia
 vetch bruchid
 viceroy
 Virginia-creeper sphinx

 walkingstick
 walnut husk fly
 walnut sphinx
 waterlily leaf cutter
 western chicken flea
 western chinch bug
 western grape leaf skeletonizer
 western hemlock looper
 western oak looper
 West Indian fruit fly
 wheat straw-worm
 wheel bug
 white-lined sphinx
 white-spotted sawyer

 yellow woollybear
 yucca plant bug

 zebra caterpillar

NOTES

9. PUNCTUATION

9.1. Punctuation is a device to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to insure exact interpretation. The **MANUAL** can only offer general rules of text treatment. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, must be consistent and be based on sentence structure.

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

Apostrophe

(See "Possessives and apostrophes," pp. 66-67.)

Brace

9.3. The brace is used to show the relation of one line or group of lines to another group of lines. The point of the brace is placed toward the fewer number of lines; or if the number of lines is the same, toward the single group. For examples of braces used in tabular matter, see rule 14.30, page 183.

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

Brackets

Brackets, in pairs, are used—

9.4. To indicate a correction, a supplied omission, an interpolation, a comment, or a caution that an error is reproduced literally. (For use of parentheses, see rule 9.77, p. 140.)

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

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

I do not know. [Continues reading:]

They fooled only themselves. [Laughter.]

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

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

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

The bill had *not* been paid. [Italic added.] or [Emphasis added.]

The statue [sic] was on the statute books.

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

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

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

Q. [Continuing.]

A. [Reads:]

A. [Interrupting.]

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

9.6. In mathematics, to denote that enclosed matter is to be treated as a unit. (For examples, see p. 176.)

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

[of all.
Till one man's weakness grows the strength

Argentina: [710
Wireless, regulations of. . . 93, 682, 703,

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

Colon

The colon is used—

9.9. Before a final clause that extends or amplifies preceding matter. (See also rule 9.48, p. 138.)

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

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

9.10. To introduce formally any matter which forms a complete sentence, question, or quotation.

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

He said: [if direct quotation of more than a few words follows]. (See also rule 9.48, p. 138.)

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

9.11. After a salutation.

MY DEAR SIR:

Ladies and Gentlemen:

To Whom It May Concern:

9.12. In expressing clock time.

2:40 p.m. (use thin colon; if not available, do not use thin space on right of colon)

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

Seward Peninsula:

Council district:

Northern Light Mining Co.

Wild Goose Trading Co.

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

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

Northern Light Mining Co.

Wild Goose Trading Co.

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

Luke 4: 3.

I Corinthians xiii: 13.

Journal of Education 3: 342-358.

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

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

9.15.1. To separate book titles and subtitles.

Financial Aid for College Students: Graduate

Germany Revisited: Education in the Federal Republic

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

U.S. Government Printing Office
Washington : 1951

9.17. In proportions.

Concrete mixed 5:3:1 (use 9-unit center colons)
but 5-2-1 (when so in copy)

9.18. In double colon as ratio sign.

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

Comma

The comma is used—

9.19. To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.

Instead of 20, 50 came.

February 10, 1929.

In 1930, 400 men were dismissed.

To John, Smith was very kind.

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

9.20. Before a direct quotation of only a few words following an introductory phrase. (See also rule 9.10, p. 134.)

He said, "Now or never."

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

Then we had much; now, nothing

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

short, swift streams; *but* short tributary streams

9.23. Between introductory modifying phrase and subject modified.

Beset by the enemy, they retreated.

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

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

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

9.25. To set off parenthetical words, phrases, or clauses.

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

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

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

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

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

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

but:

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

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

He therefore gave up the search.

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

Mr. Green, the lawyer, spoke for the defense.
 Mr. Jones, attorney for the plaintiff, signed the petition.
 Mr. Smith, not Mr. Black, was elected.
 James Roosevelt, Democrat, of California.

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

red, white, and blue
 horses, mules, and cattle
 by the bolt, by the yard, or in remnants
 a, b, and c
 6, 7, and 10
 neither snow, rain, nor heat
 2 days, 3 hours, and 4 minutes (series); *but* 2 days 3 hours 4 minutes (age)

9.28. Before the conjunction in a compound sentence with an independent clause.

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.
 The boy went home alone, and his sister remained with the crowd.

9.29. After a noun or phrase in direct address.

Senator, will the measure be defeated?
 Mr. Chairman, I will reply to the gentleman later.

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

You are sure, are you not? You will go, will you not?

9.31. Between title of person and name of organization in the absence of the words *of* or *the*. (See also rule 9.44, p. 137.)

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

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

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

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

4,230 50,491 1,000,000

9.34. After year in complete dates within sentence.

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

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

Government Printing Office, Washington, D.C., 20401
 Washington, D.C., 20401, is the * * *

The comma is omitted—

9.36. Between month and year in dates.

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

9.37. Between the name and number of an organization.

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

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

$\frac{1}{2500}$
1.0947
page 2632
Metropolitan 5-9020 (telephone number)
1721-1727 St. Clair Avenue
motor No. 189463
1450 kilocycles; 1100 meters (no comma unless more than four figures;
radio only)

9.39. Between superior figures or letters in footnote references.

Numerous instances may be cited.^{1 2}
Data are based on October production.^{a b}

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

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

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

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

9.42. Before a dash.**9.43. In bibliographies, between name of publication and volume or similar number.**

American Library Association Bulletin 34: 238, April 1940.

9.44. Wherever possible without danger of ambiguity.

\$2 gold
\$2.50 U.S. currency
\$3.50 Mexican
Executive Order No. 21
General Order No. 12; *but* General Orders, No. 12
Public Law 85-1
My age is 30 years 6 months 12 days
John Lewis 2d (*or* II)
Johnson of Colorado; Johnson of Texas; *but* Lyndon Johnson, of Texas
(duplicate names of Senators or Representatives in U.S. Congress)
Carroll of Carrollton; Henry of Navarre (places closely identified with the
persons); *but* John Anstruther, of New York; President Hadley, of Yale
University
James Bros. et al.; *but* James Bros., Nelson Co., et al. (last element of series)

Dash

The em dash is used—

9.45. To mark a sudden break or abrupt change in thought. (See also rule 9.78, p. 141.)

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

9.46. To indicate an interruption or an unfinished word or sentence. A 2-em dash will be used when the interruption is by a person other than the speaker and a 1-em dash will show self-interruption.

"Such an idea can scarcely be——"
 "The word 'donation'——"
 "The word 'dona——,' "
 He said: "Give me lib——"
 The bill reads "repeal," not "am——"
 Q. Did you see——A. No, sir.

Mr. BROWN (reading):
 The report goes on to say that—
 Observe this closely—
 during the fiscal year * * *.

9.47. Instead of commas or parentheses, if the meaning may thus be clarified.

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

9.48. Before a final clause that summarizes a series of ideas. (See also rule 9.9, p. 134.)

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

9.49. After an introductory phrase reading into the following lines and indicating repetition of such phrase.

I recommend—
 That we accept the rules;
 That we also publish them; and
 That we submit them for review.

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

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

9.51. Sometimes, in lieu of opening quotation mark, in French, Spanish, and Italian dialog.

9.52. To precede a credit line or a run-in credit or signature.

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

Every man's work shall be made manifest.—I Corinthians 3: 13.
 This statement is open to question.—GERALD H. FORSYTHE.

9.53. After a run-in sidehead. (For examples, see rule 9.91, p. 142.)

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

Q. Did he go?—A. No.

The em dash is not used—

9.55. At the beginning of any line of type, except as indicated in paragraphs 9.51 and 9.52.

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

The en dash is used—

9.57. In a combination of figures, letters, or figures and letters. (An en dash, not a hyphen, is used, even when such terms are adjective modifiers.) (See also rule 6.41.2, p. 75.)

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

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

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

1935-37

January-June

Monday-Friday

The en dash is not used—

9.59. For *to* when the word *from* precedes the first of two related figures or expressions. (See also rule 11.9c, p. 166.)

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

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

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

Ellipsis

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

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

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

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

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

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

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

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

He called . . . and □ When he returned the

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

9.62. Neither asterisks nor periods are overrun alone at the end of a paragraph.

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

9.64. A line of asterisks (or periods) indicates an omission of one or more entire paragraphs. In 26½-pica or wider measure, a line of "stars" means 7 asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. In measures less than 26½ picas, 5 stars are used.

* * * * *

9.65. Indented matter in 26½-pica or wider measure also requires a 7-star line to indicate the omission of one or more entire paragraphs.

9.66. An extra indention is added in indented matter.

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

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

9.69. Equalize spacing above and below a line of stars.

Exclamation point

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

He acknowledged the error!

How beautiful!

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

What!

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

9.71. In direct address, either to a person or a personified object, *O* is used without an exclamation point, or other punctuation; but if strong feeling is expressed, an exclamation point is placed at the end of the statement.

O my friend, let us consider this subject impartially.

O Lord, save Thy people!

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

Oh, but the gentleman is mistaken.

Oh dear; the time is so short.

Hyphen

The hyphen (a punctuation mark, not an element in the spelling of words) is used—

9.73. To connect the elements of certain compound words. (See "Compound Words," pp. 69–76.)

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

9.75. Between the letters of a spelled word.

c-e-n-t-s

h-o-l-d-u-p

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

Parentheses

Parentheses are used—

9.77. To set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included. (For use of brackets, see rule 9.4, p. 133.)

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

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

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

(Discussion off the record.)

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

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

Mr. SMITH (presiding).

Mr. JONES (interposing).

(The matter referred to is as follows:)

The CHAIRMAN (to Mr. Smith).

The CHAIRMAN (reading):

Mr. KELLEY (to the chairman).

(Objected to.)

(Mr. Smith nods.)

(Mr. Smith aside.)

Mr. JONES (for Mr. SMITH).

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

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

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

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

9.79. To enclose an explanatory word not part of the statement.

the Erie (Pa.) News; *but* the News of Erie, Pa.

Portland (Oreg.) Chamber of Commerce; *but* Washington, D.C., schools.

9.80. To enclose letters or numbers designating items in a series, either at beginning of paragraphs or within a paragraph.

The order of delivery will be: (a) Food, (b) clothing, and (c) tents and other housing equipment.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

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

9.81. To enclose a figure inserted to confirm a statement given in words if double form is specifically requested. (See also rule 11.18, p. 169.)

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

9.82. A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

The specimen exhibits both phases (pl. 14, A, B).

The individual cavities show great variation. (See pl. 4.)

9.83. If a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

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

9.84. When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15(a). Classes, grades, and sizes.

15a. Classes, grades, and sizes.

9.85. If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis; if the figure is not repeated before each letter in parentheses but is used only before the first, the period is placed after the figure.

15(a). When the figure is used before the letter in each paragraph—

15(b). The period is placed after the closing parenthesis.

15. (a) When the figure is used before letter in first paragraph but not repeated with subsequent letters—

(b) The period is used after the figure only.

9.85.1. Note position of period relative to closing parenthesis:

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

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

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

9.85.2. To enclose bylines in congressional work.

(By Sylvia Porter)

9.86. When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at end of last paragraph.

Period

The period is used—

9.87. After a declarative sentence that is not exclamatory or after an imperative sentence.

Stars are suns.
He was employed by Sampson & Co.
Do not be late.
On with the dance.

9.88. After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.
May we hear from you.
May we ask prompt payment.

9.89. In place of parentheses after a letter or number denoting a series.

- | | |
|-------------------------|------------------------|
| a. Bread well baked. | 1. Punctuate freely. |
| b. Meat cooked rare. | 2. Compound sparingly. |
| c. Cubed apples stewed. | 3. Index thoroughly. |

9.90. Sometimes to indicate ellipsis. (See rule 9.61.1, p. 139.)

9.91. After a run-in sidehead.

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

2. Peacetime preparation.—*a.* The Chairman of the National Security Resources Board, etc.

2. Peacetime preparation.—*Industrial mobilization plans.*—The Chairman of the National Security Resources Board, etc.

2. Peacetime preparation.—*Industrial mobilization.*—The Chairman of the National Security Resources Board, etc.

62. Determination of types.—*a. Statement of characteristics.*—Before types of equipment, etc.

Steps in planning for procurement.—(1) *Determination of needs.*—To plan for the procurement of such arms, etc.

62. Determination of types.—(a) *Statement of characteristics.*—Before types of, etc.

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

NOTE.—The source material was furnished.

but Source: Department of Commerce, Bureau of the Census.

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

- I. (Roman numeral)
- A.
- 1.
- a.
- (1)
- (a)
- (i) (lowercase Roman numeral)
- (aa)

9.92. To separate integers from decimals in a single expression.

3.75 percent

\$3.50

1.25 meters

9.93. In continental European languages, to indicate thousands.

1.317 72.190.175

9.94. After abbreviations, unless otherwise specified. (See "Abbreviations," p. 149.)

gal.
qt.

NE.
N.Y.

m. (meter)
kc. (kilocycle)

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

FIGURE 1.—Schematic drawing.

FIGURE 1.—Continued.

but FIGURE 1 (no period)

9.96. Rarely, to indicate multiplication. (The multiplication sign is preferable for this purpose.)

$a.b$ ($a \times b$)

9.97. After *Article 1, Section 1*, etc., at beginning of paragraphs. A period and en space are used after such terms.

The period is omitted—

9.98. After—

Lines in title pages.

Center, side, and running heads.

Continued lines.

Boxheads of tables.

Scientific, chemical, or other symbols.

This rule does not apply to abbreviation periods.

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

He said, "Now or never."

9.100. After letters used as names without specific designation.

A said to B that all is well.

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

but Mr. A. (for Mr. Andrews). I do not want to go.

Mr. K. (for Mr. King). The meeting is adjourned.

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

Daniel D Tompkins

Ross T McIntire

9.102. After a short name which is not an abbreviation of the longer form. (See also rule 10.20, p. 151.)

Alex

Ed

Sam

9.103. After Roman numerals used as ordinals.

George V

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

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

----- (Name) ----- (Address) ----- (Position) -----

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

Question mark

The question mark is used—

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

Did he do it?

He did what?

Can the money be raised? is the question.

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

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

Can he do it? or you? or anyone?

9.109. To express doubt.

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

The statue(?) was on the statute books.

Quotation marks

Quotation marks are used—

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

The answer is "No."

He said, "John said 'No.' "

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

9.111. To enclose any matter following the terms *entitled*, *the word*, *the term*, *marked*, *endorsed*, or *signed*; but are not used to enclose expressions following the terms *known as*, *called*, *so-called*, etc., unless such expressions are misnomers or slang.

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

After the word "treaty", insert a comma.

Of what does the item "Miscellaneous debts" consist?

The column "Imports from foreign countries" was not * * *.

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

The check was endorsed "John Adamson."

It was signed "John."

Beryllium is known as glucinium in some European countries.

It was called profit and loss.

The so-called investigating body.

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

An address on "Uranium 235 in the Atomic Age"

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

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

Under the caption "Long-Term Treasurys Rise"

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

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

The editorial "Haphazard Budgeting"

"Compensation," by Emerson (essay)

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

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

A paper on "Constant-Pressure Combustion" was read

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

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

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

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

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

also Account 5, "Management fees."

Under the heading "Management and operation."

Under the appropriation "Building of ships, Navy."

9.113. If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should range on the left, those that rhyme taking the same indentation, and the quotation marks should be cleared. Poems are centered on the longest line.

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

"'Tis the brook's motion,
Clear without strife,
Fleeing to ocean
After its life."

—John Sullivan Dwight.

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

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

9.115. To give greater emphasis to a word or a phrase. (For better typographical appearance and legibility, such use of quotation marks should be kept to a minimum.)

9.116. To enclose misnomers, slang expressions, sobriquets, or ordinary words used in an arbitrary way. (See also rule 6.25, p. 72.)

He voted for the "lameduck" amendment.

His report was "bunk."

It was a "gentlemen's agreement."

The "invisible government" is responsible.

George Herman "Babe" Ruth.

9.117. Quotation marks will not be borne off from adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which cases a thin space will be used. A thin space will also be used to separate double and single quotation marks.

Quotation marks are not used—

9.118. To enclose complete letters having date and signature.

9.119. To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carries quotation marks.

9.120. In indirect quotations.

Tell her yes.

He could not say no.

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

9.122. The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside

the quotation marks only if they are a part of the matter quoted. (See rule 9.32, p. 136.)

Ruth said, "I think so."

"The President," he said, "will veto the bill."

The trainman shouted, "All aboard!"

Who asked, "Why?"

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

Why call it a "gentlemen's agreement"?

9.123. In congressional and certain other classes of work showing amendments, and in courtwork with quoted language, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words "growth", "production", and "manufacture".

To be inserted immediately after the words "cadets, U.S. Coast Guard;".

Change "February 1, 1951", to "June 30, 1951".

"Insert in lieu thereof 'July 1, 1953,'."

9.124. When occurring together, quotation marks should precede the footnote reference number.

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

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

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

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?'"

Semicolon

The semicolon is used—

9.126. To separate clauses containing commas. (See also rule 9.129.)

Donald A. Peters, president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.

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

Yes, sir; he did see it.

No, sir; I do not recall.

9.127. To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.

No; we received one-third.

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

War is destructive; peace, constructive.

9.128. To set off explanatory abbreviations or words which summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

There were involved three metal producers; namely, Jones & Laughlin, Armco, and Kennebecott.

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

Regional offices are located in New York, N.Y., Chicago, Ill., and Dallas, Tex.

Single punctuation

9.130. Single punctuation is used wherever possible without ambiguity.

124 U.S. 321 (no comma)

SIR: (no dash)

Joseph replied, "It is a worthwhile effort." (no outside period)

Type

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

NOTES

10. ABBREVIATIONS

(See also Foreign Languages; Numerals; Symbols)

10.1. Abbreviations are used to save space and to avoid distracting the mind of the reader by a needless spelling out of repetitious words or phrases.

10.2. The nature of the publication governs the extent to which abbreviations are used. In text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Cut-in sideheads, legends, tables of contents, and indexes follow the style of the text.

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

10.4. Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.

10.5. Abbreviations of measure should be used only with figures; similarly, many other abbreviations should not appear in isolation; for example, energy is measured in foot-pounds, *not* energy is measured in ft.-lb.

Capitals, hyphens, periods, and spacing

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

c.o.d.

ft.-lb.

St.

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

U.S.

U.S.S.R.

U.N.

U.S.C. (*but* Rev. Stat.)

N.Y. (*but* N. Mex.)

r.p.m. (*but* ft. b.m.)

B.S., LL.D. (*but* Ph. D., B. Sc.)

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

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

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

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

A.T. & T.

Texas A. & M.

R. & D.

A.D., B.C.

e.s.t.

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

N.Y., N.H. & H. RR.; B. & O.

10.7.1. Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. (See rule 10.44, p. 155.)

MIT
NLRB
TVA

AFL-CIO
ARC
ASTM

but A.F. of L.-CIO
A.T. & T.
U.N.

Geographic terms

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

U.S. Government

U.S. Congress

U.S. Senate

U.S. Treasury

U.S. Department of Agriculture

U.S. Department of Health, Education, and Welfare

U.S. district court

U.S. Supreme Court (*but* Supreme Court of the United States)

U.S. Army (*but* Army of the United States)

U.S. monitor *Nantucket*

U.S.S. *Brooklyn* (note abbreviation for ship)

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

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

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

U.S. foreign policy

U.S. farm-support program

U.S. dollars

U.S. economy

U.S. attorney

U.S. attitude

but Foreign policy of the United States

Farm-support program of the United States

The United States is dedicated to peace

United States Code (official title)

United States Steel Corp. (legal title)

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

10.10. In other than formal usage, States of the United States (except Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Utah) and Canal Zone, Puerto Rico, and Virgin Islands are abbreviated immediately following any capitalized geographic term (see p. 43), including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

Richmond, Va.

Anne Arundel County, Md.

Mount Rainier National Forest, Wash.

Stone Mountain, Ga.

National Naval Medical Center,
Bethesda, Md.

Arlington National Cemetery, Va.

Aberdeen Proving Ground, Md.

Friendship Airport, Md.

Redstone Arsenal, Ala.

but Leavenworth freight yards, Kansas
Altoona sidetrack, Wisconsin

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

10.11. Approved forms of abbreviations:

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

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

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

Addresses

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

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

10.14. In addresses, the abbreviations *NW.*, *SW.*, *NE.*, *SE.*, indicating sectional divisions of cities, are used, but *North*, *South*, *East*, and *West* are spelled out at all times.

10.15. The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, and leaderwork.

14th Street Bridge

Ninth Avenue Building

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

Descriptions of tracts of land

10.17. In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE $\frac{1}{4}$ NW $\frac{1}{4}$ sec. 4, T. 12 S., R. 15 E., of the Boise meridian

lot 6, NE $\frac{1}{4}$ sec. 4, T. 6 N., R. 1 W.

N $\frac{1}{2}$ sec. 20, T. 7 N., R. 2 W., sixth principal meridian

Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.

T. 2 S., Rs. 8, 9, and 10 E., sec. 26

T. 3 S., R. 1 E., sec. 34, W $\frac{1}{2}$ E $\frac{1}{2}$, W $\frac{1}{2}$, and W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$

sec. 32 (with or without a township number)

10.18. If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* nor *one-quarter*).

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

10.19. In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

Names and titles

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

Al
Alex

Ben
Ed

Fred
Sam

Will

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

George Wythe

Geo. Taylor

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

Smith & Bro.
Jones Bros. & Co.
American Telephone & Telegraph Co.
Hough Shade Corp.
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
Radio Corp. of America
Aluminum Co. of America
Standard Oil Co. of New Jersey
but Little Theater Company
Department of Health, Education, and Welfare
Senate Banking and Currency Committee
Federal Savings and Loan Insurance Corporation (Federal unit)

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

Panama Railroad Company

Commodity Credit Corporation

10.24. In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (*RR.* and *Ry.*), except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corp." *SS* for *steamship*, *MS* for *motorship*, etc., preceding name are used at all times. (See rule 12.5, p. 173.)

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

Gilbert and Sullivan

Currier and Ives

10.26. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by Christian name or initial; but *Mr.*, *Mrs.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without Christian name or initial.

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

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

Rear Adm.
S1c. (seaman, first class)
2d Lt.
Sfc. (sergeant, first class)
Sgt.
Sp3c. (specialist, third class)
S. Sgt.
Supt.
Surg.
Surg. Gen.
T2g. (technician, second grade)
T. Sgt.
Vice Adm.
WO (warrant officer)
WO (jg.)

10.27. The titles *Senator*, *Representative*, *commodore*, and *commandant* are not abbreviated.

10.28. Unless preceded by *the*, abbreviate *honorable*, *reverend*, and *monsignor* when followed by the first name, the initials, or the title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root
 Rev. Allen A. Stockdale; the Reverend Dr. Stockdale; Rev. Dr. Stockdale
 (not Rev. Stockdale, nor the Reverend Stockdale)
 Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman
 Very Rev. Henry Boyd; the Very Reverend Henry Boyd
 Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

10.29. The following and similar abbreviations are used after a name:

Esq., Jr., Sr.
 2d, 3d (or II, III) (not preceded by comma)
 Degrees: LL.D., M.A., Ph. D., etc.
 Fellowships, orders, etc.: F.R.S., K.C.B., etc.

10.30. The abbreviation *Esq.*, not generally used in the United States, and the other complimentary titles, such as *Mr.*, *Mrs.*, and *Dr.*, should not appear in combination with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., not Mr. John L. Smith, Esq., nor John L. Smith, Esq., A.M.; but James A. Jones, Jr., Esq.
 Ford Maddox, A.B., Ph. D., not Mr. Ford Maddox, A.B., Ph. D.
 George Gray, M.D., not Mr. George Gray, M.D., nor Dr. George Gray, M.D.

10.31. *Sr.* and *Jr.* should not be used without Christian name or initials, but may be used in combination with any title. (See also rule 9.24, p. 135.)

A. K. Jones, Jr., not Jones, Jr., nor Mr. Jones, Jr.
 President J. B. Nelson, Jr.

10.32. When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Henry L. Brown, D.D., A.M., D. Lit.
 T. E. Holt, C.S.C., S.T. Lr., LL.D., Ph. D.

10.32.1. Academic degrees standing alone may be abbreviated.

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

10.33. In addresses, signatures, and lists of names, including leadership but not in tables nor in centerheads, *Mr.*, *Mrs.*, and other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 17.3, p. 217.)

Parts of publications

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

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

app., apps. (appendix, appendixes)
 art., arts. (article, articles)
 bull., bulls. (bulletin, bulletins)
 ch., chs. (chapter, chapters)
 col., cols. (column, columns)
 ed., eds. (edition, editions)
 fig., figs. (figure, figures)
 No., Nos. (number, numbers)
 p., pp. (page, pages)
 par., pars. (paragraph, paragraphs)
 pl., pls. (plate, plates)

pt., pts. (part, parts)
 sec., secs. (section, sections)
 subch., subchs. (subchapter, subchapters)
 subpar., subpars. (subparagraph, subparagraphs)
 subsec., subsecs. (subsection, subsections)
 supp., supps. (supplement, supplements)
 vol., vols. (volume, volumes)

10.35. The word *article* or *section* at the beginning of a paragraph is abbreviated and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

ART. 2; SEC. 2; etc.; *but* ARTICLE 1; SECTION 1

ART. II; SEC. II; etc.; *but* ARTICLE I; SECTION I

10.36. At the beginning of a legend, the word *Figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

Terms relating to Congress

10.37. For the words *Congress* and *session* in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leaderwork, the following abbreviations are used:

82d Cong., 1st sess.
 1st sess., 82d Cong.

Public Law 64, 74th Cong.
 Private Law 64, 86th Cong.

10.38. In references to bills, resolutions, documents, and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)
 S. 116 (Senate bill)
 H. Res. 5 (House resolution)
 H. Con. Res. 10 (House concurrent resolution)
 H.J. Res. 21 (House joint resolution)
 S. Res. 50 (Senate resolution)
 S. Con. Res. 17 (Senate concurrent resolution)
 S.J. Res. 45 (Senate joint resolution)

H. Doc. 35 (House document)
 S. Doc. 62 (Senate document)
 H. Rept. 214 (House report)
 S. Rept. 410 (Senate report)
 Ex. Doc. B (Executive document)
 Ex. F (79th Cong., 2d sess.)
 Ex. Rept. 9 (79th Cong., 1st sess.)
 Misc. Doc. 16 (miscellaneous document)
 Public Res. 47

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

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

but Public Law 85-1

Calendar divisions

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

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

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

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

(Congressional Record, Dec. 15, 1950)

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

[From the Mar. 4 issue]

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

(In footnotes, tables, leaderwork, and sidenotes)

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

(Text, but with citation in parentheses)

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

10.42. In narrow columns of tables, the names of months may be abbreviated even if standing alone.

10.43. The names of days of the week are preferably not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

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

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

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

10.44. If abbreviations are required, use these forms:

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

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

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

- d.c., direct current
 D.C., District of Columbia
 D.D., doctor of divinity
 D.D.S., doctor of dental surgery
 DDT, dichlorodiphenyltrichloroethane
 Dec., December
 Del., Delaware
 DEW, distant early warning (DEW line)
 dg., decigram
 Dist. Ct., District Court
 dkg., dekagram
 dkl., dekaliter
 dkm., dekameter
 dkm.², square dekameter
 dkm.³, cubic dekameter
 dl., deciliter
 DLF, Development Loan Fund
 D. Lit(t). or Lit(t). D., doctor of literature
 dm., decimeter
 dm.², square decimeter
 dm.³, cubic decimeter
 DMB, Defense Mobilization Board
 do. (ditto), the same
 dol., \$, dollar
 doz., dozen
 DP (no periods), displaced person
 D.P.H., doctor of public health
 D.P. Hy., doctor of public hygiene
 dr., debit; debtor; dram
 Dr., doctor; drive
 DV, distinguished visitor (Air Force) (see also VIP)
 D.V.M., doctor of veterinary medicine
 d.w.t., deadweight tons
 dwt., pennyweight
 E., east
 e., erg
 Ecosoc, Economic and Social Council
 e.d.t., eastern daylight time
 ed., eds., edition, editions
 EEE, eastern equine encephalitis
 e.g. (exempli gratia), for example
 EHF (no periods), extremely high frequency
 8°, octavo
 e.m.f., electromotive force
 Ens., ensign
 e.o.m., end of month
 ERP, European recovery program
 e.s.t., eastern standard time
 e.s.u., electrostatic unit
 e.t., eastern time
 et al. (et alii), and others
 etc. (et cetera), and so forth
 Euratom, European Atomic Energy Community
 Ex. Doc. (with letter), executive document
 F., Fahrenheit
 f., farad
 f., ff., and following page (pages)
 FAA, Federal Aviation Agency
 FAO, Food and Agriculture Organization
 f.a.s., free alongside ship
 FAS, Foreign Agricultural Service
 FCA, Farm Credit Administration
 FCC, Federal Communications Commission
 FDA, Food and Drug Administration
 FDIC, Federal Deposit Insurance Corporation
 Feb., February
 Fed., Federal Reporter; F. (2d), Federal Reporter, second series
 FHA, Federal Housing Administration; Farmers Home Administration
 FHLBB, Federal Home Loan Bank Board
 FICA, Federal Insurance Contributions Act
 fig., figure
 1st Lt., first lieutenant
 1st Sgt., first sergeant
 Fla., Florida
 FM (no periods), frequency modulation
 FMB, Federal Maritime Board
 FMCS, Federal Mediation and Conciliation Service
 FNMA, Federal National Mortgage Association (Fannie Mae)
 fo, folio
 f.o.b., free on board
 4°, quarto
 FPC, Federal Power Commission
 FPIS, forward propagation ionospheric scatter
 f.p.m., feet per minute
 FPO (no periods), fleet post office
 f.p.s., feet per second; frames per second
 FPV, free piston vessel
 F.R., Federal Register
 Fri., Friday
 F.R.S., Fellow of the Royal Society
 FRS, Federal Reserve System
 FS, Forest Service
 FSA, Federal Security Agency
 F. Supp., Federal Supplement
 ft., foot
 ft. b.m., feet board measure
 ft.-c., foot-candle
 FTC, Federal Trade Commission
 ft.-l., foot-lambert
 ft.-lb., foot-pound
 g., gram; gravity
 Ga., Georgia
 gal., gallon
 GAO, General Accounting Office
 GAR, Grand Army of the Republic
 GARIOA, Government and Relief in Occupied Areas
 GAW, guaranteed annual wage
 GCA (no periods), ground control approach
 g.c.d., greatest common divisor
 GCI (no periods), ground control intercept
 G.c.t., Greenwich civil time
 Gen., general
 GI, general issue; Government issue
 G.m.a.t., Greenwich mean astronomical time
 G.M. & S., general, medical, and surgical

G.m.t., Greenwich mean time	IQ, intelligence quotient
GNP, gross national product	IRAC, Interdepartment Radio Advisory Committee
Gov., governor	IRBM, intermediate range ballistic missile
g.p.m., gallons per minute	IRE, Institute of Radio Engineers
g.p.s., gallons per second	IRO, International Refugee Organization
gr., grain; gross	
gr. wt., gross weight	IRS, Internal Revenue Service
GSA, General Services Administration	ITO, International Trade Organization
GTS, gas turbine ship	ITU, International Telecommunication Union; International Typographical Union
h., henry	j., joule
ha., hectare	Jan., January
H.C., House of Commons	jato (no periods), jet-assisted takeoff
h.c.f., highest common factor	J.D. (jurum doctor), doctor of laws
H. Con. Res. (with number), House concurrent resolution	ig., junior grade
H. Doc. (with number), House document	Jr., junior
HE (no periods), high explosive	Judge Adv. Gen., Judge Advocate General
HEW, Department of Health, Education, and Welfare	K., Kelvin
HF (no periods), high frequency	Kans., Kansas
hg., hectogram	kc., kilocycle
HHFA, Housing and Home Finance Agency	K.C.B., Knight Commander of the Bath
H.J. Res. (with number), House joint resolution	Kev., kilo electron volts
H.L., House of Lords	kg., kilogram
hl., hectoliter	kl., kiloliter
hm., hectometer	km., kilometer
hm. ² , square hectometer	km. ² , square kilometer
hm. ³ , cubic hectometer	km. ³ , cubic kilometer
Hosp. Sgt., hospital sergeant	kt., carat; kiloton
Hosp. Steward, hospital steward	kv., kilovolt
How., Howard (U.S. Supreme Court Reports)	kv.-a., kilovolt-ampere
hp., horsepower	kw., kilowatt
hp.-hr., horsepower-hour	kw.-hr., kilowatt-hour
H.R. (with number), House bill	Ky., Kentucky
hr., hour	l., liter
H. Rept. (with number), House report	La., Louisiana
H. Res. (with number), House resolution	lat., latitude
IADB, Inter-American Defense Board	lb., pound
IAEA, International Atomic Energy Agency	lb. ap., pound, apothecary's
ibid. (ibidem), in the same place	lb. av., pound, avoirdupois
ICBM, intercontinental ballistic missile	lc., lowercase
ICC, Interstate Commerce Commission	l.c.l., less-than-carload lot
id. (idem), the same	l.c.m., least common multiple
IDA, International Development Association	L. Ed., Lawyer's edition (U.S. Supreme Court Reports)
i.e. (id est), that is	lf., lightface
IF (no periods), intermediate frequency	LF (no periods), low frequency
IFC, International Finance Corporation	LL.B., bachelor of laws
IFF (no periods), identification, friend or foe	LL.D., doctor of laws
i. hp., indicated horsepower	loc. cit. (loco citato), in the place cited
Ill., Illinois	log (no period), logarithm
ILO, International Labor Organization	long., longitude
IMCO, Intergovernmental Maritime Consultative Organization	loran (no periods), long-range navigation
in., inch	lox (no periods), liquid oxygen
Inc., incorporated	LPG, liquefied petroleum gas
Ind., Indiana	L.S. (locus sigilli), place of the seal
in.-lb., inch-pound	l.s.t., local standard time
Insp. Gen., Inspector General	l.t., local time
I O U (spaces, no periods), I owe you	Lt., lieutenant
	Lt. Col., lieutenant colonel
	Lt. Comdr., lieutenant commander
	Ltd., limited
	Lt. Gen., lieutenant general
	Lt. Gov., lieutenant governor

Lt. (jg.), lieutenant (junior grade)	m.s.l., mean sea level
l.w.l., load waterline	m.s.t., mountain standard time
l.w.m., low watermark	mt., megaton
M., monsieur; M.M., messieurs	mt., mountain time
m., meter; (meridies), noon	MV, motor vessel
M (no period), thousand	mμ, millimicron
M, more	μ, micron
ma., milliamper	μa., microampere
m. ² , square meter	μf., microfarad (one-millionth of a farad)
m. ³ , cubic meter	μg., microgram
MA, Maritime Administration	μsec., microsecond
m.a.f., moisture and ash free (coal)	μv., microvolt
MAG, Military Advisory Group	μw., microwatt
Maj., major	μ ² , square micron
Maj. Gen., major general	μ ³ , cubic micron
Mar., March	μμ, micromicron (one-millionth of a micron)
Mass., Massachusetts	μμf., micromicrofarad (one-millionth of a millionth part)
MATS, Military Air Transport Service	mya., myriare
mb., millibar	myg., myriagram
M b.m., thousand (feet) board measure	myl., myrialiter
mc., megacycle	mym., myriameter
M (no period) c.f., thousand cubic feet	N., north
M.D., doctor of medicine	N, normal
Md., Maryland	NAC, national agency check
MDAP, mutual defense assistance program	NASA, National Aeronautics and Space Administration
memo (no period), memorandum	NATO, North Atlantic Treaty Organization
meq., milliequivalent	NBS, National Bureau of Standards
Mev., million electron volts	N.C., North Carolina
MF (no periods), medium frequency	N. Dak., North Dakota
mf., millifarad	NE., northeast
mg., milligram	Nebr., Nebraska
mG, milligauss	n.e.e., not elsewhere classified
mh., millihenry	n.e.s., not elsewhere specified
Mich., Michigan	Nev., Nevada
min., minute	N.F., National Formulary
Minn., Minnesota	n.f.e., nitrogen-free extract
Misc. Doc. (with number), miscellaneous document	N.H., New Hampshire
Miss., Mississippi	N.J., New Jersey
ml., milliliter	n.l., natural log or logarithm
Mlle., mademoiselle	NLRB, National Labor Relations Board
mm., millimeter	N. Mex., New Mexico
mm. ² , square millimeter	No., Nos., number, numbers
mm. ³ , cubic millimeter	n.o.i.b.n., not otherwise indexed by name
Mme., madame	n.o.p., not otherwise provided (for)
Mmes., mesdames	n.o.s., not otherwise specified
m.m.f., magnetomotive force	Nov., November
mmfd., micromicrofarad	NOVS, National Office of Vital Statistics
Mo., Missouri	NS, nuclear ship
mo., month	NSA, National Shipping Authority
mol. wt., molecular weight	NSC, National Security Council
Mon., Monday	NSF, National Science Foundation
Mont., Montana	n.s.p.f., not specifically provided for
MOS, military occupational specialty	NW., northwest
M.P., Member of Parliament	N.Y., New York
MP (no periods), military police	OASI, old-age and survivors insurance
m.p., melting point	OCD, Office of Civil Defense
m.p.h., miles per hour	Oct., October
Mr., mister	OD, officer of the day
Mrs., mistress	o.d., olive drab
ms., megasecond	OEP, Office of Emergency Planning
M.S., master of science	OIT, Office of International Trade
MS, motorship	
MS., MSS., manuscript, manuscripts	
msec., millisecond	
Msgr., monsignor	
M. Sgt., master sergeant	

OK, OK'd, OK'ing, OK's	Public Res. (with number), public resolution
Okla., Oklahoma	Pvt., private
Op. Atty. Gen., Opinions of the Attorney General	PX (no periods), post exchange
op. cit. (opere citato), in the work cited	q., qq., question, questions
Orderly Sgt., orderly sergeant	ql., quintal
Ord. Sgt., ordnance sergeant	Q.M. Gen., Quartermaster General
Oreg., Oregon	Q.M. Sgt., quartermaster sergeant
OSD, Office of the Secretary of Defense	qt., quart
OTC, Organization for Trade Cooperation	R., Reamur
oz., ounce	racon (no period), radar beacon
p., pp., page, pages	radar (no period), radio detection and ranging
Pa., Pennsylvania	Rand Corp. (research and development)
PA (no periods), public-address system	R. & D., research and development
Pac., Pacific Reporter; P. (2d), Pacific Reporter, second series	rato, rocket-assisted takeoff
par., paragraph	RB, Renegotiation Board
Passed Asst. Surg., passed assistant surgeon	Rd., road
PBS, Public Buildings Service	RDB, Research and Development Board
pct., percent	REA, Rural Electrification Administration
Pet., Peters (U.S. Supreme Court Reports)	Rear Adm., rear admiral
pF, water energy (p, logarithm; F, frequency)	r.e.p., roentgen equivalent physical
Pfc., private, first class	Rev., reverend
Ph, phenyl	Rev. Stat., Revised Statutes
pH, hydrogen-ion concentration	RF (no periods), radiofrequency
ph., phase	R.F.D., rural free delivery
PHA, Public Housing Administration	Rh, Rhesus (blood factor)
Phar. D., doctor of pharmacy	R.I., Rhode Island
Ph. B. or B. Ph., bachelor of philosophy	r.m.s., root mean square
Ph. D. or D. Ph., doctor of philosophy	ROP, run of paper
Ph. G., graduate in pharmacy	ROTC, Reserve Officers' Training Corps
PHS, Public Health Service	r.p.m., revolutions per minute
pk., peck	r.p.s., revolutions per second
Pl., place	RR., railroad
pl., plate; plural	RRB, Railroad Retirement Board
p.m. (post meridiem), afternoon	Rt. Rev., right reverend
PO, petty officer	Ry., railway
p.o.d., pay on delivery	s., shilling
p.o.r., pay on return	S., south; Senate bill (with number)
POW (no periods), prisoner of war	SAC, Strategic Air Command
PP (no periods), pellagra preventive (factor)	SACEUR, Supreme Allied Commander Europe
PPI (no periods), plan position indicator	SAE, Society of Automotive Engineers
p.p.i., policy proof of interest	SAGE, semiautomatic ground environment
p.p.m., parts per million	s. and s.c., sized and supercalendered
p.q., previous question	SAR, Sons of the American Revolution
P.R., Puerto Rico	Sat., Saturday
Private Res. (with number), private resolution	SBA, Small Business Administration
Prof., professor	sc. (scilicet), namely (see also ss)
pro tem (pro tempore), temporarily	s.c., sized and calendered; small caps
P.S. (post scriptum), postscript	S.C., South Carolina
p.s.f., pounds per square foot	SCAP, Supreme Commander for the Allied Powers (Japan)
p.s.i., pounds per square inch	S. Con. Res. (with number), Senate concurrent resolution
p.s.i.a., pounds per square inch absolute	s.d. (sine die), without date
p.s.i.g., pounds per square inch gage	S. Dak., South Dakota
P.s.t., Pacific standard time	S. Doc. (with number), Senate document
P.t., Pacific time	SE., southeast
pt., part; pint	SEATO, Southeast Asia Treaty Organization
PTA (no periods), parent-teachers' association	SEC, Securities and Exchange Commission
p.t.o., please turn over	sec., second; section
	sec (no period), secant

- sec.-ft., second-foot
 sech (no period), hyperbolic secant
 2d, 3d, second, third
 2d Lt., second lieutenant
 S1c., seaman, first class
 Sept., September
 ser., series
 Sf, Svedberg flotation
 Sfc., sergeant, first class
 Sgt., sergeant
 SHAPE, Supreme Headquarters Allied Powers (Europe)
 SHF (no periods), superhigh frequency
 shoran (no period), short range (radio)
 s. hp., shaft horsepower
 sic (no period), thus
 sin (no period), sine
 sinh (no period), hyperbolic sine
 S.J. Res. (with number), Senate joint resolution
 s.o., seller's option
 sofar (no period), sound fixing and ranging
 sonar (no period), sound, navigation and ranging
 SOP, standard operating procedure
 S O S (spaces, no periods), wireless distress signal
 s.p. (sine prole), without issue
 SP (no periods), shore patrol
 SPAR, Coast Guard Women's Reserve
 sp. gr., specific gravity
 Sp3c., specialist, third class
 Sq., square (street)
 sq. in. or in.², square inch
 Sr., senior
 S. Rept. (with number), Senate report
 S. Res. (with number), Senate resolution
 SS, steamship
 ss (no period) (scilicet), namely (in law) (see also sc.)
 SSA, Social Security Administration
 S.S.F., standard Saybolt furol
 S. Sgt., staff sergeant
 SSS, Selective Service System
 S.S.U., standard Saybolt universal
 St., Ste., SS., Saint, Sainte, Saints
 St., street
 Stat., Statutes at Large
 std. c.f., standard cubic foot (feet)
 subch., subchapter
 subpar., subparagraph
 subsec., subsection
 Sun., Sunday
 SUNFED, Special United Nations Fund for Economic Development
 Sup. Ct., Supreme Court Reporter
 supp., supplement
 Supp. Rev. Stat., Supplement to the Revised Statutes
 Supt., superintendent
 Surg., surgeon
 Surg. Gen., Surgeon General
 S.U.S., Saybolt universal second(s)
 SW., southwest
 S.W. (2d), Southwestern Reporter, second series
 T., Tps., township, townships
 tan (no period), tangent
 tanh (no period), hyperbolic tangent
 TB (no periods), tuberculosis
 tbsp., tablespoonful
 T.D., Treasury Decisions
 TDN, total digestible nutrients
 Tenn., Tennessee
 Ter., terrace
 Tex., Texas
 Thurs., Thursday
 t.l.o., total loss only
 t.m., true mean
 TNT (no periods), trinitrotoluol
 T2g., technician, second grade
 T. Sgt., technical sergeant
 tsp., teaspoonful
 Tues., Tuesday
 TV, television
 TVA, Tennessee Valley Authority
 Twad., Twaddell
 2,4-D, insecticide
 uc., uppercase
 UHF (no periods), ultrahigh frequency
 UMTS, Universal Military Training Service (or System)
 U.N., United Nations
 UNESCO, United Nations Educational, Scientific, and Cultural Organization
 UNICEF, United Nations Children's Fund
 URA, Urban Renewal Administration
 U.S., U.S. Supreme Court Reports
 U.S.A., United States of America
 USA, U.S. Army
 USAF, U.S. Air Force
 USAREUR, U.S. Army, Europe
 U.S.C., United States Code
 U.S.C.A., United States Code Annotated
 U.S.C. Supp., United States Code Supplement
 USCG, U.S. Coast Guard
 USES, U.S. Employment Service
 U.S. 40, U.S. No. 40, U.S. Highway No. 40
 USIA, U.S. Information Agency
 USMC, U.S. Marine Corps
 USN, U.S. Navy
 USNR, U.S. Naval Reserve
 U.S.P., United States Pharmacopoeia
 U.S.S., U.S. Senate; U.S. ship
 U.S.S.R., Union of Soviet Socialist Republics
 u.t., universal time
 v., volt
 v. or vs. (versus), against
 Va., Virginia
 VA, Veterans' Administration
 VAR, visual-aural range
 VHF (no periods), very high frequency
 V.I., Virgin Islands
 Vice Adm., vice admiral
 VIP (no periods), very important person (see also DV)
 viz (no period) (videlicet), namely
 VLF (no periods), very low frequency
 vol., volume
 Vt., Vermont
 W., west

w., watt	WHO, World Health Organization
WAC, Women's Army Corps; a Wac	w.-hr., watt-hour
w.a.e., when actually employed	w.i., when issued
WAF, Women in the Air Force; a Waf	Wis., Wisconsin
Wall., Wallace (U.S. Supreme Court Reports)	WMAL, WRC, etc., radio stations
Wash., Washington	WO, warrant officer
WAVES, women accepted for volunteer emergency service; a Wave	WO (jg.), warrant officer (junior grade)
Wed., Wednesday	w.o.c., without compensation
wf (no periods), wrong font	W. Va., West Virginia
Wheat., Wheaton (U.S. Supreme Court Reports)	Wyo., Wyoming
	Yale L.J., Yale Law Journal
	yd., yard
	yr., year

Coined words and symbols

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

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

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

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

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

10.46. Even in commercial correspondence do not abbreviate *instant*, *proximo*, and *ultimo*.

Terms of measure

10.47. Compass directions are abbreviated as follows:

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

10.48. The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33'05'' N.

long. 13°21'10'' E.

10.49. Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

10.50. Temperature and gravity are expressed in figures and the degree mark is used. Note the following abbreviations:

C., ¹ Celsius ² (also centigrade)	B., Baumé
F., Fahrenheit	API, American Petroleum Institute
R., Reaumur	Twad., Twaddell
K., Kelvin	32° F. ¹
abs., absolute	273.1° K.
	18° API

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

² See footnote 1 on p. 156.

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

10 a.m.	12 m. (noon)
2:30 p.m. (use thin colon)	12 p.m. (midnight)

10.52. The word *o'clock* is not used with abbreviations of time. (See rule 11.9b, p. 166.)

10.53. Metric abbreviations are set in lowercase, the same form being used for both singular and plural. The preferred abbreviation for *cubic centimeter* is *cc.*; use *cm.³* only when requested.

Prefizes and their meaning

m.	milli = one-thousandth (0.001)
c.	centi = one-hundredth (0.01)
d.	deci = one-tenth (0.1)
[The unit equals 1]	
dk.	deka = ten (10)
h.	hecto = one hundred (100)
k.	kilo = one thousand (1,000)

Metric units

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

Length

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

Area

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

Volume

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

Weight

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

Land area

ha.	hectare
a.	are
ca.	centiare

Capacity of containers

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

10.54. A similar plan of abbreviation applies to any unit based on the metric system.

a.	ampere	mho (not abbreviated)	mh.	millihenry	
A.	angstrom	ohm (not abbreviated)	μf.	microfarad (one-millionth of a farad)	
c.	cycle (kc. only)	v.	volt		
d.	dyne	w.	watt	μμ	micromicron (one-millionth of a micron)
e.	erg	kc.	kilocycle		
f.	farad	kv.	kilovolt	μμf.	micromicrofarad (one-millionth of a millionth)
h.	henry	kv.-a.	kilovolt-ampere		
j.	joule	kw.	kilowatt		
mc.	megacycle	mf.	millifarad		

10.55. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

Length

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

Area and volume

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

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

10.56. In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows, if so written in copy. (See also "Clock time," rule 11.9b, p. 166.)

2^M35^b3^m9^s4.5^h

Money

10.57. The following are some of the abbreviations and symbols used for indicating money:

\$, dol. (dollar)	₱ (peso)
c., ct., ¢ (cent, cents)	£ (pound)
T£175 (Turkish)	s. (shilling)
US\$15,000	d. (pence)
Mex\$2,650	£12 16s. 8d. (<i>not</i> 12/16/8)

Use "US\$" if omission, in relatively rare instances, would result in confusion.

(For the abbreviations of other terms indicating foreign money, see p. 244.)

NOTES

11. NUMERALS

(See also Tabular Work; Leaderwork)

11.1. Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons numbers are spelled out in indicated instances.

11.2. The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

11.3. Arabic numerals are generally preferable to Roman numerals.

NUMBERS EXPRESSED IN FIGURES

11.4. A figure is used for a single number of *10* or more within a sentence. (See also rules 11.9, 11.24.)

50 ballots
10 guns

24 horses
nearly 10 miles

about 40 men
10 times as large

Numbers and numbers in series

11.5. Figures are used in a group of two or more numbers, or for related numbers, any one of which is *10* or more. The sentence will be regarded as a unit for the use of figures.

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

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

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

Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.
but Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 20 men. (See rule 11.22, p. 170.)

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by nine men.

Only 4 companies in the metals group appear on the list, whereas the 1947 census shows at least 4,400 establishments.

but If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.
At the hearing, only one Senator and one Congressman testified.
There are four or five things which can be done.

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

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

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

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

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

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

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

11.7. Figures are used for serial numbers.

Bulletin 725

Document 71

pages 352-357

lines 5 and 6

paragraph 1

chapter 2

290 U.S. 325

Genesis 39: 20 (full space after colon)

Metropolitan 5-9020 (telephone number)

the year 1931

1721-1727 St. Clair Avenue

but Letters Patent No. 2,189,463

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

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

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

Measurement, time, and quantity

11.9. Units of measurement, time, and quantity are expressed in figures.

a. Age:

6 years old

52 years 10 months 6 days

a 3-year-old

b. Clock time (see also Time):

4:30 p.m. (use thin colon)

10 o'clock *or* 10 p.m. (*not* 10 o'clock p.m.; 2 p.m. in the afternoon;

10:00 p.m.); 12 m. (noon); 12 p.m. (midnight)

half past 4

4^h30^m *or* 4.5^h, in scientific work, if so written in copy

0025, 2359 (astronomical and military time)

c. Dates:

June 1935; June 29, 1935 (*not* June, 1935, *nor* June 29th, 1935)

March 6 to April 15, 1935 (*not* March 6, 1935, to April 15, 1935)

May, June, and July, 1935 (*but* June and July 1935)

15 April 1951 (military)

the 2d (*or* 3d) instant

4th of July (*but* Fourth of July, meaning the holiday)

the 1st [day] of the month (*but* the last of April or the first of May, *not* referring to specific days)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1906-38, 1931-32, 1801-2, 1875-79 are used (*but* 1895-1914, 1900-1901); for two or more separate years not representing a continuous period, a comma is used instead of a dash (1875, 1879); if the word *from* precedes the year or the word *inclusive* follows it, the second year is not shortened and the word *to* is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, *A.D.* precedes the year (*A.D.* 937); *B.C.* follows the year (254 *B.C.*).

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

0.25 inch; 1.25 inches

silver 0.900 fine

specific gravity 0.9547

gage height 10.0 feet

but .30 caliber (meaning 0.30 inch, bore of small arms);
30 calibers (length)

e. Degrees, etc. (spaces omitted):

longitude 77°04'06'' E.
 latitude 49°26'14'' N.
 35°30'; 35°30' N.
 a polariscopic test of 85°
 45.5° to 49.5° below zero
 an angle of 57°

strike N. 16° E.
 dip 47° W. *or* 47° N. 31° W.
 gravity 16.6° B.
 25.5' (preferred); *also* 25'.5 *or*
 25'5, as in copy
but two degrees of justice; 12
 degrees of freedom

f. Market quotations:

4½-percent bonds
 Treasury bonds sell at 95
 Metropolitan Railroad, 109

gold is 109
 wheat at 2.30
 sugar, .03; *not* 0.03

g. Mathematical expressions:

multiplied by 3

divided by 6

h. Measurements:

7 meters
 about 10 yards
 8 by 12 inches
 8- by 12-inch page
 2 feet by 1 foot 8 inches by
 1 foot 3 inches
 1½ miles
 6 acres
 9 bushels
 1 gallon

3 ems
 20/20 (vision)
 60μ
 2,500 horsepower
 15 cubic yards
 6-pounder
 80 foot-pounds
 10s (for yarns and threads)
but tenpenny nail; fourfold;
 three-ply; five votes; six
 bales (see also rule 11.23)

i. Money:

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

£2 4s. 6d.
 T£175
 65 yen
 ₱265

j. Percentage:

12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)
 3.65 bonds; 3.65s; 5-20 bonds; 5-20s; 4½s; 3s (see also rule 5.28, p. 67)
 50-50 (colloquial expression)
 5 percentage points

k. Proportion:

1 to 4
 1:62,500 (equal space each side of colon)
 1-3-5

l. Time (see also Clock time):

6 hours 8 minutes 20 seconds
 10 years 3 months 29 days
 8 days
 7 minutes
 1 month

but four centuries; three decades;
 three quarters (9 months)
 Statistics of any one year
 In a year or two

m. Unit modifiers:

5-day week
 8-year-old wine
 8-hour day
 10-foot pole
 ½-inch pipe
 5-foot-wide entrance

10-million-peso loan
 a 5-percent increase
 20th-century progress
but two-story house
 five-man board
 \$20 million airfield

Ordinal numbers

11.10. Except as indicated in rule 11.19, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th*. In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times.

Military units are expressed in figures at all times, except *Corps*. (For ordinals in addresses, see rule 11.12.)

29th of May, *but* May 29
 First Congress; 82d Congress
 ninth century; 20th century
 Second Congressional District;
 20th Congressional District
 seventh region; 17th region
 eighth parallel; 38th parallel
 fifth ward; 12th ward
 ninth birthday; 66th birthday
 2d Infantry Division
 323d Fighter Wing

77th Regiment
 9th Naval District
 7th Fleet
 7th Air Force
 7th Task Force

but XII Corps (Army usage)
 Court of Appeals for the Tenth
 Circuit
 Seventeenth Decennial Census
 (title)

11.11. When ordinals appear in juxtaposition, and one of them is *10th* or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 82d Congress.
 He served in the 9th and 10th Congresses.
 From the 1st to the 82d Congress.
 He represented the 1st, 4th, and 13th wards.
 We read the 8th and 12th chapters.

but The district comprised the first and second precincts.
 He represented the first, third, and fourth regions.

11.11.1. Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 11.4, 11.5, 11.10, 11.11, 11.24.)

The fourth group contained three items.
 The fourth group contained 12 items.
 The 8th and 10th groups contained three and four items, respectively.
 The eighth and ninth groups contained 9 and 12 items, respectively.

11.12. Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc., but in tables, leaderwork, footnotes, and sidenotes, figures are used at all times, and *street*, *avenue*, etc., are abbreviated. (See also rule 10.13, p. 151.)

First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810
 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street
 North; 711 Fifth Avenue; 518 10th Avenue

Fractions

(For spelled-out fractions, see rule 11.28, p. 171.)

11.13. Piece and em fractions ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, $\frac{5}{8}$, $\frac{7}{8}$, $\frac{1}{2954}$) are used in text, but the shilling mark with full-sized figures ($\frac{1}{4}$, $\frac{1}{2954}$) may be used if specially requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals.

11.14. Fractions are used in a unit modifier.

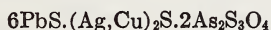
$\frac{1}{2}$ -inch pipe; *not* one-half-inch pipe $\frac{1}{4}$ -mile run $\frac{3}{8}$ -point rise

Punctuation

11.15. The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

Chemical formulas

11.16. In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol. (See also rules 6.41.2, p. 75; 13.17, p. 177.)



NUMBERS SPELLED OUT

11.17. Numerals are spelled out at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures.

Five years ago * * *; *not* 5 years ago * * *

Five hundred and fifty men are employed * * *; *not* 550 men are employed * * *
 "Five-Year Plan Announced"; *not* "5-Year Plan Announced" (head)

Although 1965 may seem far off, it * * *; *not* 1965 may seem far off, it * * *

Government employees numbering 207,843 * * *; *not* 207,843 Government employees * * *

Benefits amounting to \$69,603,566 * * *; *not* \$69,603,566 worth of benefits * * *

11.17.1. In testimony, hearings, transcripts, and Q. and A. matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 1958), sums of money, decimals, street numbers, and for numerical expressions beginning with 101.

Mr. SMITH. 1957 was a good year.

Mr. JONES. \$1 per share was the return. Two dollars in 1956 was the alltime high. Nineteen hundred and fifty-eight may be another story.

Mr. JONES. 92 cents.

Mr. SMITH. 12.8 percent.

Mr. JONES. 1240 Pennsylvania Avenue.

Mr. SMITH. Ninety-eight persons.

Q. 101 years? *But* Q. One hundred years?

A. 200 years.

Mr. SMITH. Ten-year average would be how much?

11.18. A spelled-out number should not be repeated in figures, except in legal documents. In such instances these forms will be observed:

five (5) dollars, *not* five dollars (5)

ten dollars (\$10), *not* ten (\$10) dollars

11.19. Numbers mentioned in connection with serious and dignified subjects and in formal writing are spelled out.

the Thirteen Original States

in the year nineteen hundred and forty-four

the Seventy-eighth Congress

millions for defense but not one cent for tribute

11.20. Numbers expressing time, money, or measurement separated from their unit descriptions by more than 2 words are spelled out if under 10.

two and more separate years
 whether five or any number of years

but 5 successive years
 4 calendar years
 6 hard-earned dollars
 5 up to 10 dollars

11.21. Numbers larger than 1,000, if spelled out, should be in the following form:

two thousand and twenty

one thousand eight hundred and fifty

one hundred and fifty-two thousand three hundred and five

eighteen hundred and fifty (serial number)

11.22. Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.

two $\frac{3}{4}$ -inch boards
twelve 6-inch guns

three 4-room houses
but 120 8-inch boards

11.23. Indefinite expressions are spelled out.

the early seventies; *but* the
1870's
a thousand and one reasons
between two and three hundred
horses¹
midthirties
in the eighties, *not* the '80's
nor 80's

twelvefold; fortyfold; hundredfold
but 1 to 3 million
mid-1951
40-odd people; nine-odd people
40-plus people
100-odd people
250-fold; 2.5-fold; 41-fold

The words *nearly*, *about*, *around*, *approximately*, etc., do not constitute indefinite expressions.

11.24. Except as indicated in rule 11.9 (p. 166), a single number less than 10 is spelled out within a sentence. (See also rules 11.4, 11.5)

six horses
five wells
eight times as large

but 3½ cans
2½ times *or* 2.5 times

11.25. For typographic appearance and easy grasp of large numbers beginning with *million*, the word *million* or *billion* is used.

The following are guides to treatment of figures as submitted in copy.

If copy reads—

\$12,000,000, *change to* \$12 million
2,750,000,000 dollars, *change to* \$2,750 million
2.7 million dollars, *change to* \$2.7 million
2¾ million dollars, *change to* \$2¾ million
two and one-half million dollars, *change to* \$2½ million
but \$2,700,000, *do not change to* \$2.7 million

also \$10 to \$20 million; 10 or 20 million; between 10 and 20 million
4 millions of assets
amounting to 4 millions
\$1,270,000
\$1,270,200,000
\$2¾ billion; \$2.75 billion; \$2,750 million
\$500,000 to \$1 million
300,000; *not* 300 thousand
½ billion to 1¼ billion; ¼ to 1½ billion
three-quarters of a billion dollars

11.26. Related numbers close together at the beginning of a sentence are treated alike.

Fifty or sixty miles away is snowclad Mount McKinley.

11.27. Round numbers are spelled out.

a hundred cows
a thousand dollars
a million and a half

two thousand million dollars
less than a million dollars

¹ Better: Between 200 and 300 horses.

11.28. Fractions standing alone, or if followed by *of a* or *of an*, are generally spelled out. (See also rule 11.14, p. 168.)

three-fourths of an inch; <i>not</i>	one-tenth
$\frac{3}{4}$ inch <i>nor</i> $\frac{3}{4}$ of an inch	one-hundredth
one-half inch	two one-hundredths
one-half of a farm; <i>not</i> $\frac{1}{2}$ of a farm	one-thousandth
one-fourth inch	five one-thousandths
<i>or</i> , if copy so reads:	thirty-five one-thousandths
three-quarters of an inch	<i>but</i> $\frac{1}{2}$ to $1\frac{3}{4}$ pages
half an inch	$\frac{1}{2}$ -inch pipe
a quarter of an inch	$\frac{1}{2}$ -inch-diameter pipe
	$3\frac{1}{2}$ cans; $2\frac{1}{2}$ times

ROMAN NUMERALS

11.29. A repeated letter repeats its value; a letter placed after one of greater value adds to it; a letter placed before one of greater value subtracts from it; a dashline over a letter denotes multiplied by 1,000.

I.....	1	XXIX.....	29	LXXV.....	75	DC.....	600
II.....	2	XXX.....	30	LXXIX.....	79	DCC.....	700
III.....	3	XXXV.....	35	LXXX.....	80	DCCO.....	800
IV.....	4	XXXIX.....	39	LXXXV.....	85	CM.....	900
V.....	5	XL.....	40	LXXXIX.....	89	M.....	1,000
VI.....	6	XLV.....	45	XO.....	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	CO.....	200	M.....	1,000,000
XIX.....	19	LXV.....	65	CCO.....	300		
XX.....	20	LXIX.....	69	CD.....	400		
XXV.....	25	LXX.....	70	D.....	500		

Dates

MDC.....	1600	MCMX.....	1910	MCML.....	1950
MDCO.....	1700	MCMXX.....	1920	MCMLX.....	1960
MDCCO.....	1800	MCMXXX.....	1930		
MCM or MDCCCO.....	1900	MCMXL.....	1940		

NOTES

12. ITALIC

(See also Courtwork; Symbols; Datelines, Addresses, and Signatures)

12.1. Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose, and its use in general work should be restricted as indicated.

Emphasis, foreign words, titles of publications

12.2. Italic is not used for mere emphasis, foreign words, or the titles of publications unless it is specially requested and the copy is edited therefor.

12.3. In nonlegal work, *ante*, *post*, *infra*, and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id.*, *ibid.*, *op. cit.*, *et seq.*, and other foreign words, phrases, and their abbreviations, are printed in roman. (See also rule 18.29, p. 226.)

12.4. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

12.4.1. When copy is submitted with instructions to set "all roman (no italic)," these instructions will not apply to *Ordered*, *Resolved*, *Be it enacted*, etc.; titles following signatures or addresses; or the parts of datelines which are always set in italic.

Names of vessels and aircraft

12.5. The names of vessels and aircraft are italicized unless otherwise indicated; in lists set in columns and in stubs and reading columns of tables consisting entirely of names of vessels or aircraft, they will be set in roman.

SS *America*; the liner *America*
the *Friendship*
the Bermuda *Clipper*
U.S.S. *Nautilus* (submarine)
U.S.S. *Wisconsin*
ex-U.S.S. *Savannah*
USCGS (U.S. Coast and Geo-
detic Survey) ship *Pathfinder*
USCG (U.S. Coast Guard) cutter
Thetis; CG cutter *Thetus*
the *U-7*
destroyer *31*
H.M.S. *Hornet*

MS (motorship) *Richard*
FPV (free piston vessel) *James*
GTS (gas turbine ship) *Alexander*
NS (nuclear ship) *Savannah*
MV (motor vessel) *Havtroll*
Forrestal (proposed name of ves-
sel)
the *Missouri's* (roman "s") turret
the *U-7's* (roman "s") deck
West Virginia class or type
but B-50 (type of plane)
LST-1155
DD-822

12.6. Names of vessels are quoted in matter printed in other than lowercase roman.

Sinking of the "Lusitania"
SINKING OF THE "LUSITANIA"

Sinking of the "Lusitania"
SINKING OF THE "LUSITANIA"

Names of legal cases. (See rule 18.33, p. 227.)

12.7. The names of legal cases are italicized, except the *v.* When requested, the names of such cases may be set in roman with italic *v.*

"The Hornet" and "The Hood," 124
 F. (2d) 45
Smith v. Brown et al.
Smith Bros. case (172 App. Div. 149)
Smith Bros. case, supra
Smith Bros. case
 As cited in *Smith Bros.*

John Doe v. Richard Roe
 but John Doe against Richard Roe
 the Cement case
SMITH v. BROWN ET AL. (heading)
 SMITH v. BROWN ET AL.
 (heading)

Scientific names

12.8. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized, but are set in roman in italic matter; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

Tsuga canadensis
Cypripedium parviflorum var. *pubescens*
 the genera *Quercus* and *Liriodendron*
 the family Leguminosae
Measurements of specimens of Cyanoderma erythroptera neocara

12.9. Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or bold-face, even if there is italic type available in the series.

Words and letters

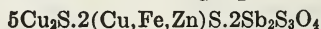
12.10. The words *Resolved*, *Resolved further*, *Provided*, *Provided, however*, *Provided further*, *And provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued*, *Continued on p. —*, *Continued from p. —*, and *See and see also* (in indexes and tables of contents only).

Resolved, That (resolution)
Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That
 [To be continued] (centered; no period)
 [Continued from p. 3] (centered; no period)
see also Mechanical data (index entry)

12.11. All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized, but in italic matter roman letters are used. Chemical symbols (even in italic matter) and certain other standardized symbols are set in roman. (See also rules 6.41.2, p. 75, and 13.8, p. 175.)

n th degree; x dollars

$$D \div 0.025 V_m^{2.7} = \frac{0.042}{G-1} V_m^{2.7}$$



12.12. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

12.13. Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.

12.14. Letters (a), (b), (c), etc., and *a*, *b*, *c*, etc., used to indicate sections or paragraphs are italicized in general work but not in laws and other legal documents.

12.15. Parentheses, brackets, and superior reference figures adjoining italicized words are always set in roman. In italic matter, a mark of punctuation immediately following a roman parenthesis or bracket is also set in roman. Other punctuation marks match the type of the words they adjoin. (See also rule 9.131, p. 147.)

NOTES

13. SIGNS AND SYMBOLS

13.1. The increased use of signs and symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

13.2. Certain symbols are well standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9); letter symbols (the letters of the alphabet, a, b, c, d, etc.); and graphic symbols (the mathematical signs $+$, $-$, \pm , \times , \div).

13.3. The Government Printing Office will furnish at cost new special symbols for technical matter when necessary.

13.4. The signs $+$, $-$, \pm , \times , and \div , etc., are closed against accompanying figures and symbols. When the \times is used to indicate "crossed with" (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space.

i-viii + 1-288 pages
The equation $A \div B$
The result is 4×4

$20,000 \pm 5,000$
Early June \times Bright (crossed with)
 $\times 4$ (magnification)

Symbols with figures

13.5. The degree mark is always used in lieu of the word *degree* following a figure denoting measurement.

13.6. Any symbol that is set close up to figures, such as the degree mark, Greek mu, dollar mark, or commercial c ($^{\circ}$, μ , $\$$, ϕ), is used before or after each figure in a group or series.

45° to 65° F., not 45 to 65° F.
 30μ and 50μ
 $\$5$ to $\$8$ price range
 $5'-7'$ long, not 5-7' long

3ϕ to 5ϕ (no spaces)
 ± 2 to ± 7 ; $2^{\circ} \pm 1^{\circ}$; 3 ohms ± 1
but $\$ 12$ (thin space)
from 15 to 25 percent

Letter symbols

13.7. Letter symbols are set in italics without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning. However, a few symbols are set in roman if so indicated in copy.

Equations

13.8. In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.

13.9. If an equation or a mathematical expression needs to be divided, break before $+$, $-$, $=$, etc. However, the equal sign is to clear on the left of other beginning mathematical signs. (See example (6), p. 176.)

13.10. A short equation in text should not be broken at the end of a line. Space out the line so that the equation will begin on the next line; or better, center the equation on a line by itself.

13.11. An equation too long for one line is set flush on the left, the second half of the equation is set flush on the right, and the two parts are balanced as nearly as possible.

13.12. Two or more equations in series are alined on the equal signs and centered on the longest equation in the group.

13.13. Connecting words of explanation, such as *hence*, *therefore*, and *similarly*, are set flush either on the same line with the equation or on a separate line.

13.14. If a built-up fraction occurs in one part of an equation, all other fractions in that line must be built up.

13.15. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

13.16. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are alined on left.

$$\sqrt{\Phi} = \sum_{k=0}^m (A_k \cos k\psi + B_k \sin k\psi) \quad (1)$$

$$\frac{e}{e_0} = \frac{1}{\sqrt{\left[1 - (f/f_M)^2 + \frac{C_M}{c}\right]^2 + \left[\frac{r}{X_{CM}}\right]^2}} \quad (2)$$

$$\begin{aligned} Q &= A_2 \rho^1 \left(\frac{p_2}{p_1}\right)^{\frac{1}{\gamma}} \left\{ 2g p_1 v_1 \left(\frac{\gamma}{\gamma-1}\right) \left[1 - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma-1}{\gamma}}\right] \right\}^{\frac{1}{2}} \\ &= A_2 \left\{ 2g \frac{p_1}{v_1} \left(\frac{\gamma}{\gamma-1}\right) \left[\left(\frac{p_2}{p_1}\right)^{\frac{2}{\gamma}} - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma+1}{\gamma}} \right] \right\}^{\frac{1}{2}} \end{aligned} \quad (3)$$

$$\begin{aligned} \omega_n(x, \theta_x) &= \frac{1}{\sqrt{r_1 r_2}} \int_0^x dx_2 \int_0^{x_2} dx_1 \cos n\psi_x(x_1, x_2) \\ &\quad \left[\frac{r_1 r_2}{p_1 p_2} (\phi_{n-1}(k_1) + \phi_{n+1}(k_1)) + 2\phi_n(k_1) \right] \end{aligned} \quad (4)$$

$$\begin{aligned} m_{*1*2} &= \int_{x_{i_1}}^{x_{*1}} dx_1 \int_{x_{i_2}}^{x_{*2}} dx_2 \int_0^{2\pi} \frac{d\theta_1}{2\pi} \\ &\quad \int_0^{2\pi} \frac{d\theta_2}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos(\theta_2 - \theta_1) + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\theta_2 - \theta_1)}} \\ &= \int_{x_{i_1}}^{x_{*1}} dx_1 \int_{x_{i_2}}^{x_{*2}} dx_2 \int_0^{2\pi} \frac{d\psi}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos \psi + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\psi)}} \end{aligned} \quad (5)$$

$$\begin{aligned} \sum_2 (\psi_n, c_n) &= 2c_2 \frac{\tan(2\psi_2 - \psi_1)}{\cos(2\psi_3 - \psi_2)} + 6c_3 \frac{\tan(2\psi_3 - \psi_2)}{\cos(2\psi_4 - \psi_3)} \\ &\quad + 14c_4 \frac{\tan(2\psi_4 - \psi_3)}{\cos(2\psi_5 - \psi_4)} + \dots \\ &\quad + 2(2^{1+n} - 1)c_{n+2} \frac{\tan(2\psi_{n+2} - \psi_{n+1})}{\cos(2\psi_{n+3} - \psi_{n+2})} \dots \end{aligned} \quad (6)$$

Chemical symbols

13.17. The chemical elements are designated by the initial letter or a shortened form of the English or Latin name. They are set in roman, without periods. (For treatment of symbols, see rule 6.41.1, p. 75.)



Chemical elements

[Accepted names, symbols, atomic numbers, and atomic weights, as officially approved by the International Union of Pure and Applied Chemistry, 1957]

Element	Symbol	Atomic number	Atomic weight	Element	Symbol	Atomic number	Atomic weight
Actinium.....	Ac	89	(¹)	Mercury.....	Hg	80	200.61
Aluminum.....	Al	13	26.98	Molybdenum.....	Mo	42	95.95
Americium.....	Am	95	(¹)	Neodymium.....	Nd	60	144.27
Antimony.....	Sb	51	121.76	Neon.....	Ne	10	20.183
Argon.....	Ar	18	39.944	Neptunium.....	Np	93	(¹)
Arsenic.....	As	33	74.91	Nickel.....	Ni	28	58.71
Astatine.....	At	85	(¹)	Niobium.....	Nb	41	92.91
Barium.....	Ba	56	137.36	Nitrogen.....	N	7	14.008
Berkelium.....	Bk	97	(¹)	Nobelium.....	No	102	(¹)
Beryllium.....	Be	4	9.013	Osmium.....	Os	76	190.2
Bismuth.....	Bi	83	209.00	Oxygen.....	O	8	² 16
Boron.....	B	5	10.82	Palladium.....	Pd	46	106.4
Bromine.....	Br	35	79.916	Phosphorus.....	P	15	30.975
Cadmium.....	Cd	48	112.41	Platinum.....	Pt	78	195.09
Calcium.....	Ca	20	40.08	Plutonium.....	Pu	94	(¹)
Californium.....	Cf	98	(¹)	Polonium.....	Po	84	(¹)
Carbon.....	C	6	12.010	Potassium.....	K	19	39.100
Cerium.....	Ce	58	140.13	Praseodymium.....	Pr	59	140.92
Cesium.....	Cs	55	132.91	Promethium.....	Pm	61	(¹)
Chlorine.....	Cl	17	35.457	Protactinium.....	Pa	91	(¹)
Chromium.....	Cr	24	52.01	Radium.....	Ra	88	(¹)
Cobalt.....	Co	27	58.94	Radon.....	Rn	86	(¹)
Copper.....	Cu	29	63.54	Rhenium.....	Re	75	186.22
Curium.....	Cm	96	(¹)	Rhodium.....	Rh	45	102.91
Dysprosium.....	Dy	66	162.51	Rubidium.....	Rb	37	85.48
Einsteinium.....	Es	99	(¹)	Ruthenium.....	Ru	44	101.1
Erbium.....	Er	68	167.27	Samarium.....	Sm	62	150.35
Europium.....	Eu	63	152.0	Scandium.....	Sc	21	44.96
Fermium.....	Fm	100	(¹)	Selenium.....	Se	34	78.96
Fluorine.....	F	9	19.00	Silicon.....	Si	14	28.09
Francium.....	Fr	87	(¹)	Silver.....	Ag	47	107.880
Gadolinium.....	Gd	64	157.26	Sodium.....	Na	11	22.991
Gallium.....	Ga	31	69.72	Strontium.....	Sr	38	87.63
Germanium.....	Ge	32	72.60	Sulfur.....	S	16	³ 32.066
Gold.....	Au	79	197.0	Tantalum.....	Ta	73	180.95
Hafnium.....	Hf	72	178.50	Technetium.....	Tc	43	(¹)
Helium.....	He	2	4.003	Tellurium.....	Te	52	127.61
Holmium.....	Ho	67	164.94	Terbium.....	Tb	65	158.93
Hydrogen.....	H	1	1.0080	Thallium.....	Tl	81	204.39
Indium.....	In	49	114.82	Thorium.....	Th	90	232.05
Iodine.....	I	53	126.91	Thulium.....	Tm	69	168.94
Iridium.....	Ir	77	192.2	Tin.....	Sn	50	118.70
Iron.....	Fe	26	55.85	Titanium.....	Ti	22	47.90
Krypton.....	Kr	36	83.80	Tungsten.....	W	74	183.86
Lanthanum.....	La	57	138.92	Uranium.....	U	92	238.07
Lead.....	Pb	82	207.21	Vanadium.....	V	23	50.95
Lithium.....	Li	3	6.940	Xenon.....	Xe	54	131.30
Lutetium.....	Lu	71	174.99	Ytterbium.....	Yb	70	173.04
Magnesium.....	Mg	12	24.32	Yttrium.....	Y	39	88.92
Manganese.....	Mn	25	54.94	Zinc.....	Zn	30	65.38
Mendelevium.....	Md	101	(¹)	Zirconium.....	Zr	40	91.22

¹ These values are omitted because the elements do not occur in nature, and their atomic weight depends on which isotope is made.

² This is a defined value rather than an indicated one.

³ Because of natural variations in the abundance ratio of the isotopes of sulfur, the atomic weight of this element has a range of ± 0.003 .

Standardized symbols

13.18. Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

Signs and symbols

13.19. This list contains the signs and symbols frequently used in printing by this Office.

+	plus	[]	brackets	④	Vesta
-	minus	{ }	braces	☉	rain
±	plus or minus	°	degree	❄	snow
∓	minus or plus	'	minute	☒	snow on ground
×	multiplied by	"	second	←	floating ice crystals
÷	divided by	HP	horsepower	▲	hail
=	equal to	Δ	increment	△	sleet
≠	or ≠ not equal to	ω	angular frequency, solid angle	∇	frostwork
≈	or ≈ nearly equal to	Ω	ohm	⊐	hoarfrost
≡	identical with	μΩ	microhm	≡	fog
≢	not identical with	MΩ	megohm	∞	haze; dust haze
≅	equivalent	Φ	magnetic flux; farad	T	thunder
∩	difference	Ψ	dielectric flux; electrostatic flux	⚡	sheet lightning
⊃	congruent to	ρ	resistivity	☉	solar corona
⊃	greater than	γ	conductivity	⊕	solar halo
⊃	not greater than	Δ	equivalent conductivity	⚡	thunderstorm
⊃	less than	ℜ	reluctance	↖	direction
⊃	not less than	→	direction of flow	○	or ○ or ① annual
⊃	or ≥ greater than or equal to	⇌	electrical current	○	or ② biennial
⊃	or ≤ less than or equal to	⬡	benzene ring	♂	or ♂ male
	absolute value	→	yields	♀	female
∪	logical sum or union	⇌	reversible reaction	□	male, in charts
∩	logical product or intersection	↓	precipitate	○	female, in charts
⊂	is contained in	↑	gas	R	take (from Latin <i>Recipe</i>)
ε	is a member of; dielectric constant; mean error	‰	salinity	ĀĀ or Ā or āā	of each (doctor's prescription)
÷	is to; ratio	☉	or ☉ Sun	lb	pound
::	as; proportion	☾	or ☾ New Moon	℥	ounce
≈	approaches	☾	First Quarter	℥	dram
→	approaches limit of	☾	or ☾ Full Moon	℥	scruple
α	varies as	☾	Last Quarter	○	pint
∥	parallel	☿	Mercury	℥	fluid ounce
⊥	perpendicular	♀	Venus	℥	fluid dram
∠	angle	♁	or ♂ Earth	℥	minim
∠	right angle	♂	Mars	&	or & and; ampersand
△	triangle	♃	Jupiter	℥	per
□	square	♄	Saturn	#	number
▭	rectangle	♅	Uranus	/	virgule; solidus; separator; shilling
▭	parallelogram	♆	or ♆ Neptune	%	percent
○	circle	♇	Pluto	©	copyright
⌒	arc of circle	♈	Aries	%	care of
⊥	equilateral	♉	Taurus	%	account of
△	equiangular	♊	Gemini	@	at
√	radical; root; square root	♋	Cancer	¢	cent
√	cube root	♌	Leo	*	asterisk
√	fourth root	♍	Virgo	†	dagger
Σ	sum	♎	Libra	‡	double dagger
!	or ! factorial product	♏	Scorpio	§	section
∞	infinity	♐	Sagittarius	☞	index
∫	integral	♑	Capricornus	/	acute
f	function	♒	Aquarius	~	grave
∂	or ∂ differential; variation	♓	Pisces	˘	tilde
π	pi	♊	conjunction	^	circumflex
∴	therefore	♋	opposition	-	macron
∵	because	♌	trine	˘	breve
—	vinculum (above letter)	♍	quadrature	..	dieresis
()	parentheses	♎	sextile	˘	cedilla
		♏	dragon's head, ascending node	^	caret
		♐	dragon's tail, descending node		
		①	Ceres		
		②	Pallas		
		③	Juno		

NOTES

14. TABULAR WORK

(See also Abbreviations; Leaderwork)

(See pp. 202–203 for sample table and tabular terms)

14.1. The object of a table is to present in a concise and orderly manner information that could not be presented so clearly in any other way.

14.2. Tabular material should be kept as simple as possible, so that the meaning of the data could be easily grasped by the user.

14.3. Unless otherwise specified, tables will be set 6-point solid, and 2-point hairline rules will be used.

Abbreviations

14.4. To avoid burdening tabular text, commonly known abbreviations (see rule 10.44, p. 155, and rules for abbreviations) are used in tables. Metric and unit-of-measurement abbreviations must be used with figures.

14.4.1. The names of months (except May, June, and July) when followed by the day are abbreviated; otherwise months are spelled. However, in narrow reading columns consisting solely of single months, the months may be abbreviated. (For examples, see rules 14.36, p. 184; 14.53, p. 186; 14.55, p. 187; p. 202.)

14.5. The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated. For the numbered streets, avenues, etc., figures are used.

14.6. Abbreviate the words *United States* if preceding the word *Government*, the name of any Government organization, or as an adjective generally. (See rules 10.8, 10.8.1, p. 150.)

14.7. Use the abbreviations *RR.* and *Ry.* following name (except as indicated in rule 10.24, p. 152), and *SS*, *MS*, etc., preceding name.

14.8. Use *lat.* and *long.* with figures.

14.9. Abbreviate when followed by figures the various parts of publications, as *article*, *part*, *section*, etc. (See rule 10.34, p. 153.)

14.10. Use, generally, such abbreviations and contractions as *74th Cong.*, *2d sess.*, *H. Res. 5*, *H.J. Res. 21*, *S. Doc. 62*, *S. Rept. 410* (see rules 10.38, 10.39, p. 154), *Rev. Stat.*, etc.

14.11. In columns containing names of persons, copy is followed as to abbreviations of given names.

14.12. Periods are not used after abbreviations followed by leaders, but are used before footnote references.

Bearoff. (See p. 202 and examples throughout chapter.)

14.13. An en space is used for bearoff from both rules in an inside reading or date column, from the rule on the right in a figure column, and from the adjacent rule in an outside reading or date column.

14.14. In a crowded table the bearoff may be omitted in figure columns.

14.15. Indicated clears and indentions are in addition to bearoff.

14.16. Fractions are set flush to the rule, as shown in example to rule 14.120, page 192, except in double-up tables in column preceding parallel rule and in tables in rules. (See rules 14.81, p. 189; 14.147, p. 197.)

14.17. Mathematical signs, parentheses, and brackets, when preceded by figures, are not borne off.

Blanks

14.18. Blank lines are omitted unless their retention is specially requested.

Boxheads

Horizontal

14.19. Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the following matter.

14.20. Boxheads run crosswise wherever practicable.

14.21. In 6- and 8-point modern boxheads, all horizontal rules are to be set with inferior low-line dashes. The shoulder on these dashes will take the place of the usual quad line above a rule.

14.22. Boxheads are set solid (even in leaded tables), and bear off an em space above and no bearoff below.

14.23. Boxheads are centered in columns up to 12 ems, inclusive, in width. The first line should be the longest, and should be set as full as possible; good appearance must not be sacrificed by dividing short words or making two-letter divisions.

14.24. Boxheads in columns over 12 ems in width are centered, with hanging indention for heads of 3 lines or more. (See also rule 14.132, p. 194.)

14.25. Boxheads requiring leaders are set in the same style as the stub column. However, where the item consists of only one word or is very short, it may be centered linewise in the column, and followed by leaders.

Hours in additional storage.....	Percent moisture content					
	75	¹ 125	210	315	365	550
Package combustions:						
Impregnated—single lam.....	3.5	3.9	4.6	² 3.5	7.1	6.6
Plain—single lam.....	3.8	5.1	7.8	6.5	12.8	7.6

¹ Stored at intervals.

² Slight variance.

Moisture.....	Hours in storage					
	¹ 3.5	3.9	4.6	5.1	5.9	6.2
Package combustions:						
Impregnated—single lam.....	75	² 80	85	90	95	100
Plain—single lam.....	78	83	88	93	98	103

¹ Moisture content reduced under 75 hours' duration.

² Stored in 2 intervals of 40 hours each.

14.26. To avoid use of scabbard (dividing a quad line), boxheads will not be centered vertically with equal division of space top and bottom when such centering will require dividing a quad line. In such cases, scabbard will not be used, and the head will be offcenter 3 points in 6-point tables. Inferior low-line dashes will be used.

Function	Ore containing 35		Ore and residuum also containing 10 to 35		Ore containing 5	
	Tons	Mn content	Short tons (percent)	Mn content (short tons)	Mn content	Mn content analysis (short tons)
Domestic.....	126, 135	56	22. 11	200	151	227

14.27. If a single box exceeds the depth of a double or triple box, the extra space is placed in the lowermost boxes.

14.28. In compound boxes the greatest number of lines in a top box controls the depth of all the top boxes, unless the total depth of the head would thereby be increased; so also in each of the other boxes. The top box of a triple boxhead may be of such depth as to make a better appearance by alining its bottom rule with the bottom rule of the second box.

Sex and age	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box governs depth of box on left, and head set with hanging indention, as it is over 12 ems in width and over 2 lines deep]				
	Number	Distribu- tion	June to August		September to May		Not re- ported
			Number	Distribu- tion	Number	Distribu- tion	
Boys (12 to 14)	3, 869	Percent 45. 5	1, 415	Percent 9. 6	2, 405	Percent 15. 8	49

TABLE 9.—*Mine production of gold, silver, copper, lead, and zinc in 1953, by classes of concentrates and crude materials, in terms of recoverable metals*

Class of material	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	114, 242, 346	9, 950	6, 260
Lead.....	3, 931	392	48, 326	72, 500	5, 044, 750	290, 980
Zinc.....	25, 159	269	41, 073	263, 400	581, 590	26, 441, 270
Total:						
1953.....	249, 436	1, 424	159, 756	114, 578, 246	5, 636, 290	26, 738, 510
1952.....	367, 430	1, 789	432, 122	110, 622, 155	13, 544, 875	101, 923, 060
Crude material shipped to smelters						
Dry gold, dry gold-silver ore.....	134	52	2, 839	2, 200	-----	-----
Copper:						
Crude ore.....	107, 270	844	39, 861	2, 442, 882	124, 100	2, 290
Slag.....	421	10	165	285, 421	-----	-----
Lead.....	528	12	1, 693	5, 950	110, 870	300
Mill cleanings (lead-zinc).....	31	-----	254	1, 450	8, 100	4, 300
Total:						
1953.....	125, 749	919	45, 444	30, 375, 754	249, 710	6, 890
1952.....	166, 184	1, 042	47, 176	41, 601, 845	497, 125	26, 940

TABLE 6.—*Mine production of gold, silver, copper, lead, and zinc in 1953, by counties, in terms of recoverable metals*

County	Mines producing		Material ¹ sold or treated (short tons)	Gold (lode and placer)		Silver (lode and placer)	
	Lode	Placer		Fine ounces	Value	Fine ounces	Value
Catron.....	2	-----	48	37	\$1,295	2,433	\$2,202
Grant.....	11	-----	7,888,727	988	34,580	81,444	73,711
Guadalupe.....	1	-----	28,985	-----	-----	-----	-----
Santa Fe.....	4	1	119	3	105	685	620
Sierra.....	8	1	1,301	271	9,485	907	821
Socorro.....	15	-----	64,904	98	3,430	18,357	16,614
Total:							
1953.....	55	2	8,070,056	2,614	91,490	205,309	185,815
1952.....	66	1	9,120,841	2,949	103,215	479,318	433,807
		Copper		Lead		Zinc	
		Short tons	Value	Short tons	Value	Short tons	Value
Catron.....							\$3,497
Grant.....	69,871	\$40,105,954	1,524	\$399,288	12,837	\$2,952,510	43,566,043
Guadalupe.....	537	308,238	-----	-----	-----	-----	308,238
Santa Fe.....	2	1,148	13	3,406	10	2,300	7,579
Sierra.....	-----	-----	4	1,048	5	1,150	12,504
Socorro.....	55	31,570	1,327	347,674	519	119,370	518,658
Total:							
1953.....	72,477	41,601,798	2,943	771,066	13,373	3,075,790	45,725,959
1952.....	76,112	36,838,208	7,021	2,260,762	50,975	16,923,700	56,559,692

¹ Does not include gravel washed or tonnage of precipitates shipped.

14.29. In parallel tables, and when so prepared in divide tables, a boxhead that is divided is repeated on subsequent pages with the word *Continued*. (See p. 205.)

14.29.1. In referring to quantity of things, the word *Number* in boxheads is spelled if possible.

14.29.2. In an 8-point table with a 6-point boxhead, an 8-point quadline is inserted between head and body of table if no italic unit of quantity is given; if a unit of quantity is given, use a 6-point quadline and set unit of quantity in 6-point italic.

14.29.3. Column numbers or letters in parentheses may be set over or under boxheads and are separated by a quadline above or below the deepest head. These column references aline across the table. (See also rule 14.29.5.)

States, Territories, etc.	Department of Agriculture				Department of Commerce		
	Commodity Credit Corporation, value of commodities donated	Special schoolmilk program ¹	Value of commodities distributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in drought- stricken areas) □ (4)	Civil Aero- nautics Adminis- tration— Federal airport program— regular grants	Bureau of Public Roads: Highway construction	
						Regular grants ²	Emer- gency grants ³
	(1)	(2)	(3)		(5)	(6)	(7)
Alabama.....	\$4,730,154	\$1,520,362	\$7,970,875	-----	\$79,284	\$1,176,401	\$247,515
Arizona.....	393,484	269,274	591,487	-----	297,266	12,366,106	472,749
Arkansas.....	4,545,983	823,136	6,512,639	-----	127,749	9,317,853	-----

Runup

14.29.4. Runup boxheads are to be reduced to the minimum practical depth. If one head must run up, all heads over figure columns in the same table run up, except years expressed in figures, which run across for better appearance. Running up over stub, reading, and date columns is to be avoided. Boxheads need not run up in all parts of a divide table.

14.29.5. Runup heads are set flush, with en bearoff on top. However, heads of 12 ems or less are set ragged at the top to avoid letterspacing; heads over 12 ems are set full. All overruns, including heads making only two lines, are set with 1-em hanging indention. (See rule 14.132, p. 194; also p. 202.)

State and division	Number					Production		Cash income from sales of cattle, calves, beef, and veal	Gross income	Value of cattle and calves slaughtered for foreign consumption	Cost of cattle shipped in for feeding
	Shipments and local slaughter		Cattle shipped for feeding and breeding	Farm slaughter		Quantity live weight	Value				
	1945	1946		1945	1946						
	Thousands	Thousands	Thousands	Thousands	Thousands	1,000 lbs.	1,000 dol.	1,000 dol.	1,000 dol.	1,000 dol.	1,000 dol.

[1947-49=100]

Year and month	(1) All commodities	(2) Farm products	(3) Processed foods	(4) All commodities other than farm products and foods	(5) Textile products and apparel	(6) Furniture and other household durables	(7) Fuel, power, and lighting materials	(8) Chemicals and allied products	(9) Rubber and rubber products	(10) Lumber and wood products	(11) Pulp, paper, and allied products
1947.....	96.4	100.0	98.2	95.3	100.0	101.0	90.9	101.4	99.0	93.7	98.6
1948.....	104.4	107.3	106.1	103.4	104.4	102.1	107.1	103.8	102.1	107.2	102.9
1949.....	99.2	92.8	95.7	101.3	95.5	96.9	101.9	94.8	98.9	99.2	98.5

Braces

14.30. Braces are avoided if possible; if used, they are placed on the right of a rule and should extend to the complete depth of the group, including overruns. (See examples at top of p. 185.)

New Jersey.....		659,425	659,425	62.35		649,374	649,374	62.35
New York.....								
Pennsylvania, Delaware, Maryland, and the District of Columbia.....	2,900,499	(1)	2,900,499	{ 66.56 39.73 }	3,312,610	(1)	3,312,610	{ 66.92 39.64 }
Tennessee.....	23,187		23,187	{ 47.24 54.32 }				{ 53.60 46.00 }
Virginia.....	640		640	{ 51.03 51.50 }	19,718		19,718	{ 52.50 47.10 }
South Dakota.....				{ 45.02 54.97 }				{ 208 355,006 }
Texas.....	5,453		5,453					
Oklahoma.....								
Utah.....	326,500		326,500					

Centerheads, flush entries, and subentries

14.31. Centerheads over solid tables are set solid, except heads set entirely in caps, which are leaded; heads are leaded over leaded tables. Heads follow the style of the tables as to the use of figures and abbreviations.

14.32. Heads and headnotes over parallel tables center over the two-page spread of tables, except short lines. In heads over parallel tables, words are not divided between pages. (See pp. 204-205.)

14.33. In divide tables that are made up parallel, the heads and headnotes are set over parallel tables; the heads but not the headnotes repeat on each succeeding page; the word *Continued* is used.

14.34. Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below. (See also rules 14.124.1-14.124.2, pp. 192-193.)

14.35. In reading columns if centerhead clears reading matter below at least an em and there are leaders, no space is used under the head; if there are no leaders below and centerhead clears at least an em, the quadline is omitted; if it clears less than an em, a full quadline is used. (See also rule 14.36.) However, if an overrun, dashline, etc., in another column, or in the same column, creates a blank space above the head, the extra quadline is not added.

25	Miscellaneous powerplant equipment.....	245,040.37
26	Roads, railroads, and bridges.....	275,900.34
	Total.....	520,940.71
	TRANSMISSION PLANT	
42	Structures and improvements.....	26,253.53
43	Station equipment.....	966,164.41
	Total.....	992,417.94
	GENERAL PLANT	
	General plant:	
	Norris.....	753,248.97
	Other.....	15,335.81
	Total.....	768,584.78
	Grand total.....	2,281,943.43

14.36. Units of quantity and years used as heads in reading columns consisting of months and days, or months only, and in figure columns, are set in italic with a quadline above and no space below. If an overrun, etc., in another column creates a blank space above the head, the extra quadline is not added. (See also rule 14.58, p. 187.)

1941			1942—Con.		1942—Con.		
Oct. 1.....	35.6	15	Jan. 16.....	45.2	15	May 8.....	46.5
Oct. 31.....	45.0	15	Feb. 4.....	50.2	15	May 22.....	45.1
Nov. 14.....	40.9	18	Feb. 17.....	43.4	15	June 9.....	47.1
Dec. 24.....	41.7	15	Mar. 4.....	45.6	15	June 24.....	48.2
			Mar. 19.....	42.7	15	July 9.....	46.6
			Apr. 2.....	40.9	15	July 24.....	45.9
1942			Apr. 28.....	47.7	13	Aug. 6.....	46.5
Jan. 3.....	43.9	15					

14.37. Where the logical construction of a table requires, it is permissible to insert subheads between page-width cross rules within the table to indicate class groups to which the data refer. The box-head and units of quantity are not repeated.

C-302....	{Chehalis silty clay loam.}	1	{PK----- PKCa----- NPKCa-----	2.58 2.45 2.54	9.13 8.78 10.08	1.62 1.24 .95	0.255 .257 .240	2.21 2.30 2.07	0.95 .95 .89
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SOILS DERIVED FROM ORGANIC MATERIAL

C-303....	Peat-----	1	{Check----- P----- PK----- PKCa-----	3.31 3.14 3.92 3.84	7.77 6.66 7.25 8.44	1.41 1.42 1.49 1.40	0.268 .358 .310 .289	1.14 .83 1.78 1.83	0.55 .73 .59 .64
-----------	-----------	---	---	------------------------------	------------------------------	------------------------------	-------------------------------	-----------------------------	---------------------------

Ciphers

14.38. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point. A cipher used alone in a money or other decimal column is placed in the unit row and is not followed by a period. In mixed units the cipher is repeated before each decimal unless the group is totaled.

January-----	+26.4	0	0	0	0	0	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

14.38.1. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

14.38.2. Where column consists of single decimal, supply cipher on right.

0. 6
0
3. 0
4. 2
5. 0

14.38.3. Where column has mixed decimals of two or more places, do not supply ciphers but follow copy (see table on p. 248).

0. 22453
1. 263
4
2. 60
3. 4567
5. 3
7
78
12. 6

114. 44423

14.39. Copy is followed in the use of the word *None* or a cipher to indicate *None* in figure columns. If neither one appears in the copy, leaders are inserted.

14.40. In columns of figures under the heading £ s. d., if a whole number of pounds is given, one cipher is supplied under s. and one under d.; if only shillings are given, one cipher is supplied under d.

14.41. In columns of figures under *Ft. In.*, if only feet are given, supply cipher under *In.*; if only inches are given, clear under *Ft.*; if ciphers are used for *None*, place one cipher under both *Ft.* and *In.*

14.42. In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars.

Continued heads

14.43. In continued heads an em dash is used between the head and the word *Continued*. The abbreviation *Con.* is used only to avoid an overrun. If the head is in small caps, the term *continued* or *con.* is not capitalized.

14.44. In centerheads set in caps, caps and small caps, or italic, the word *Continued* is set in roman cap and lowercase; in a heading set in boldface caps or lowercase, the word *Continued* is set in cap and lowercase of the same font as the head. No period is carried after a continued line.

14.45. In stub and boxheads, *Continued* is always set in lightface roman.

14.46. Continued heads over tables are to be condensed into one line if possible. Notes above tables are not repeated unless necessary to make the table clear; but footnote references are repeated in boxheads and in continued lines unless special instructions are given not to do so.

Dashes or rules

14.47. Dashes or rules are not carried in reading or date columns.

14.48. Parallel dashes are used to cut off figures from other figures below that are added or subtracted; also above a grand total. (For examples, see rules 14.35, p. 184; 14.77, p. 188; 14.124.5, p. 193; 14.139.1, p. 195; 14.151.1, p. 199.)

14.49. Rules may be used in place of dashes in a crowded table.

Date columns

14.50. There are two kinds of standard date columns: (1) Each item contains month and day, and (2) each item is made up of month, day, and year.

14.51. In 6-point tables, standard date columns with month and day are cast $4\frac{1}{2}$ ems for outside and 5 ems for inside columns; with month, day, and year, 7 and $7\frac{1}{2}$ ems, respectively.

14.52. Standard date columns with month and day in 8- and 10-point tables are cast 4 ems for outside and $4\frac{1}{2}$ ems for inside columns; with month, day, and year, $6\frac{1}{2}$ and 7 ems, respectively.

14.53. The figures are alined on the right, and extra space, if any, is inserted between the month and day. An en comma is used between the day and the year.

Black River, N.Y.-----	Flood Control Act, June 22, 1936.	Oct. 7, 1941	House, 405, 77th Cong., 1st sess.	Favorable.
Do-----	Flood Control Act, July 30, 1937.	July 23, 1941	House, 326, 77th Cong., 1st sess.	
Cayuga Creek, N.Y.-----	do-----	do-----	do-----	Do.
Oazenovia Creek, Erie County, N.Y.-----	Flood Control Com- mittee resolution, Apr. 23, 1942.	do. ² -----	-----	
Chagrin River and tribu- taries, Ohio.-----	Flood Control Act, June 28, 1938.	-----	-----	Unfavorable.

14.54. Military-style date columns will be set as standard date columns, with 6-unit space between day and month and remaining space between month and year. No punctuation will be used.

21 Jan 21
5 Jun 42
12 Jul 43
30 Sep 44

14.54.1. In 6-, 8-, and 10-point tables, military-style date columns are $5\frac{1}{2}$ ems wide for outside columns and 6 ems for inside columns.

14.55. In a standard date column of $4\frac{1}{2}$ ems or less that is the first column of a table, the month is cleared instead of being repeated or indicated by *do.*

Jan.	22	To the Minister in Liberia (tel.).....	115
	30	From the Minister in Liberia (tel.).....	116
Feb.	5	To the Minister in Liberia (tel.).....	117
	7	From the Minister in Liberia (tel.).....	117

14.56. A standard date column is not considered a reading column, and no period is used after the date if the column is the last one of the table; however, a column consisting entirely of dates but not a standard date column is considered a reading column.

14.57. In a standard date column, footnote references are placed at right against rule, with 3 units justified on such references (see p. 202); but in a standard date column that is the last column of a table, footnote references are placed on left with 3 units justified on character following the references.

14.58. If the year is centered as a head in a standard date column, it is set in italic with a full quadline above but no space below. (See rule 14.36, p. 184.)

14.59. In columns consisting entirely of single or double years, figures are centered in columns without leaders.

1898 ¹
1898
1899-1900 ²
1901-2

Ditto

(See also "Units of quantity," rule 14.153, p. 201.)

14.60. The abbreviation *do.* is used in reading and date columns only, lowercased and preceded by leaders when figures or text is used in preceding column.

14.61. Capitalize *do.* in first and last columns.

14.62. Tracing columns are counted as the first and last columns of table.

14.63. All *do.*'s should be uniform throughout column; if any one is lowercased, all in the column should be lowercased and preceded by leaders. (For examples, see rules 14.53, p. 186; 14.152, p. 201; p. 202.)

14.64. In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.

14.65. *Do.* is not used—

- (1) in a figure or symbol column;
- (2) in the first line under a centerhead in the column in which the centerhead occurs;
- (3) under a line of leaders, a dashline, or a rule;
- (4) under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated);
- (5) under an item consisting wholly of figures or combination of letters and figures;
- (6) in a reading column containing only *Yes* and *No*; and
- (7) under an abbreviated unit of quantity or other abbreviations.

14.66. *Do.* is used, however, under a blank space and under the word *None* in a reading column.

14.67. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.* (See rule 14.53, p. 186; pp. 202–203.)

14.68. *Do.* is not used under a braced group.

14.69. Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.

14.70. In a first column 6 ems or less in width, a 1-em quad is used before *Do.*; in all other columns 6 ems or less in width, 1½ ems of leaders are used, except in a last column, in which quads are used in place of leaders. Bearoff is included.

14.71. In a first column more than 6 ems in width, 2 ems of quads are used before *Do.*; in all other columns more than 6 ems in width, 2½ ems of leaders are used, except in a last column, in which quads are used in place of leaders; bearoff is included. If the preceding line is indented, the indentation of *do.* is increased accordingly.

14.72. *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by 2 ems of leaders, which are indented to aline with item above.

14.73. *Do.*, followed by 2 ems of leaders, is used under a unit of quantity in a stub if the unit is spelled; if the unit is abbreviated, the abbreviation is repeated. (For sample, see rule 14.152, p. 201.)

14.74. When so prepared, inverted commas may be used instead of the abbreviation *do.*

Divide tables. (See “Parallel and divide tables,” p. 194.)

Dollar mark

14.75. The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.

14.76. In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.

14.77. If several sums of money are grouped together and added to make a total, they are separated from the nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only.

	1958	1957
Water supply available.....gallons..	4, 000, 000	3, 000, 000
Wheat production.....bushels..	9, 000, 000	8, 000, 000
Operations:		
Water-dispatching operations.....	\$442, 496	\$396, 800
Malaria control.....	571, 040	426, 600
Plant protection.....	134, 971	58, 320
Total.....	1, 148, 507	881, 720
Number of plants.....	642	525
Percent of budget.....	96. 8	78. 8

NOTE.—Preliminary figures.

[2 leads]

Source: Department of Commerce, Bureau of the Census.

14.78. In a double money column, dollar marks are used in the first group of figures only; en dashes or words are aligned. (See also rule 14.141, p. 196.)

\$7-	\$9	\$15	\$10 to \$12
10-	12	\$16- 18	14 to 20
314-	316		
1, 014-	1, 016		

14.79. Dollar mark is omitted from a first item consisting of a cipher.

0	but \$0. 12
\$300	13. 43
500	15. 07
700	23. 18

14.80. Dollar mark should be repeated in stub or reading columns.

\$1 to \$24-----
\$25 to \$49-----
\$50 to \$74-----

Double-up tables

14.81. If the matter in the stub under a centerhead, flush entry, or subentry breaks and is carried over to the second part of a double-up table, a continued head is inserted at the top of the second part.

TABLE 14.—*Production of crude petroleum, 1952-53, by districts and fields, in thousand barrels*

[Oil & Gas Journal]

District and field	1952	1953	District and field	1952	1953
Southeast:			Southeast—Continued		
Arrowhead-----	809	953½	Lovington and East-----	1, 136	2, 472½
Grayburg-Jackson-----	1, 353	1, 162	Other-----	14, 648	22, 183
Hare-----	2, 027	2, 047	Northwest 2-----	566	755
Hobbs-----	(1)	(1)	Total-----	22, 174	31, 042
Langlie-Mattix-----	1, 635	1, 669			

¹ Included in "Other" fields.

² Bureau of Mines data.

[2 leads]

Source: Department of Commerce, Bureau of the Census.

14.82. An en-quad bearoff is used on each side of the parallel rule separating the two parts of a double-up table. This applies also to leaders, dashes, and fractions in the last column of the first part, but not to rules in boxheads. (See also rules 14.119-14.121, p. 192.)

XII-----	4, 530	6, 270	7, 000	XIV—Con--	7, 620	10, 550	11, 750
	(8, 710)	(13, 560)	(15, 060)		(13, 330)	(18, 480)	(20, 500)
XIII-----	5, 620	7, 770	8, 660	XV-----	8, 450	11, 700	13, 000
	(10, 900)	(15, 080)	(16, 750)		(15, 060)	(20, 900)	(23, 180)
XIV-----	6, 170	8, 550	9, 520	XVI-----	10, 500	14, 610	16, 270
	(11, 890)	(16, 500)	(18, 300)		(16, 090)	(22, 300)	(24, 800)

Figure columns

14.83. Figures aline on the right. In a crowded table the en-quad bearoff may be omitted from the figure columns ("Figs. against"); but if only a few figures will touch the rule on the left, it is preferable to retain the bearoff on the right. The whole table, including all parts of a divided table, must be treated alike. (For example, see rule 14.30, p. 183.)

14.84. A one-line overrun in a figure column is set flush on right; an overrun of more than one line is indented an em on left under first line and is followed by a period. Thin commas and justifying spaces are used.

41, 43, 51, 54, 55, 56,
57, 69, 70, 73

24, 27, 31, 33, 37, 41,
43, 44, 47, 48, 49,
51, 53, 54, 61.

14.85. When figures occur in parentheses, the parentheses are set against the rule and the figures alined on right. In tables set "Figs. against," parentheses are cleared. (For example, see rule 14.82.)

14.86. In double rows of figures in a single column, connected by a dash, a plus or minus sign, or the word *to* or a similar connecting word, and in dates appearing in the form 2-12-43, the dashes, signs, or words are alined.

14.87. Plus or minus signs at the left of figures are placed close to the figures regardless of alinement; plus and minus signs at the right of figures are placed against the rule and are cleared. (For example, see rule 14.38, p. 185.)

14.88. Words and Roman numerals in figure columns are alined on the right with the figures, without period.

Median value of livestock.....	\$224	\$62	-----
Median value of machinery.....	\$54	Small	-----
Median value of furniture.....	\$211	\$100	-----
Possessing automobiles.....percent.....	25	17	-----
Median age.....years.....			5.5
Median value.....			\$144
Fraternal membership:			
Men.....		IV	486
Women.....			None

14.89. For symbols and letters in columns, see rules 14.146-14.146.3, pages 196-197.

14.90. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are alined on the right.

14.91. Decimal points are alined except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

14.92. Copy preparers should indicate at top of each folio the clear necessary for decimals; indicated clear does not include bearoff.

14.93. In a table that is doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (For examples, see rules 14.81, 14.82, p. 189.)

Footnotes and references

14.94. Footnotes to tables are numbered independently from footnotes to text.

14.95. Superior figures are used for footnote references, beginning with 1 in each table.

14.96. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

14.97. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. (See rule 16.14, p. 214.) These, in the same sequence, precede mathematical signs. A thin space is not used to bear off an asterisk, dagger, or similar character.

14.98. If a reference is repeated on another page, it should carry the original footnote; but, to prevent repetition, especially of a long note, it may carry instead, as a cross-reference, the words "See footnote 1 [or 2, 3, etc.], p. —."

14.99. Footnote references are repeated in boxheads or in continued lines over tables unless special orders are given not to do so.

14.100. References to footnotes are numbered consecutively across the page from left to right, and across both pages in a parallel table. (For examples, see pp. 202-205.)

14.101. Footnotes to a parallel table begin on the even page unless there are no references on that page. With references on each page, footnotes are made up in approximately equal depth on both pages.

14.102. In a divide table, references to footnotes are numbered consecutively across and down the first part of the divide, then similarly in the second part.

14.103. Footnote references are placed at the right in reading columns and date columns, and at the left in figure columns (also at the left of such words as *None* in figure columns) and in symbol columns, and are borne off. However, if a date column is the last column, the references are placed at the left. (See also rule 14.57, p. 187; p. 202.)

14.104. Two or more footnote references occurring together are separated by spaces, not commas. (For example, see rule 14.152, p. 201.)

14.105. In a figure or date column, a footnote reference standing alone is set in parentheses and centered. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period and quads, as if it were a word.

14.106. Numbered footnotes are placed immediately beneath the table. However, if a sign or letter reference in the heading of a table is to be followed, it is not changed to become the first numbered reference mark, and the footnote to it precedes all other footnotes. If the table runs over more than one page, the appropriate footnotes go with each page.

14.107. For better makeup or other reason, all footnotes may be placed at the end of a table making more than one page. It is then necessary to supply at the bottom of each page "See footnotes at end of table, p. —."

14.108. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush on left; but if there are footnotes to the text and none to the table, the 50-point rule is omitted.

14.109. Footnotes to cut-in and indented tables and tables in rules are set in the same measure as the tables.

14.110. Footnotes are set as paragraphs, but two or more short footnotes may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems. (See rule 2.98, p. 14.)

14.111. In a series of short footnotes, the reference numbers are alined on the right.

14.112. Footnotes in measures 30 picas or wider are set doubled up.

14.113. The footnotes and notes to tables are set solid if the table is solid and leaded if the table is leaded.

14.114. Footnotes and notes to tables are usually set in type 2 points smaller than the table, but not smaller than 6 point.

14.115. Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

14.116. In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence. (For fractions, see rule 14.122.)

14.117. If a footnote consists entirely or partly of a table or leader-work, the table is indented 3 ems on left. It should always be preceded by introductory matter carrying the reference number; if necessary, copy preparer should add an introductory line, such as "See the following table:".

14.118. An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by 2 leads.

Fractions

14.119. Piece and em fractions are set flush to the rule on the right. Whole numbers clear the fractions throughout the columns except in columns containing numbers indicating mixed units (such as pounds, dollars, and percentages), which are alined on the right.

14.120. Where fractions of different length occur in the same column, the longest is set flush to the rule on the right and the others are set to aline with it on the left. Copy preparers should indicate at top of each column the clear necessary for fractions.

Total length.....	40¾	41	0.42	43	44	0.455	46	47	48	½ inch.
Sleeve length.....	10¾	10	10	10	11	11	11	11	11	1 inch.
Armhole length.....	8¾	8½	9	9½	9½	10	10½	10½	11	Do.
Sleeve cuff length (if cuff is used).....	5½	5½	5½	5½	5½	5½	5½	5½	5½	Maximum.
Neck opening.....	26½	26	27½	28½	28	29½	30	30	31	2 inches.
Waist:										
7, 8, 9, 10 cut.....	23½	24	25½	27½	28	29½	31	32	33½	6 percent.
11, 12, 14 cut.....	22½	23½	25	26½	27½	29	30½	31½	33	Do.

14.121. In a table that is continued or doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (See examples, rules 14.81, 14.82, p. 189.)

14.122. Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

Headnotes

14.123. Headnotes should be set in lowercase, 2 points smaller than the table but not smaller than 6 point, bracketed, and period omitted at end, even if the last statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

14.124. Headnotes are not repeated with continued heads unless necessary to make table clear. (See rule 14.139.1, p. 195.)

Indentions and overruns

Subentries

14.124.1. The indentation 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.

Total, mean, and average lines

14.124.4. Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also 1 em more.

14.124.5. It is not necessary to maintain uniform indentation of the word *Total* throughout the same table. The word *Total* is supplied when not in copy.

Wide stub column—subentries 2 ems				Total, all banks	National banks	Non-national banks	Building associations
ASSETS							
Loans and discounts:							
<input type="checkbox"/> 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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Total (total lines generally indent 3 ems).....				2, 827, 974	1, 718, 409	1, 158, 886	154, 568
Real estate loans:							
<input type="checkbox"/> Secured by farmland.....				12, 532	29, 854	186, 228	19, 044
Secured by residential property other than rural and <input type="checkbox"/> farm.....				1, 011, 856	167, 765	1, 554, 084	3, 172, 837
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Total (indent 1 em more to avoid conflict with line <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> above).....				1, 024, 388	194, 619	1, 740, 312	3, 191, 881
Securities:							
<input type="checkbox"/> <input type="checkbox"/> U.S. Government obligations:							
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Direct obligations:							
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U.S. savings bonds.....				1, 149, 764	3, 285, 721	2, 361, 796	23, 506
Nonmarketable bonds (including investment <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> series A-1965).....				242, 500	490, 677	732, 689	167, 735
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Total (indent 1 em more than runover <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> above).....				1, 392, 264	3, 776, 398	3, 094, 485	191, 241
Narrow stub column— subentries 1 em	Demand deposits	Time deposits	Other obligations				
LIABILITIES							
Domestic obligations:							
<input type="checkbox"/> Notes payable locally.....				\$42, 381	\$131, 364	\$272, 615	92, 163
Obligations to States.....				135, 632	86, 429	183, 478	185, 421
<input type="checkbox"/> <input type="checkbox"/> Total (indent 2 ems).....				178, 013	217, 793	456, 093	277, 584
Demand deposits (if <input type="checkbox"/> <input type="checkbox"/> line runs over, indent 1 em more):							
<input type="checkbox"/> U.S. Government obligations.....				2, 219, 787	1, 542, 192	3, 271, 486	1, 563, 315
<input type="checkbox"/> States and political subdivisions:							
<input type="checkbox"/> Obligations of foreign countries.....				621, 462	443, 618	321, 273	871, 516
<input type="checkbox"/> Time deposits.....				1, 796, 821	567, 392	966, 125	225, 381
<input type="checkbox"/> <input type="checkbox"/> Total (aline as below) <input type="checkbox"/> low).....				4, 638, 070	2, 553, 202	4, 578, 884	2, 660, 212
Total, all sources..				4, 816, 083	2, 770, 995	5, 034, 977	8, 182, 422
				8, 690, 983	8, 314, 460		6, 988, 247

Italic

14.125. Names of vessels and aircraft (except in reading columns consisting entirely of such names), titles of legal cases (except *v.* for *versus*), and certain scientific terms are set in italic. The word "Total" and headings in the column do not affect the application of this rule.

14.126. Set "See" and "see also" in roman. (See rule 16.21, p. 214.)

Leaders

14.127. Leaders run across the entire table except that they are omitted from a last reading column or a first or last date column. (For example, see rule 14.53, p. 186; pp. 202-203.)

14.128. If there is only one reading column in a table, leader from bottom line of an overrun, but when several items are listed on one item in stub, without brace and cleared, leader from top line.

14.129. If there is more than one reading column, leader from top line, and the overrun ends with a period. (For example, see rule 14.53, p. 186; pp. 202-203.)

14.130. A standard date column is not regarded as a reading column.

14.131. In parallel tables and in tables with tracing figures on left and right of page, leader from top line. (See example, pp. 202-203.)

Letterspaced words

14.132. To avoid letterspacing of lines, reading columns and runup heads of 12 ems or less are to be set ragged on right, with uniform 3-em spacing between words throughout. Lines are to be set as full as possible, in conformity with proper word division. (See also rules 14.23-14.25, p. 180.)

In columns over 12 ems in width, words in a line are letterspaced if more than 1½ ems would be required between words. All of a short word is letterspaced rather than only part of a long one.

769	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
770	-----do-----	-----do-----	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
	← 10 ems →	← 12 ems →	← over 12 ems—set full →

Numerals in tables

14.133. Figures, ordinals, and fractions are used in all parts of a table, except fractions which will be spelled out at the beginning of a footnote. (See also rules 14.116, 14.122, p. 192; 14.145, p. 196.)

Overruns. (See "Indentions and overruns," p. 192.)

Parallel and divide tables

Parallel tables. (For examples, see pp. 204-205.)

14.134. Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page.

14.135. Heads and headnotes center across the pair of pages, with 2-em hanging indention for 3 or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of

pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.

14.136. Boxheads are set as described on pages 180-183. Boxheads and horizontal rules aline across both pages.

14.137. Boxheads are not divided but are repeated, with *Continued* added.

14.138. Vertical rules are used on the right of even pages and on the left of odd pages.

14.139. Tracing figures are carried through from the outside columns of both pages and are set to "leader from the top line."

Divide tables

14.139.1. In divide tables that are made up parallel, with stub column repeated, the head but not the headnote repeats on each succeeding page, with *Continued* added.

TABLE 1.—Data available in Source Book of Statistics of Income from corporation returns for the years 1956-57

[Excludes consolidated returns of inactive corporations]

Division and State	All industries	Agriculture, forestry, and fishery ¹	Mining	Construction	Manufacturing	Transportation, communication, and other public utilities	Wholesale and retail trade
United States.....	34,627,905	7,988,243	902,061	2,032,023	8,250,690	2,768,267	5,509,228
New England.....	328,287	54,315	841	20,801	118,074	22,664	50,112
Maine.....	204,215	38,756	533	11,906	68,160	15,062	31,473
New Hampshire.....	124,072	15,559	308	8,895	49,914	7,602	18,639
Middle Atlantic.....	7,059,570	442,137	235,385	453,940	2,210,034	700,217	1,329,225
New York.....	3,521,163	206,354	8,614	235,763	968,453	363,343	739,295

TABLE 1.—Data available in Source Book of Statistics of Income from corporation returns for the years 1956-57—Continued

[Headnotes are not repeated with continued headings unless necessary to make table clear]

Division and State	Finance, insurance, and real estate	Business and repair service	Personal service	Amusement, recreation, and related services	Professional and related services	Government	Industry not reported
United States.....	1,013,297	789,377	1,133,585	316,063	1,472,453	1,414,069	450,570
New England.....	5,900	9,369	10,973	2,310	13,815	13,735	6,376
Maine.....	3,586	5,179	6,504	1,457	8,253	9,295	4,029
New Hampshire.....	2,314	3,170	4,469	853	5,562	4,440	2,347
Middle Atlantic.....	341,574	183,586	290,986	14,541	374,017	309,017	123,832
New York.....	216,106	101,091	172,664	47,231	212,765	182,687	65,807

14.139.2. Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables. Over such tables the heads are repeated, with *Continued* added. Outside vertical rules are not used.

Reading columns

14.140. Figures or combinations of figures and letters used to form a reading column aline on left and are followed by leaders. *Do.* is not used under such items. (See rule 14.146.2, below.)

14.141. The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

14.142. Cut-in items following a colon are indented 2 ems in addition to the en quad used for bearoff.

14.143. Run in single entry under colon line; retain the colon.

14.144. The last word in a leader line must be followed by at least an en leader.

14.145. Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item. (See also rule 10.13, p. 151, and rules 11.10–11.12, pp. 167–168.)

Symbol columns

14.146. A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be remembered that a line or lines of reading matter changes the character of a symbol column into a reading column. A symbol column is not centered, except in tables in rules and where specifically requested. Blank lines in a last column are cleared. *Do.* is not used in a symbol or figure column.

14.146.1. In columns 5 ems or less in width, symbols, including columns consisting entirely of letters, are set flush on left, and spaces, not leaders, are used to complete line. Blank lines in a last column are cleared. No closing period is used.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Specification symbol
GM(2)	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G. & D.
CG	Ball and roller bearing grease.	G075	N	Extreme pressure.	BR
OW ¹	Wheel-bearing grease.	OE20 ²	X	<i>do.</i>	WBG ³
G090	Grease not typified.			Further tests being conducted.	
	Universal gear lubricant.	S. & T.	B	Water-pump grease.	80D
(5 ems or less)	(Stub or reading column)	(5 ems or less)	(5 ems or less)	(Reading column)	(5 ems or less)

14.146.2. In columns over 5 ems in width, symbols are set flush on left, with leaders used to complete line. However, a last column is set with spaces to complete line and blank lines are cleared. Use closing period.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Description or specification symbol
GM(2)-----	Gasoline and diesel engine oil, SAE grade.	OR10-----	A-----	Fuel, grease, chassis, or soap base.	G. & D.
Not listed---	Ball and roller bearing grease.	41-X-593---	A-----	Extreme pressure.	Awaiting further analysis.
<i>Do</i> -----	Wheel-bearing grease.	W-----	G-----	<i>do.</i>	<i>Do.</i> ⁴
WGL-----	Heavy-duty oil.	PLE-----	N-----	Highly refined oil.	
HJB-----	Hydraulic jack lubricant.	APS-----	X-----	Low-temperature grease.	GKB.
(Reading column) (over 5 ems)	(Stub or reading column)	(Reading column) (over 5 ems)	(Reading column) (over 5 ems)	(Reading column)	(Reading column) (over 5 ems)

14.146.3. Columns composed of both symbols and figures are treated as figure columns and are set flush on right. In case of blank lines in a last column, leaders will be used as in figure columns.

Symbol or catalog No.	Typical commercial designation	Symbol or product No.	Symbol or filing order symbol	General description	Symbol or specification No.
WBD	Chassis grease, cup grease, under pressure.	961	A	Especially adapted to very cold climates.	1359
14L88	Water-pump bearing grease.....	SWA	352	Under moderate pressure.....	
5190	Exposed gear chain lubricant.....	12L	N	High-speed use.....	AE10
	E.P. hypoid lubricant.....	863	X	For experimental use only.....	NXL
376	Special grade for marine use.....		468	Free flowing in any weather.....	749
(Treat as figure column) (5 ems or less)	(Stub or reading column)	(Treat as figure column) (5 ems or less)	(Treat as figure column) (5 ems or less)	(Reading column)	(Treat as figure column) (5 ems or less)

Tables in rules

14.147. In tables consisting entirely of figure columns, including fractions, figures are centered in each column and alined on right. Leader and dash lines are borne off 1 em from each side. In narrow columns, figures, leaders, and dashes are borne off an en space. First and last columns must always bear off a full em quad from outside rules.

The following statistics cover the average cost per head for the State after taxes in 1950

	Cattle and calves	Hogs	Sheep
Manager's salary ¹	\$0.0409	\$0.0259	\$0.0054
Yarding expenses.....	.1231	.0536	.0182
Office expenses.....	.0981	.0622	.0131
<input type="checkbox"/> Administrative and general expense ²0973	.0617	.0129
Total unit costs.....	<input type="checkbox"/> .3594 <input type="checkbox"/>	<input type="checkbox"/> .2034 <input type="checkbox"/>	<input type="checkbox"/> .0496 <input type="checkbox"/>
Number of head.....	110,305	91,330	108,221

¹ Manager's salary will be higher after Jan. 1, 1951.

² Administrative and general expenses which involve the construction of all necessary new buildings.

Statistical tables of performance and results—Bureau of School Medical Inspection

SCHOOL ENROLLMENT

	1946-47	1945-46	1944-45	1943-44	1942-43
<input type="checkbox"/> Enrollment, October:					
White.....	63,360	61,825	62,118	63,965	52,693
Colored.....	41,355	39,532	38,786	37,462	35,400
Total.....	# 104,715	# 101,357	# 100,904	# 101,427	# 88,093 <input type="checkbox"/>
Number medical inspections during 1 year:					
White.....	19	19	19	19	19
Colored.....	10	10	10	10	10
Total.....	29	29	29	29	29
Pupils per inspection:					
White.....	3,334	3,254	(¹)	#-----#	4,086
Colored.....	4,135	3,953	3,879	3,746	-----

¹ Records incomplete for 1944-45.

TABLE 2.—*Variation of motor method ratings with pressure*¹

Chamber pressure	Venturi diameter	Detonation meter giving the octane number and micrometer reading		Bouncing pin	
		Rating octane No.	Micrometer	Rating octane No.	Micrometer
FUEL 1					
<i>Inch Hg</i>	<i>Inch</i>		<i>Inch</i>		<i>Inch</i>
29.6	$\frac{9}{16}$	70.1	0.510		
29.6	$\frac{9}{16}$	□-----□	-----	69.4	0.527
29.0	$\frac{9}{16}$	70.8	.484	69.4	.509
28.0	$\frac{9}{16}$	70.0	.450	68.5	.479
27.0	$\frac{9}{16}$	69.2	.420	68.2	.449
26.0	$\frac{3}{4}$	68.9	.506	69.3	.499
25.0	1	68.6	.462	68.9	.472
23.0	$\frac{3}{4}$	68.0	.391	68.2	.398
21.0	$\frac{3}{4}$	-----	-----	67.8	.314

¹ Variation to nearest thousandth.

14.147.1. In a table with one or more reading columns, including stub column, the text is borne off an en space from all inside rules, but first and last columns must be borne off an em quad from outside rules. Leader and dash lines in stub or reading columns are set without bearoff, as in regular tabular composition.

TABLE 1.—*Fuels used in test program*

No.	Fuel composition	Nominal octane number	
		Motor method	Research method
1	#60% X-6, 40% <i>n</i> -heptane-----	69.6	80.3
2	86% X-6, 14% <i>n</i> -heptane-----	-----	100.0
3	52% isooctane, 48% <i>n</i> -heptane, 2 ml TEL blend/gallon-----	75.6	74.7
4	74% isooctane, 26% <i>n</i> -heptane, 2 ml TEL blend/gallon-----	75.3	-----
5	80 octane number commercial gasoline: catalytic cracked, thermal cracked, and straight-run components without lead.	60.8	60.9

TABLE 2.—*Nutrient solution in relation to pycnospore of M. melonis*

Medium	Germination	Description of germ tubes
□ Modified Duggar's solution-----	<i>Percent</i> 45	Spores swollen only slightly; germ tubes □ short and no branches.
2-percent orange extract in modified Duggar's solution.	73	Spores swollen moderately; germ tubes longer than above and occasionally branched.
2-percent orange extract in distilled water.	98	Spores swollen normally; germ tubes vigorous, long and profusely branched.

14.147.2. In half-measure, double-up table, the inside stub or reading column on right half of table is borne off an em quad from the parallel dividing rule.

TABLE 2.—*Varietal reactions of pea and bean to the Wisconsin pea stunt virus tested in 1950*¹

Bean variety	Plants inoculated	Plants diseased	Bean variety	Plants inoculated	Plants diseased
	<i>Number</i>	<i>Number</i>		<i>Number</i>	<i>Number</i>
<input type="checkbox"/> Alaska.....	29	2	<input type="checkbox"/> Bountiful.....	8	7
Alderman.....	25	11	Dwarf Horticultural.....	13	1
Bonneville.....	19	6	Great Northern University of Illinois No. 1.....	3	5
Canner King.....	19	9	Idaho Refugee.....	3	3
Delwiche Commando University of Wisconsin No. 1.....	18	6	Michelite.....	5	12
Glacier.....	21	14	Pinto.....	17	6

¹ Tests made in Illinois and Wisconsin.

14.148. Matter in boxheads takes no extra bearoff.

14.149. Centerheads and headnotes are set the full measure of the job. Short footnotes are set the width of the table; but for good typographic appearance, long footnotes should be set the full measure of the job. (See rule 14.147, p. 197.)

Tables without rules

14.150. In tabular matter set without down rules, the same arrangement and bearoff for figures prevails as in ruled tables, except that leaders and dashlines also bear off an en space on both sides. Thus a full em space appears between columns. Unless otherwise specified, tables without rules are set in 6 or 8 point.

14.151. Column heads over figure columns in 6- or 8-point tables are set in 6-point italic, solid. These heads align on bottom across the table, with 1 lead separating head from table.

14.151.1. Horizontal cutoff dashes (or rules or braces) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings. An en-space bearoff on either side of the spread measure must be allowed to separate it from any adjacent columns not a part of the same group heading.

TABLE 9.—*Changes in fixed assets and related allowances*

	<i>Fixed assets</i>					
	<i>Balance</i>	<i>Investment</i>		<i>Operations</i>		
	<i>June 30, 1955</i>	<i>Current</i>	<i>Adjust-</i>	<i>Trans-</i>	<i>Retire-</i>	<i>Balance</i>
	<i>(table 9-a)</i>	<i>additions</i>	<i>ments</i>	<i>fers</i>	<i>ments</i>	<i>June 30, 1956</i>
Supporting and general facilities:						
<input type="checkbox"/> Transportation and utilities:						
<input type="checkbox"/> Panama Railroad.....	12, 123, 197	306	-----	(539)	(234, 358)	11, 838, 606
Motor Transportation Division.....	2, 242, 999	122, 597	-----	2, 143	(147, 561)	2, 220, 178
Steamship line.....	13, 653, 989	10, 247	-----	-----	-----	13, 664, 236
Power system.....	19, 364, 373	366, 311	-----	(342)	(290, 174)	19, 440, 168
Communication system.....	2, 739, 012	151, 819	(113, 261)	-----	(26, 100)	2, 751, 470
Water system and hydroelectric facilities.....	10, 590, 820	104, 039	-----	1, 661	(48, 920)	10, 647, 600
<input type="checkbox"/> Total transportation and utilities.....	60, 714, 390	755, 319	(113, 261)	2, 923	(797, 113)	60, 562, 258
<input type="checkbox"/> Employee service and facilities:						
<input type="checkbox"/> Commissary Division.....	7, 012, 701	105, 952	(130, 891)	21, 777	(36, 418)	6, 973, 121
Service centers.....	3, 684, 670	29, 086	-----	530	(230, 276)	3, 484, 010
Housing Division.....	35, 729, 465	(10, 336)	-----	(485, 548)	(937, 916)	34, 295, 665
<input type="checkbox"/> Total employee services and facilities.....	46, 426, 836	124, 702	(130, 891)	(463, 241)	(1, 204, 610)	44, 752, 796
<input type="checkbox"/> Grand total.....	107, 141, 226	880, 021	(244, 152)	(466, 164)	(2, 001, 723)	105, 315, 054

14.151.2. More than one figure column, also illustrating use of dollar mark, dashline, bearoff, etc. (Note clearance in figure columns.)

For property purchased from—

Central Pipeline Distributing Co.:

Capital stock issued, recorded amount..... \$75, 000

Undetermined consideration recorded..... 341

Pan American Pipeline Co.: Recorded money outlay... 3, 476

M. J. Mitchell: Recorded money outlay..... 730

R. Lacy, Inc., and Lynch Refining Co.:

Recorded money outlay..... ☐ \$157, 000

Note issued..... 100, 000

Subtotal..... 257, 000

Less value of oil in lines and salvaged construction material..... 26, 555

230, 445

☐ \$309, 992

For construction, improvements, and replacements, recorded money outlay..... 522

For construction work in progress, recorded money outlay..... 933, 605

Total..... ☐ 1, 244, 119

Use:

	Quantity (million cubic feet)	Value at point of consumption
Residential.....	34, 842	<input type="checkbox"/> \$21, 218, 778
Commercial.....	14, 404	5, 257, 468
Industrial:		
Field (drilling, pumping, etc.).....	<input type="checkbox"/> 144, 052	10, 419, 000
All other industrial:		
Fuel for petroleum refineries.....	96, 702	
Other, including electric utility plants...	346, 704	61, 440, 000
	636, 704	98, 335, 246

General account:

	1953	Estimated 1957	Change
Receipts.....	<input type="checkbox"/> \$64, 800	<input type="checkbox"/> \$69, 800	<input type="checkbox"/> +\$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.....			<input type="checkbox"/> 300

[In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 1954..... ☐ \$165, 367, 704. 85

Receipts:

Collections..... ☐ \$564, 944, 502. 99

Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 1953..... 4, 450, 577. 07

Total receipts..... 569, 395, 080. 06

Total available..... 734, 762, 784. 91

Total, mean, and average lines. (See rules 14.124.3–14.124.5, p. 193.)

Units of quantity

14.152. Units of quantity in stub columns are set in lowercase and placed on the right, 1-em leader from the rule. If the item does not make a full line but is too long to permit the insertion of the unit of quantity, the line is quadded out and the unit of quantity is placed on the next line at the right, preceded by quads and followed by a 1-em leader.

Aluminum, molybdenum, titanium, ferromanganese, and other metals.....	pounds.....	(1 2)	(1 2)	179, 177, 116 1	2 32, 700, 000
Cement.....	short tons.....	2 6, 853, 796	2 9, 866, 102	2 8, 251, 038	2 11, 687, 089
Clay products (other than pottery, refractories).....	short tons.....		2 6, 883, 109		2 4 5, 820, 000
Coke.....	do.....	4, 468, 437	2 25, 526, 646	5, 080, 403	2 29, 519, 871
Diatomite.....	do.....	(1)	(1)	(1)	(1)
Emery.....	do.....	765	6, 828	1, 046	9, 349
Feldspar (crude) 1.....	long tons.....	(1)	(1)	(1)	(1)
Ferroalloys.....	short tons.....	183, 465	2 18, 383, 766	259, 303	2 30, 719, 756

Aluminum, molybdenum, titanium, ferromanganese, and other metals.....	Port of New York.....	(1 2)	179, 177, 116	2 32, 700, 000
Cement.....	do.....	2 9, 866, 102	2 8, 251, 038	2 11, 687, 089
Clay products (other than pottery, refractories).....	Baltimore.....	2 6, 883, 109		2 4 5, 820, 000
Coke.....	do.....	2 25, 526, 646	5, 080, 403	2 29, 519, 871
Diatomite.....	Richmond.....	(1)	(1)	(1)
Emery.....	do.....	6, 828	1, 046	9, 349
Feldspar (crude) 1.....	Norfolk.....	(1)	(1)	(1)
Ferroalloys.....	do.....	2 18, 383, 766	259, 303	2 30, 719, 756

14.153. *Do.* is used under a spelled unit of quantity in a stub and in an independent column consisting entirely of such units, but *do.* is never used under an abbreviated unit of quantity.

14.154. Over figure columns, units of quantity and other words used as headings, and the abbreviations *a.m.* and *p.m.*, if not included in the boxheads, are set in 6-point italic and are placed immediately above the figures, without periods other than abbreviating periods. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic, with full quadline above and no space below. (See examples, p. 202.)

14.155. Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.

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	4,622,865,025	—2,601,652,085	—5,009,989	-----
1934-----	3,064,267,912	6,693,899,854	—3,629,631,943	834,880,108	-----

PARALLEL TABLE WITH

TABLE 6.—Corporation returns with balance sheets,¹ 1949, by total assets classes, no net income:³ Number of returns, selected assets and liabilities, selected in cash and assets other than own stock; also, for returns with net income, the

[Total assets classes and money

		Major industrial groups				
		Finance, insurance, real estate, and lessors of real property in 1957			Services	
		Insurance carriers, agencies, and agents	Real-estate, except lessors of real property other than buildings	Lessors of real property, except buildings	Total services	Hotels and other lodging places
		Insurance agents and brokers				
1	Number of returns ⁴ -----	5,341	76,010	3,589	29,468	3,584
2	Receipts:					
3	Gross sales ⁷ -----		23,089		1,314,378	437,633
3	Gross receipts from operations ⁸ -----	349,983	1,065,196	-----	5,823,484	714,254
4	Interest on Government obligations (less amortizable bond premium):					
5	Wholly taxable ⁹ -----	373	8,631	4,084	4,075	1,194
5	Subject to surtax only ¹⁰ -----	24	314	70	123	8
6	Wholly tax exempt ¹¹ -----	17	621	117	652	12

TABLE

of Income from corporation returns for the years 1926-49

industrial groups, see chart II)

(2) for returns with net income, and (3) for returns with no net income

Public debt, net increase or decrease (—)	Cash balance in account of the Treasurer of the United States, net increase or decrease (—)	Amount, end of period				
		Cash balance in account of the Treasurer of the United States	Debt outstanding ⁶			
			Public debt ⁷	Guaranteed obligations ⁸	Total ⁹	Subject to limitation ¹⁰
\$2,685,720,952	—\$54,746,805	\$417,197,178	\$19,487,002,444	-----	\$19,487,002,444	(12)
3,051,670,116	445,008,042	862,205,221	22,538,672,560	-----	22,538,672,560	(12)
4,514,468,854	1,719,717,020	2,581,922,240	27,053,141,414	\$680,767,817	27,733,909,231	(12)

TRACING FIGURES

and by major industrial groups,² for returns with net income and returns with receipts, compiled net profit or net loss, net income or deficit, and dividends paid income tax

figures in thousands of dollars]

Major industrial groups—Continued							
Services—Continued							Nature of business not allocable
Personal services	Business services	Automotive repair services and garages	Miscellaneous repair services, hand trades	Motion pictures	Amusement, except motion pictures	Other services, including schools	
⁵ 6,689	6,067	2,488	⁶ 1,190	3,558	2,822	3,070	902
312,555	181,732	113,906	88,304	72,602	51,215	56,431	57,971
865,090	1,599,119	157,940	113,000	1,480,924	431,053	462,104	17,938
259	734	126	24	1,041	358	339	41
11	69	1	3	7	6	18	15
¹² 34	40	1	-----	542	2	21	23

TABLE OF MONOTYPE MEASURES FOR MOST FREQUENTLY USED SET SIZES

[Lightface denotes flat measures—boldface denotes measures including squeeze]

Measure		6-Set	7-Set	8-Set	8½-Set	9-Set	10-Set	10½-Set	12-Set
Picas	Pts.	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units
1½	1	0.15	0.14	0.13	0.12	0.11	0.10	0.9	0.9
1½	2	1.13	1.9	1.7	1.6	1.4	1.3	1	1
2	3	2.10	2.4	2.2	2	1.14	1.13	1.9	1.9
2½	4	3.8	3	2.15	2.12	2.7	2.5	2	2
3	5	4.5	3.13	3.10	3.6	3	2.15	2.9	2.9
3½	6	5.3	4.9	4.4	4	3.11	3.8	3	3
4	7	6.15	5.4	4.17	4.12	4.4	4.4	3.9	3.9
4½	8	7.13	6	5.12	5.6	4.14	4.10	4	4
5	9	8.10	6.13	6.6	6	5.7	5.3	4.9	4.9
	10		7.9	7.1	6.12	6	5.13	5	5
5½	11	9.8	8.4	7.14	7.6	6.11	6.5	5.9	5.10
6	12	10.5	9	8.8	8	7.4	6.15	6	6.1
6½	13	11.3	9.13	9.3	8.12	8.13	7.8	6.9	6.10
7	14	12	10.9	9.16	9.6	9.7	8	7	7.1
7½	15	12.15	11.4	10.11	10	10.1	9	8.10	7.9
8	16	13.13	12	11.5	10.12	10.13	9.1	9.2	8
8½	17	14.10	12.13	12	11.6	11.7	10.4	9.13	8.9
9	18	15.8	13.9	12.13	12	12.1	10.14	10.5	9.1
9½	19	16.5	14.4	13.7	12.12	12.13	11.7	10.15	9.9
10	20	17.3	15	14.2	13.6	13.7	12.1	11.8	10.1
10½	21	18	15.13	14.15	14	14.2	12.11	12.2	10.9
11	22	18.15	16.9	15.10	14.12	14.14	13.4	12.10	11
11½	23	19.13	17.4	16.4	15.6	15.8	13.14	13.16	11.9
12	24	20.10	18	16.17	16	16.2	14.7	14.9	12
12½	25	21.8	18.13	17.12	16.12	16.14	15	15.2	12.9
13	26	22.5	19.9	18.6	17.6	17.8	15.11	15.13	13
13½	27	23.3	20.6	19.1	18	18.2	16.4	16.6	13.9
14	28	24	21	19.14	18.12	18.14	16.14	16.16	14
14½	29	24.15	21.13	20.8	19.6	19.8	17.7	17.9	14.9
15	30	25.13	22.9	21.3	20	20.2	18	18.2	15
15½	31	26.10	23.4	21.16	20.12	20.14	18.11	18.13	15.9
16	32	27.8	24.2	22.11	21.6	21.8	19.4	19.6	16
16½	33	28.5	24.13	23.5	22	22.3	19.14	19.17	16.9
17	34	29.3	25.9	24	22.12	22.15	20.7	20.10	17
17½	35	30	26.4	24.13	23.6	23.9	21	21.3	17.9
18	36	30.15	27	25.7	24	24.3	21.11	21.14	18
18½	37	31.13	27.13	26.2	24.12	24.15	22.4	22.7	18.9
19	38	32.10	28.9	26.15	25.6	25.9	22.14	22.17	19
19½	39	33.8	29.4	27.9	26	26.3	23.7	23.10	19.9
20	40	34.5	30	28.4	26.12	26.15	24	24.3	20
20½	41	35.3	30.14	28.17	27.6	27.9	24.11	24.14	20.9
21	42	36	31.9	29.12	28	28.3	25.4	25.7	21
21½	43	36.15	32.4	30.6	28.12	28.15	25.14	25.17	21.9
22	44	37.13	33	31.1	29.6	29.9	26.7	26.10	22
22½	45	38.10	33.14	31.14	30	30.3	27	27.3	22.9
23	46	39.8	34.9	32.8	30.12	30.15	27.11	27.14	23
23½	47	40.5	35.4	33.3	31.6	31.9	28.4	28.7	23.9
24	48	41.3	36	33.16	32	32.3	28.14	28.17	24
24½	49	42	36.13	34.11	32.12	32.16	29.7	29.11	24.9
25	50	42.15	37.9	35.5	33.6	33.10	30	30.4	25
25½	51	43.13	38.4	36	34	34.4	30.11	30.15	25.9
26	52	44.10	39	36.13	34.12	34.16	31.4	31.8	26
26½	53	45.8	39.13	37.7	35.6	35.10	31.14	31.2	26.9
27	54	46.3	40	38.2	36	36.4	32	32.11	27
27½	55	47.3	41.4	38.15	36.12	36.16	33	33.4	27.9
28	56	48	42	39.9	37.6	37.10	33.11	33.15	28
28½	57	48.15	42.14	40.4	38	38.4	34.4	34.8	28.9
29	58	49.13	43.9	40.17	38.12	38.16	34.14	35	29
29½	59	50.10	44.4	41.12	39.6	39.10	35.7	35.11	29.9
30	60	51.8	45	42.6	40	40.4	36	36.4	30

TABLE OF MONOTYPE MEASURES FOR MOST FREQUENTLY USED SET SIZES—Continued

[Lightface denotes flat measures—boldface denotes measures including squeeze]

Measure	6-Set	7-Set	8-Set	8½-Set	9-Set	10-Set	10½-Set	12-Set	
Picas Pts.	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	
30½ 31 31½ 32	2 6	61 62 63 64	52.5 52.10 53.3 53.8 54 54.5 54.15 55.2	45.13 46 46.9 46.14 47.4 47.9 48 48.5	43.1 43.5 43.14 44 44.8 44.12 45.3 45.7	40.12 40.16 41.6 41.10 42 42.4 42.12 42.16	36.11 36.15 37.4 37.8 37.14 38 38.7 38.11	34.15 35 35.8 35.11 36 36.3 36.10 36.13	30.9 30.12 31 31.3 31.9 31.2 32 32.3
32½ 33 33½ 34 34½ 35 35½ 36 36½ 37 37½ 38 38½ 39 39½ 40	2½ 7	65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	55.13 56.1 56.10 56.16 57.8 57.14 58.5 58.11 59.3 59.9 60 60.6 60.15 61.3 61.13 62.1 62.10 62.16 63.8 63.14 64.5 64.11 65.3 65.9 66 66.6 66.15 67.3 67.13 68.1 68.10 68.16	48.13 49.1 49.9 49.15 50.4 50.10 51 51.6 51.13 52.1 52.9 52.15 53.4 53.10 54 54.6 54.13 55.1 55.9 55.15 56.4 56.10 57 57.6 57.13 58.1 58.9 58.15 59.4 59.10 60 60.6	45.16 46.4 46.11 46.17 47.5 47.11 48 48.6 48.13 49.1 49.7 49.13 50.2 50.8 50.15 51.3 51.9 51.15 52.4 52.10 52.17 53.5 53.12 54 54.6 54.12 55.1 55.7 55.14 56.2 56.8 56.14	43.6 43.11 44 44.5 44.12 44.17 45.6 45.11 46 46.5 46.12 46.17 47.6 47.11 48 48.5 48.12 48.17 49.6 49.11 50 50.5 50.12 50.17 51.6 51.11 52 52.5 52.12 52.17 53.6 53.11	39 39.5 39.11 39.16 40.4 40.9 40.14 41.1 41.7 41.12 42 42.5 42.11 42.16 43.4 43.9 43.14 44.1 44.7 44.12 45 45.5 45.11 45.16 46.4 46.9 46.14 47.1 47.7 47.12 48 48.5	37.2 37.6 37.13 37.17 38.5 38.9 38.15 39.1 39.7 39.11 40 40.4 40.10 40.14 41.2 41.6 41.13 41.17 42.5 42.9 42.15 43.1 43.7 43.11 44 44.4 44.10 44.14 45.2 45.6 45.13 45.17	32.9 32.13 33 33.4 33.9 33.13 34 34.4 34.9 34.13 35 35.4 35.9 35.13 36 36.4 36.9 36.13 37 37.4 37.9 37.13 38 38.4 38.9 38.13 39 39.4 39.9 39.13 40 40.4
40½ 41 41½ 42 42½ 43 43½ 44 44½ 45 45½ 46 46½ 47 47½ 48 48½ 49 49½ 50 50½ 51 51½ 52 52½ 53 53½ 54 54½ 55 55½ 56 56½ 57 57½ 58 58½ 59 59½ 60	3 9	81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120	69.8 69.16 70.5 70.13 71.3 71.11 72 72.8 72.15 73.5 73.13 74.3 74.10 75 75.8 75.16 76.5 76.13 77.3 77.11 78 78.8 78.15 79.5 79.13 80.3 80.10 81 81.8 81.16 82.5 82.13 83.3 83.11 84 84.8 84.15 85.5 85.13 86.3 86.10 87 87.8 87.16 88.5 88.13 89.3 89.11 90 90.8 90.15 91.5 91.13 92.3 92.10 93 93.8 93.16 94.5 94.13 95.3 95.11 96 96.8 96.15 97.5 97.13 98.3 98.10 99 99.8 99.16 100.5 100.13 101.3 101.11 102 102.8 102.15 103.5	60.13 61.2 61.9 61.18 62.4 62.11 63 63.7 63.13 64.2 64.9 64.16 65.4 65.11 66 66.7 66.13 67.2 67.9 67.16 68.4 68.11 69 69.7 69.13 70.2 70.9 70.16 71.4 71.11 72.1 72.8 72.7 72.7 72.13 73.2 73.9 73.16 74.4 74.11 75 75.7 75.13 76.2 76.9 76.16 77.4 77.11 78 78.7 78.13 79.2 79.9 79.16 80.4 80.11 81 81.7 81.8 82.2 82.9 82.16 83.4 83.11 84 84.7 85.4 85.2 85.9 85.16 86.4 86.11 87 87.7 87.13 88.2 88.9 88.16 89.4 89.11 90 90.7	57.3 57.10 57.16 58.5 58.11 59 59.5 59.12 60 60.7 60.13 61.2 61.7 61.14 62.2 62.9 62.15 63.4 63.9 63.16 64.4 64.11 64.17 65.6 65.12 66.1 66.6 66.13 67.1 67.8 67.14 68.3 68.8 68.15 69.3 69.10 69.16 70.5 70.10 70.17 71.4 71.11 71.7 72.6 72.12 73.1 73.6 73.13 74.1 74.8 74.14 75.3 75.8 75.15 76.3 76.10 76.16 77.5 77.11 78 78.5 78.12 79 79.7 79.13 80.2 80.7 80.14 81.2 81.9 81.15 82.4 82.9 82.16 83.4 83.11 83.17 84.6 84.12 85.1	54 54.6 54.12 55 55.6 55.12 56 56.6 56.12 57 57.6 57.12 58 58.6 58.12 59 59.6 59.12 60 60.6 60.12 61 61.6 61.12 62 62.6 63.6 63.12 64 64.6 64.12 65 65.6 65.12 66 66.6 66.12 67 67.6 67.12 68 68.6 68.12 69 69.6 69.12 70 70.6 70.12 71 71.6 71.12 72 72.6 72.12 73 73.6 73.12 74 74.6 74.12 75 75.6 75.12 76 76.6 76.12 77 77.6 77.12 78 78.6 78.12 79 79.6 79.12 80 80.6	48.11 48.16 49.4 49.9 49.14 50.1 50.7 50.12 51 51.5 51.11 51.16 52.4 52.9 52.14 53.1 53.7 53.12 54 54.5 54.11 54.16 55.4 55.9 55.14 56.1 56.7 56.12 57 57.5 57.11 57.16 58.4 58.9 58.14 59.1 59.7 59.12 60 60.5 60.11 60.16 61.4 61.9 61.14 62.1 62.7 62.12 63 63.5 63.11 63.16 64.4 64.9 65.7 65.12 66 66.5 66.11 66.16 67.4 67.9 67.14 68.1 68.7 68.12 69 69.5 69.11 69.16 70.4 70.9 70.14 71.1 71.7 71.12 72 72.5	46.5 46.10 46.15 47.2 47.7 47.12 48 48.5 48.10 48.15 49.2 49.7 49.13 50 50.5 50.10 50.15 51.2 51.7 51.12 52 52.5 52.10 52.15 53.2 53.7 53.13 54 54.5 54.10 54.15 55.2 55.7 55.12 56 56.5 56.10 56.15 57.2 57.7 57.13 58 58.5 58.10 58.15 59.2 59.7 59.12 60 60.5 60.10 60.15 61.2 61.7 61.13 62 62.5 62.10 62.15 63.2 63.7 63.12 64 64.5 65.3 66 66.10 66.15 66.15 67.2 67.7 67.12 68 68.5 68.10 68.15	40.9 40.14 41 41.5 41.9 41.14 42 42.5 42.9 42.14 43 43.5 43.9 43.14 44 44.5 44.9 45.4 45 45.5 45.9 46.4 46 46.5 46.9 46.14 47 47.5 47.9 47.14 48 48.5 48.9 48.14 49 49.5 49.9 49.14 50 50.5 50.9 50.14 51 51.5 51.9 51.14 52 52.5 52.9 52.14 53 53.5 53.9 53.14 54 54.5 54.9 54.14 55 55.5 55.9 55.14 56 56.5 56.9 57.4 57 57.5 57.9 57.14 58 58.5 58.9 58.14 59 59.5 59.9 59.14 60 60.5

NOTES

15. LEADERWORK

(See also Abbreviations; Tabular Work)

15.1. Leaderwork is a simple form of tabular work without boxheads or rules. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, alining on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8-point. The period is omitted immediately before leaders. (See also "Tables without rules," p. 199.)

Bearoff

15.2. No bearoff is required at the right in a single reading column.

Columns

15.3. A figure column is at least an en quad wider than the largest group of figures, but not less than 2 ems. Dashlines are to be the full width of the figure column.

Year:	Pounds
1952.....	255, 939, 000
1953 (out-of-State deliveries of natural gas from Louisiana, Mississippi, South Dakota, and Texas).....	376, 818, 000
1954.....	368, 233, 000
Total.....	#1, 000, 990, 000

15.4. If the last column is a reading column, leaders are run within an en quad of the first word; but if the first column overruns, it is indented an additional en space from the first word of the last column.

Particulars	Artist
To the French Government: The entire collection of French paintings on##Degas. loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour). Avant la Course.....	Do.
To Col. Axel H. Oxholm, Washington, D.C.: Martha Washington, George Washington, and Thomas Jefferson.	Attributed to Jonathan E. Earl, Los Angeles, Calif.
Roses.....	#Renoir.
Do.....	Forain.
Roses in a Chinese Vase and Sculpture by Maillol.	Vuillard.
Maternity.....	Gauguin.

Continued heads

15.5. If leaderwork continues on a following page or is doubled up, continue center and side heads, including colon lines, in stub; also units of quantity or other words over figure and reading columns. In leaderwork set broad measure, no heads or units of quantity are repeated when the matter continues on the facing page. (See also rules 14.43-14.46, p. 186.)

Ditto

15.6. The abbreviation *do.* is capitalized and preceded by quads in stub; it is capitalized and preceded and followed by quads in last reading column; it is lowercased when used under a unit of quantity in stub. (See rules 15.4, 15.22.)

Dollar mark and ciphers

15.7. The dollar mark or any other money symbol is used at the beginning of each statement, on the first line of double-up matter, at the head of a continued statement, and on the first line of each cut-in group. A dollar mark or any other money symbol does not carry through leaders in leaderwork.

15.8. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are alined on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added to make a total, they are separated from the nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only. (See rule 14.77, p. 188.)

15.9. If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

Flush items and subheads

15.10. Flush items clear the figure column.

15.11. Subheads are centered in full measure; if they extend to the figure column, the figure column and an equal space on the left are cleared.

Footnotes

15.12. Footnotes to leaderwork follow the style of footnotes to tables. (See "Footnotes and references," p. 190.)

15.13. Footnote references begin with 1 in each statement, and footnotes are placed at end of statement, separated from it by 2 leads. Separate notes from matter following by not less than 6 points.

15.14. If the leaderwork runs over from one page to another, the appropriate footnotes are carried on each page, and are repeated as necessary.

15.15. If the footnotes to leaderwork and text fall at bottom of page, the footnotes to leaderwork are placed above footnotes to text and the two groups are separated by a 50-point rule, flush on the left.¹

Units of quantity

15.16. Units of quantity or other words over a stub or figure column are set in 6-point italic and are separated from leaderwork by 2 points. These heads aline on the bottom. (See examples in rule 14.151.1, p. 199.)

Examples

15.17. The example below shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

Baltimore & Ohio RR.:

Freight carried:

May	-----	Tons
June	-----	#150, 000
Coal carried	-----	152, 000

Pennsylvania RR.: Freight carried Jan. 1, 1938	-----	900, 000
	-----	121, 000

¹ Livestock not included.

¹ This shows the relative positions for footnotes in leaderwork and text on the same page.

15.18. If there is no colon line, the style is as follows:

Freight carried by the Pennsylvania R.R. and the Baltimore & Ohio RR. in May ----- Tons
371, 500

15.19. Explanatory matter is set in 6-point under leaders (note omission of period):

(Name) (Address) (Position)

15.20. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this ----- day of ----- 19--.

15.21. In half measure doubled up, units of quantity are alined across the page. (See also rule 16.22, p. 214.)

Seedlings:	Inches	Seedlings—Continued	Inches
Black locust-----	27	Osage-orange-----	20
Honey locust-----	16	Catalpa-----	16
Green ash-----	7	Black walnut-----	10

15.22. Mixed units of quantity and amounts and words in figure column are set as follows:

Capital invested-----	#\$8, 000
Value of implements and stock-----	\$3, 000
Land under cultivation-----	acres 128. 6
Orchard-----	do 21. 4
Forest land-----	square miles 50
Livestock:	
Horses:	
Number-----	8
Value-----	\$1, 500
Cows:	
Number-----	18
Estimated weekly production of butter per milk cow	pounds-- 7½
Hogs:	
Number-----	46
Loss from cholera-----	None

15.23. Abbreviated unit of quantity repeated:

Height at shoulder (top of third dorsal), <i>Brontops robustus</i> -----	mm--	¹ 2, 311
Width of atlas, <i>Diploclonus tyleri</i> -----	mm--	320
Weight of specimen-----	oz--	6

¹ Estimated.

15.24. If there are no figures in a line, the leaders should be broken from those in preceding column by an en space.

Sales of shoes-----	\$1, 200
Loss on sales-----	#-----

NOTES

16. TEXT FOOTNOTES, INDEXES, AND CONTENTS

FOOTNOTES AND REFERENCE MARKS

(For footnotes in tabular work, see p. 190.)

16.1. Except as noted under "Abbreviations" (p. 149), footnotes to text follow the style of text.

16.2. In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

16.3. Copy preparers must see that references and footnotes are plainly marked, and must also indicate the measure if footnotes are to be doubled, or tripled.

16.4. On a job that is not completed, the last footnote number must be given to Chief Copy Preparer, who will enter it in copybook, so that there will be no question as to next footnote number.

16.5. If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words "See footnote 3 (6, 10, etc.) on p. —" instead of the entire footnote.

16.6. Unless copy is otherwise marked: (1) Footnotes to 12-point text (except 12-point briefs) are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 6 point. (See also "Courtwork," p. 230.)

16.7. Footnotes are set as paragraphs and are separated from the text by a 50-point rule on 6-point body, flush on the left, with 1 lead above and below the rule.

16.8. Footnotes to indented matter are set full measure.

16.8.1. To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are placed at bottom of excerpt, separated by 3 leads; no side dash is used. Reference numbers are not changed to fit numbering sequence of text footnotes.

16.9. Footnotes must always begin on the page carrying the reference. The breaking over of a footnote from one page to the next should be avoided; but when this is unavoidable, the break should not be made on a paragraph.

16.10. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

16.11. A cutoff dash is not required between the chart or graph and the footnotes.

16.12. For reference marks, roman superior figures, italic superior letters, or symbols (preferably the first) are used. Superior figures and letters are separated from the words to which they apply by thin

spaces, unless immediately preceded by periods or commas; footnote symbols are set closed up.

16.13. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

16.14. When symbols or signs are used for footnote reference marks, their sequence should be (*) asterisk, (†) dagger, (§) double dagger, (§) section mark, and (||) parallel. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.

16.15. Symbols with commonly established other meanings likely to produce confusion, such as the percent mark (%) and the number mark (#), should not be used.

16.16. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

16.17. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

16.18. A superior reference mark follows all punctuation marks except a dash, but falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.

16.19. Two or more footnote references occurring together are separated by thin spaces, not commas.

16.20. In a series of short footnotes, reference numerals or letters are alined on the right.

INDEXES AND TABLES OF CONTENTS

16.21. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.

16.22. *Page, section, paragraph, etc.*, over figure columns are set in roman, flush on right, with 1 lead below even in solid matter. However, to avoid excess space caused by short entry lines, *page, etc.*, will be lowered to within 1 lead of figure column. This treatment does not apply to contents with more than one figure column or to two-column indexes. (See also rule 16.32, p. 215.)

ANNUAL REPORT OF THE SECRETARY OF THE TREASURY	455
Notes—Continued	
Treasury:	
Marketable:	Page
Exchanges.....	459
ANNUAL REPORT OF THE SECRETARY OF THE TREASURY	455
Notes—Continued	Page
Treasury.....	459

16.23. Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

Explanatory diagram.....	Page
General instructions.....	Frontispiece
Capitalization (<i>see also</i> Abbreviations).....	VIII
Correct imposition (diagram).....	16
Legends. (<i>See</i> Miscellaneous rules.).....	Facing 34

16.24. The figure column is 3 ems wide unless otherwise indicated.

16.25. Thin periods and commas are used in figure columns of indexes.

16.26. For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and of indexes.

16.27. In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun; but to save an overrun the page numbers may be run back within an em leader of the entry, with an en quad between the leader and the figures. If the entry makes three or more lines and the last line of figures is not full, a period is used at the end.

If page folios overrun-----	220,	And this way when overrun
224, 227, 230, 240		folios make two or more lines. 220,
This way to save overruns--	220, 224,	224-225, 230-240, 245, 246, 250-
227, 230, 235, 238, 240, 247, 260		255, 258, 300.

(For examples of item indentions in reading column of indexes set with leaders, see p. 477.)

16.28. Overrun page numbers are indented $3\frac{1}{2}$ ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

16.29. When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indention.

16.30. Examples of block-type indexes:

Example 1

Medical officer, radiological defense, 3
 Medicolegal dosage, 44
 Military Liaison Committee, 4
 Monitoring, 58
 Air, 62
 Personnel, 59
 Civilian, 60
 Military, 59
 Sea, 61
 Ship, 61
 Monitors, radiological defense, 3
 NEPA, 29
 NEPS, project, 30
 Neutron(s), 16
 Flux, 41
 Nuclear binding energy, 22
 Nuclear energy, release of, 23

Example 2

Brazil—Continued
 Exchange restrictions, etc.—Con.
 Williams mission (*see also* Wil-
 liams, John H., special mission),
 efforts in connection with ex-
 change control situation, 586-588
 Trade agreement with United States,
 proposed:
 Draft text, 558-567
 Proposals for—
 Inclusion of clauses relating to
 exchange control operation,
 550, 551, 557;
 Joint United States-Brazilian
 declaration of policy: Brazilian
 attitude, 553, 569, 570, 572-
 574; information concerning,
 550, 551, 552

16.31. In index entries the following forms are used:

Brown, A. H., Jr. (*not* Brown, Jr., A. H.)
 Brown, A. H., & Sons (*not* Brown & Sons, A. H.)
 Brown, A. H., Co. (*not* Brown Co., A. H.)
 Brown, A. H., & Sons Co. (*not* Brown & Sons Co., A. H.)

16.32. In a table of contents, where *chapter*, *plate*, or *figure* is followed by a number and period in the first line and cleared in the following lines, an en quad is used after the period in the first line and the periods are alined on the right. Roman numerals, if used, aline on the right.

Chapter	Page
I. Introduction-----	I
II. Summary-----	1
VIII. Conclusions-----	7

16.33. Subheads in indexes and tables of contents are centered in the full measure. If such subheads extend into the figure column, the figure column and an equal number of ems on the left are cleared.

16.34. In contents set in combination of two sizes of lightface type, or in combination of boldface and lightface type, all page numbers in figure column will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the predominant size.

	Page
PART I. MAINTENANCE OF PEACE AND SECURITY -----	5
Disarmament-----	6
Peaceful Uses of Atomic Energy-----	7
Part I. Maintenance of Peace and Security -----	5
Disarmament-----	6
Peaceful Uses of Atomic Energy-----	7
Part I. Maintenance of Peace and Security -----	5
Disarmament-----	6
Peaceful Uses of Atomic Energy-----	7

NOTES

17. DATELINES, ADDRESSES, AND SIGNATURES

17.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be so set as to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to insure uniformity and good appearance. Street addresses and zone numbers are not to be used. Certain general instructions apply alike to datelines, addresses, and signatures.

General instructions

17.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.

17.3. *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name in address and signature lines, are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 10.33, p. 153.)

17.4. Lines set in caps, caps and small caps, or small caps are spaced with en quads.

Spacing

17.5. A lead is used, unless space is clear, between dateline and text or address, address and text, text and signature, and signature and address. (See examples, rule 17.28, p. 222.)

DATELINES

17.6. Datelines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the place name and date in italic; if the originating office is not given, the place name is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em.

THE WHITE HOUSE, □ □ □
Washington, D.C., January 1, 1958. □

THE WHITE HOUSE, *July 30, 1957.* □

TREASURY DEPARTMENT, □ □ □ □ □
OFFICE OF THE TREASURER, □ □ □
Washington, D.C., January 1, 1958. □

TREASURY DEPARTMENT, *July 30, 1957.* □

DEPARTMENT OF COMMERCE, □ □ □
July 30, 1958. □

NOTE.—The U.S. Government Correspondence Manual offers proper forms of addresses, salutations, and closings. (See "Bibliography," p. 3.)

OFFICE OF JOHN SMITH & Co., □ □ □
New York, N.Y., June 6, 1958. □

WASHINGTON, *May 20, 1958—10 a.m.* □

THURSDAY, MAY 8, 1958—2 P.M. □

JANUARY 24, 1958. □

WASHINGTON, *November 29, 1957* □ □ □
 [Received December 6, 1957]. □

ON BOARD U.S.S. "CONNECTICUT," □ □ □
January 21, 1958. □

OFFICE OF THE COMMISSIONERS OF THE □ □ □ □ □
 DISTRICT OF COLUMBIA, □ □ □
Washington, January 6, 1958. □

17.7. Congressional hearings:

MONDAY, OCTOBER 24, 1938¹

HOUSE OF REPRESENTATIVES, □ □ □ □ □ □ □
 SUBCOMMITTEE ON IMMIGRATION, □ □ □ □ □
 COMMITTEE ON THE JUDICIARY, □ □ □
Washington, January 10, 1958. □

HOUSE OF REPRESENTATIVES, □ □ □ □ □ □ □
 COMMITTEE ON MERCHANT MARINE □ □ □ □ □
 AND FISHERIES, □ □ □
Washington, D.C. □

U.S. SENATE, □ □ □ □ □ □ □
 SUBCOMMITTEE OF THE COMMITTEE □ □ □ □ □
 ON ARMED SERVICES, □ □ □
Washington, D.C. □

CONGRESS OF THE UNITED STATES, □ □ □ □ □
 JOINT COMMITTEE ON ATOMIC ENERGY, □ □ □
Washington, D.C. □

17.8. Datelines at the end of a letter or paper, either above or below signature, are set on left in caps and small caps for the place and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

□ STEUBENVILLE, OHIO.

□ STEUBENVILLE, OHIO, *July 1, 1958.*

□ Dated July 1, 1958.

□ Dated Albany, March 12, 1958.

17.9. Datelines in newspaper extracts are set at the beginning of the paragraph, the place name in caps and small caps and the date in roman caps and lowercase.

□ NEW YORK, N.Y., August 21, 1957.—A dispatch received here from * * *.

¹ Dates in House hearings on appropriation bills are set on right in 10-point caps and small caps, with a 5-em dash above each date.

ADDRESSES

17.10. Addresses are set flush left at the beginning (or at end in formal usage) of a letter or paper. (See examples, rule 17.28, p. 222.)

17.11. At beginning or at end:

TO SMITH & JONES and
□ BROWN & GREEN, Esqs.,
Attorneys for Claimant
(Attention of Mr. Green).

HON. JOHN L. McCLELLAN,
U.S. Senate.

HON. CARROLL D. KEARNS,
U.S. House of Representatives. (Collective address)

THE PRESIDENT,
The White House.

17.12. A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indentation.

HON. HUBERT H. HUMPHREY,
Chairman, Subcommittee on Reorganization of the Committee on Government Opera-
□ □ *tions, U.S. Senate, Washington, D.C.*

17.13. The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or *2d* following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

MAJ. GEN. EDWARD M. MARKHAM, Jr., U.S. Army,
Chief of Engineers.

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

MAJ. GEN. EDWARD M. MARKHAM,
Chief of Engineers, U.S. Army,
Washington, D.C.

HON. RALPH R. ROBERTS,
Clerk of the House of Representatives.

HON. JOHN L. McCLELLAN,
U.S. Senator, Washington, D.C.

HON. CHARLES POTTER,
Senate Office Building, Washington, D.C.

THE COMMITTEE ON APPROPRIATIONS,
House of Representatives.

17.14. General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

17.15. Examples of general addresses when not followed by salutation:

To the Officers and Members of the Daughters of the American Revolution;
□ □ *Washington, D.C.:*

To the American Diplomatic and Consular Officers:

To Whom It May Concern:

Collectors of Customs:

To the Congress of the United States:

17.16. Example of general address when followed by salutation:

Senate and House of Representatives.

[1 lead]
□ GENTLEMEN: You are hereby * * *.

17.17. Examples illustrating other types of addresses:

To the EDITOR:

To JOHN L. NELSON, *Greeting:*

To JOHN L. NELSON, *Birmingham, Ala., Greeting:*

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

CHIEF OF ENGINEERS
(Through the Division Engineer).

[1 lead]
□ MY DEAR SIR: I have the honor * * *.
□ MR. REED: I have the honor * * *.
□ DEAR MR. REED: I have the honor * * *.

Lt. (jg.) JOHN SMITH,
Navy Department:

[1 lead]
□ The care shown by you * * *.

STATE OF NEW YORK,
County of New York, ss:

[1 lead]
□ Before me this day appeared * * *.

DISTRICT OF COLUMBIA, ss:
[1 lead]

□ Before me this day appeared * * *.

SIGNATURES

17.18. Signatures, preceded by an em dash, are sometimes run in with last line of text. (See also rule 9.52, p. 138.)

17.19. Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em. (See examples, rule 17.28, p. 222.)

17.20. The name or names are set in caps and small caps; *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name, are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed in regard to abbreviations.

17.21. If name and title make more than half a line, they are set as two lines.

17.22. Two to eight independent signatures, with or without titles, are alined on the left, and the longest name is indented 1 em from the right if no title follows.

W. H. SOUTHERLAND. □
JAMES G. GREEN.
WM. C. WILSON.

WARREN H. ATHERTON. □ □ □
ALBERT J. HAYES.
THOMAS C. KINKAID,
Commander, U.S. Navy (Retired). □
DAVID SARNOFF, *Chairman.*

17.23. More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems in measures of $26\frac{1}{2}$ picas or wider; in measures less than $26\frac{1}{2}$ picas, indent 3 and 5 ems.

□□□□ Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,
 □□□□□ Attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,
 □□□□□ Symons & Co.; Harrison Bros. & Co., by George Harrison;
 □□□□□ Hoare, Miller & Co.; Thomas Eaton Co.

17.24. A long title following a signature is set in italic caps and lowercase and is indented 2 and 3 ems on the left and 1 em on the right. These indentions are increased 1 em in measures 30 picas or wider.

□□□ Yours truly,

(Signed) □ THOMAS E. RHODES, □□□

□□ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* □
 □□□ *Director, Office of Alien Property, and H. T. Tate, Acting Treasurer.*

17.25. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

17.26. Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT Co., □
 By JOHN SMITH, *Secretary.*

TEXARKANA TEXTILE MERCHANTS & □
 □ MANUFACTURERS' ASSOCIATION,
 JOHN L. JONES, *Secretary.*

JOHN L. PENN, *Solicitor,* □□□
 Per FREDERICK VAN DYNE,
Assistant Solicitor. □

JOHN W. SMITH □□□
 (And 25 others). □

JOHN SMITH, □□□□□
Lieutenant Governor □□□
 (For the Governor of Maine). □

NORTH AMERICAN ICE Co., □
 G. Y. ATLEE, *Secretary.*

Bob,
 ROBERT S. KERR. □

JOHN [his thumbmark] SMITH. □

CLARENCE CANNON,
 AUGUST H. ANDRESEN,
Managers on the Part of the House. □
 [1 lead]

CARTER GLASS,
 CARL HAYDEN,
Managers on the Part of the Senate. □

□ I am, very respectfully, yours,

(Signed) □ FRED C. KLEINSCHMIDT, □□□
Assistant Clerk, Court of Claims. □

□ I have the honor to be,

□□□ Very respectfully, your obedient servant,

(Signed) □ John R. King,
 (Typed) □ JOHN R. KING, □□□
Secretary. □

or

(S) John R. King,
 JOHN R. KING, □□□
Secretary. □

- ☐ Hoping to hear from you soon, I have the honor to be,
☐ ☐ ☐ Very respectfully, your obedient servant,

HENRY L. JONES, M.D. ☐

MARY J. JONES
 Mrs. Henry T. Jones. ☐

☐ Attest:

RICHARD ROE, *Notary Public*. ☐

☐ By the Governor:

NATHANIEL COX, *Secretary of State*. ☐

☐ Approved.

JOHN SMITH, *Governor*. ☐

☐ By the President:

CORDELL HULL, ☐ ☐ ☐
Secretary of State. ☐

☐ On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS. ☐
 SAM'L. CAMPBELL.

☐ Respectfully submitted.

L. A. WRIGHT, *U.S. Indian Agent*. ☐

☐ ☐ ☐ Yours truly,

Capt. JAMES STALEY, Jr., ☐ ☐ ☐
Superintendent. ☐

☐ ☐ ☐ Respectfully yours,

J. B. ELLIS. ☐

☐ ☐ ☐ Very respectfully,

A. F. CALDWELL, *U.S. Indian Agent*. ☐

17.27. In quoted matter:

☐ ☐ ☐ "Very respectfully,

"M. T. JENKINSON. ☐
 "ALBERT WARD."

17.28. Examples of various kinds of datelines, addresses, and signatures:

WASHINGTON, D.C., *September 16, 1958*. ☐

Mr. WILLIAM E. JONES, Jr.,
Special Assistant to the Attorney General, Attorney for Howard Sutherland, Director,
☐ ☐ *Office of Alien Property.*

☐ ^[1 lead] DEAR MR. JONES: In reply to your letter * * *.

☐ ☐ ☐ Yours truly,

(Signed) ☐ THOMAS E. RHODES, ☐ ☐ ☐

☐ ☐ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* ☐
☐ ☐ *Director, Office of Alien Property.*

☐ ^[2 leads] P.S.—A special word of thanks to you from J. R. Brown for your fine help.
^[1 lead] T. E. R. ☐

LINCOLN PARK, MICH., *February 15, 1957*. ☐

Re Romeo O. Umanos, Susanna M. Umanos, case No. S-254, Immigration and
☐ ☐ ^[1 lead] Naturalization Service, application pending.

☐ ^[1 lead] Hon. FRANCIS E. WALTER,
Chairman, Subcommittee on Immigration,
Committee on the Judiciary, Washington, D.C.

☐ ^[1 lead] DEAR MR. WALTER: You have for some time * * *.
☐ ☐ ☐ Sincerely yours,

CHARLES A. BRANDT, ☐ ☐ ☐
Architectural Designer. ☐

Hon. FRANCIS E. WALTER,
Chairman, Subcommittee on Immigration of the Committee on the Judiciary, House
☐ ☐ *of Representatives, Washington, D.C.*

☐ ^[1 lead] DEAR MR. WALTER: You have for some time * * *.

U.S. DEPARTMENT OF COMMERCE, ☐☐☐☐☐WEATHER BUREAU, ☐☐☐☐Washington, March 3, 1958. ☐

HON. CHARLES E. CHAMBERLAIN,
House of Representatives,
Washington, D.C.

DEAR MR. CHAMBERLAIN: We will be glad to
give you any further information desired.

☐☐☐ Sincerely yours,

F. W. REICHELDERFER, ☐☐☐☐Chief of Bureau. ☐

NEW YORK, N.Y., February 10, 1958. ☐

[1 lead]

To: All supervisory employees of production plants, northern and eastern divi-
☐☐ sions, New York State.

From: Production manager.

Subject: Regulations concerning vacations, health and welfare plans, and wage
☐☐ contract negotiations.

[1 lead]

☐ It has come to our attention that the time * * *.

WASHINGTON, D.C., May 16, 1952. ☐

The Honorable the SECRETARY OF THE NAVY.

[1 lead]

☐ DEAR MR. SECRETARY: This is in response to your letter * * *.

☐☐☐ Very sincerely yours,

[SEAL]

HARRY S. TRUMAN. ☐

EAST LANSING, MICH., June 10, 1955. ☐

To Whom It May Concern:

[1 lead]

☐ I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine
character. He has been employed * * *.

☐ Wishing you success in your difficult and highly important job, we are,

☐☐☐ Sincerely yours,

ELWIN J. GLEASON.

MILDRED T. GLEASON. ☐

MARCH 10, 1958. ☐

HON. JAMES O. EASTLAND,
Chairman, Committee on the Judiciary,
U.S. Senate, Washington, D.C.

[1 lead]

☐ DEAR SENATOR: In response to your request for a report relative to * * *.

☐☐☐ Sincerely,

J. M. SWING, Commissioner. ☐

VETERANS' ADMINISTRATION, ☐☐☐☐☐☐
OFFICE OF THE ADMINISTRATOR OF ☐☐☐☐☐☐

VETERANS' AFFAIRS, ☐☐☐☐Washington, D.C. ☐

HON. JOHN L. McCLELLAN,
Chairman, Committee on Government Operations,
U.S. Senate, Washington, D.C.

[1 lead]

☐ DEAR SENATOR McCLELLAN: Further reference is made to your reply * * *.

☐☐☐ Sincerely yours,

JOHN S. PATTERSON, ☐☐☐☐☐☐Deputy Administrator ☐☐☐☐☐☐(For and in the absence of ☐☐☐☐☐☐H. V. Higley, Administrator). ☐

TOKYO, JAPAN, *November 13, 1952.*□

U.S. DEPARTMENT OF JUSTICE,
IMMIGRATION AND NATURALIZATION SERVICE,
Detroit, Mich.

[1 lead]

□ GENTLEMEN: This letter will testify to the personal character * * *.

□ □ □ Very truly yours,

Mrs. GRACE C. LOHR, □ □ □ □ □
Inspector General Section, HQ, AFPE, □ □ □
APO 343, San Francisco, Calif. □

17.29. The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is indented 1 em from left; if in personal signature, put at right and indent 1 em. Place 1-em quad between seal and signature. The word *seal* is to be set in small caps and bracketed.

□[SEAL]

RICHARD ROE, □ □ □
Notary Public. □

J. M. WILBER. □[SEAL] □

BARTLET, ROBINS & Co. □[SEAL] □

□ Done at the city of Washington this
16th day of May in the year of our Lord
nineteen hundred and fifty-two,
[SEAL] □ and of the independence of the
United States of America the
one hundred and seventy-sixth.

HARRY S. TRUMAN. □

□ Done at the city of Washington this 16th day of May in the year of our Lord
nineteen hundred and fifty-two, and of the independence of the United
□[SEAL] □ States of America the one hundred and seventy-sixth.

HARRY S. TRUMAN. □

18. COURTWORK

(See also Capitalization; General Instructions; Italic)

18.1. Courtwork differs in style from other work only as set forth in this section; otherwise the style prescribed in the preceding sections will be followed.

Supreme Court records

18.2. Paragraphs are made of answers in Q. and A. matter.

18.3. The folio number is flush in the same line as the first word of the folio and in a cut-in 3 ems square (unless there are 10 points of white space above or below). Indentions of paragraphs, etc., are in addition to the 3-em cut-in. In hanging indentions of headings the extra indention is carried to the end of the heading. (See p. 232.)

18.4. A cut-in folio is not used opposite a paragraph reading "Endorsement on cover."

18.5. Copy is followed literally, including capitalization (initial capitalization of words), punctuation (including compounding), and obscene language, but not italic.

18.6. Italic letters are used only to indicate errors in spelling (for example, *curely* for *surely*), except in the names of persons and firms, in geographic names, and in foreign words that are not law terms. These and errors in syntax are not corrected. Roman letters are used to indicate errors in words set in italic.

18.7. In typewritten records manifest errors of the typewriter are corrected (for example, if one letter has been struck over another or if a space appears where a letter was obviously intended to be); but if a word is used in the wrong place (for example, *in* for *on*; *boot* for *boat*), it is not changed nor set in italic.

18.8. Words having the sanction of any dictionary are permissible, and the spelling is not changed.

18.9. An apostrophe is used to indicate the omission of one or more letters in a word; but in well-established abbreviations, the period is used instead of an apostrophe.

18.10. Doublets are indicated by italicizing the repeated words or lines.

18.11. A 3-em quad is used to indicate the omission of one or more words.

18.12. The names of vessels are set in roman, quoted.

18.13. The titles of cases are set in roman, including the abbreviation of *versus*.

18.14. The word *The* is capitalized in names of legal cases as follows:

the said The B. & O. RR. Co.

The Sun v. The Globe

The City of Washington v. The B. & O. RR. Co.

the defendant, The Davies County Bank

18.15. Printing Office editorial marks must be erased before the copy is returned to the originating office. Copy preparers should make only necessary marks thereon, and those lightly, with a soft

pencil. Cut-in folios should not be indicated on copy. All instructions are entered on the preparer's instruction sheet. The folio numbers on copy are picked up. Any matter preceding or following an original folio is marked, in pencil, with the jacket number followed by lowercase letters (e.g., J. 12345a, J. 12345b, etc., to the end).

18.16. Preparers must indicate on the instruction sheet such information as 11-point type, solid or leaded, cut-in folios, etc.

18.17. The following abbreviations of the names of reporters are used in citations of U.S. Supreme Court Reports:

Abbreviation	Name
Cr.	Cranch
Dall. or Dal.	Dallas
How.	Howard
Pet.	Peters
U.S.	U.S. Reports
Wall.	Wallace
Wheat.	Wheaton

Briefs, decisions, exhibits, and opinions of other courts

18.18. In general, copy is printed "Fol., incl. caps and punct."

18.19. In opinions of the Court of Claims, the U.S. Court of Appeals for the District of Columbia, and all circuit courts of appeals, copy is followed, including capitalization. Titles of legal cases are italicized.

18.20. Single punctuation is used in citations wherever possible.

18.21. The STYLE MANUAL is followed in testimony in Court of Claims transcripts of evidence.

18.22. The spelling of Indian names is followed in the use of hyphens, accent marks, and spaces.

18.23. Superior letters are not used in abbreviations unless so indicated by the copy preparer.

18.24. Copy is followed as to use of the singular or plural possessive referring to the United States as claimant or claimants, defendant or defendants, etc. However, if conflicting forms are used in copy, they are made uniform, either singular or plural.

claimant's brief or claimants' brief
appellee's exhibits or appellees' exhibits

18.25. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

18.26. When *Question* and *Answer* are spelled out in copy, set in separate paragraphs.

18.27. In National Labor Relations Board transcript, the contracted forms *Q.* and *A.* are always used, run in, and the question and its answer are connected by an em dash.

18.28. If questions are numbered and the numbers with periods precede the questions, an en quad is used after the number; otherwise use 5-em space.

18.29. The words *infra* and *supra* are italicized. Copy is followed for the use of italic in Latin legal terms and abbreviations, in addition to italic used for emphasis.

18.30. In the titles of cases the first word and all principal words are capitalized, but not such terms as *defendant* and *appellee*.

18.31. In the titles of cases copy is followed as to use of figures and abbreviations.

18.32. Abbreviations in names of legal cases are to be followed literally in all classes of work.

18.33. The following examples indicate the capitalization, italic, small caps, abbreviations, etc., generally used, except the word *case*, which is set in italic only when so indicated in copy.

Defendant John Smith; *but* the defendant, John Smith.

The *Legal Tender* cases

In Clarke's case, the court said * * *

In the case of Clarke

Clarke's case (14 How. 14)

WALLACE, J., delivered the opinion

Brown's case, 14 Hun 14 (N.Y. 1838)

In *Roe v. Doe*, the court ruled * * *

In *Ex parte 74*, the court said * * *

(*Ex parte 74*, 58 I.C.C. 220)

In the *Fifteen Percent Rate Increase* case, the court decided * * *

In the case of Jones against Robinson.
(A general or casual reference to a case)

In *Jones v. Robinson*, 122 U.S. 329 (1929)

In *In re Robinson*, 19 Wall. (18 U.S.) 304 (1910), the Court * * *

John Brown, Jr. v. Edwin Smith

Smith & Brown, Inc. v. Commissioner

Commissioner, etc. v. Klein Chain Co.

Dunham Towing & Wrecking Co. v.

Bassett (the *Aksel Monson* case)

United States v. 12 Diamond Rings

The United States v. Forty Hogsheads of Tobacco

Stat., Rev. Stat., Stat. L., or R.S., as written

Bowman Act, 22 Stat. 50 (1939)

Act of August 5, 1953 (67 Stat. 588; 18 U.S.C. 1162 (or U.S.C., title 18, sec. 1162))

Act of August 5, 1882, Supp. Rev. Stat. sec. [or §] 284; Rev. Stat. sec. [or §] 15

Public Law 250, 84th Cong., 2d sess. (67 Stat. 623)

Public Law 85-143, Aug. 14, 1957

30 U.S.C., 1952 ed., Supp. II, sec. 184

(C.A.D.C. 1941) [Appeals, Dist. of Columbia]

(D.D.C. 1955) [District Court, Dist. of Columbia]

164 Fed. 205 (N.D. W. Va. 1949)

117 F. Supp. 463 (N.D. Del. 1949)

9 Pac. 735 (Mont. 1935)

9 P. 2d 1095 (Wash. 1932)

44 Atl. 317 (Del. 1899)

37 A. 2d 10 (Del. 1944)

259 S.W. 57 (Mo. 1957)

14 Fed. Cas. 143, No. 7621 (C.C.N.D. Ill. 1876)

34 Comp. Gen. 230 (1954)

132 Ct. Cl. 645 (1955)

43 CFR 192.14 [Code of Federal Regulations]

43 CFR, 1940 ed., 192.14

43 CFR, 1940 ed., Cum. Supp., 19.14

21 F.R. 623 [Federal Register]

United States v. Eller, 114 F. Supp. 284 (N.D.N.C.), *rev'd* 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

18.34. In citations of single lines, the period is inserted at the end of each line.

18.35. If citations are run in, semicolons are used.

18.36. The following forms show punctuation and spacing required:

1. X Q.	4. R. X Q.	24. Q.	46th. Cross-int.
X Ques. 1.	Re X Q. 1.	24. Question.	46. Cross-int.
1. Add. direct.	R. X Int. 1.	X Q. 1.	46. Cross-ques.
2. R.D.Q.	24. X Int.	24. Int.	46. C. Int.
3. R.R.D.Q.	X Int. 1.	5 Re X Q.	46th. C. Int.
3. Re D.Q.	X 20.	Re-R. X Q. 5.	Answer to cross-int. 1.
2. Re-R.D.Q.	24. X.	24th. Cross-ques.	Question 1.

18.37. When spelled out, use the following forms:

cross-examination
cross-interrogatory
re-cross-examination

redirect examination
re-redirect examination

18.38. Use brackets to enclose words interpolated by stenographer into or at the end of remarks of a witness.

18.39. Use parentheses for parenthetical phrases or sentences; also to enclose interpolated words following name, *Question* or *Answer*, or *Q.* or *A.*

18.40. If the entire sentence is in parentheses or brackets, the punctuation should be within the parentheses or brackets.

18.41. The following examples illustrate the use of brackets, parentheses, other punctuation, and spacing:

At end of sentence: [Laughter.]; within sentence: [laughter]

The paper was as follows [reads]:

I do not know. [Continues reading:]

The CHAIRMAN (to Mr. Smith).

Mr. KELLEY (to the chairman).

SEVERAL VOICES. Order!

The WITNESS. He did it that way [indicating].

[2 leads]

□ □ □ By the COMMISSIONER:

[1 lead]

Q. Do you know these men [handing witness a list]?

(Objected to.)

A. [After examining list.] Yes; I do.

Q. Did you see——A. No, sir.

Q. [Interrupting.] But why?—A. I really cannot say.

Q. What did you say?—A. It was the *City of Para*.

Q. The *City* of what? Did you say *Paris*?—A. No; I said *City*——

Q. Well, *Paris* or *Para*; it does not matter.

Question [continuing].

Answer [reads].

[2 leads]

□ □ □ By Mr. SMITH:

[1 lead]

18.42. In text, a parenthetical citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise; but if a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

This statement is made by the defendant. (See exhibit 1.)

This statement is made in the claimant's brief (p. 65).

This statement is made by the defendant (exhibit 1), but its accuracy is open to doubt (see exhibit 29).

That case has *not* been decided. [Italic ours.]

18.43. Only one cut-in is used in courtwork. Text matter that is an excerpt from law or a citation of language used as an argument and not a part of the brief proper is indented 3 ems. Other matter that follows a colon is either quoted or separated from preceding indented matter by 3 leads.

18.44. Footnote matter following a colon does not indent. It is quoted and set full measure.

18.45. All footnotes in 12-point briefs are set 10-point leaded, and extracts in footnotes are set full measure and are quoted.

18.46. The following differences in capitalization and in the use of quotation marks should be noted:

The said paper was marked "Defendant's Exhibit No. 4" (exact title).

The defendant's exhibit No. 4 was thereupon placed on file.

18.47. The following capitalization is followed in all courtwork:

Circuit Court	Court of Appeals	John Smith, U.S. marshal
Circuit Court for the Southern District	Court of Customs and Patent Appeals	for the Northern District
Circuit Court of the United States for the Southern District of New York	Court of Claims	Southern District
County Court	District Court	Sixth Circuit
	Emergency Court of Appeals	Superior Court
		Supreme Bench
		Tax Court

18.48. Unless otherwise indicated, covers and captions in briefs are single leaded at all times. Signatures are also single leaded, even in briefs set double leaded.

[Cover for briefs]

No. 738

In the Supreme Court of the United States

OCTOBER TERM, 1938

BIG LAKE OIL COMPANY, PETITIONER

[3 leads]

v.

[3 leads]

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES
COURT OF APPEALS FOR THE THIRD CIRCUIT*

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Caption for briefs]

In the Supreme Court of the United States

OCTOBER TERM, 1938

No. 738

BIG LAKE OIL COMPANY, PETITIONER

v.

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES
COURT OF APPEALS FOR THE THIRD CIRCUIT*

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Cover for Circuit Court briefs]

No. 11266

**In the¹ United States Court of Appeals
for the¹ Sixth Circuit**

[Case number is carried at this point in captions over text]

NATIONAL LABOR RELATIONS BOARD, PETITIONER

v.

S. H. KRESS & COMPANY, RESPONDENT

*ON PETITION FOR ENFORCEMENT OF AN ORDER OF THE
NATIONAL LABOR RELATIONS BOARD²*

BRIEF FOR THE NATIONAL LABOR RELATIONS BOARD³

GEORGE J. BOTT,⁴

General Counsel,

SAMUEL M. SINGER,

ROBERT G. JOHNSON,

Attorneys,

National Labor Relations Board.

To be argued by :

MARCEL MALLET-PREVOST,

Attorney.⁵

¹ "In the" and "for the" are not used in briefs for the Tenth Circuit, except for Tax Division briefs, in which these words are to be supplied. They are also to be supplied in briefs for all other circuit courts.

² In briefs for Second Circuit, set in 10-point italic.

³ In briefs for Second Circuit, set in case 132 if 1 line and in case 212 to avoid 2 lines.

⁴ In briefs for Second Circuit, set name in 12-point caps and small caps and title in italic.

⁵ In Second Circuit briefs, set in 12-point.

NOTES

1. Unless otherwise specified (see note 4), all courtwork is set 25 picas wide, 12-point double leaded, except briefs (including cover) which may be set 11-point single leaded to avoid excess length. Transcripts are set 11-point single leaded, including cover.

2. Indexes for 12-point briefs are set 10-point single leaded; 11-point briefs, 8-point leaded.

3. Footnotes for 12-point briefs are set in 10-point; 11-point briefs, 8-point footnotes.

4. Tenth Circuit briefs are set 30 picas wide.

5. Tables are set 6-point leaded, with 6-point solid boxheads.

[Cover for briefs]

No. 49112

In the United States Court of Claims

OTIS THORNTON, INDIVIDUALLY, AND OTIS THORNTON
AS THE SURVIVING MEMBER OF AND IN BEHALF OF
BOSWELL-KAHN-THORNTON COMMISSION CO. AND
KAHN AND THORNTON COMMISSION CO., PLAINTIFF

v.

UNITED STATES OF AMERICA, DEFENDANT

BRIEF FOR THE UNITED STATES

HOLMES BALDRIDGE,

Assistant Attorney General.

ANDREW D. SHARPE,

ELLIS N. SLACK,

Special Assistants to the Attorney General.

JOHN A. REES,

Attorney.

BREAKDOWN OF DISPLAY HEADS IN BRIEFS

Supreme Court

CASE 2 CAPS

I

12-POINT SMALL CAPS

10-POINT SMALL CAPS

10-point lowercase italic

10-point lowercase

12-point lowercase italic (run-in sidehead)

Circuit courts

CASE 2 CAPS

I. Case 131 lowercase

A. Case 130 lowercase

1. *Case 130 lowercase italic* (with roman figure "1")

a. *12-point lowercase italic* (centered or run-in sidehead)

12-point lowercase (centered or run-in sidehead)

[Cover for briefs]

BRIEF FOR RESPONDENT

United States Court of Appeals

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 10530

IDAHO POWER COMPANY, PETITIONER

v.

FEDERAL POWER COMMISSION, RESPONDENT

ON PETITION TO REVIEW ORDERS OF THE FEDERAL POWER
COMMISSION

BRADFORD ROSS,

General Counsel.

WILLARD W. GATCHELL,

Assistant General Counsel.

JOHN C. MASON,

*Attorney,**Counsel for Respondent,**Federal Power Commission, Washington, D.C.*

EXAMPLES OF CUT-IN AND RUN-IN FOLIOS

11

In Supreme Court of District of Columbia

be considered, in justice and equity as a loss sustained by the corpo-
☐☐☐ration in producing or in preparing to produce pyrites.

25 The respondent says that the Secretary of the Interior did hear,
 consider, and determine that question, and that he found as a
 matter of fact that the Pratts were entitled to receive the * * *.

[224]☐LONNIE SMETHERS (Board witness).

[225]

DIRECT EXAMINATION

[107]☐☐☐By Mr. SMITH:[126]☐Q. Did you ever see Mr. Dougherty or Mr. Gullion come out?

Q. Then, it is your testimony, is it, that the time you got up, and the
 machinery was shut down?—[109] A. Yes, sir.

Q. Yes; tell us about it?—A. We started out with a certain number, I
 believe it was 12 packers * * * Gullion would [127] hire them * * *.

he had been doing in the past, and that was about where that con-
 versa-[204]tion was left; and so far as the office employees are * * *.

[Cover for briefs]

In the United States Court of Customs and Patent Appeals

PATENT APPEAL NO. 5648

In re Harker H. Hittson—Improvement in Road
Grader

BRIEF FOR THE COMMISSIONER OF PATENTS

W. W. COCHRAN,
Solicitor, United States Patent Office.

E. L. REYNOLDS,
Of Counsel.

[Supreme Court decisions]

SUPREME COURT OF THE UNITED STATES

No. 295.—OCTOBER TERM, 1950.

Colonel Henry S. Robertson, President, Army Review Board, Petitioner, v. Robert H. Chambers.	} On Writ of Certiorari to the United States Court of Appeals for the District of Colum- bia Circuit.
--	---

[April 9, 1951.]

MR. JUSTICE DOUGLAS delivered the opinion of the
Court.

Respondent, a former captain in the Army, was honor-
ably discharged for physical disability and without retire-
ment pay, as the result of a decision by an Army Retiring

[Court of Claims—Reports¹]

In the United States Court of Claims

No. 43408

(Filed _____)

JAMES C. R. SCHWENCK v. THE UNITED STATES

REPORT OF COMMISSIONER

To the honorable the CHIEF JUDGE AND ASSOCIATE JUDGES
OF THE UNITED STATES COURT OF CLAIMS:

Pursuant to the order of reference in the above-entitled
case the undersigned commissioner herewith makes the fol-
lowing report of his findings of fact:

1. During the times involved herein plaintiff held the rank
of captain, United States Army.

[Supreme Court—Transcripts of record]

SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1938

No. 439

JAMES C. DAVIS, DIRECTOR GENERAL OF RAILROADS,
AND AGENT UNDER SECTION 206 OF TRANSPORTA-
TION ACT OF 1920, PETITIONER

vs.

MRS. MAUDE E. GREEN, ADMINISTRATRIX OF THE
ESTATE OF JESSE GREEN, DECEASED

ON PETITION FOR WRIT OF CERTIORARI TO THE SUPREME
COURT OF THE STATE OF MISSISSIPPI

INDEX

[Set index in 8-point leaded]

¹ Decisions follow same general style.

[Opinions—U.S. Court of Appeals for the District of Columbia]

United States Court of Appeals

[3 leads]

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 6430

ROBERT N. HARPER, APPELLANT

[3 leads]

v.

[3 leads]

AUGUSTUS P. CRENSHAW, JR., AND JO V. MORGAN, AS ADMINISTRATORS OF THE ESTATE OF AUGUSTUS P. CRENSHAW, DECEASED;
GEORGE W. LIPSCOMB; ET AL.

Appeal from the United States District Court for the District of
Columbia

Argued October 16, 1937—Decided January 20, 1938

William C. Sullivan, of Washington, D.C., for appellant.

George C. Gertman, Roger J. Whiteford, Arthur P. Drury, Hugh Hay O' Bear, James O'D. Moran, A. Coulter Wells, W. N. Tobriner, Leon Tobriner, Selig C. Brez, Benjamin S. Minor, and H. Prescott Gatley, all of Washington, D.C., for appellees.

Before MARTIN, Chief Justice, and ROBB, VAN ORSDEL, GRONER,
and STEPHENS, Associate Justices ¹

MARTIN, *Chief Justice*: This appeal is taken from an order and decree of the lower court sustaining a motion to dismiss the bill of complaint filed in that court by the appellant as plaintiff against the various appellees as defendants.

In the bill the plaintiff, Harper, alleges in substance that * * *

* * * * *

Reversed and remanded.

A true copy.

Test: ²

^[2 slugs]
Clerk, U.S. Court of Appeals
for the District of Columbia.

¹ C.J. and JJ. when in copy.

² As in copy.

NOTE.—Headings will be prepared in accordance with this sample, and copy of opinion proper will be followed literally, but titles of cases will be italicized, using roman "v." for *versus*. Quotations, which in the copy are indented, will be set in 8 point, full measure, enclosed in quotation marks if so in copy. Do not cut or mutilate copy in any way.

[Opinions—Circuit Courts of Appeals, all circuits]

UNITED STATES COURT OF APPEALS FOR THE¹ FOURTH
CIRCUIT

No. 3747

THE UNITED STATES OF AMERICA, APPELLANT
[3 leads]

v.

LOUISE EARWOOD, AS GUARDIAN OF THOMAS CALEB EARWOOD AND
MAE EARWOOD, APPELLEES
[3 leads]Appeal from the District Court of the United States for the Southern
District of West Virginia, at Huntington. At lawArgued January 14, 1938—Decided April 2, 1938²March 22, 1938²Before NORTHCOTT and SOPER, Circuit Judges, and GLENN, District
Judge*Mr. W. N. Ivie*, U.S. Attorney (*Mr. Cleveland Cabler*, Regional
Attorney, Veterans' Bureau, and *Mr. G. T. Sullis*, Assistant U.S.
Attorney, were with him on the brief), for appellant.*Mr. W. R. Donham* and *Mr. W. W. Shepherd* filed brief for appellees.*Opinion of the court*³NORTHCOTT, *Circuit Judge*: This is an action at law brought in the
District Court of the United States for the Southern District of West

* * * * *

The judgment is reversed and the cause is remanded for further
and not inconsistent proceedings.*Affirmed.*

A true copy.

Teste: ²[Two slugs]
*Clerk of the U.S. Circuit Court of
Appeals for the Fourth Circuit.*¹ Supply "for the" when not in copy.² As in copy.³ Do not supply if not in copy.

19. USEFUL TABLES

GEOLOGIC TERMS

[With suggestions by U.S. Geological Survey]

For the capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The examples listed below illustrate common usage. "Coal Measures" has been used to indicate those strata of the Carboniferous systems which contain coal, and if the term is used in a common-noun sense, it is not capitalized or quoted. The term *red beds* has been used to designate certain rocks of mixed lithologic character that are predominantly red; as a unit modifier the use should be *red-bed*. The adjectives upper, middle, and lower are capitalized only as indicated in the list (Upper Devonian, lower Tertiary) and where capitalized in quotations ("The Lower Tertiary rocks are thick"). Such common nouns as formation, member, group, system, series, arch, anticline, syncline, dome, uplift, basin, terrace, and moraine are not capitalized even if preceded by a name: Morrison formation, Cincinnati arch, Cedar Creek anticline, Ozark uplift, Michigan basin, Jeddito terrace, Shelbyville moraine, etc.

Atoka	glacial:	Missouri	Pliocene:
Cambrian:	interglacial	Morrow	lower
Lower	postglacial	Ochoa	middle
Middle	preglacial	Oligocene:	upper
Upper	Guadalupe	lower	Precambrian
Carboniferous	Jurassic:	middle	Proterozoic
systems	Lower	upper	Quaternary
Cenozoic	Middle	Ordovician:	red beds
Chester	Upper	Lower	Recent
"Coal Measures"	Kinderhook	Middle	Silurian
Cretaceous:	Leonard	Upper	Lower
Lower	Meramec	Osage	Middle
Upper	Mesozoic:	Paleocene	Upper
Des Moines	pre-Mesozoic	Paleozoic	Tertiary
Devonian:	post-Mesozoic	Pennsylvanian:	Triassic:
Lower	Miocene:	Lower	Lower
Middle	lower	Middle	Middle
Upper	middle	Upper	Upper
Eocene:	upper	Permian	Virgil
lower	Mississippian:	Pleistocene	Wolfcamp
middle	Lower		
upper	Upper		

PHYSIOGRAPHIC TERMS

[With suggestions by U.S. Geological Survey]

The following list of physical divisions of the United States has been approved by the Association of American Geographers and should be used as a guide to capitalization. The general terms *province* and *section*, used in the common-noun sense, are not capitalized; the other terms are proper names and are therefore capitalized.

PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
Laurentian Upland.....	Superior Upland.....	Embayed section. Sea Island section. Floridian section. East Gulf Coastal Plain. Mississippi Alluvial Plain. West Gulf Coastal Plain.
Atlantic Plain.....	Continental Shelf.....	
	Coastal Plain.....	

PHYSICAL DIVISIONS OF THE UNITED STATES—Continued

Major division	Province	Section
Appalachian Highlands.....	Piedmont province.....	Piedmont Upland.
	Blue Ridge province.....	Piedmont Lowland.
	Valley and Ridge province.....	Northern section.
		Southern section.
		Tennessee section.
		Middle section.
		Hudson Valley.
	St. Lawrence Valley.....	Champlain section.
		Northern section.
	Appalachian Plateaus.....	Mohawk section.
Interior Plains.....		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.
Interior Highlands.....	Adirondack province.....	Taconic section.
	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.
Rocky Mountain System.....		Missouri Plateau, glaciated.
		Missouri Plateau, unglaciated.
		Black Hills.
		High Plains.
		Plains Border.
		Colorado Piedmont.
		Raton section.
		Pecos Valley.
		Edwards Plateau.
		Central Texas section.
Intermontane Plateaus.....	Ozark Plateaus.....	Springfield-Salem plateaus.
		Boston "Mountains."
	Ouachita province.....	Arkansas Valley.
		Ouachita Mountains.
	Southern Rocky Mountains.....	
	Wyoming Basin.....	
	Middle Rocky Mountains.....	
	Northern Rocky Mountains.....	
	Columbia Plateaus.....	Walla Walla Plateau.
		Blue Mountain section.
Pacific Mountain System.....		Payette section.
		Snake River Plain.
		Harney section.
	Colorado Plateaus.....	High Plateaus of Utah.
		Uinta Basin.
		Canyon Lands.
		Navajo section.
		Grand Canyon section.
		Datil section.
	Basin and Range province.....	Great Basin.
Pacific Mountain System.....		Sonoran Desert.
		Salton Trough.
		Mexican Highland.
		Sacramento section.
	Sierra-Cascade Mountains.....	Northern Cascade Mountains.
		Middle Cascade Mountains.
		Southern Cascade Mountains.
		Sierra Nevada.
	Pacific Border province.....	Puget Trough.
		Olympic Mountains.
Pacific Mountain System.....		Oregon Coast Range.
		Klamath Mountains.
		California Trough.
		California Coast Ranges.
	Lower Californian province.....	Los Angeles Ranges.

PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.	Judith guide meridian. (Mont.)
First, second, etc., guide meridian.	Kanab guide meridian. (Utah.)
First, second, etc., principal meridian.	Kolob guide meridian. (Utah.)
Auxiliary (first, second, etc.) meridian.	Little Porcupine guide meridian. (Mont.)
Ashley guide meridian. (Utah.)	Louisiana meridian. (La.)
Beaverhead guide meridian. (Mont.)	Maginnis guide meridian. (Mont.)
Belt Mountain guide meridian. (Mont.)	Michigan meridian. (Mich.-Ohio.)
Big Hole guide meridian. (Mont.)	Mount Diablo base line. (Calif.-Nev.)
Bitterroot guide meridian. (Mont.)	Mount Diablo meridian. (Calif.-Nev.)
Black Hills base line. (S. Dak.)	Musselshell guide meridian. (Mont.)
Black Hills guide meridian. (S. Dak.)	Navajo base line. (Ariz.-N. Mex.)
Boise meridian. (Idaho.)	Navajo meridian. (Ariz.-N. Mex.)
Boulder guide meridian. (Mont.)	New Mexico guide meridian. (N. Mex.-Colo.)
Browning guide meridian. (Mont.)	New Mexico principal meridian. (N. Mex.-Colo.)
Buffalo Creek guide meridian. (Mont.)	Panguitch guide meridian. (Utah.)
Carson River guide meridian. (Nev.)	Passamari guide meridian. (Mont.)
Castle Valley guide meridian. (Utah.)	Pine Valley guide meridian. (Utah.)
Chickasaw meridian. (Miss.)	Principal meridian. (Mont.)
Choctaw base line. (Miss.)	Red Rock guide meridian. (Mont.)
Choctaw meridian. (Miss.)	Reese River guide meridian. (Nev.)
Cimarron meridian. (Okla.)	Ruby Valley guide meridian. (Nev.)
Colorado guide meridian. (Utah.)	St. Helena meridian. (La.)
Columbia guide meridian. (Wash.)	St. Stephens base line. (Ala.-Miss.)
Colville guide meridian. (Wash.)	St. Stephens meridian. (Ala.-Miss.)
Copper River meridian. (Alaska.)	Salt Lake meridian. (Utah.)
Coulson guide meridian. (Mont.)	San Bernardino base line. (Calif.)
Deer Lodge guide meridian. (Mont.)	San Bernardino meridian. (Calif.)
Deschutes meridian. (Oreg.)	Sevier Lake guide meridian. (Utah.)
Emery Valley guide meridian. (Utah.)	Seward meridian. (Alaska.)
Fairbanks meridian. (Alaska.)	Shields River guide meridian. (Mont.)
Flathead guide meridian. (Mont.)	Smith River guide meridian. (Mont.)
Fort Belknap guide meridian. (Mont.)	Snake Valley guide meridian. (Utah.)
Fremont Valley guide meridian. (Utah.)	Square Butte guide meridian. (Mont.)
Gila and Salt River meridian. (Ariz.)	Sweet Grass guide meridian. (Mont.)
Grand River guide meridian. (Utah.)	Tallahassee meridian. (Fla.)
Grande Ronde guide meridian. (Oreg.)	Teton guide meridian. (Mont.)
Green River guide meridian. (Utah.)	Uinta special meridian. (Utah.)
Haystack Butte guide meridian. (Mont.)	Ute principal meridian. (Colo.)
Helena guide meridian. (Mont.)	Valley Creek guide meridian. (Mont.)
Henry Mountain guide meridian. (Utah.)	Wah Wah guide meridian. (Utah.)
Horse Plains guide meridian. (Mont.)	Washington meridian. (Miss.)
Humboldt meridian. (Calif.)	Willamette meridian. (Oreg.-Wash.)
Humboldt River guide meridian. (Nev.)	Willow Springs guide meridian. (Utah.)
Huntsville meridian. (Ala.-Miss.)	Wind River meridian. (Wyo.)
Indian meridian. (Okla.)	Yantic guide meridian. (Mont.)
Jefferson guide meridian. (Mont.)	Yellowstone guide meridian. (Mont.)

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF
LEGISLATIVE BODIES, ETC.**

[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 (Shah)----	Parliament: Senate, National Assembly.	Kingdom----	Kābul.
Albania-----	President of Presidium of People's Assembly.	People's Assembly (unicameral).	People's Republic of Albania.	Tirana (Tiranë).
Algeria-----	Premier-----	National Assembly (unicameral).	Republic----	Algiers.
Andorra-----	First Syndic----	General Council of the Valleys.	Coprin- cipal- ity.	Andorra.
Argentina-----	President-----	Congress: Senate, Chamber of Deputies.	Republic----	Buenos Aires.
Australia-----	Queen (repre- sented by Gov- ernor General).	Federal Parliament: Senate, House of Representatives.	Com mon- wealth.	Canberra.
Austria-----	President-----	Parliament: Federal Council (Bundesrat), National Council (Nationalrat).	Federal Re- public.	Vienna (Wien).
Belgium-----	King-----	Parliament: Senate, Chamber of Representatives.	Kingdom----	Brussels (Bruxelles, Brussel).
Bhutan-----	Maharaja-----	Absolute monarchy.	-----do-----	Thimbu.
Bolivia-----	President-----	National Congress: Chamber of Senators, Chamber of Deputies.	Republic----	Sucre, capital; La Paz, seat of gov- ernment.
Brazil-----	-----do-----	National Congress: Federal Senate, Chamber of Deputies.	-----do-----	Brasília.
British Common- wealth of Na- tions. ¹				
Bulgaria-----	President of Presidium of National As- sembly.	National Assembly (unicameral).	People's Re- public of Bulgaria.	Sofia (Sofiya).
Burma-----	President-----	Parliament-----	Union-----	Rangoon.
Burundi-----	King (Mwami)----	Legislative Assembly (uni- cameral).	Kingdom----	Usumbura.
Cambodia-----	King and Queen jointly.	Parliament consisting of National Assembly and Council of Kingdom.	-----do-----	Phnom Penh.
Cameroon-----	President-----	National Federal Assembly (unicameral).	Republic----	Yaoundé.
Canada-----	Queen (repre- sented by Gov- ernor General).	Parliament: Senate, House of Commons.	Parliamen- tary state.	Ottawa.
Central African Republic.	President-----	Assembly (unicameral)-----	Republic----	Bangui.
Ceylon-----	-----do-----	Parliament: Senate, House of Representatives.	Parliamen- tary state.	Colombo.
Chad-----	-----do-----	National Assembly (unicameral).	Republic----	Fort-Lamy.
Chile-----	-----do-----	National Congress: Senate, Chamber of Deputies.	-----do-----	Santiago.
China-----	-----do-----	Legislative Yuan (Legislative Assembly).	-----do-----	Taipei (conven- tional), T'ai-pei (Chinese), Tai- wan (Formosa), seat of gov- ernment.
Colombia-----	-----do-----	Congress: Senate, Chamber of Representatives.	-----do-----	Bogotá.
Congo, Republic of	-----do-----	National Assembly (unicameral).	-----do-----	Brazzaville.
Congo, Republic of the.	-----do-----	Parliament: Chamber of Rep- resentatives, Senate.	-----do-----	Léopoldville.
Costa Rica-----	-----do-----	Legislative Assembly (uni- cameral).	-----do-----	San José.
Cuba-----	-----do-----	Congress: Senate, Chamber of Representatives.	-----do-----	Havana (La Ha- bana).
Cyprus-----	-----do-----	House of Representatives.	-----do-----	Nicosia.
Czechoslovakia--	-----do-----	National Assembly (unicameral).	Socialist Re- public.	Prague (Praha).
Dahomey-----	-----do-----	-----do-----	Republic----	Porto Novo.
Denmark-----	King-----	Parliament (Folketinget) (uni- cameral).	Kingdom----	Copenhagen (Kø- benhavn).
Dominican Re- public.	President-----	Congress: Senate, Chamber of Deputies.	Republic----	Santo Domingo.
Ecuador-----	-----do-----	National Congress: Senate, Chamber of Deputies.	-----do-----	Quito.

See footnotes at end of table.

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF
LEGISLATIVE BODIES, ETC.—Continued**

Country	Chief of state	Legislative body	Form of government	Capital
Egypt. (See United Arab Republic.)				
Éire. (See Ireland.)				
El Salvador.....	President.....	Legislative Assembly (unicameral).	Republic....	San Salvador.
Estonia ²			do.....	Tallinn.
Ethiopia.....	Emperor.....	Parliament: Senate, Chamber of Deputies.	Empire.....	Addis Ababa (Addis Ababā).
Finland.....	President.....	Diet (Eduskunta) (unicameral).	Republic....	Helsinki (Helsingfors).
France.....	do.....	Parliament: Senate, National Assembly.	do.....	Paris.
Gabon.....	do.....	National Assembly (unicameral).	do.....	Libreville.
Germany, Federal Republic of ³	do.....	Parliament: Federal Assembly (Bundestag), Federal Council (Bundesrat).	Federal Republic.	Bonn.
Ghana.....	do.....	National Assembly (unicameral).	Republic....	Accra.
Greece.....	King.....	Chamber of Deputies (Vouli) (unicameral).	Kingdom....	Athens (Athína).
Guatemala.....	President.....	Congress (unicameral).....	Republic....	Guatemala City (Guatemala).
Guinea.....	do.....	National Assembly (unicameral).	do.....	Conakry.
Haiti.....	do.....	National Assembly: Senate, Chamber of Deputies.	do.....	Port-au-Prince.
Honduras.....	do.....	Congress of Deputies (unicameral).	do.....	Tegucigalpa.
Hungary.....	President of Presidential Council.	National Assembly (unicameral).	People's Republic of Hungary.	Budapest.
Iceland.....	President.....	Parliament (Althing): Upper Chamber, Lower Chamber.	Republic....	Reykjavík.
India.....	do.....	Parliament: Council of States (Rajya Sabha), House of the People (Lok Sabha).	do.....	New Delhi.
Indonesia.....	do.....	Parliament.	do.....	Djakarta.
Iran.....	King (Shah in Shah).	Parliament: Senate; National Consultative Assembly (Majlis).	Kingdom....	Teheran (Tehrān).
Iraq.....	President of the Council of State.	Parliament: Senate, Chamber of Deputies.	Republic....	Baghdad (Baghdād).
Ireland.....	President.....	Parliament: Senate, House of Representatives.	do.....	Dublin.
Israel.....	do.....	Parliament (Knesset) (unicameral).	State.....	Jerusalem (de facto).
Italy.....	do.....	Parliament: Senate, Chamber of Deputies.	Republic....	Rome (Roma).
Ivory Coast.....	do.....	National Assembly (unicameral).	do.....	Abidjan.
Jamaica.....	Queen (represented by Governor General).	Parliament: Senate (the Upper House), House of Representatives (the Lower House).	Parliamentary state.	Kingston.
Japan.....	Emperor.....	Diet: House of Councillors, House of Representatives.	Empire.....	Tokyo (Tōkyō).
Jordan.....	King.....	Parliament: Senate, Chamber of Deputies.	Kingdom....	‘Ammān.
Korea.....	President.....	National Assembly dissolved; will probably be reconstituted as unicameral body in May 1963.	Republic....	Seoul (Sŏul).
Kuwait.....	Amir.....	Constituent Assembly (unicameral).	State.....	Kuwait.
Laos.....	King.....	National Assembly.....	Constitutional Parliamentary Monarchy.	Vientiane.
Latvia ²			Republic....	Riga (Rīga).
Lebanon.....	President.....	Chamber of Deputies (unicameral).	do.....	Beirut (Bayrūt).
Liberia.....	do.....	Congress: Senate, House of Representatives.	do.....	Monrovia.
Libya.....	King.....	Senate, Chamber of Deputies.	Kingdom....	Benghazi (Banghāzī) and Tripoli (Tarābulus). ⁴
Liechtenstein.....	Prince.....	Diet (unicameral).	Principality.	Vaduz.
Lithuania ²			Republic....	Kaunas.

See footnotes at end of table.

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF
LEGISLATIVE BODIES, ETC.—Continued**

Country	Chief of state	Legislative body	Form of government	Capital
Luxembourg-----	Grand Duchess-----	Chamber of Deputies (unicameral).	Grand Duchy. Republic----	Luxembourg.
Malagasy Republic-----	President-----	Parliament: National Assembly, Senate.	Republic----	Tananarive.
Malaya, Federation of.	Paramount Ruler.	Federal Legislative Council (unicameral).	Federation--	Kuala Lumpur.
Mali-----	President-----	National Assembly (unicameral).	Republic----	Bamako.
Mauritania-----	-----do-----	-----do-----	-----do-----	Nouakchott.
Mexico-----	-----do-----	General Congress: Chamber of Senators, Chamber of Deputies.	-----do-----	Mexico City (Ciudad de México).
Monaco-----	Prince-----	Council of State (unicameral).	Principality.	Monaco.
Morocco-----	King-----	Monarchy, with Consultative Assembly.	Kingdom----	Rabat, capital and residence of King.
Muscat and Oman-----	Sultan-----	Absolute monarchy-----	Sultanate.	Muscat (Masqaṭ).
Nepal-----	King-----	Council of Ministers appointed by King. (Indirect elections for National Assembly scheduled for 1963.)	Kingdom----	Kātmāndu.
Netherlands-----	Queen-----	States-General: First Chamber, Second Chamber.	-----do-----	Amsterdam, capital; The Hague ('s Gravenhage), seat of government.
New Zealand-----	Queen (represented by Governor General).	Parliament: House of Representatives (unicameral).	Parliamentary state.	Wellington.
Nicaragua-----	President-----	Congress: Chamber of Senators, Chamber of Deputies.	Republic----	Managua.
Niger-----	-----do-----	National Assembly (unicameral).	-----do-----	Niamey.
Nigeria-----	Queen (represented by Governor General).	Parliament: House of Representatives, Senate.	Federal state.	Lagos.
Norway-----	King-----	Parliament (Storting): Lagting, Odelsting.	Kingdom----	Oslo.
Pakistan-----	President-----	National Assembly (unicameral).	Republic----	Rawalpindi, temporary, pending completion of capital at Islāmābād.
Panama-----	-----do-----	-----do-----	-----do-----	Panamá.
Paraguay-----	-----do-----	House of Representatives (unicameral).	-----do-----	Asunción.
Peru-----	-----do-----	Congress: Senate, Chamber of Deputies.	-----do-----	Lima.
Philippines-----	-----do-----	Congress: Senate, House of Representatives.	-----do-----	Manila (Quezon City, future new capital).
Poland-----	Chairman of Council of State.	Diet (Sejm) (unicameral)-----	People's Republic of Poland.	Warsaw (Warszawa).
Portugal-----	President-----	National Assembly (unicameral).	Republic----	Lisbon (Lisboa).
Rumania-----	President of Presidium of Grand National Assembly.	Grand National Assembly (unicameral).	People's Republic of Rumania.	Bucharest (București).
Rwanda-----	President-----	Legislative Assembly (unicameral).	Republic----	Kigali.
Salvador. (See El Salvador.)	Regents (2)-----	Grand Council (unicameral)-----	-----do-----	San Marino.
San Marino-----	King-----	Monarchy with Council of Ministers.	Kingdom----	Riyadh (Ar Riyāḍ), capital and King's residence; Jidda (Juddah), diplomatic center.
Saudi Arabia-----	-----do-----	-----do-----	-----do-----	-----do-----
Senegal-----	President-----	National Assembly (unicameral).	Republic----	Dakar.
Sierra Leone-----	Queen (represented by Governor General).	House of Representatives (unicameral).	Parliamentary state.	Freetown.
Somali Republic (also Somalia).	President-----	National Assembly (unicameral).	Republic----	Mogadiscio.

See footnotes at end of table.

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF
LEGISLATIVE BODIES, ETC.—Continued**

Country	Chief of state	Legislative body	Form of government	Capital
South Africa, Republic of.	President.....	Parliament: Senate, House of Assembly.	Republic....	Pretoria, capital and seat of administration; Cape Town, seat of legislature.
Spain ¹	Chief of state....	Cortes (unicameral).....	Kingdom....	Madrid.
Sudan.....	President of Supreme Council for the Armed Forces.	Constitution and Parliament abolished.	Republic....	Khartoum (Al Khurūm).
Sweden.....	King.....	Parliament (Riksdag): First Chamber, Second Chamber.	Kingdom....	Stockholm.
Switzerland.....	President.....	Federal Assembly (Bundesversammlung): Council of States (Ständerat), National Council (Nationalrat).	Confederation.	Bern.
Syria or Syrian Arab Republic.do.....	In transition. (Parliament suspended; Cabinet acting pending new elections.)	Republic....	Damascus (Dī-mashq).
Tanganyika.....	President.....	National Assembly (unicameral).do.....	Dar es Salaam.
Thailand (official) (Siam).	King.....	National Assembly.....	Constitutional Monarchy.	Bangkok (Krung Thep).
Togo.....	President.....	National Assembly (unicameral).	Republic....	Lomé.
Transjordan. (See Jordan.)				
Trinidad and Tobago.	Queen (represented by Governor General).	Parliament: Senate (the Upper House), House of Representatives (the Lower House).	Parliamentary state.	Port-of-Spain.
Tunisia.....	President.....	Constituent Assembly (Constitution not yet adopted).	Republic....	Tunis.
Turkey.....do.....	Grand National Assembly (unicameral).do.....	Ankara.
Uganda.....	Queen (represented by Governor General).	National Assembly (unicameral).	Parliamentary state.	Kampala.
Union of Soviet Socialist Republics.	Chairman of Presidium of Supreme Soviet.	Supreme Soviet: Soviet of the Union, Soviet of Nationalities.	Republican Union.	Moscow (Moskva).
United Arab Republic.	President.....	National Assembly (unicameral).	Republic....	Cairo (Al Qāhira).
United Kingdom..	Queen.....	Parliament: House of Lords, House of Commons.	United Kingdom.	London.
Upper Volta.....	President.....	National Assembly (unicameral).	Republic....	Ouagadougou.
Uruguay.....	President of National Council.	General Assembly: Senate, Chamber of Representatives.do.....	Montevideo.
Venezuela.....	President.....	National Congress: Chamber of Senators, Chamber of Deputies.do.....	Caracas.
Vietnam.....do.....	National Legislative Assembly.do.....	Saigon (Sai Gon).
Western Samoa....	Head of state....	Parliament: Head of State, Legislative Assembly.		Apia.
Yemen.....	President.....	(None as yet).....	Republic....	San'a', capital and center of government; Ta'iza, diplomatic center.
Yugoslavia.....do.....	Federal People's Assembly: Federal Council, Council of Producers.	Federal People's Republic.	Belgrade (Beograd)

¹ See separate entries: United Kingdom (Great Britain and Northern Ireland), Australia, Canada, Ceylon, Federation of Malaya, Ghana, India, Jamaica, New Zealand, Nigeria, Pakistan, Sierra Leone, Tanganyika, Trinidad and Tobago, and Uganda.

² The United States has not recognized the Soviet regime in Estonia, Latvia, and Lithuania.

³ Germany, comprising the areas of the 4 zones of occupation, Berlin, and the areas provisionally administered. In this table, the items in the entry for Germany apply to the Federal Republic of Germany the government established in Western Germany. This government achieved sovereignty on May 5, 1955, under the terms of the Paris treaties, and now only matters dealing with Berlin and Germany as a whole remain under Western Allied control. The government for Berlin functions in the American, British, and French sectors of occupation of Berlin, under authority of the Allied Kommandatura. The Eastern Zone of occupation of Germany and a sector of Berlin are occupied by the Soviet Union. Certain areas of Germany are provisionally under the administration of Poland and of the Soviet Union.

⁴ In addition to Benghazi and Tripoli as cocalpitals, an administrative center is being planned for Baida (Al Baydā).

⁵ No accurate English equivalents.

⁶ The Law of Succession, July 27, 1947, declared that Spain was constituted a kingdom.

NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Abyssinia. (See Ethiopia.)		
Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
Algeria	Algerian(s)	Algerian.
Andorra	Andorran(s)	Andorran.
Argentina	Argentine(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
Bahrain	Bahraini(s)	Bahrain or Bahraini.
Belgium	Belgian(s)	Belgian.
Bhutan	Bhutanese (singular, plural)	Bhutanese.
Bolivia	Bolivian(s)	Bolivian.
Brazil	Brazilian(s)	Brazilian.
Bulgaria	Bulgarian(s)	Bulgarian.
Burma	Burman(s) (preferred); Burmese (singular, plural)	Burmese.
Burundi	Burundian(s)	Burundian.
Byelorussia	Byelorussian(s)	Byelorussian.
Cambodia	Cambodian(s)	Cambodian.
Cameroon	Cameroonian(s)	Cameroonian.
Canada	Canadian(s)	Canadian.
Central African Republic	Central African(s)	Central African.
Ceylon	Ceylonese (singular, plural)	Ceylonese.
Chad	Chadian(s) or Chadian(s)	Chadian or Chadian.
Chile	Chilean(s)	Chilean.
China	Chinese (singular, plural)	Chinese.
Colombia	Colombian(s)	Colombian.
Congo, Republic of (Brazzaville)	Congolese (singular, plural)	Congo or Congolese.
Congo, Republic of the (Léopoldville)	Congolese (singular, plural)	Do.
Costa Rica	Costa Rican(s)	Costa Rican.
Cuba	Cuban(s)	Cuban.
Cyprus	Cypriot(s)	Cypriot.
Czechoslovakia	Czechoslovak(s)	Czechoslovak.
Dahomey	Dahomean(s)	Dahomean.
Denmark	Dane(s)	Danish.
Dominican Republic	Dominican(s)	Dominican.
Ecuador	Ecuadoran(s)	Ecuadoran.
Egypt. (See United Arab Republic.)		
El Salvador	Salvadoran(s)	Salvadoran.
Estonia	Estonian(s)	Estonian.
Ethiopia (Abyssinia)	{ Ethiopian(s) (preferred) Abyssinian(s)	Ethiopian (preferred). Abyssinian.
Finland	Finn(s)	Finnish.
France	Frenchman(men)	French.
Gabon	Gabonese (singular, plural)	Gabonese.
Germany	German(s)	German.
Ghana	Ghanaian(s)	Ghanaian.
Great Britain	Briton(s), British (collective, plural). ¹	British. ¹
Greece	Greek(s)	Greek.
Guatemala	Guatemalan(s)	Guatemalan.
Guinea	Guinean(s)	Guinean.
Haiti	Haitian(s)	Haitian.
Honduras	Honduran(s)	Honduran.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelandic(s)	Icelandic.
India	Indian(s)	Indian.
Indonesia	Indonesian(s)	Indonesian.
Iran	Iranian(s)	Iranian.
Iraq	Iraqi(s)	Iraq or Iraqi.
Ireland	Irishman(men), Irish (collective, plural). ²	Irish.
Isle of Man	Manxman(men), Manx (collective, plural).	Manx.
Israel	Israeli(s)	Israel.
Italy	Italian(s)	Italian.
Ivory Coast	Ivoirian(s), Ivoirien(s), or Ivory Coaster(s).	Ivoirian or Ivoirien.
Jamaica	Jamaican(s)	Jamaican.
Japan	Japanese (singular, plural)	Japanese.
Jordan	Jordan(s), Jordanian(s)	Jordan or Jordanian.
Katanga Province	Katangan(s)	Katangan.
Korea	Korean(s)	Korean.
Kuwait	Kuwaiti(s)	Kuwait or Kuwaiti.
Laos	Lao or Laotian (singular, plural)	Lao or Laotian.
Latvia	Latvian(s)	Latvian.
Lebanon	Lebanese (singular, plural)	Lebanese.
Liberia	Liberian(s)	Liberian.
Libya	Libyan(s)	Libyan.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.

See footnotes at end of table.

NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

Country or region	Noun (plural ending in parentheses)	Adjective
Lithuania	Lithuanian(s)	Lithuanian.
Luxembourg	Luxembourger(s)	Luxembourg.
Malagasy Republic	Malagasy (singular, plural)	Malagasy.
Malaya	Malayan(s)	Malayan.
Mali	Malian(s)	Malian.
Mauritania	Mauritanian(s)	Mauritanian.
Mexico	Mexican(s)	Mexican.
Monaco	Monacan(s)	Monacan.
Morocco	Moroccan(s)	Moroccan.
Muscat and Oman	Omani(s)	Oman or Omani.
Nepal	Nepalese (singular, plural)	Nepalese.
Netherlands ¹	Netherlander(s)	Netherland. ³
New Zealand	New Zealander(s)	New Zealand.
Newfoundland	Newfoundlander(s)	Newfoundland.
Nicaragua	Nicaraguan(s)	Nicaraguan.
Niger	Nigeris (singular, plural)	Niger.
Nigeria	Nigerian(s)	Nigerian.
Norway	Norwegian(s)	Norwegian.
Pakistan	Pakistani(s)	Pakistan or Pakistani.
Palestine	Palestinian(s)	Palestinian.
Panama	Panamanian(s)	Panamanian.
Paraguay	Paraguayan(s)	Paraguayan.
Persia. (See Iran.)		
Peru	Peruvian(s)	Peruvian.
Philippines	Filipino(s)	Philippine.
Poland	Pole(s)	Polish.
Portugal	Portuguese (singular, plural)	Portuguese.
Rumania	Rumanian(s)	Rumanian.
Rwanda	Rwandan(s)	Rwandan.
Salvador. (See El Salvador.)		
San Marino	San Marinese(s)	San Marinese.
Saudi Arabia	Saudi Arab(s)	Saudi Arabian.
Scotland	Scot(s), Scotch (collective, plural)	Scotch; Scottish.
Senegal	Senegalese (singular, plural)	Senegal or Senegalese.
Sierra Leone	Sierra Leonean(s)	Sierra Leonean.
Somali Republic (also Somalia)	Somali(s)	Somali.
South Africa, Republic of	South African(s)	South African.
Spain	Spaniard(s)	Spanish.
Sudan	Sudanese (singular, plural)	Sudanese.
Sweden	Swede(s)	Swedish.
Switzerland	Swiss (singular, plural)	Swiss.
Syria or Syrian Arab Republic	Syrian(s)	Syrian.
Tanganyika	Tanganyikan(s)	Tanganyikan.
Thailand	Thai (singular, plural)	Thai.
Togo	Togolese (singular, plural)	Togolese.
Tonga	Tongan(s)	Tongan.
Trinidad and Tobago	Trinidadian(s)	Trinidadian.
Tunisia	Tunisian(s)	Tunisian.
Turkey	Turk(s)	Turkish.
Uganda	Ugandan(s)	Ugandan.
Ukraine	Ukrainian(s)	Ukrainian.
Union of Soviet Socialist Republics	Soviets (plural only) ⁴	Soviet.
United Arab Republic	Egyptian(s)	United Arab Republic.
United States of America	American(s)	{ American (preferred). United States.
Upper Volta	Upper Voltan(s)	Upper Voltan.
Uruguay	Uruguayan(s)	Uruguayan.
Venezuela	Venezuelan(s)	Venezuelan.
Vietnam	Vietnamese (singular, plural)	Vietnamese.
Wales	Welshman(men), Welsh (collective, plural)	Welsh.
Western Samoa	(Western) Samoan(s)	(Western) Samoan.
Yemen	Yemeni(s)	Yemen or Yemeni.
Yugoslavia	Yugoslav(s)	Yugoslav.

¹ The term "British" is usually used of or pertaining to Great Britain, or in the widest sense to the United Kingdom of Great Britain and Northern Ireland, or its inhabitants. It is also occasionally used as meaning "of or appertaining to the British Commonwealth of Nations"; e.g., "British" subject.

² Irish (collective, plural) is used generally in the case of Ireland, the island.

³ Netherlands is generally preferred, but Netherlands is the official form for Netherlands Government.

⁴ The word "Soviet," which means council, cannot be used. Use instead "of Soviet nationality" (citizenship); "Soviet national"; or "Soviet citizen."

FOREIGN MONEY¹

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name ²	Symbol	Name ²	Abbreviation or symbol
Aden.....	shilling.....	EA Sh.	cent.....	
Afghanistan.....	afghani.....	Afg.	pul.....	
Albania.....	lek.....		quintar.....	
Algeria.....	franc.....	Fr.	centime.....	
Andorra.....	(franc (French franc)).....	Fr.	do.....	
Angola.....	(peseta (Spanish peseta)).....	Pta.	céntimo.....	
Argentina.....	escudo.....	Esc.	centavo.....	Ctvo.
Australia.....	peso ³	M\$N	do.....	Ctvo.
Austria.....	pound ⁴	A£	shilling; penny (pence).....	s., d.
Bahamas.....	schilling.....	S.	groschen (singular, plural).....	
Barbados.....	pound.....	£	shilling; penny (pence).....	s., d.
Belgium.....	dollar.....	W\$	cent.....	
Bermuda.....	franc.....	BF	do.....	C.
Bolivia.....	pound.....	£	shilling; penny (pence).....	s., d.
Borneo, North.....	peso.....	B\$	centavo.....	Ctvo.
Brazil.....	dollar.....	M\$		
Brunei.....	cruzeiro ⁵	Cr\$	do.....	Ctvo.
Bulgaria.....	dollar.....	M\$		
Burma.....	lev (leva).....		stotinka (stotinki).....	
Burundi.....	kyat.....	K.	pya.....	
Cambodia.....	franc.....	RBF		
Cameroon.....	riel.....		sen.....	
Canada ⁶	franc.....	CFAF	centime.....	
Central African Republic.....	dollar.....	Can\$	cent.....	c., ct(s).
Ceylon.....	franc.....	CFAF		
Chad.....	rupee.....	Cey Rs.	do.....	
Chile.....	franc.....	CFAF		
China, Taiwan.....	escudo.....	Esc.	centesimo.....	
Colombia.....	new Taiwan dollar.....	NT\$	cent.....	
Congo, Republic of (Brazzaville).....	peso.....	Col\$	centavo.....	Ctvo.
Congo, Republic of the (Léopoldville).....	franc.....	CFAF		
Costa Rica.....	do.....	CF		
Cuba.....	colón (colones).....	¢	centimo.....	Ctmo.
Cyprus.....	peso.....	\$	centavo.....	Ctvo.
Czechoslovakia.....	pound.....	C£	mil.....	
Dahomey.....	koruna.....	Kčs.	heller.....	
Danzig. ⁷	franc.....	CFAF		
Denmark.....				
Dominican Republic.....	krone (kroner).....	DKr.	øre (singular, plural).....	
Ecuador.....	peso.....	RD\$	centavo.....	Ctvo.
El Salvador.....	sucre.....	S/	do.....	Ctvo.
Estonia. ⁸	colón (colones).....	¢	centavo.....	Ctvo.
Ethiopia.....	dollar.....	Eth\$	cent.....	
Finland.....	markka.....	Fmk.	penni (pennia).....	Pia.
France ⁹	franc.....	Fr.	centime.....	
Gabon.....	do.....	CFAF		
Gambia.....	pound.....	WA£	shilling; penny (pence).....	s., d.
Germany, Federal Republic of.....	deutsche mark.....	DM.	pfennig (singular, plural).....	pf.
Ghana.....				
Greece.....	pound.....	G£	shilling; penny (pence).....	s., d.
Guatemala.....	drachma.....	Dr.	lepton (lepta).....	
Haiti.....	quetzal (quetzales).....	Q.	centavo.....	Ctvo.
Honduras.....	gourde.....	G.	centime.....	
Hong Kong.....	lempira.....	L.	centavo.....	Ctvo.
Hungary.....	dollar.....	HK\$	cent.....	
Iceland.....	forint.....	Ft.	filler (singular, plural).....	
India.....	króna (krónur).....	IKr.	öre (aurar) (singular, plural).....	
Indonesia.....	rupee.....	Rs.	naya paisa; naye paisa (N.P.) (plural).....	
Iran.....				
Iraq.....	rupiah (singular, plural).....	Rp.	sen (singular, plural).....	
Ireland (Éire).....	rial.....	Rls.	dinar.....	
Israel.....	dinar.....	ID.	fil.....	
Italy.....	pound.....	£	shilling; penny (pence).....	s., d.
Ivory Coast.....	do.....	IE.	prutah (prutot).....	
Jamaica.....	lira (lire).....	Lit.	centesimo (centesimi).....	Ctmo.
Japan.....	franc.....	CFAF		
Jordan.....	pound.....	J£	shilling; penny (pence).....	s., d.
Kenya.....	yen (singular, plural).....	¥.	sen (singular, plural).....	
Korea.....	dinar.....	JD.	fil.....	
Kuwait.....	shilling.....	EA Sh.	cent.....	
Laos.....	won (singular, plural).....		chon.....	
	dinar.....	D.	fil.....	
	kip.....	K.	at.....	

See footnotes at end of table.

FOREIGN MONEY ¹—Continued

Country or area	Basic monetary unit		Principal fractional unit	
	Name ²	Symbol	Name ²	Abbreviation or symbol
Latvia, ³				
Lebanon	pound	LL	piaster	
Liberia	dollar	\$	cent	
Libya	pound	L£	piaster	
Liechtenstein	franc (Swiss franc)	Sw Fr	centime	
Lithuania, ³				
Luxembourg	franc	Lux F	centime	
Macao	pataca	P	avo	
Madeira	escudo	Ese	centavo	
Malagasy Republic	franc	CFAF		
Malaya, Federation of	dollar	M\$	cent	
Mali	franc			
Malta	pound	£	shilling; penny (pence)	s., d.
Mauritania	franc	CFAF		
Mauritius	rupee	Mau Rs.		
Mexico	peso	Mex\$	centavo	
Monaco	franc (French franc)	Fr	centime	
Morocco	dirham	DH	franc	
Mozambique	escudo	Ese	centavo	
Nepal	rupee (or mohur, singular, plural)	N Rs.	pie, pice	
Netherlands ¹¹	guilder (florin)	f.	cent	
Netherlands Antilles	do.	Ant. f.	do.	
New Caledonia	franc	CFPF	centime	
New Zealand	pound	NZ£	shilling; penny (pence)	s., d.
Nicaragua	córdoba	C\$	centavo	Ctvo.
Niger	franc	CFAF		
Nigeria	pound	N£	shilling; penny (pence)	s., d.
Norway	krona (kroner)	NKr	øre (singular, plural)	
Pakistan	rupee	PRs.	paisa	
Panama	balboa	B.	centesimo	Ctmo.
Paraguay	guaraní (guaraníes)	G.	centimo	Ctmo.
Peru	sol (soles)	S/	centavo	Ctvo.
Philippines	peso	P	do.	Ctvo.
Poland	złoty	Zł.	grosz (grosze; groszy)	
Portugal ¹²	escudo	Ese	centavo	Ctvo.
Rhodesia and Nyasaland, Federation of	pound	R£	shilling; penny (pence)	s., d.
Rumania	leu (lei)		ban (bani)	
Rwanda	franc	RBF		
San Marino	lira (lire)		centesimo (centesimi)	
Sarawak	dollar	M\$		
Saudi Arabia	riyal	SRls	halala (singular, plural)	
Sierra Leone	pound	£		
Singapore	dollar	M\$	cent	
Somali	shilling	Sh		
Somaliland, French	franc	DF		
South Africa, Republic of	rand	R	cent	c., et(s).
Spain	peseta	Pts	centimo	
Sudan	pound	SdL	piaster	
Surinam	guilder (florin)	Sur. f.	cent	
Sweden	krona (kronor)	SKr	øre (singular, plural)	
Switzerland	franc	Sw F	centime	
Syria	pound	SL	piaster	
Tanganyika	shilling	EA Sh	cent	
Thailand	baht (singular, plural)	B	satang (singular, plural)	
Togo	franc	CFAF		
Tonga	pound	T£		
Trinidad and Tobago	dollar	WI\$	cent	
Tunisia	dinar	D	mil	
Turkey	lira	TL	kurus	
Uganda	shilling	EA Sh	cent	
United Arab Republic	pound	EL		
United Kingdom ¹⁰	do.	£	shilling; penny (pence)	s., d.
Upper Volta	franc	CFAF		
Uruguay	peso	Ur\$	centesimo	Ctmo.
U.S.S.R. (Russia)	ruble		kopek	
Venezuela	bolívar (bolívars)	Bs.	centimo	Ctmo.
Vietnam	piaster	VN\$	centime	
Yemen	imadi; Maria Theresa thaler	MT\$	bogsha	
Yugoslavia	dinar	Din	para	

¹ The conventions for writing sums of money in foreign countries are similar, generally, to those in the United States in that the symbol or abbreviation of the basic unit is placed before the sum, and a period, a comma, or simply a space appears before the fractional part. "DM1.225.50," for example, means "1,225 deutsche marks 50 pfennigs." Some other conventions are contained in the following footnotes.

² Unless otherwise indicated in parentheses, plurals of these terms are formed regularly by adding "s."

³ The term "gold peso" (oro sellado) is abbreviated "o/s," but gold coins are not widely in circulation.

(Footnotes continued on p. 248.)

METRIC TABLES

LENGTH

Myriameter.....	10,000 meters...	6.2137 miles.	Meter.....	1 meter.....	39.37 inches.
Kilometer.....	1,000 meters...	0.62137 mile.	Decimeter.....	0.1 meter.....	3.937 inches.
Hectometer.....	100 meters...	328 feet 1 inch.	Centimeter.....	0.01 meter.....	0.3937 inch.
Dekameter.....	10 meters...	393.7 inches.	Millimeter.....	0.001 meter.....	0.0394 inch.

AREA

Hectare.....	10,000 square meters...	2.471 acres.
Are.....	100 square meters...	119.6 square yards.
Centiare.....	1 square meter.....	1,550 square inches.

WEIGHT

Name	Number of grams	Volume corresponding to weight	Avoirdupois weight
Metric ton, millier or tonneau.....	1, 000, 000	1 cubic meter.....	2,204.6 pounds.
Quintal.....	100, 000	1 hectoliter.....	220.46 pounds.
Myriagram.....	10, 000	1 dekaliter.....	22.046 pounds.
Kilogram or kilo.....	1, 000	1 liter.....	2.2046 pounds.
Hectogram.....	100	1 deciliter.....	3.5274 ounces.
Dekagram.....	10	10 cubic centimeters.....	0.3527 ounce.
Gram.....	1	1 cubic centimeter.....	15.432 grains.
Decigram.....	.1	0.1 cubic centimeter.....	1.5432 grains.
Centigram.....	.01	10 cubic millimeters.....	0.1543 grain.
Milligram.....	.001	1 cubic millimeter.....	0.0154 grain.

CAPACITY

Name	Number of liters	Metric cubic measure	U.S. 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.

(Footnotes continued from p. 247.)

Official and private accounts are kept in terms of the paper peso (moneda nacional, abbreviated "m/n"), indicated as M\$N; thus, M\$N632,790 or \$632,790 (m/n).

⁴ Sums are written as in Great Britain except that the symbol £, for the pound, is usually preceded by an "A." (See footnote 10.)

⁵ 1,000 cruzeiros is commonly referred to as a conto. Thus "Cr\$400.100,50" may be read "400 contos 100 cruzeiros 50 centavos."

⁶ Including Newfoundland, now a Province of Canada.

⁷ There has been no separate currency issued in Danzig since prior to World War II.

⁸ There has been no national currency issued in Estonia, Latvia, and Lithuania since World War II.

⁹ The franc units of Algeria, French West Indies, and French Guiana are equivalent to the French franc. However, the currency units of certain French possessions bear differing ratios to the French franc. Names and areas of circulation other than those listed are as follows: CFA franc, Madagascar, Reunion, St. Pierre and Miquelon, Togoland; CFP franc, New Hebrides; Djibouti franc, French Somaliland.

¹⁰ Sums of money are written as follows: £5 4s. 6d. or £5.4.6, not 5/4/6. Currency units of a number of nonmetropolitan areas are equivalent to the British pound; namely, the West African pound (in Gambia, Nigeria, and Sierra Leone), the Rhodesia-Nyasaland pound (in the Federation of Rhodesia and Nyasaland), the pound units of Cyprus, Gibraltar, Malta, Bahamas, Bermuda, Jamaica, and the Falkland Islands. However, units of certain areas bear differing ratios to the British pound; namely, the East African shilling (in Aden, British Somaliland, Kenya, Uganda, Tanganyika, and Zanzibar); British West Indian dollar (in Barbados, Trinidad, British Guiana, Leeward Islands, and Windward Islands); British Honduras dollar; Mauritian rupee; Seychelles rupee; Fiji pound; Tongan pound; Hong Kong dollar; and the Malayan dollar (in British North Borneo, Brunei, and Sarawak).

¹¹ The local currency units in Netherlands territory (namely, the Surinam guilder, the Nederlandse Antillen (Netherlands West Indies) guilder, and the Netherlands New Guinea guilder) are not equivalent to the Netherlands guilder.

¹² The symbol (\$) is used between the escudo and the centavo; the colon (:) is used between the conto (=1,000 escudos) and the escudo; the sum written 125,750:350\$50, for example, reads "125,750 contos 350 escudos 50 centavos."

METRIC TABLES—Continued
COMMON MEASURES AND THEIR METRIC EQUIVALENTS

Common measure	Equivalent	Common measure	Equivalent
Inch.....	2.54 centimeters.	Dry quart, United States.....	1.101 liters.
Foot.....	0.3045 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.		

U.S. EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS

(With suggestions by the Department of Agriculture)

Weight or measure	Country	Weight or measure	Country
1 ardeb=1.98 hectoliters=5.6189 Winchester or United States bushels.	Egypt.	1 koku=47.655 United States standard gallons.	Japan.
1 arroba=25 pounds, avoirdupois.	Cuba.	1 kwan=8.2673 pounds, avoirdupois.	Do.
1 batman=6.5 pounds, avoirdupois.	Iran.	1 liter=0.028378 Winchester bushel=0.26418 United States gallon.	(?).
1 bouw=7,096.5 square meters=1.754 acres.	Indonesia.	1 manzana=1.7266 acres.....	Guatemala.
1 cantar=44.928 kilograms=99.049 pounds, avoirdupois.	Egypt.	1 maund=82.2857 pounds, avoirdupois.	British India.
1 catty (kati)=1½ pounds, avoirdupois.	China.	1 mesana=0.6397 acre.....	Cuba.
1 cental=100 pounds, avoirdupois.	United States, Canada, Union of South Africa. ¹	1 morgen=2.1165 acres.....	Union of South Africa.
1 centner=110.23 pounds, avoirdupois.	Denmark.	1 mow=0.1518 acre (varying).	China.
1 chetvert=5.9568 Winchester bushels.	Union of Soviet Socialist Republics.	1 oke=1.248 kilograms=2.751 pounds, avoirdupois.	Egypt.
1 cho=2.4506 acres.....	Japan.	1 oke=2.822 pounds, avoirdupois.	Greece.
1 dekar=0.2471 acre.....	Norway.	1 picul=133¼ pounds, avoirdupois.	China.
1 dessiatine=2.6997 acres.....	Union of Soviet Socialist Republics.	1 picul=61.761 kilograms=136.16 pounds, avoirdupois.	Indonesia.
1 donum=0.227 acre.....	Turkey.	1 picul=132.28 pounds, avoirdupois.	Japan.
1 doppelzentner=220.46 pounds, avoirdupois.	Germany.	1 pood=36.1128 pounds, avoirdupois.	Union of Soviet Socialist Republics.
1 feddan=1.038 acres.....	Egypt.	1 pound, Great Venetian=1.0582 pounds, avoirdupois.	Greece.
1 hectare=2.471 acres.....	(?).	1 quintal (double centner, or metric centner)=220.46 pounds, avoirdupois.	(?).
1 hectoliter=2.8378 Winchester bushels.	(?).	1 quarter=8 imperial bushels=8.2564 Winchester bushels.	United Kingdom.
1 hectoliter=26.418 United States gallons.	United Kingdom, Australia. ¹	1 rai=0.3954 acre.....	Thailand.
1 hundredweight (long)=112 pounds, avoirdupois.	United States, Canada, Union of South Africa. ¹	1 Russian pound=¼ pood=0.90282 pound, avoirdupois.	Union of Soviet Socialist Republics.
1 hundredweight (or cental)=100 pounds, avoirdupois.	United Kingdom, Canada, Australia, Union of South Africa. ¹	1 stremma (royal)=0.2471 acre.	Greece.
1 imperial bushel=1.03205 Winchester bushels.	Do. ¹	1 tan (or picul)=133¼ pounds, avoirdupois.	China.
1 imperial gallon=1.2009 United States gallons.	Hungary.	1 ton (long)=2,240 pounds, avoirdupois.	United States (foreign trade) and United Kingdom.
1 joch (cadastral hold, or cadastral arpent)=1.422 acres.	(?).	1 ton (metric)=2,204.6 pounds, avoirdupois.	(?).
1 kilogram=2.2046 pounds, avoirdupois.	Japan.	1 ton (short)=2,000 pounds, avoirdupois.	United States (internal trade) and Canada (foreign trade).
1 kin=1.3228 pounds, avoirdupois.	Formosa.		Germany.
1 ko=2.3966 acres.....	Japan.		
1 koku=4.9602 imperial bushels=5.1192 Winchester bushels.			

¹ List of countries given may not be complete.

² Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

PICAS REDUCED TO INCHES

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608
10	1.660	27	4.483	44	7.306	61	10.128	78	12.951	95	15.774
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438
15	2.490	32	5.313	49	8.136	66	10.959	83	13.781	100	16.604
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900

INCREASE OF TEXT BY USING LEADS

If leaded with 2-point leads—

6-point type is increased one-third.

8-point type is increased one-fourth.

10-point type is increased one-fifth.

11-point type is increased two-elevenths.

12-point type is increased one-sixth.

NUMBER OF WORDS AND EMS TO THE SQUARE INCH

Size of type	Number of words		Number of ems	Size of type	Number of words		Number of ems
	Solid	Leaded			Solid	Leaded	
14-point.....	11	8	26½	8-point.....	32	23	81
12-point.....	14	11	36	6-point.....	47	34	144
11-point.....	17	14	43	5-point.....	69	50	207
10-point.....	21	16	52				

20. COUNTIES

Note the orthography of names of the following counties:

Alleghany in Maryland and New York	Huntington in Indiana
Alleghany in North Carolina and Virginia	Johnston in North Carolina and Oklahoma; all others Johnson
Allegheny in Pennsylvania	Kanabec in Minnesota
Andrew in Missouri	Kennebec in Maine
Andrews in Texas	Kearney in Nebraska
Arkansas in Texas	Kearny in Kansas
Arkansas in Arkansas	Lawrence in all States
Barber in Kansas	Linn in Iowa, Kansas, Missouri, and Oregon
Barbour in Alabama and West Virginia	Lynn in Texas
Brevard in Florida	Loudon in Tennessee
Broward in Florida	Loudoun in Virginia
Brooke in West Virginia	Manatee in Florida
Brooks in Georgia and Texas	Manistee in Michigan
Brown in all States	Merced in California; Mercer elsewhere
Bulloch in Georgia	Morton } both in Kansas
Bullock in Alabama	Norton }
Burnet in Texas	Muscogee in Georgia
Burnett in Wisconsin	Muskogee in Oklahoma
Cheboygan in Michigan; Sheboygan in Wisconsin	Park in Colorado and Montana
Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia; all others Clark	Parke in Indiana
Coffee in Alabama, Georgia, and Tennessee	Pottawatomie in Kansas and Oklahoma
Coffey in Kansas	Pottawattamie in Iowa
Coal in Oklahoma	Sanders in Montana
Cole in Missouri	Sanders in Nebraska
Coles in Illinois	Smyth in Virginia; all others Smith
Cook in Illinois and Minnesota	Stafford in Virginia
Cooke in Texas	Stafford in New Hampshire
Davidson in North Carolina and Tennessee	Stanley in South Dakota
Davie in North Carolina	Stanly in North Carolina
Davies in Indiana, Kentucky, and Missouri	Stark in Illinois, North Dakota, and Ohio
Davis in Iowa and Utah	Starke in Indiana
Davison in South Dakota	Stephens in Georgia, Oklahoma, and Texas
Dickenson in Virginia	Stevens in Kansas, Minnesota, and Washington
Dickinson in Iowa, Kansas, and Michigan	Storey in Nevada
Dickson in Tennessee	Story in Iowa
Douglas in all States	Terrell in Georgia and Texas
Forrest in Mississippi; Forest in others	Tyrrell in North Carolina
Glascok in Georgia	Tooele in Utah
Glascok in Texas	Toole in Montana
Green in Kentucky and Wisconsin; all others Greene	Vermillion in Indiana; all others Vermilion
Harford in Maryland	Woods in Oklahoma; all others Wood
Hartford in Connecticut	Wyandot in Ohio
Huntingdon in Pennsylvania	Wyandotte in Kansas

ALABAMA	Clarke	Escambia	Lee	Pike
Autauga	Clay	Etowah	Limestone	Randolph
Baldwin	Cleburne	Fayette	Lowndes	Russell
Barbour	Coffee	Franklin	Macon	St. Clair
Bibb	Colbert	Geneva	Madison	Shelby
Blount	Conecuh	Greene	Marengo	Sumter
Bullock	Coosa	Hale	Marion	Talladega
Butler	Covington	Henry	Marshall	Tallapoosa
Calhoun	Crenshaw	Houston	Mobile	Tuscaloosa
Chambers	Cullman	Jackson	Monroe	Walker
Cherokee	Dale	Jefferson	Montgomery	Washington
Chilton	Dallas	Lamar	Morgan	Wilcox
Choctaw	De Kalb	Lauderdale	Perry	Winston
	Elmore	Lawrence	Pickens	

ALASKA (divided into four judicial districts; no counties)

ARIZONA	Coconino	Greenlee	Navajo	Santa Cruz
Apache	Gila	Maricopa	Pima	Yavapai
Cochise	Graham	Mohave	Pinal	Yuma
ARKANSAS	Carroll	Crawford	Garland	Jefferson
Arkansas	Chicot	Crittenden	Grant	Johnson
Ashley	Clark	Cross	Greene	Lafayette
Baxter	Clay	Dallas	Hempstead	Lawrence
Benton	Cleburne	Desha	Hot Spring	Lee
Boone	Cleveland	Drew	Howard	Lincoln
Bradley	Columbia	Faulkner	Independence	Little River
Calhoun	Conway	Franklin	Izard	Logan
	Craighead	Fulton	Jackson	Lonoke

ARKANSAS—Continued

Madison	Newton	Pope	Scott	Union
Marion	Onachita	Prairie	Searcy	Van Buren
Miller	Perry	Pulaski	Sebastian	Washington
Mississippi	Phillips	Randolph	Sevier	White
Monroe	Pike	St. Francis	Sharp	Woodruff
Montgomery	Poinsett	Saline	Stone	Yell
Nevada	Polk			

CALIFORNIA

Alameda	Glenn	Mendocino	San Benito	Siskiyou
Alpine	Humboldt	Merced	San Bernardino	Solano
Amador	Imperial	Modoc	San Diego	Sonoma
Butte	Inyo	Mono	San Francisco	Stanislaus
Calaveras	Kern	Monterey	San Joaquin	Sutter
Colusa	Kings	Napa	San Luis Obispo	Tehama
Contra Costa	Lake	Nevada	San Mateo	Trinity
Del Norte	Lassen	Orange	Santa Barbara	Tulare
El Dorado	Los Angeles	Placer	Santa Clara	Tuolumne
Fresno	Madera	Plumas	Santa Cruz	Ventura
	Marin	Riverside	Shasta	Yolo
	Mariposa	Sacramento	Sierra	Yuba

COLORADO

Adams	Costilla	Grand	Logan	Pueblo
Alamosa	Crowley	Gunnison	Mesa	Rio Blanco
Arapahoe	Custer	Hinsdale	Mineral	Rio Grande
Archuleta	Delta	Huerfano	Moffat	Routt
Baca	Denver	Jackson	Montezuma	Saguache
Bent	Dolores	Jefferson	Montrose	San Juan
Boulder	Douglas	Kiowa	Morgan	San Miguel
Chaffee	Eagle	Kit Carson	Otero	Sedgwick
Cheyenne	Elbert	Lake	Ouray	Summit
Clear Creek	El Paso	La Plata	Park	Teller
Conejos	Fremont	Larimer	Phillips	Washington
	Garfield	Las Animas	Pitkin	Weld
	Gilpin	Lincoln	Prowers	Yuma

CONNECTICUT

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

DELAWARE

Kent	New Castle	Sussex
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DISTRICT OF COLUMBIA**FLORIDA**

Alachua	Dade	Hernando	Manatee	St. Johns
Baker	De Soto	Highlands	Marion	St. Lucie
Bay	Dixie	Hillsborough	Martin	Santa Rosa
Bradford	Duval	Holmes	Monroe	Sarasota
Brevard	Escambia	Indian River	Nassau	Seminole
Broward	Flagler	Jackson	Okaloosa	Sumter
Calhoun	Franklin	Jefferson	Okeechobee	Suwannee
Charlotte	Gadsden	Lafayette	Orange	Taylor
Citrus	Gilchrist	Lake	Osceola	Union
Clay	Glades	Lee	Palm Beach	Volusia
Collier	Gulf	Leon	Pasco	Wakulla
Columbia	Hamilton	Levy	Pinellas	Walton
	Hardee	Liberty	Polk	Washington
	Hendry	Madison	Putnam	

GEORGIA

Appling	Clinch	Gordon	Macon	Stewart
Atkinson	Cobb	Grady	Madison	Sumter
Bacon	Coffee	Greene	Marion	Talbot
Baker	Colquitt	Gwinnett	Meriwether	Tallapoosa
Baldwin	Columbia	Habersham	Miller	Tattnall
Banks	Cook	Hall	Mitchell	Taylor
Barrow	Coweta	Hancock	Monroe	Telfair
Bartow	Crawford	Haralson	Montgomery	Terrell
Ben Hill	Crisp	Harris	Morgan	Thomas
Berrien	Dade	Hart	Murray	Tift
Bibb	Dawson	Heard	Muscogee	Toombs
Bleckley	Decatur	Henry	Newton	Towns
Brantley	De Kalb	Houston	Oconee	Trentlen
Brooks	Dodge	Irwin	Oglethorpe	Trout
Bryan	Dooly	Jackson	Paulding	Turner
Bulloch	Dougherty	Jasper	Peach	Twiggs
Burke	Douglas	Jeff Davis	Pickens	Union
Butts	Early	Jefferson	Pierce	Upson
Calhoun	Echols	Jenkins	Pike	Walker
Camden	Effingham	Johnson	Polk	Walton
Candler	Elbert	Jones	Pulaski	Ware
Carroll	Emanuel	Lamar	Putnam	Warren
Catoosa	Evans	Lanier	Quitman	Washington
Charlton	Fannin	Laurens	Rabun	Wayne
Chatham	Fayette	Lee	Randolph	Webster
Chattahoochee	Floyd	Liberty	Richmond	Wheeler
Chattoga	Forsyth	Lincoln	Rockdale	White
Cherokee	Franklin	Long	Schley	Whitfield
Clarke	Fulton	Lowndes	Screven	Wilcox
Clay	Gilmer	Lumpkin	Seminole	Wilkes
Clayton	Glascok	McDuffie	Spalding	Wilkinson
	Glynn	McIntosh	Stephens	Worth

HAWAIIHawaii
Honolulu

Kalawao

Kauai

Maui

IDAHOAda
Adams
Bannock
Bear Lake
Benewah
Bingham
Blaine
BoiseBonner
Bonneville
Boundary
Butte
Camas
Canyon
Caribou
Cassia
ClarkClearwater
Custer
Elmore
Franklin
Fremont
Gem
Gooding
Idaho
JeffersonJerome
Kootenai
Latah
Lenhi
Lewis
Lincoln
Madison
Minidoka
Nez PerceOneida
Owyhee
Payette
Power
Shoshone
Teton
Twin Falls
Valley
Washington**ILLINOIS**Adams
Alexander
Bond
Boone
Brown
Bureau
Calhoun
Carroll
Cass
Champaign
Christian
Clark
Clay
Clinton
Coles
Cook
Crawford
Cumberland
De KalbDe Witt
Douglas
Du Page
Edgar
Edwards
Effingham
Fayette
Ford
Franklin
Fulton
Gallatin
Greene
Grundy
Hamilton
Hancock
Hardin
Henderson
Henry
Iroquois
Jackson
JasperJefferson
Jersey
Jo Daviess
Johnson
Kane
Kankakee
Kendall
Knox
Lake
La Salle
Lawrence
Lee
Livingston
Logan
McDonough
McHenry
McLean
Macon
Macoupin
Madison
MarionMarshall
Mason
Massac
Menard
Mercer
Monroe
Montgomery
Morgan
Moultrie
Ogle
Peoria
Perry
Piatt
Pike
Pope
Pulaski
Putnam
Randolph
Richland
Rock Island
St. ClairSaline
Sangamon
Schuyler
Scott
Shelby
Stark
Stephenson
Tazewell
Union
Vermillion
Wabash
Warren
Washington
Wayne
White
Whiteside
Will
Williamson
Winnebago
Woodford**INDIANA**Adams
Allen
Bartholomew
Benton
Blackford
Boone
Brown
Carroll
Cass
Clark
Clay
Clinton
Crawford
Davies
Dearborn
Decatur
De KalbDelaware
Dubois
Elkhart
Fayette
Floyd
Fountain
Franklin
Fulton
Gibson
Grant
Greene
Hamilton
Hancock
Harrison
Hendricks
Henry
Howard
Huntington
JacksonJasper
Jay
Jefferson
Jennings
Johnson
Knox
Kosciusko
Lagrange
Lake
La Porte
Lawrence
Madison
Marion
Marshall
Martin
Miami
Monroe
Montgomery
MorganNewton
Noble
Ohio
Orange
Owen
Parke
Perry
Pike
Porter
Posey
Pulaski
Putnam
Randolph
Ripley
Rush
St. Joseph
Scott
Shelby
SpencerStarke
Steuben
Sullivan
Switzerland
Tippecanoe
Tipton
Union
Vanderburgh
Vermillion
Vigo
Wabash
Warren
Warrick
Washington
Wayne
Wells
White
Whitley**IOWA**Adair
Adams
Allamakee
Appanoose
Audubon
Benton
Black Hawk
Boone
Bremer
Buchanan
Buena Vista
Butler
Calhoun
Carroll
Cass
Cedar
Cerro Gordo
Cherokee
ChickasawClarke
Clay
Clayton
Clinton
Crawford
Dallas
Davis
Decatur
Delaware
Des Moines
Dickinson
Dubuque
Emmet
Fayette
Floyd
Franklin
Fremont
Greene
Grundy
GuthrieHamilton
Hancock
Hardin
Harrison
Henry
Howard
Humboldt
Ida
Iowa
Jackson
Jasper
Jefferson
Johnson
Jones
Keokuk
Kossuth
Lee
Linn
Louisa
LucasLyon
Madison
Mahaska
Marion
Marshall
Mills
Mitchell
Monona
Monroe
Montgomery
Muscatine
O'Brien
Osceola
Page
Palo Alto
Plymouth
Pocahontas
Polk
Pottawattamie
PoweshiekRinggold
Sac
Scott
Shelby
Sioux
Story
Tama
Taylor
Union
Van Buren
Wapello
Warren
Washington
Wayne
Webster
Winnebago
Winnesiek
Woodbury
Worth
Wright**KANSAS**Allen
Anderson
Atchison
Barber
Barton
Bourbon
Brown
Butler
Chase
Chautauqua
CherokeeCheyenne
Clark
Clay
Cloud
Coffey
Comanche
Cowley
Crawford
Decatur
Dickinson
Doniphan
Douglas
EdwardsElk
Ellis
Ellsworth
Finney
Ford
Franklin
Geary
Gove
Graham
Grant
Gray
Greeley
GreenwoodHamilton
Harper
Harvey
Haskell
Hodgeman
Jackson
Jefferson
Jewell
Johnson
Kearny
Kingman
Kiowa
LabetteLane
Leavenworth
Lincoln
Linn
Logan
Lyon
McPherson
Marion
Marshall
Meade
Miami
Mitchell
Montgomery

KANSAS—Continued

Morris	Pawnee	Rooks	Sheridan	Trego
Morton	Phillips	Rush	Sherman	Wabauensee
Nemaha	Pottawatomie	Russell	Smith	Wallace
Neosho	Pratt	Saline	Stafford	Washington
Ness	Rawlins	Scott	Stanton	Wichita
Norton	Reno	Sedgwick	Stevens	Wilson
Osage	Republic	Seward	Sumner	Woodson
Osborne	Rice	Shawnee	Thomas	Wyandotta
Ottawa	Riley			

KENTUCKY

Adair	Christian	Harrison	McCracken	Perry
Allen	Clark	Hart	McCreary	Pike
Anderson	Clay	Henderson	McLean	Powell
Ballard	Clinton	Henry	Madison	Pulaski
Barren	Crittenden	Hickman	Magoffin	Robertson
Bath	Cumberland	Hopkins	Marion	Rockcastle
Bell	Daviess	Jackson	Marshall	Rowan
Boone	Edmonson	Jefferson	Martin	Russell
Bourbon	Elliott	Jessamine	Mason	Scott
Boyd	Estill	Johnson	Meade	Shelby
Boyle	Fayette	Kenton	Menifee	Simpson
Bracken	Fleming	Knott	Mercer	Spencer
Breathitt	Floyd	Knox	Metcalf	Taylor
Breckinridge	Franklin	Larue	Monroe	Todd
Bullitt	Fulton	Laurel	Montgomery	Trigg
Butler	Gallatin	Lawrence	Morgan	Trimble
Caldwell	Garrard	Lee	Muhlenberg	Union
Calloway	Grant	Leslie	Nelson	Warren
Campbell	Graves	Letcher	Nicholas	Washington
Carlisle	Grayson	Lewis	Ohio	Wayne
Carroll	Green	Lincoln	Oldham	Webster
Carter	Greenup	Livingston	Owen	Whitley
Casey	Hancock	Logan	Owsley	Wolfe
	Hardin	Lyon	Pendleton	Woodford
	Harlan			

LOUISIANA
(Parishes)

Acadia	Cameron	Jefferson	Pointe Coupee	St. Tammany
Allen	Catahoula	Jefferson Davis	Rapides	Tangipahoa
Ascension	Claiborne	Lafayette	Red River	Tensas
Assumption	Concordia	Lafourche	Richland	Terrebonne
Avozelles	De Soto	La Salle	Sabine	Union
Beauregard	East Baton Rouge	Lincoln	St. Bernard	Vermilion
Bienvenue	East Carroll	Livingston	St. Charles	Vernon
Bossier	East Feliciana	Madison	St. Helena	Washington
Caddo	Evangeline	Morehouse	St. James	Webster
Calcasieu	Franklin	Natchitoches	St. John the Baptist	West Baton Rouge
Caldwell	Grant	Orleans	St. Landry	West Carroll
	Iberia	Ouachita	St. Martin	West Feliciana
	Iberville	Plaquemines	St. Mary	Winn
	Jackson			

MAINE

Androscoggin	Cumberland	Knox	Piscataquis	Waldo
Aroostook	Franklin	Lincoln	Sagadahoc	Washington
	Hancock	Oxford	Somerset	York
	Kennebec	Penobscot		

MARYLAND

Allegany	Calvert	Dorchester	Kent	Somerset
Anne Arundel	Caroline	Frederick	Montgomery	Talbot
Baltimore	Carroll	Garrett	Prince Georges	Washington
	Cecil	Harford	Queen Annes	Wicomico
	Charles	Howard	St. Marys	Worcester

MASSACHU-
SETTS

Barnstable	Berkshire	Franklin	Middlesex	Plymouth
	Bristol	Hampden	Nantucket	Suffolk
	Dukes	Hampshire	Norfolk	Worcester
	Essex			

MICHIGAN

Alcona	Cheboygan	Ingham	Macomb	Osceola
Alger	Chippewa	Ionia	Manistee	Oscoda
Allegan	Clare	Iosco	Marquette	Otsego
Alpena	Clinton	Iron	Mason	Ottawa
Antrim	Crawford	Isabella	Mecosta	Presque Isle
Arenac	Delta	Jackson	Menominee	Roscommon
Baraga	Dickinson	Kalamazoo	Midland	Saginaw
Barry	Eaton	Kalkaska	Missaukee	St. Clair
Bay	Emmet	Kent	Monroe	St. Joseph
Benzie	Genesee	Keweenaw	Montcalm	Sanilac
Berrien	Gladwin	Lake	Montmorency	Schoolcraft
Branch	Gogebie	Lapeer	Muskegon	Shiawassee
Calhoun	Grand Traverse	Leelanau	Newaygo	Tuscola
Cass	Gratiot	Lenawee	Oakland	Van Buren
Charlevoix	Hillsdale	Livingston	Oceana	Washtenaw
	Houghton	Luce	Ogemaw	Wayne
	Huron	Mackinac	Ontonagon	Wexford

MINNESOTA

Aitkin
Anoka
Becker
Beltrami
Benton
Big Stone
Blue Earth
Brown
Carlton
Carver
Cass
Chippewa
Chisago
Clay
Clearwater
Cook

Cottonwood
Crow Wing
Dakota
Dodge
Douglas
Faribault
Fillmore
Freeborn
Goodhue
Grant
Hennepin
Houston
Hubbard
Isanti
Itasca
Jackson
Kanabec
Kandiyohi

Kittson
Koochiching
Lac qui Parle
Lake
Lake of the Woods
Le Sueur
Lincoln
Lyon
McLeod
Mahnommen
Marshall
Martin
Meeker
Mille Lacs
Morrison
Mower
Murray
Nicollet

Nobles
Norman
Olmsted
Otter Tail
Pennington
Pine
Pipestone
Polk
Pope
Ramsey
Red Lake
Redwood
Renville
Rice
Rock
Roseau
St. Louis
Scott

Sherburne
Sibley
Stearns
Steele
Stevens
Swift
Todd
Traverse
Wabasha
Wadena
Waseca
Washington
Watsonwan
Wilkin
Winona
Wright
Yellow Medicine

MISSISSIPPI

Adams
Alcorn
Amite
Attala
Benton
Bolivar
Calhoun
Carroll
Chickasaw
Choctaw
Claiborne
Clarke
Clay
Coahoma
Copiah

Covington
De Soto
Forrest
Franklin
George
Greene
Grenada
Hancock
Harrison
Hinds
Holmes
Humphreys
Issaquena
Itawamba
Jackson
Jasper
Jefferson

Jefferson Davis
Jones
Kemper
Lafayette
Lamar
Lauderdale
Lawrence
Leake
Lee
Leflore
Lincoln
Lowndes
Madison
Marion
Marshall
Monroe
Montgomery

Neshoba
Newton
Noxubee
Oktibbeha
Panola
Pearl River
Perry
Pike
Pontotoc
Prentiss
Quitman
Rankin
Scott
Sharkey
Simpson
Smith
Stone

Sunflower
Tallahatchie
Tate
Tippah
Tishomingo
Tunica
Union
Walthall
Warren
Washington
Wayne
Webster
Wilkinson
Winston
Yalobusha
Yazoo

MISSOURI

Adair
Andrew
Atchison
Audrain
Barry
Barton
Bates
Benton
Bollinger
Boone
Buchanan
Butler
Caldwell
Callaway
Camden
Cape Girardeau
Carroll
Carter
Cass
Cedar
Chariton
Christian

Clark
Clay
Clinton
Cole
Cooper
Crawford
Dade
Dallas
Davies
De Kalb
Dent
Douglas
Dunklin
Franklin
Gasconade
Gentry
Greene
Grundy
Harrison
Henry
Hickory
Holt
Howard
Howell

Iron
Jackson
Jasper
Jefferson
Johnson
Knox
Laclede
Lafayette
Lawrence
Lewis
Lincoln
Linn
Livingston
McDonald
Macon
Madison
Maries
Marion
Mercer
Miller
Mississippi
Moniteau
Monroe

Montgomery
Morgan
New Madrid
Newton
Nodaway
Oregon
Osage
Ozark
Pemiscot
Perry
Pettis
Phelps
Pike
Platte
Polk
Pulaski
Putnam
Ralls
Randolph
Ray
Reynolds
Ripley
St. Charles

St. Clair
St. Francois
Ste. Genevieve
St. Louis
St. Louis City
Saline
Schuyler
Scotland
Scott
Shannon
Shelby
Stoddard
Stone
Sullivan
Taney
Texas
Vernon
Warren
Washington
Wayne
Webster
Worth
Wright

MONTANA

Beaverhead
Big Horn
Blaine
Broadwater
Carbon
Carter
Cascade
Chouteau
Custer
Daniels

Dawson
Deer Lodge
Fallon
Fergus
Flathead
Gallatin
Garfield
Glacier
Golden Valley
Granite
Hill
Jefferson

Judith Basin
Lake
Lewis and Clark
Liberty
Lincoln
McCone
Madison
Meagher
Mineral
Missoula
Musselshell
Park

Petroleum
Phillips
Pondera
Powder River
Powell
Prairie
Ravalli
Richland
Roosevelt
Rosebud
Sanders

Sheridan
Silver Bow
Stillwater
Sweet Grass
Teton
Toole
Treasure
Valley
Wheatland
Wibaux
Yellowstone

NEBRASKA

Adams
Antelope
Arthur
Banner
Blaine
Boone
Box Butte
Boyd
Brown
Buffalo
Burt
Butler
Cass

Cedar
Chase
Cherry
Cheyenne
Clay
Colfax
Cuming
Custer
Dakota
Dawson
Deuel
Dixon
Dodge
Douglas

Dundy
Fillmore
Franklin
Frontier
Furnas
Gage
Garden
Garfield
Gosper
Grant
Greeley
Hall
Hamilton
Harlan
Hayes

Hitchcock
Holt
Hooker
Howard
Jefferson
Johnson
Kearney
Kelth
Keya Paha
Kimball
Knox
Lancaster
Lincoln
Logan
Loup

McPherson
Madison
Merrick
Morrill
Nance
Nemaha
Nuckolls
Otoe
Pawnee
Perkins
Phelps
Pierce
Platte
Folk
Red Willow

NEBRASKA—Continued

Richardson Rock Saline Sarpy	Saunders Scotts Bluff Seward Sheridan	Sherman Sioux Stanton Thayer	Thomas Thurston Valley Washington	Wayne Webster Wheeler York
NEVADA	Douglas Elko Esmeralda Eureka	Humboldt Lander Lincoln Lyon	Mineral Nye Ormsby Pershing	Storey Washoe White Pine
Churchill Clark				
NEW HAMPSHIRE	Belknap Carroll Cheshire	Coos Grafton Hillsboro	Merrimack Rockingham	Strafford Sullivan
NEW JERSEY	Camden Cape May Cumberland Essex Gloucester	Hudson Hunterdon Mercer Middlesex Monmouth	Morris Ocean Passaic Salem	Somerset Sussex Union Warren
NEW MEXICO	De Baca Dona Ana Eddy Grant Guadalupe Harding Hidalgo	Lea Lincoln Los Alamos Luna McKinley Mora Otero	Quay Rio Arriba Roosevelt Sandoval San Juan San Miguel Santa Fe	Sierra Socorro Taos Torrance Union Valencia
Bernalillo Catron Chaves Colfax Curry				
NEW YORK	Cortland Delaware Dutchess Erie Essex Franklin Fulton Genesee Greene Hamilton Herkimer Jefferson Kings	Lewis Livingston Dutchess Madison Monroe Montgomery Nassau New York Niagara Oneida Onondaga Ontario Orange Orleans	Oswego Otsego Putnam Queens Rensselaer Richmond Rockland St. Lawrence Saratoga Schenectady Schoharie Schuyler Seneca	Steuben Suffolk Sullivan Tioga Tompkins Ulster Warren Washington Wayne Westchester Wyoming Yates
Albany Alegany Bronx Broome Cattaraugus Cayuga Chautauqua Chemung Chenango Clinton Columbia				
NORTH CAROLINA	Chatham Cherokee Chowan Clay Cleveland Columbus Craven Cumberland Currituck Dare Davidson Davie Duplin Durham Edgecombe Forsyth Franklin Gaston Gates Graham Granville	Greene Guilford Halifax Harnett Haywood Henderson Hertford Hoke Hyde Iredell Jackson Johnston Jones Lee Lenoir Lincoln McDowell Macon Madison Martin Mecklenburg	Mitchell Montgomery Moore Nash New Hanover Northampton Onslow Orange Famlico Fasquotank Fender Perquimans Person Pitt Polk Randolph Richmond Robeson Rockingham Rowan	Rutherford Sampson Scotland Stanly Stokes Surry Swain Transylvania Tyrrell Union Vance Wake Warren Washington Watauga Wayne Wilkes Wilson Yadkin Yancey
Alamance Alexander Alleghany Anson Ashe Avery Beaufort Bertie Bladen Brunswick Buncombe Burke Cabarrus Caldwell Camden Carteret Caswell Catawba				
NORTH DAKOTA	Cavalier Dickey Divide Dunn Eddy Emmons Foster Golden Valley Grand Forks Grant Griggs	Hettinger Kidder La Moure Logan McHenry McIntosh McKenzie McLean Mercer Morton Mountrail	Nelson Oliver Pembina Pierce Ramsey Ransom Renville Richland Rolette Sargent Sheridan	Sioux Slope Stark Steele Stutsman Towner Traill Walsh Ward Wells Williams
Adams Barnes Benson Billings Bottineau Bowman Burke Burleigh Cass				
OHIO	Carroll Champaign Clark Clermont Clinton Columbiana Coshocton Crawford Cuyahoga Darke Defiance	Delaware Erie Fairfield Fayette Franklin Fulton Gallia Geauga Greene Guernsey Hamilton	Hancock Hardin Harrison Henry Highland Hocking Holmes Huron Jackson Jefferson Knox	Lake Lawrence Licking Logan Lorain Lucas Madison Mahoning Marion Medina Meigs
Adams Allen Ashland Ashtabula Athens Auglaize Belmont Brown Butler				

OHIO—Continued

Mercer	Noble	Preble	Shelby	Vinton
Miami	Ottawa	Putnam	Stark	Warren
Monroe	Paulding	Richland	Summit	Washington
Montgomery	Perry	Ross	Trumbull	Wayne
Morgan	Pickaway	Tusandusky	Tuscarawas	Williams
Morrow	Pike	Scioto	Union	Wood
Muskingum	Portage	Seneca	Van Wert	Wyandot

OKLAHOMA

Adair	Coal	Haskell	Major	Pottawatomie
Alfalfa	Comanche	Hughes	Marshall	Pushmataha
Atoka	Cotton	Jackson	Mayes	Roger Mills
Beaver	Craig	Jefferson	Murray	Rogers
Beckham	Creek	Johnston	Muskogee	Seminole
Blaine	Custer	Kay	Noble	Sequoyah
Bryan	Delaware	Kingfisher	Nowata	Stephens
Caddo	Dewey	Kiowa	Okfuskee	Texas
Canadian	Ellis	Latimer	Oklahoma	Tillman
Carter	Garfield	Le Flore	Okmulgee	Tulsa
Cherokee	Garvin	Lincoln	Osage	Wagoner
Choctaw	Grady	Logan	Ottawa	Washington
Cimarron	Grant	Love	Pawnee	Washita
Cleveland	Greer	McClain	Payne	Woods
	Harmon	McCurtaim	Pittsburg	Woodward
	Harper	McIntosh	Pontotoc	

OREGON

Baker	Crook	Jackson	Malheur	Umatilla
Benton	Curry	Jefferson	Marion	Union
Clackamas	Deschutes	Josephine	Morrow	Wallowa
Clatsop	Douglas	Klamath	Multnomah	Wasco
Columbia	Gilliam	Lake	Polk	Washington
Coos	Grant	Lane	Sherman	Wheeler
	Harney	Lincoln	Tillamook	Yamhill
	Hood River	Linn		

PENNSYLVANIA

Adams	Carbon	Forest	Lycoming	Snyder
Allegheny	Centre	Franklin	McKean	Somerset
Armstrong	Chester	Fulton	Mercer	Sullivan
Beaver	Clarion	Greene	Mifflin	Susquehanna
Bedford	Clearfield	Huntingdon	Monroe	Tioga
Berks	Clinton	Indiana	Montgomery	Union
Blair	Columbia	Jefferson	Montour	Vanango
Bradford	Crawford	Junata	Northampton	Warren
Bucks	Cumberland	Lackawanna	Northumberland	Washington
Butler	Dauphin	Lancaster	Perry	Wayne
Cambria	Delaware	Lawrence	Philadelphia	Westmoreland
Cameron	Elk	Lebanon	Pike	Wyoming
	Erie	Lehigh	Potter	York
	Fayette	Luzerne	Schuykill	

**PUERTO RICO
(Districts)**

Aguadilla	Guayama	Mayaguez	San Juan
Arecibo	Humacao	Ponce	

RHODE ISLAND

Bristol	Newport	Providence	Washington
Kent			

SAMOA

Tutuila Island

**SOUTH
CAROLINA**

Abbeville	Berkeley	Dorchester	Kershaw	Orangeburg
Aiken	Calhoun	Edgefield	Lancaster	Pickens
Allendale	Charleston	Fairfield	Laurens	Richland
Anderson	Cherokee	Florence	Lee	Saluda
Bamberg	Chester	Georgetown	Lexington	Spartanburg
Barnwell	Chesterfield	Greenville	McCormick	Sumter
Beaufort	Clarendon	Greenwood	Marion	Union
	Colleton	Hampton	Marlboro	Williamsburg
	Darlington	Horry	Newberry	York
	Dillon	Jasper	Oconee	

**SOUTH
DAKOTA**

Armstrong	Clark	Gregory	Lawrence	Roberts
Aurora	Clay	Haakon	Lincoln	Sanborn
Beadle	Codington	Hamlin	Lyman	Shannon
Bennett	Corson	Hand	McCook	Spink
Bon Homme	Custer	Hanson	McPherson	Stanley
Brookings	Davison	Harding	Marshall	Sully
Brown	Day	Hughes	Meade	Todd
Brule	Deuel	Hutchinson	Mellette	Tripp
Buffalo	Dewey	Hyde	Miner	Turner
Butte	Douglas	Jackson	Minnehaha	Union
Campbell	Edmunds	Jerauld	Moody	Walworth
Charles Mix	Fall River	Jones	Pennington	Washabough
	Faulk	Kingsbury	Perkins	Yankton
	Grant	Lake	Potter	Ziebach

TENNESSEE

Anderson
Bedford
Benton
Bledsoe
Blount
Bradley
Campbell
Cannon
Carroll
Carter
Cheatham
Chester
Claiborne
Clay
Cocke
Coffee
Crockett
Cumberland

Davidson
Decatur
De Kalb
Dickson
Dyer
Fayette
Fentress
Franklin
Gibson
Giles
Grainger
Greene
Grundy
Hamblen
Hamilton
Hancock
Hardeman
Hardin
Hawkins
Haywood

Henderson
Henry
Hickman
Houston
Humphreys
Jackson
Jefferson
Johnson
Knox
Lake
Lauderdale
Lawrence
Lewis
Lincoln
Loudon
McMinn
McNairy
Macon
Madison

Marion
Marshall
Maurry
Meigs
Monroe
Montgomery
Moore
Morgan
Obion
Overton
Perry
Pickett
Polk
Putnam
Rhea
Roane
Robertson
Rutherford
Scott

Sequatchie
Sevier
Shelby
Smith
Stewart
Sullivan
Sumner
Tipton
Trousdale
Unicoi
Union
Van Buren
Warren
Washington
Wayne
Weakley
White
Williamson
Wilson

TEXAS

Anderson
Andrews
Angelina
Aransas
Archer
Armstrong
Atascosa
Austin
Bailey
Bandera
Bastrop
Baylor
Bee
Bell
Bexar
Blanco
Borden
Bosque
Bowie
Brazoria
Brazos
Brewster
Briscoe
Brooks
Brown
Burleson
Burnet
Caldwell
Calhoun
Callahan
Cameron
Camp
Carson
Cass
Castro
Chambers
Cherokee
Childress
Clay
Cochran
Coke
Coleman
Collin
Collingsworth
Colorado
Comal
Comanche
Concho
Cooke
Coryell

Cottle
Crane
Crockett
Crosby
Cuberson
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
Goliad
Gonzales
Gray
Grayson
Gregg
Grimes
Guadalupe
Hale
Hall
Hamilton
Hansford
Hardeman
Hardin
Harris

Harrison
Hartley
Haskell
Hays
Hemphill
Henderson
Hidalgo
Hill
Hockley
Hood
Hopkins
Houston
Howard
Hudspeth
Hunt
Hutchinson
Irion
Jack
Jackson
Jasper
Jeff Davis
Jefferson
Jim Hogg
Jim Wells
Johnson
Jones
Karnes
Kaufman
Kendall
Kenedy
Kent
Kerr
Kimble
King
Kinney
Kleberg
Knox
Lamar
Lamb
Lampasas
La Salle
Lavaca
Lee
Leon
Liberty
Limestone
Lipscomb
Live Oak
Llano
Loving
Lubbock

Lynn
McCulloch
McLennan
McMullen
Madison
Marion
Martin
Mason
Matagorda
Maverick
Medina
Menard
Midland
Milam
Mills
Mitchell
Montague
Montgomery
Moore
Morris
Motley
Nacogdoches
Navarro
Newton
Nolan
Nueces
Ochiltree
Oldham
Orange
Palo Pinto
Panola
Parker
Parmer
Pecos
Polk
Potter
Presidio
Rains
Randall
Reagan
Real
Red River
Reeves
Refugio
Roberts
Robertson
Rockwall
Runnels
Rusk
Sabine
San Augustine

San Jacinto
San Patricio
San Saba
Schleicher
Scurry
Shackelford
Shelby
Sherman
Smith
Somervell
Starr
Stephens
Sterling
Stonewall
Sutton
Swisher
Tarrant
Taylor
Terrell
Terry
Throckmorton
Titus
Tom Green
Travis
Trinity
Tyler
Upshur
Upton
Uvalde
Val Verde
Van Zandt
Victoria
Walker
Waller
Ward
Washington
Webb
Wharton
Wheeler
Wichita
Wilbarger
Willacy
Williamson
Wilson
Winkler
Wise
Wood
Yoakum
Young
Zapata
Zavala

UTAH

Beaver
Box Elder
Cache
Carbon
Daggett

Davis
Duchesne
Emery
Garfield
Grand
Iron

Juab
Kane
Millard
Morgan
Piute
Rich

Salt Lake
San Juan
Sanpete
Sevier
Summit
Tooele

Uintah
Utah
Wasatch
Washington
Wayne
Weber

VERMONT

Addison
Bennington

VIRGINIA

Accomack
Albemarle
Alleghany
Amelia
Amherst
Appomattox
Arlington
Augusta
Bath
Bedford
Bland
Botetourt
Brunswick
Buchanan
Buckingham
Campbell
Caroline
Carroll
Charles City

VIRGIN ISLANDS
(Municipalities)

WASHINGTON

Adams
Asotin
Benton
Chelan
Clallam
Clark
Columbia

WEST VIRGINIA

Barbour
Berkeley
Boone
Braxton
Brooke
Cabell
Calhoun
Clay
Doddridge
Fayette

WISCONSIN

Adams
Ashland
Barron
Bayfield
Brown
Buffalo
Burnett
Calumet
Chippewa
Clark
Columbia
Crawford
Dane

WYOMING

Albany
Big Horn
Campbell
Carbon

Caledonia
Chittenden
Essex

Charlotte
Chesterfield
Clarke
Craig
Culpeper
Cumberland
Dickenson
Dinwiddie
Elizabeth City
Essex
Fairfax
Fauquier
Floyd
Fluvanna
Franklin
Frederick
Giles
Gloucester
Goochland
Grayson
Greene

St. Croix

Cowlitz
Douglas
Ferry
Franklin
Garfield
Grant
Grays Harbor
Island
Jefferson

Gilmer
Grant
Greenbrier
Hampshire
Hancock
Hardy
Harrison
Jackson
Jefferson
Kanawha
Lewis
Lincoln

Dodge
Door
Douglas
Dunn
Eau Claire
Florence
Fond du Lac
Forest
Grant
Green
Green Lake
Iowa
Iron
Jackson
Jefferson

Converse
Crook
Fremont
Goshen
Hot Springs
Johnson

Franklin
Grand Isle
Lamoille

Greensville
Halifax
Hanover
Henrico
Henry
Highland
Isle of Wight
James City
King and Queen
King George
King William
Lancaster
Lee
Loudoun
Louisa
Lunenburg
Madison
Mathews
Mecklenburg
Middlesex

St. Thomas and
St. John

King
Kitsap
Kittitas
 Klickitat
Lewis
Lincoln
Mason
Okanogan

Logan
McDowell
Marion
Marshall
Mason
Mercer
Mineral
Mingo
Monongalia
Monroe
Morgan

Juneau
Kenosha
Kewaunee
La Crosse
Lafayette
Langlade
Lincoln
Manitowoc
Marathon
Marinette
Marquette
Menominee
Milwaukee
Monroe
Oconto

Laramie
Lincoln
Natrona
Niobrara
Park

Orange
Orleans
Randall

Montgomery
Nansemond
Nelson
New Kent
Norfolk
Northampton
Northumberland
Nottoway
Orange
Page
Patrick
Pittsylvania
Powhatan
Prince Edward
Prince George
Prince William
Princess Anne
Pulaski
Rappahannock
Richmond

Pacific
Pend Oreille
Pierce
San Juan
Skagit
Skamania
Snohomish
Spokane

Nicholas
Ohio
Pendleton
Pleasants
Pocahontas
Preston
Putnam
Raleigh
Randolph
Ritchie
Roane

Oneida
Outagamie
Ozaukee
Pepin
Pierce
Polk
Portage
Price
Racine
Richland
Rock
Rusk
St. Croix
Sauk
Sawyer

Platte
Sheridan
Sublette
Sweetwater
Teton

Washington
Windham
Windsor

Roanoke
Rockbridge
Rockingham
Russell
Scott
Shenandoah
Smyth
Southampton
Spotsylvania
Stafford
Surrey
Sussex
Tazewell
Warren
Warwick
Washington
Westmoreland
Wise
Wythe
York

Stevens
Thurston
Wahkiakum
Walla Walla
Whatcom
Whitman
Yakima

Summers
Taylor
Tucker
Tyler
Upshur
Wayne
Webster
Wetzel
Wirt
Wood
Wyoming

Shawano
Sheboygan
Taylor
Trempealeau
Vernon
Vilas
Walworth
Washington
Waukesha
Waupaca
Waushara
Winnebago
Wood

Uinta
Washakie
Weston
Yellowstone
National Park

NOTES

I N D E X

Numbers in parentheses refer to rules; italic indicates exact terminology; page numbers above 259 refer to Patents, Congressional, and Foreign Language chapters in unabridged *STYLE MANUAL* (for sale by the Superintendent of Documents; price, \$2.75).

For lists of capitalization, spelling, compounding, and abbreviations, see Guide to Capitalization, page 31; Spelling page 57; Guide to Compounding, page 78; Abbreviations, page 155.

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