

UNITED STATES
GOVERNMENT PRINTING OFFICE

Style Manual

(ABRIDGED)

JANUARY 1967



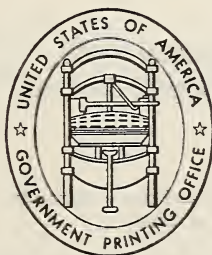
UNITED STATES
GOVERNMENT PRINTING OFFICE

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 1967



WASHINGTON : 1967

UNITED STATES
GOVERNMENT PRINTING OFFICE
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UNDER DIRECTION OF THE PUBLIC PRINTER

JAMES L. HARRISON

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APPROVED BY
THE JOINT COMMITTEE
ON PRINTING



CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
Washington, December 12, 1966.

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

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

Respectfully,

CARL HAYDEN,
Chairman.

To the PUBLIC PRINTER,
Government Printing Office.

EXTRACT FROM THE PUBLIC PRINTING LAW

OF JANUARY 12, 1895



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

PREFACE

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

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

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

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

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

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IDEAL COPY FOR PRINTER

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

10 pt

26½ pt F. I. C. Leaded

6-pica link

21

New odd page

CHAPTER 2 case 865 Cslc 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. C. l

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} ~~could~~ have been made on the ^{manuscript} ~~typeset~~ 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} ~~amendment~~, so easy to make on a proof, is time-wasting and costly to carry out.

Manuscript preparation should follow this Style Manual.

C + C

8 pt. footnote

JOHN DOE, □
Printing Superintendent. □

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

1. SUGGESTIONS TO AUTHORS AND EDITORS

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

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

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

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

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

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

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

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

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

1.10. Photographs, drawings, legends, 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. If the legends are placed on one or two sheets of the manuscript copy, it is preferable that the copy for the legends be placed at the beginning of the manuscript to facilitate the placing of the legends in the proper position.

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

1.12. 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. 16.)

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, D.C. 20402:

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 Inter-departmental 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 graphic 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:

PROOFREADER'S MARKS

⊙	Insert period	<i>Caps.</i>	Caps—used in margin
↵	Insert comma	≡	Caps—used in text
:	Insert colon	<i>C+SC</i>	Caps & small caps—used in margin
;	Insert semicolon	≡	Caps & small caps—used in text
?	Insert question mark	<i>l.c.</i>	Lower case—used in margin
!	Insert exclamation mark	/	Lower case—used in text
=/	Insert hyphen	<i>W.f.</i>	Wrong font
∨	Insert apostrophe	⊖	Close up
∨∨	Insert quotation marks	⊖	Delete
✱	Insert 1-en dash	⊖	Close up and delete
✱	Insert 1-em dash	⊖	Correct the position
#	Insert space	⊖	Move right
<i>ld</i>	Insert lead	⊖	Move left
<i>skill</i>	Insert virgule	⊖	Move up
∨	Superior	⊖	Move down
∧	Inferior		Aline vertically
(/)	Parentheses	=	Aline horizontally
[/]	Brackets	⊖	Center horizontally
□	Indent 1 em	⊖	Center vertically
□	Indent 2 ems	⊖	Push down space
¶	Paragraph	⊖	Use ligature
<i>no ¶</i>	No paragraph	<i>sq. #</i>	Equalize space—used in margin
<i>tv</i>	Transpose—used in margin	<i>✓✓✓</i>	Equalize space—used in text
~	Transpose—used in text	✓	Decrease space
<i>sp</i>	Spell out	<i>stat.</i>	Let it stand—used in margin
<i>ital</i>	Italic—used in margin	Let it stand—used in text
—	Italic—used in text	⊗	Dirty or broken letter
<i>b.f.</i>	Boldface—used in margin	<i>run over</i>	Carry over to next line
<i>~~~~</i>	Boldface—used in text	<i>run back</i>	Carry back to preceding line
<i>l.c.</i>	Small caps—used in margin	<i>Copy out</i>	Something omitted—see copy
≡	Small caps—used in text	<i>Du? ⊗</i>	Question to author
<i>rom.</i>	Roman type	^	Caret—General indicator used to mark exact position of error in text.

TYPOGRAPHICAL ERRORS

6: pt. ital. caps

S.C. It does not appear that the earliest printers had
 any method of correcting errors before the form
 was on the press. The learned The learned 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 under-
 gone little change, was very fluctuating until after
 the publication of Johnson's Dictionary, and capi-
 tals, which have been used with considerable regu-
 larity for the past 80 years, were previously used
 on the miss or hit plan. The approach to regu-
 larity, so far as we have, may be attributed to the
 growth of a class of professional proofreaders, and
 it is to them that we owe the correctness of mod-
 ern printing. More errors have been found in the
 Bible than in any other one work. For many gen-
 erations it was frequently the case that Bibles
 were brought out stealthily, from fear of govern-
 [mental interference. They were frequently
 printed from imperfect texts, and were often mod-
 ified to meet the views of those who published
 them. The story is related that a certain woman
 in Germany, who was the wife of a printer, and
 had become disgusted with the continual asser-
 tions of the superiority of man over woman which
 she had heard, hurried into the composing room
 while her husband was at supper and altered a
 sentence in the Bible, which he was printing, so
 that it read Narr instead of Herr, thus making
 the verse read "And he shall be thy fool" instead
 of "And he shall be thy lord." The word, not
 was omitted by Barker, the King's printer in En-
 gland in 1632, in printing theseventh commandment.
 He was fined £3,000 on this account.

e

11 v

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Out; see copy.

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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. Excerpts for hearings (8 pt.) and the Record (6½ pt.) will be set “Fic. & punc.” (follow including capitalization and punctuation). Obvious errors will be corrected. In all quoted amendments and excerpts of bills and in reprinting bills, bill style is to be followed at all times. Datelines, address lines, signature lines, tables, and leaderwork are to be prepared according to *STYLE MANUAL*. In addition, copy in all caps will be changed to lowercase.

The difference between “Fol. lit.” and “Fic. & punc.” is explained, thus:

In “Fol. lit.” (follow literally) copy, we do not make any changes.

In “Fic. & punc.” (follow, including capitalization and punctuation) copy, we correct *obvious* errors.

2.4. In congressional hearings, the name of interrogator or witness who continues speaking is repeated following a case 14 head, a paragraph enclosed in parentheses, a paragraph enclosed in brackets.

In a case 14 head, the title “Mr.” is not used, and “the honorable” preceding name is shortened to “Hon.” Street addresses are also deleted. Example: “Statement of Hon. John P. Blank, Member of American Bar Association, Washington, D.C.”

2.5. 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.”

2.6. 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.

2.7. 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.

2.8. 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. 153.)

2.9. 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.

2.10. "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.

2.11. 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.

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

2.13. 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

2.14. 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.

Bibliographies or references

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

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

Therefore the example would read:

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

Another Government periodical citation would read as follows:

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

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

Other examples are:

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

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

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

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

Note that the principal words in both book titles and titles of articles are capitalized.

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

Bibliographic Procedures and Style: A Manual for Bibliographers in the Library of Congress. Superintendent of Documents, Washington, D.C. 20402. Price, \$0.70.

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

Macmillan Handbook of English, by John M. Kierzek. Macmillan Co., New York.

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

Suggestions to Authors of the Reports of the U.S. Geological Survey. Superintendent of Documents, Washington, D.C. 20402. Price, \$1.75.

Words Into Type, Appleton-Century-Crofts, New York.

Capitalization

2.16. Unusual capital and lowercase letters must be indicated.

Datelines, addresses, and signatures

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

Decimals and common fractions

2.18. 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"

2.19. 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

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

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

2.22. 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 16.1–16.21, pp. 217–218; for tables, see rules 14.101–14.125, pp. 194–196.)

Headings

2.23. 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 3.52, p. 31; Specimens of Type Faces in U.S. Government Printing Office, p. 2.)

Pickup

2.24. 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

2.25. 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. Footnotes to sidenotes and text should be set on 21½ picas.

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 * * *.

2.26. 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.

2.27. 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.

2.28. 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*.

2.29. 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

2.30. Letters used to illustrate shape and form, as U-shape(d), A-frame, T-bone, T-rail, are set in 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.

2.31. 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.

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

TYPE COMPOSITION

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

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

2.35. 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.

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

2.37. 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.

2.38. 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

2.39. 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 14.144, p. 198.)

***2.40.** To conform with trade practice, a single justification space (close spacing) will be used between sentences. This applies to all types of composition.

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

2.42. 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.

2.43. 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.

*This change was approved after the Style Manual was revised and, therefore, is not followed in this printing.

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

2.45. 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.

2.46. 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.

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

2.48. Unless otherwise marked, extracts which are set off from the text by smaller type or are indented on both sides or indented 3 ems on the left side (courtwork only) are separated by 3 leads in leaded matter and by 2 leads in solid matter.

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

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

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

2.52. Legends are leaded if text is leaded, and solid if text is solid. Leaderwork is separated from text by 2 leads above and 2 leads below.

Indentions

2.53. 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. 221.)

2.54. 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. 221.)

2.55. 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.

2.56. 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.

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

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

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

Legends for illustrations

2.60. 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.

2.61. 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.

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

2.63. Periods are used after legends and explanatory matter beneath illustrations. However, legends without descriptive language do not use a period. (See rule 9.101, p. 147.)

2.64. 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

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

2.66. 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

2.67. 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.

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

2.69. 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.

2.70. 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.

2.71. 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.

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

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

2.74. 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.

2.75. 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.

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

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

2.78. 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.

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

2.80. 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.

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

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

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

2.84. 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

2.85. 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 half-title is used, begins with p. 3).

j. *Bibliography* (new odd page).

k. *Appendix* (new odd page).

l. *Index* (new odd page).

2.86. 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.

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

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

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

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

2.91. 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.

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

2.93 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.

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

2.95. Jobs with both running heads and bottom folios will be treated as outlined in rule 2.94.

2.96. 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.

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

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

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

2.100. 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.

2.101. 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.

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

2.103. 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.

2.104. 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.

2.105. 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.

2.106. 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.

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

IMPOSITION

2.108. 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.

2.109. 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, 26½ picas; type depth, 46 picas; trim size of finished book or pamphlet, 5½ by 9½ 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 5½ inches for width and four times 9½ inches for depth. As it is necessary to allow a minimum of ¼-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.

2.110. 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.

2.111. 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.

2.112. 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 2.93–2.95, p. 15.)

REVISING

Galley revising

2.113. 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 2.124.)

2.114. 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.

2.115. 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.

2.116. All instructions on proofs must be transferred to the revises.

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

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

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

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

Page and stone revising

2.121. 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.

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

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

2.124. 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.

2.125. 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. 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.

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

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

2.128. 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 14.115, p. 195.)

2.129. 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

2.130. 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.

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

SIGNATURE MARKS, ETC.

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

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

125-327-66—4 116-529-66-pt. 5—3 116-529-66-vol. 1—3 92-694°-66—2
92-694 O-66—2 92-694 OF-66—2 92-694 F-66—2 92-694m-66—2 92-694v-66—2

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

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

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

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

2.138. 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.

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

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

2.141. 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:

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

H. Doc. 73, 89-1—2
S. Doc. 57, 89-2, pt. 1—2
H. Rept. 120, 89-2—8

S. Doc. 57, 89-1—2
S. Doc. 57, 89-2, vol. 1—2
S. Rept. 100, 89-2—9

2.143. 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.

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

12-344-66 (Face p. 10)

2.145. 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.

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

12-344-66 (Face p. 19) No. 1
12-344-66 (Face p. 19) No. 2

2.147. 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

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

First edition July 1960
Reprinted July 1965

First printed June 1960
Revised June 1965

Original edition May 1955
Reprinted May 1958
Revised July 1960

2.149. 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

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

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

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

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

2.154. 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.

2.155. 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 : 1966.

Price notices

2.156. 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.

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

Samples of imprints and price notices

2.158. On title page:

U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON : 1966

For sale by the Superintendent of Documents, U.S. Government Printing Office
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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 33 to 59 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 41-42.

roman (type)
brussels sprouts
venetian blinds

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

italicize
anglicize
pasteurize

Common nouns and adjectives in proper names

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

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

Crow Reservation; the reservation
Federal Express; the express
Cape of Good Hope; the cape
Jersey City; *also* Washington City; *but* city of Washington; the city
Cook County; the county
Great Lakes; the lakes
Lake of the Woods; the lake
North Platte River; the river
Lower California; *but* lower Mississippi
Charles the First; Charles I
Seventeenth Census; the 1960 census

3.6. If a common noun or adjective forming an essential part of a name becomes 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. 29.)

abstract B	collection 6	group 7	section 3
act of 1928	column 2	mile 7.5	signature 4
amendment 5	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

3.10. The following terms are lowercased, even with a name or number. (For capitalized forms, see geographic terms, pp. 45-46.)

aqueduct	dike	shipway
breakwater	dock	slip
buoy	drydock	spillway
chute	irrigation project	tunnel (see
dam (lowercase with num-	jetty	also Tun-
ber or in conjunction	levee	nel, p. 57)
with lock; capitalize with	lock	watershed
name, <i>but</i> Boulder Dam	pier	weir
site; Boulder Dam and	reclamation project	wharf
site)	ship canal	

Definite article in proper names

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

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

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

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

El Salvador; Las Cruces; L'Estérel

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. 44)

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. 33-59.)

National governmental units:

U.S. Congress: 89th 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. 244.)

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
 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, Allies; *but* our allies, weaker allies (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
Veterans Day
War of 1812; World War II; *but* war of 1914; Korean war

Trade names

3.25. Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized. (See market grades, p. 48; trade names, pp. 56, 277.)

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. 54.)

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 241.

Fanciful appellations

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

the Big Four
the Dust Bowl
the Great Society

the Hub
the Keystone State
the New Deal

the New Frontier
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
Mass; red Mass; Communion
Divine Father; *but* divine providence; divine guidance; divine service
Son of Man; Jesus' sonship; the Messiah; *but* a messiah; messiahship;
messianic; messianize; christology; christological
Bible, Holy Scriptures, Scriptures; Koran; *also* Biblical; Scriptural; Koranic
Gospel (memoir of Christ); *but* gospel truth
Apostles' Creed; Augsburg Confession; Thirty-nine Articles
Episcopal Church: an Episcopalian; Catholicism; a Protestant
Christian; *also* Christendom; Christianity; Christianize
Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters;
Sister(s)
Satan; His Satanic Majesty; Father of Lies; the Devil; *but* a devil; the devils; devil's advocate

Titles of persons

3.35. Any title immediately preceding a name is capitalized.

President Roosevelt
King George
Ambassador Gibson
Lieutenant Fowler

Chairman Smith
Nurse Cavell
Professor Leverett
Examiner Jones

but vice-presidential candidate Humphrey
baseball player Mantle
maintenance man 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:

Lyndon B. Johnson, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Eisenhower; former President Truman; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Nixon
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:

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

Titles of the military:

General of the Army(ies): United States only; Supreme Allied Commander; Gen. 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, U.S. 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, 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
Chicago's American; *but* Chicago American Publishing Co.
Reader's Digest; *but* New York Times Magazine; Newsweek magazine

Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15, Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 89-1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; *but* Senate bill 416; House bill 61

Annual Report of the Public Printer, 1966; *but* seventh annual report, 19th annual report (see rule 11.9, p. 171)

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 11.9, p. 171)

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. 231)

The Blue Boy (painting)

3.40. All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including TV and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. The foregoing are also quoted. (See rule 9.118, p. 148, for examples of capitalization and use of quotation marks.)

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

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

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

3.43. 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

3.44. 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 comma or 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, three.

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

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

3.46. 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 I nay, not so much; not two.

What is this?

Your knees to me? to your corrected son?

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

Whereas the Constitution provides * * *; and
 Whereas Congress has passed a law * * *;
 Whereas, moreover, * * *: Therefore be it
 Whereas the Senate provided for the * * *: Now, therefore, be it
Resolved, That * * *; and be it further
Resolved (jointly), That * * *
Resolved by the House of Representatives (the Senate concurring),
 That * * *. (Concurrent resolution, Federal Government.)
Resolved by the Senate of Oklahoma (the House of Representatives
concurring therein), That * * *. (Concurrent resolution, using
 name of State.)
Resolved by the senate (the house of representatives concurring therein),
 That * * *. (Concurrent resolution, not using name of State.)
Resolved by the Assembly and Senate of the State of California (jointly),
 That * * *. (Joint resolution, using name of State.)
Resolved by the Washington Board of Trade, That * * *
Provided, That * * *
Provided further, That * * *
Provided, however, That * * *
And provided further, That * * *
Ordered, That * * *
Be it enacted, That * * *

Center and side heads

3.48. Unless otherwise marked, (1) centerheads are set in capitals, and (2) sideheads are set in lowercase and only the first word and proper names are capitalized. In centerheads making two lines, wordbreaks should be avoided. The first line should be centered and set as full as possible, but it is not to be set to fill the measure by unduly wide spacing.

3.49. 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.

3.50. 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*.

3.51. 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.

3.52. 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 9.118, p. 148.)

Airplanes Versus Battleships

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-Millimeter Films in Production
 Built-Up Stockpiles Are Necessary (*Up* is adverb here)

3.53. *Continued* heads will be set according to rules 14.51-14.53, pages 189-190.

3.54. 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

3.55. 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

3.56. The first element of an infinitive is capitalized.

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

3.57. 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.

3.58. 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.

3.59. 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

3.60. The first word and all principal words in addresses, salutations, and signatures are capitalized. (See "Datelines, Addresses, and Signatures," p. 221.)

Interjections

3.61. 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

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

4. GUIDE TO CAPITALIZATION

(Based on the preceding rules for capitalization)

- A-bomb
- abstract B, 1, etc.
- Academy:
 - Air Force; the Academy
 - Andover; the academy
 - 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
 - Flood Control
 - Lend-Lease Act; *but* lend-lease materials, etc.
 - Organic Act of Virgin Islands
 - Panama Canal
 - Pay Act
 - Public Act 145 (see also Public Act)
 - Revenue Act; *but* revenue act(s); act of 1928; 1928 act
 - River and Harbor
 - Selective Training and Service
 - Tariff Act; 1930 Tariff Act
 - Trademark
 - Treasury Department Appropriation Act
 - Walsh-Healey Act; *but* Walsh-Healey law (or bill)
- 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
 - South-West
 - West Coast
- Agency, if part of name; capitalized standing alone if referring to Federal or District of Columbia 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
- Alliance for Progress; the Alliance
- Alliance for Progress program
- 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)
 - Friticalux (France, Italy, Benelux countries)

alliances and coalitions—continued
 North Atlantic Treaty Organization
 (see Organization)
 Western Powers
 Western Union (powers); the union
 Allied (World Wars):
 armies
 Governments
 Nations
 peoples
 Powers; the powers; *but* European
 powers
 Supreme Allied Commander
 Allies, the (World Wars); also members
 of Western bloc (political entity);
but our allies; weaker allies, etc.
 Ambassador:
 British, etc.; the Ambassador; the
 Senior Ambassador; His Excellency
 Extraordinary and Plenipotentiary;
 the Ambassador; Ambassador at
 Large; an ambassador
 amendment:
 Social Security Amendments of 1954;
 1954 amendments; the social secu-
 rity amendments; the amendments
 Tobey amendment
 to the Constitution (U.S.); first
 amendment, 14th amendment,
 etc. (see rule 11.9)
 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
 Arboretum, National; the arboretum
 Arabic numerals
 Archipelago, Philippine, etc.; the archi-
 pelago
 Architect of the Capitol; the Architect
 Archives, the, etc. (see The)
 Archivist of the United States; the
 Archivist

Arctic:
 Circle
 Current (see Current)
 Ocean
 zone
but subarctic
 arctic (descriptive adjective):
 clothing
 conditions
 fox
 grass
 night
 seas
 Arctics, the
 Area, if part of name; the area:
 Cape Hatteras Recreational
 White Pass Recreation; etc.
but area 2; free trade area; Metro-
 politan Washington area
 Arlington:
 Memorial Amphitheater; the Me-
 morial Amphitheater; the amphi-
 theater
 Memorial Bridge (see Bridge)
 National Cemetery (see Cemetery)
 Arm, Cavalry, Infantry, etc. (military);
 the arm
 Armed Forces (synonym for overall
 Military Establishment); British
 Armed Forces; the armed forces
 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
 1st, etc.
 General of the Army; *but* the general
 General Staff; the Staff
 Headquarters, 1st Regiment
 Headquarters of the; the head-
 quarters
 Hospital Corps (see Corps)

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

Army—Continued

Medical Museum (see Museum)
Organized Reserves; the Reserves
Regiment, 1st, etc.; the regiment
Regular Army officer; a Regular
Revolutionary (American, British,
French, etc.)

service

Surgeon General, the (see Surgeon
General)

Volunteer; the Volunteers; a Volunteer
army:

Lee's army; *but* Clark's 5th Army
mobile
mule, shoe, etc.
of occupation; occupation army
Red

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

Articles of Confederation (U.S.)

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

Assembly (see United Nations)

Assistant, if part of capitalized title;
the assistant

assistant, Presidential (see Presidential)

Assistant Secretary (see Secretary)

Associate Justice (see Supreme Court)

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

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

Federal National Mortgage (Fannie
Mae); the Association

Young Men's Christian; the associ-
ation

Astrophysical Observatory (see Ob-
servatory)

Atlantic:

Charter (see Charter)

coast

community

Coast States

Destroyer Flotilla; the destroyer flo-
tilla; the flotilla

Fleet (see Fleet)

mid-Atlantic

North

Pact (see Pact)

seaboard

slope

South

time, standard time (see time)

but cisatlantic; transatlantic

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

attorney, U.S.

Authority, capitalized standing alone if
referring to Federal unit:

National Shipping; the Authority

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

Authority—Continued

St. Lawrence Seaway Authority of
Canada; the authority

Tennessee Valley; the Authority

autumn

Avenue, Constitution, etc.; the avenue

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

Axis, the (see alliances)

Badlands (S. Dak. and Nebr.)

Balkan States (see States)

Baltic States (see States)

Band, if part of name; the band:

Army, Marine, Navy, Sousa's
Eastern, etc. (of Cherokee Indians)

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

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

Farm Loan Bank of Dallas; Dallas

Farm Loan Bank; farm loan bank;
farm loan bank at Dallas

Farmers & Mechanics, etc.

Federal home loan bank at Cum-
berland

Federal Land Bank of Louisville;
Louisville Federal Land Bank; land
bank at Louisville; Federal land bank

Federal Reserve Bank of New York;
Richmond Federal Reserve Bank;

but Reserve bank at Richmond;
Federal Reserve bank; Reserve

bank; Reserve city

First National, etc.

German Central; the Bank

International Bank for Reconstruc-
tion and Development; the Bank

International Monetary; the Bank

International World; the Bank
but blood bank, central reserve, soil bank

Barracks, if part of name; the barracks:
Carlisle

Disciplinary (Leavenworth)

Marine (District of Columbia)

but A barracks; barracks A; etc.

Base, Andrews Air Force; Air Force
base; the base (see also Naval Base);
but Sandia Base

Basin (see geographic terms)

Battery, the (New York City)

Battle, if part of name; the battle:
of Gettysburg; *but* battle at Gettys-
burg; etc.

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

battlefield, Bull Run, etc.

battleground, Manassas, etc.

Belt, if part of name; the belt:

Corn

Cotton

Dairy

Ice

Wheat

but Bible belt, goiter belt

² See footnote 1, p. 34.

- beltway (referring to District, Maryland, or Virginia)
 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
 Bluegrass region, etc.
 B'nai B'rith
 Board, if part of name; capitalized standing alone only if referring to Federal, interdepartmental, District of Columbia, or international board:
 Civil Aeronautics
 Employees' Compensation Appeals
 Federal Maritime
 Federal Reserve (see Federal)
 General (Navy)
 Loyalty Review
 Macy Board, etc. (Federal board with name of person)
 Military Production and Supply (NATO)
 of Directors (Federal unit); *but* board of directors (nongovernmental)
 of Education (District of Columbia)
 of Health of Montgomery County; Montgomery County Board of Health; the board of health; the board
 of Managers (of the Soldiers' Home)
 of Regents (Smithsonian)
 of Visitors (Military and Naval Academies)
 on Geographic Names
 Bolshevik; Bolsheviks (collective plural); Bolshevik; bolshevism
 bond:
 defense bond; defense savings bond; savings bond; defense savings bonds and stamps; series 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; Scouting
 Branch, if part of name; capitalized standing alone only if referring to a Federal or District of Columbia unit:
 Accounts Branch
 Public Buildings Branch
 but executive, judicial, or legislative branch
 Bridge, if part of name; the bridge:
 Arlington Memorial; Memorial
 Francis Scott Key; Key
 M Street
 but Pennsylvania Railroad 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 only 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

³ See footnote 1, p. 34.

- Canal, with name; the canal:
 Cross-Florida Barge
 Isthmian
 Panama
 Zone (Isthmian); the zone (see also Government)
- Cape (see geographic terms)
- Capital, Capital City, National Capital (Washington, D.C.); *but* the capital (State)
- Capitol Building (State); the capitol
- 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
 Senate wing
 stationery room
 Statuary Hall
 the well (House or Senate)
- Cemetery, if part of name: Arlington National; the cemetery
- Census:
 Seventeenth Decennial (title); Seventeenth Census (title); the census
 1960 census
 1960 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 11.9)
- Chair, the, if personified
- Chairman:
 of the Board of Directors; the Chairman (Federal); *but* chairman of the board of directors (non-Federal)
 of the Committee of the Whole House; the Chairman
 of the Federal Trade Commission; the Chairman
 of the Loyalty Board; the Chairman *but* chairman of the Appropriations Committee
- Chamber of Commerce: the chamber:
 of Ada; Ada Chamber of Commerce; the chamber of commerce
 of the United States; U.S. Chamber of Commerce; the chamber of commerce; national chamber
- Chamber, the (Senate or House)
- channel 3 (TV); the channel (see also geographic terms, p. 45)
- Chaplain (House or Senate); *but* Navy chaplain
 chapter 5, II, etc.; *but* Chapter 5, when part of title: Chapter 5:⁴ Research and Development; Washington chapter, Red Cross
- Chargé d'Affaires, British, etc.; the Chargé d'Affaires; the Chargé
 chart 2, A, II, etc.; *but* Chart 2, when part of legend: Chart 2.—Army strength
- Charter, capitalized with name; the charter:
 Atlantic
 United Nations
- cheese: Camembert, Cheddar, Roquefort, 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 Federal or District of Columbia unit
- Christian; Christian name, etc.; Christendom; Christianity; Christianize; *but* christen
- church and state
- church calendar:
 Christmas
 Easter
 Lent
 Whitsuntide (Pentecost)
- Church, if part of name of organization or building
- Circle, if part of name; the circle:
 Arctic
 Logan
but great circle
- Circular 420
- cities, sections of, official or popular names:
 East Side
 Latin Quarter
 North End
 Northwest Washington, etc. (District of Columbia); the Northwest; *but* northwest (directional)
 the Loop
- City, if part of corporate or popular name; the city:
 Kansas City; the two Kansas Citys
 Mexico City
 New York City
 Twin Cities
 Washington City; *but* city of Washington
 Windy City
but Reserve city (see Bank)

⁴ See footnote 1, p. 34.

civil action No. 46

civil defense

Civil Air Patrol (see Air Force)

Civil Service, capitalize only when word "Commission" follows or is implied:

the Civil Service has ruled
but civil service employee, examination, etc.

Civil War (see War)

Clan, if part of tribal name; the clan class 2, A, II, etc.; *but* Class 2 when part of title: Class 2:⁵ Leather Products
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

Radio

Television

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

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

Federal Reserve Ad Hoc Committee on Coins

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

⁵ See footnote 1, p. 34

Committee—Continued

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
 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; the market (European Economic Community); *also* Common Market Treaty; Inner Six; Outer Seven
 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;
but the Atlantic community
 compact, U.S. marine fisheries, etc.; the compact
 Company, if part of name; capitalized standing alone if referring to unit of Federal Government:
 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
 Comsat
 conelrad
 Confederacy (of the South)
 Confederate Army; government; soldier; States
 Confederation, Swiss; the Confederation
 Conference, if referring to governmental (U.S.) or international conference:
 Bretton Woods; the Conference
 Judicial Conference of the United States; U.S. Judicial Conference; Judicial Conference; the Conference
 Sixth Annual Conference of Southern Methodist Churches; the 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 11.9); the Congress
 Congressional:
 Directory; the directory
 District, First, 11th, etc.; the First, 11th, District (see rule 11.9); 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; Democratic 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. 164)
 St. Lawrence Seaway Development Corporation
 Union Carbide Corp.; the corporation
 Virgin Islands
 Corps, if part of name; the corps (non-military); the Corps (see also Reserve):
 Adjutant General's
 Army Hospital
 Artillery
 Chemical
 Counterintelligence
 Enlisted Reserve
 Finance
 Foreign Service Officer (see Foreign Service)
 Job
 Judge Advocate General's
 Marine (see Marine Corps)
 Medical
 Military Police
 Nurse
 of Engineers; Army Engineers; the Engineers; *but* Army engineer
 Officers' Reserve
 Ordnance
 Peace (the corpsman)
 Quartermaster
 Reserve Officers' Training (ROTC)
 VII Corps, etc. (see rule 11.9)
 Signal
 Teacher
 Transportation
 Women's Army (WAC); a Wac; the Wacs
 Youth
 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. 229-240); capitalized if part of name of national or international court, U.S. court, district court, or State court; lowercased if 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 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 court of general sessions
 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
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 delegate; the delegation

Delegate (U.S. Congress)

Delta, Mississippi River; the delta

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

Highway (District of Columbia)

Post Office

Treasury

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

Department of New York, American Legion

department:

clerk

legislative, executive, judicial departments

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)	belleekware
angora wool	benday process
angstrom unit	bessemer steel
apache (Paris)	bohemian set
argyle wool	bologna sausage
artesian well	bordeaux mixture
astrakhan fabric	bourbon whisky
axminster rug	bowie knife
babbitt metal	braille
bakelite	

derivatives of proper names—con.

brazil nut	india ink
brazilwood	india rubber
brewer's yeast	intertype ⁶ slug
bristolboard	italic type
britannia metal	jamaica ginger
britanniaaware	japan varnish
brussels carpet	jersey fabric
brussels sprouts	johnin test
bunsen burner	joule
burley tobacco	kafircoorn
cesarean operation	klieg light
canada balsam (microscopy)	knickerbocker
carlsbad twins (petrography)	kraft paper
cashmere shawl	lambert
castile soap	leghorn hat
chantilly lace	levant leather
chesterfield coat	levantine silk
china clay	lilliputian
chinese blue	linotype ⁶ slug
Chinook Salmon	logan tent
climax basket	london purple
collins (drink)	ludlow ⁶ type
congo red	lufbery circle
cordovan leather	lynch law
coulomb	lyonnaise potatoes
curie	macadamized road
decauville rail	mach (no period) number
degaussing apparatus	madras cloth
delftware	magnot line
derby hat	manila paper
diesel engine,	maraschino cherry
dieselize	mason jar
dotted swiss	maxwell
epsom salt	melba toast
fedora hat	mercized fabric
fletcherize	merino sheep
frankfurt sausage	monotype ⁶ matter
frankfurter	morocco leather
french chalk	morris chair
french dressing	murphy bed
french-fried potatoes	navy blue
fuller's earth	nelson, half nelson, etc.
gargantuan	neon light
gauss	newmarket cloak
georgette crepe	newton
german silver	nissen hut
gilbert	norfolk jacket
glauber salt	oriental rug
gothic type	osnaburg cloth
graham bread	oxford shoe
harderian gland	panama hat
harveyized steel	parianware
herculean task	paris green
hessian cloth	parkerhouse roll
holland cloth	pasteurized milk
hoolamite detector	persian lamb
hudson seal (fur)	petri dish
	pharisaic

⁶ Lowercased as adjective, but still capitalized if referring to machine itself.

derivatives of proper names—con.

philistine	spanish omelet
pitman arm	stillson wrench
pitot tube	stubs wire
plaster of paris	surah silk
portland cement	swiss cheese, <i>but</i>
prussian blue	Swiss watch
pullman car;	tabasco sauce
pullmanize	taintor gate
quisling	timothy grass
quixotic idea	turkey red
quonset hut	turkish towel
rembert wheel	utopia, utopian
roentgen	vandyke collar
roman candle	vaseline
roman cement	venetian blind
roman type	venturi tube
russia leather	victoria (carriage)
russian bath	vienna bread
rutherford	virginia reel
sanforize	wedgwoodware
saratoga chips	wheatstone
scotch plaid	bridge
scotch tape	wilton rug
shanghai	woodruff key
siamese twins	zeppelin
simon pure	

deutsche mark

diplomatic corps (see also Corps; service)
 Director, if referring to head of Federal,

District of Columbia, or interna-
 tional unit; the Director:

District Director of Internal Revenue
 of Coast and Geodetic Survey
 of Fish and Wildlife Service
 of the Budget

of the Mint

of Vehicles and Traffic

but director, board of directors (non-
 governmental)

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

Distinguished Service Medal, etc. (see
 decorations)

District, if part of name; the district:

Alexandria School District No. 4;
 the school district

Chicago Sanitary; the sanitary dis-
 trict

Congressional (see Congressional; see
 p. 39 for clarification)

Federal (see Federal)

1st Naval; naval district

Grant County Public Utility; the
 utility district

Imperial Valley Irrigation; the irri-
 gation district

Los Angeles Water; the water dis-
 trict

Manhattan Engineer (atomic)

but customs district No. 2; first as-
 sembly district; school district No. 4

District of Columbia; the District:

Anacostia Flats; the flats

Arlington Memorial Bridge; the
 Memorial Bridge; the bridge

beltway, the (Maryland and Virginia)

District of Columbia—Continued

court of general sessions

District jail; the jail

Engineer Commissioner; the Commis-
 sioner

Engineer Department; the Depart-
 ment

General Hospital; the hospital

Highway Bridge; 14th Street Bridge;
 the bridge

juvenile court; the court

Mall, the

Metropolitan Police; Metropolitan
 policeman; the police

Monument Grounds; the grounds

Monument, Washington; the monu-
 ment

police court

Public Library; the library

Reflecting Pool; the pool

Speedway, the

Tidal Basin; the basin

Village, the

Washington Channel; the channel

Divide, Continental (Rocky Moun-
 tains); the divide

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

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

Division, if referring to Federal or
 District of Columbia govern-
 mental unit; the Division:

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

of Air Services

of Parcel Post

of Railway Mail Service

of the Federal Register

Passport

Trinity River division (reclamation);
 the division

Dixie; Dixiecrat

docket No. 66

Doctrine, Monroe; the doctrine; *but*

Truman, Eisenhower doctrine

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

Document No. 2

Document Numbered One Hundred
 and Thirty

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

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

Hydroelectric Power Development

Driftless Area (Mississippi Valley)

Dust Bowl (see Bowl)

eagle boat (class)

earth, lowercase unless used with
 names of other planets

East:

Coast (Africa)

Europe (political entity)

East—Continued

Germany (political entity)
 Middle, Mideast (Asia)
 Near (Balkans)
 South Central States
 the East (section of United States);
also Communist political entity
 east:
 Africa
 coast (U.S.)
 Pennsylvania
 Eastern:
 Europe (political entity)
 Far (Orient) (see Far East)
 Germany (political entity)
 Gulf States
 Hemisphere (see Hemisphere)
 Middle, Mideast (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 com-
 pany; the company
 Engineer Commissioner (see District
 of Columbia)
 Engineer Department (see District of
 Columbia)
 Engineer officer, etc. (of Engineer
 Corps); the Engineers
 Engineers, Chief of (see Chief)
 Engineers, Corps of (see Corps)
 Envoy Extraordinary and Minister
 Plenipotentiary; the Envoy; the Min-
 ister
 Equator, the; equatorial
 Establishment, if part of name; the
 establishment:
 Army
 Army Field
 Defense
 Military
 Naval; *but* naval establishments
 Navy
 Post Office; Postal
 Regular
 Reserve
 Shore
but civil establishment; legislative
 establishment

Estate, Girard (a foundation); the es-
 tate
 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; direction
 Document No. 95
 Mansion; the mansion; the White
 House
 Office; the Office
 Order No. 34; Order 34; *but* Execu-
 tive order
 power
 executive:
 agreement document
 branch paper
 communication privilege
 department
 exhibit 2, A, II, etc.; *but* Exhibit 2,
 when part of title: Exhibit 2:⁷ Cap-
 ital Expenditures, 1935-49
 Expedition, Byrd; Lewis and Clark;
 the expedition
 Experiment Station (see Station)
 Explorer I, etc.
 Exposition, California-Pacific Interna-
 tional, etc.; the exposition
 Express, if part of name: Federal
 Express, the
 Fair Deal
 Fair, World's, etc.; the fair; Texas State
 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)
 Great Society
 Keystone State (Pennsylvania)
 New Deal
 New Frontier
 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; fascistic; fascism
 Father of his Country (Washington)
 Federal (synonym for United States or
 other sovereign power):
 District (Mexico)
 Government (of any national gov-
 ernment)

⁷ See footnote 1, p. 34.

Federal—Continued

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

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.
LeTourneau-Westinghouse Co.
Libbey-Owens-Ford Glass Co.
Libby, McNeill & Libby
Macmillan Co.
Merck Sharp & Dohme Division
Merrill Lynch, Pierce, Fenner & Smith

firm names—continued

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.
Smith Kline & French Laboratories
Sperry Rand Corp.
Sunray-DX 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.
U.S.
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); Reserve Force
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

Foreign Service—Continued
 Reserve Officer Corps; the Reserve Corps; the corps
 Staff officer; the Staff officer
 Staff Officer Corps; the Staff Corps; the corps
 Forest, if part of name; the national forest; the forest:
 Angeles National
 Black
 Coconino and Prescott National Forests
but State and National forests
 Forester (Chief of Forest Service); the Chief; *also* Chief Forester
 form 2, A, II, etc.; *but* Form 2, when part of title: Form 1040:⁸ Individual Income Tax Return; *but* withholding tax form
 Fort McHenry, etc.; the fort
 Foundation, if part of name; capitalized standing alone if referring to Federal unit:
 Chemical; the foundation
 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 (U.N.)
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
 Geographer, the (State Department)
 geographic terms, such as those listed below,^{9 10} capitalized if part of name;

geographic names—continued
 lowercased in general sense (rivers of Virginia and Maryland):
 Archipelago
 Area
 Arroyo
 Atoll
 Bank
 Bar
 Basin, Upper
 (Lower) Colorado River, etc. (legal entity); *but*
 Hansen flood-control basin;
 Missouri
 River Basin;
 upper Colorado River
 storage project
 Bay
 Bayou
 Beach
 Bench
 Bend
 Bight
 Bluff
 Bog
 Borough (boro)
 Bottom
 Branch (stream)
 Brook
 Butte
 Canal; the canal
 (Panama)
 Canyon
 Cape
 Cascade
 Cave
 Cavern
 Channel; *but*
 Mississippi
 River channel(s)
 Cirque
 Coulee
 Cove
 Crag
 Crater
 Creek
 Crossroads
 Current (ocean feature)
 Cut
 Cutoff
 Dam
 Delta
 Desert
 Divide
 Dome (not in geologic sense)
 Draw (stream)
 Dune
 Escarpment
 Falls
 Fault
 Flat(s)
 Floodway
 Ford
 Forest
 Fork (stream)
 Gap
 Geyser
 Glacier
 Glen
 Gorge
 Gulch
 Gulf
 Gut
 Harbor
 Head
 Hill
 Hogback
 Hollow
 Hook
 Hot Spring
 Icefield
 Ice Shelf
 Inlet
 Island
 Isle
 Islet
 Keys (Florida only)
 Knob
 Lagoon
 Lake
 Landing
 Ledge
 Lowland
 Marsh
 Massif
 Mesa
 Monument
 Moraine
 Mound
 Mount
 Mountain
 Narrows
 Neck
 Needle
 Notch
 Oasis
 Ocean
 Oxbow
 Palisades
 Park
 Pass
 Passage
 Peak
 Peninsula
 Plain
 Plateau
 Point
 Pond
 Pool
 Port (water body)
 Prairie
 Range (mountain)

⁸ See footnote 1, p. 34.

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

¹⁰ See also footnote on p. 62.

geographic terms—continued

Rapids	Spit
Ravine	Spring
Reef	Spur
Reservoir	Strait
Ridge	Stream
River	Summit
Roads (anchor- age)	Swamp
Rock	Terrace
Run (stream)	Thoroughfare
Sea	Trench
Seaway	Trough
Shoal	Valley
Sink	Volcano
Slough	Wash
Sound	Waterway
	Woods

Geological Survey (see Survey)

German measles

GI bill of rights

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

G-man

Gold Star Mothers (see American)

Golden Age (see Ages)

Golden Rule

Gospel, if referring to the first four
books of the New Testament; *but*
gospel truth

Government:

British, Soviet, etc.; the Government
Canal Zone; the government
department, officials, -owned, publi-
cations, etc. (U.S. Government)
National and State Governments
Printing Office (see Office)
U.S.; National; Federal; Central;
General

government:

Churchill
Communist
European governments
Federal, State, and municipal govern-
ments
insular; island
military
seat of
State
State and Provincial governments
Territorial

governmental

Governor:

of Puerto Rico; the Governor
of the Federal Reserve Board; the
Governor
of the Panama Canal; the Governor
of Wisconsin, etc.; the Governor
but State Governor(s); Governors'
conference; a Governor

Governor General of Canada; the Gov-
ernor General

grade, market (see market grades)

Grand Army of the Republic; the
Grand Army; the ArmyGrand 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: "List of Coun-
tries by States

guaranteed annual wage (GAW)

Guard, National (see National)

guardsman (see Coast Guard; National
Guard)

Gulf:

Coast States; *but* gulf coast
of Mexico; the gulf
States
Stream; the stream

Hall (U.S. Senate or House)

Halls of Congress

H-bomb; H-hour

Headquarters:

Alaska Command; the command
headquarters4th Regiment Headquarters; regi-
mental headquarters32d Division Headquarters; the divi-
sion headquarters

Heaven (Deity); heaven (place)

Hells (no apostrophe) Canyon

Hemisphere, Eastern; Western; etc.;
the hemisphere

High Church

High Commissioner

High Court (see Supreme Court)

High School, if part of name: Western;
the high schoolHighway Bridge (Washington, D.C.);
the bridgeHighway No. 40; Route 40; State
Route 9; the highway

Hill (the Capitol)

His Excellency the Duke of Athol, etc.;
His Excellency; Their ExcellenciesHis Majesty; Her Majesty; Their
Majesties¹¹ See footnote 1, p. 34.

historic events and epochs:

Reformation, the
 Renaissance, the
 Restoration, the (English)
 Revolution of July (French)
 Revolution, the (American, 1775;
 French, 1789; English, 1688)

holidays and special days:

Admission Day
 All Fools'
 Arbor Day
 Armed Forces Day
 Christmas Day, Eve
 Columbus Day
 D-day; D-plus-4-day
 Father's Day
 Flag Day
 Founders' Day
 Fourth of July
 Halloween
 Inauguration Day
 Independence Day
 Labor Day
 Lincoln's Birthday
 Lord's day
 M-day
 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 capitalized:
 Chairman (Committee of the Whole)
 Chaplain
 Clerk; *but* legislative clerk, etc.
 Doorkeeper
 folding room
 Official Reporter(s) of Debates
 Parliamentary
 Postmaster
 Sergeant at Arms
 Speaker pro tempore
 Speaker; speakership

HUD (Department of Housing and
 Urban Development)
 Hudson's Bay Co.
 Hurricane Carol, etc.

ice age (see Ages)

independence; in the year of our independence the one hundred and seventy-sixth

Indians:

Absentee Shawnee
 Eastern (or Lower) Band of Cherokee; the band
 Five Civilized Tribes; the tribes
 Shawnee Tribe; the tribe
 Six Nations (Iroquois Confederacy)
 Inquisition, Spanish; the Inquisition
 Institute, if part of name; capitalized
 standing alone if referring to Federal or international organization:
 National Cancer; the Cancer Institute; the Institute
 National Institutes of Health; the Institutes
 of International Law; the Institute
 Woman's Institute; the institute
 Institution, if part of name; capitalized
 standing alone if referring to Federal unit:
 Carnegie Institution; the institution
 Smithsonian Institution; the Institution

insular government; island government
 intercoastal waterway (see waterway)
 interdepartmental

International Court of Justice (see Court)

International Geophysical Year (see Year)

International Hydrological Decade; the Decade (UNESCO)

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

Jim Crow law, car, etc.

Job Corps

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 assem-
bly; the assembly

of Puerto Rico; the legislative assem-
bly; the assembly

legislative branch, clerk, session, etc.

Legislature:

National Legislature (U.S. Congress);
the Legislature

Ohio Legislature; Legislature of Ohio;
the legislature

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

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

Levant, the (Mediterranean region)

Liberty Bell; Liberty ship

Librarian of Congress; the Librarian

Library:

Army; the library

Franklin D. Roosevelt; the library
of Congress; the Library

Public (District of Columbia); the
library

Lieutenant Governor of Idaho, etc.; the
Lieutenant Governor

Light, if part of name; the light:

Boston

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

but Massachusetts Bay lights

Lighthouse (see Light Station)

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

Grays Reef Lightship

North Manitou Shoal Lightship

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

Minots Ledge Light Station

Watch Hill Light Station

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

Burlington Lines (railroad)

Greyhound Line (bus)

Holland-America Line (steamship)

line:

DEW

maginot

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

Mafia

Magna Carta

Majesty, His, Her (see His Majesty)

Majority Leader McCormack; *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)
 Medicare Act; medicare plan
 Member, if referring to Senator, Representative, Delegate, or Resident Commissioner of U.S. Congress; *also* Member at Large; Member of Parliament, etc.; *but* membership
 Memorial Bridge, Arlington (see Bridge)
 Memorial Parkway, George Washington (see Parkway)
 Merchant Marine Reserve; the Reserve; *but* U.S. merchant marine; the merchant marine
 Metropolitan Washington, etc.; *but* Washington metropolitan area
 midcontinent region
 Middle Ages (see Ages)
 Middle Atlantic States
 Middle East; Mideast; Mideastern; Middle Eastern (Asia)
 middle Europe
 Middle West, Midwest (section of United States)
 Middle Western States; Midwestern States; *but* midwestern farmers, etc.
 Midlands (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* a nation; nationwide; *also* French nation, Balkan nations
 Nation, Creek; Osage; etc.; the nation
 nation, in general, standing alone
 National, in conjunction with capitalized name:
 Academy of Sciences (see Academy) and State institutions, etc.
 Archives, the (see The)
 Capital (Washington); the Capital
 Forest (see Forest)
 Gallery of Art; the National Gallery; the gallery
 Grange; the Grange
 Guard, Ohio, etc.; Air National; the National Guard; the Guard; a guardsman; *but* a National Guard man; National Guardsman
 Institute (see Institute)
 Legislature (see Legislature)
 Monument, Muir, etc.; the national monument; the monument
 Museum (see Museum)
 Naval Medical Center (Bethesda, Md.)
 Park, Yellowstone, etc.; Yellowstone Park; the national park; the park
 Treasury; the Treasury
 War College
 Woman's Party; the party
 Zoological Park (see Zoological)
 national:
 agency check (NAC)
 anthem, customs, spirit, etc.
 British, Mexican, etc.
 defense agencies
 stockpile
 water policy (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

Naval—Continued

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
 Hospital Corps; hospital corpsman; the corps
 navy yard
 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)
 Vietnam
 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.

Oceanographer (the Hydrographer), Navy

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 Accounting Office

Government Printing; the Printing Office

Naval Oceanographic

New York regional office (including branch, division, or section therein); the regional office; the office

of Alien Property

of Chief of Naval Operations

of Education

of Experiment Stations

of the Secretary (Defense); Secretary's Office

Patent

officer:

Army

Marine; *but* naval and marine officers

Navy; Navy and Marine officers

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 (congressional calendar)

Ordinance:

Corps (see Corps)

Department; the Department

Depot (see Depot)

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

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)

Organized:

Marine Corps Reserve; Marine Reserve; the Reserve

Militia; the militia

Naval Militia; the Naval Militia; the militia

Reserve Corps; the Reserve

Orient, the; oriental

Outer Continental Shelf (see Continental)

Pacific (see also Atlantic):

coast

Coast (or Slope) States

Northwest

Northwest Pacific

seaboard

slope

South Pacific

States

time, Pacific standard time (see time)

but *cis*pacific; *trans*pacific

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

Pledge of Allegiance

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

¹² See footnote 1, p. 34.

political parties and adherents—con.
 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 Au-
 thority)
 but Baltimore port; port of Baltimore
 Post Office (Department implied)
 Post Office, Chicago, etc.
 Post Office Box (not abbreviated),
 capitalized as part of address;
 otherwise lowercased
 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
 Western Powers
 but European powers
 precinct; first, 11th precinct (see rule
 11.9)
 Premier (see foreign cabinets)
 Preserve, Wichita National Forest
 Game, etc.; Wichita Game Preserve;
 Wichita preserve
 Presidency (office of head of government)
 President:
 of the United States; the Executive;
 the Chief Magistrate; the Com-
 mander in Chief; the President-
 elect; ex-President; former Presi-
 dent; also preceding name
 of any other country; the President
 of Federal or international unit
 but president of the Erie Railroad;
 president of the Federal Reserve
 Bank of New York
 Presidential assistant, authority, order,
 proclamation; *but* presidential candi-
 date, 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; Presi-
 dential Proclamation No. 24; Pro-
 clamation No. 24; the proclamation;
but Presidential proclamation
 program:
 European recovery
 food-for-peace
 mutual assistance
 mutual defense assistance
 point 4
 universal military training
 project:
 Central Valley
 Manhattan
 McNary Dam

project—continued
 Rochester atomic energy
 University of California atomic energy
 Project Farside, Sidewinder, Van-
 guard, etc.; *but* Vanguard project
 Project Headstart
 Province, Provincial, if referring to an
 administrative subdivision: Ontario
 Province; Province of Ontario; Mari-
 time Provinces (Canada); the Prov-
 ince
 Proving Ground, Aberdeen, etc.; the
 proving ground
 Public Act 26; Public Law 9; Public 37;
 Public Resolution 3; *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 legisla-
 tive assembly
 Provisional Regiment; *but* Puerto
 Rico regiment
 Resident Commissioner
 Purchase, Gadsden, Louisiana, etc.
 Puritan; puritanical
 Quad Cities (Davenport, Rock Island,
 Moline, and East Moline)
 Radio Free Europe
 Railroad, Alaska; the Railroad
 Ranch, King, etc.; the ranch
 Range, Cascade, etc. (mountains); the
 range
 Rebellion, if part of name; the rebellion:
 Boxer
 Great (Civil War)
 War of the
 Whisky
 Reconstruction period (post-Civil War)
 Red army
 Red Cross, American (see American)
 Reds, the; a Red (political)
 Reformation, the
 Reformatory, Elmira, etc.; the reform-
 atory
 Refuge, Blackwater Migratory Bird,
 etc.; Blackwater Bird Refuge; Black-
 water refuge
 region, north-central, etc.; first region,
 10th region (see rule 11.9); 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 Paper-
 work; *but* Hoover Commission
 report; Hoover report; task force
 report
 1950 Report of the Chief of the For-
 est Service
 President's Economic Report; the
 Economic Report
 Report No. 31
 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); U.N.
 Republic, capitalized if part of name;
 capitalized standing alone if refer-
 ring to a specific government:
 French
 Irish
 of Panama
 of the Philippines; Philippine Re-
 public
 United Arab
 United States
 also the American Republics; the
 Latin American Republics; South
 American Republics; the Republics
 Reservation (forest, military, or In-
 dian), if part of name; the reser-
 vation:
 Great Sioux
 Hill Military
 Reserve, if part of name; the Reserve
 (see also Air Force; Army Corps;
 Foreign Service; Marine Corps;
 Merchant Marine; Naval):
 Active
 Air Force

Reserve—Continued

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 (com-
 plete heading); Part XI;¹³ Early
 Thought (complete heading)
 route No. 12466; mail route 1742; rail-
 way 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 (pub-
 lication); *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

¹³ See footnote 1, p. 34.

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; secretaryship
 Secretary, head of national governmental unit:
 of Defense; of State; etc.; the Secretary
 of State for Foreign Affairs (British);
 for the Colonies; etc.; the Secretary
 of the Smithsonian Institution; the Secretary
 also the Assistant Secretary; the Executive Secretary
 but secretary of the Interstate Commerce Commission; secretary of state of Iowa
 Secretary General; the Secretary General:
 Organization of American States (formerly Pan American Union)
 South Pacific Commission
 United Nations
 section 2, A, II, etc.; *but* Section 2, when part of title: Section 2:¹⁴ Test Construction Theory
 Selective Service (see Service; System)
 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:
 Customs Agency
 Employment
 Extension
 Fish and Wildlife
 Foreign (see Foreign Service)
 Forest
 Immigration and Naturalization
 Internal Revenue
 Mediation and Conciliation

Service—Continued
 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)
 Social Security district officer
 Social Security representative
 Social Security (Administration implied in these examples)
 But in general sense:
 social security application
 social security medical report
 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
 Bog
 Brown
 Chernozem
 (Black)
 Chestnut
 Desert
 Gray-Brown
 Podzolic
 Half Bog
 Laterite
 Pedalfer
 Pedocal
 Podzol
 Prairie
 Ramann's Brown
 Red
 Rendzina
 Sierozem (Gray)
 Solonchak
 Solonetz
 Soloth
 Terra Rossa
 Tundra
 Wiesenboden
 Yellow
 Soldiers' Home, if part of name:
 Ohio Soldiers' Home; the soldiers' home; etc.

¹⁴ See footnote 1, p. 34.

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
 Vietnam
 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); Air
 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
 Communitistic
 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; a foreign state
 Thirteen Original; original 13 States
 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 surveying or similar work:
 Grand Central
 Key West Naval (see Naval)
 Nebraska Experiment Station; Experiment Station, Nebraska; Nebraska station
 Syracuse Air Force
 television station WSYR-TV
 Union; Union Depot; the depot
 WRC station; station WRC; radio station WRC; broadcasting station WRC
 substation A
 Statue of Liberty; the statue
 Statutes at Large (U.S.) (see also Revised Statutes)
 stockpile, national
 stone age (see Ages)
 Stream, Gulf (see Gulf; Geographic terms)
 Street, if part of name; the street:
 I Street (not Eye)
 Fifteen-and-a-Half
 110th Street
 subcommittee (see Committee)
 Subtreasury, New York, etc.; subtreasury at New York; the subtreasury
 subtropical, subtropic(s) (see tropical)

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; Geological
 System, if referring to Federal or District 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 System of Interstate Highways;
 Interstate System of Highways;
 Interstate Highway System; the Interstate System; the National System; the system; *but* highway system; Federal road system
 Selective Service (see also Service)
 New York Central System
but Pennsylvania Railway system;
 Pennsylvania system; Bell System, the system
also Federal land bank system
 table 2, II, A, etc.; *but* Table 2, when part of title: Table 2:¹⁵ Degrees of Land Deterioration
 task force (see Force; Report)
 Teacher Corps
 Team, USAREUR Field Assistance, etc.; the team
 television station (see Station)
 Territorial, if referring to a political subdivision
 Territory:
 Northwest (1799); the territory
 Trust Territory of the Pacific Islands, Pacific Islands Trust Territory; the trust territory, the territory

Territory—Continued

Yukon, Northwest Territories; the Territory (ies), Territorial (Canada) *but* territory of: American Samoa, Guam, Virgin Islands
 The, part of name, capitalized:
 The Adjutant General (only when so in copy)
 The Dalles; The Hague; The Weirs; *but* the Dalles Dam; the Dalles region; the Hague Conference; the Weirs streets
 but the National Archives; the Archives; the Times; the *Mermaid*; the Federal Express
 Thirteen American Colonies, etc. (see Colonies)
 Thirteen Original States
 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 2:¹⁵ General Provisions
 Tomb:
 Grant's; the tomb
 of the Unknown Soldier; Unknown Soldier's Tomb; Tomb of the Unknowns; the tomb (see also Unknown Soldier)
 Tower, Eiffel, etc.; the tower
 Township, Union; township of Union
 trade names (see also list of trade names and trademarks, p. 277)
 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-Siberian, etc.; *but* Transjordan
 Treasurer, Assistant, of the United States; the Assistant Treasurer; *but* assistant treasurer at New York, etc.
 Treasurer of the United States; the Treasurer
 Treasury notes; Treasurys
 Treasury, of the United States; General; National; Public; Register of the Treaty, if part of name; the treaty:
 Jay Treaty
 North Atlantic; North Atlantic Defense
 of Versailles
 but treaty of 1919

¹⁵ See footnote 1, p. 34.

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

Tricolor (see flags)

Triple A (any three A group)

Trizonia; trizonal; trizone

Tropic of Cancer, of Capricorn; the Tropics

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

Trust, Power, etc.

trust territory (see Territory)

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

Turnpike, Pennsylvania, etc.; the turnpike

Twin Cities (Minneapolis and St. Paul)

U-boat

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

of Agriculture
of State

of the Treasury

Uniform Code of Military Justice (see Code)

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

European Payments; the Union

International Typographical; the Typographical Union; the union

Pan American (see Organization of American States)

Station; *but* union passenger station; union freight station

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

United Nations—Continued

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

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

S.S.S.R. (Siberian Soviet Socialist Republics)

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 (pl., Victorys)
- but* victory garden, speaker, etc.

Vietcong

- Voice of America; the Voice
- volume 2, A, II, etc.; *but* Volume 2, when part of title: Volume 2:¹⁰ 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

war bond (see bond)

War College, National (see College)

War Mothers (see American)

ward 1, 2, etc.; first, 11th, etc. (see rule 11.9)

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
- ideas
- North Central States
- Powers
- States
- Union (see alliances)
- United States
- World
- but* far western; western farming States (U.S.)

Wheat Belt (see Belt)

whip, the (of political party in Congress)

Whisky Rebellion (see Rebellion)

White House:

- Blue Room
- East Room
- Police (see Police)
- Red Room
- State Dining Room

white paper, British, etc.

winter

woman marine, etc. (see Marine Corps)

Women's Army Corps (see Corps)

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

Women's Reserve of the Coast Guard Reserve; Women's Reserve; the Reserve; SPAR, popular name, made up of initial letters of motto *semper paratus—always ready*; a Spar

Women's Reserve of the Naval Reserve; Women's Reserve; the Reserve; WAVES (women accepted for volunteer emergency service); a Wave

Wood, if part of name:

- Belleau Wood
- House of the Woods (palace)

World, New, Old

World War (see War)

World War II veteran

world's series

X-ray

Year, International Geophysical; the Geophysical Year; the Year

Young Men's Christian Association (see Association)

Your Excellency; Your Honor; Your Majesty; etc.

Youth Corps; the Corps

¹⁰ See footnote 1, p. 34.

ZIP code number

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

Zone—Continued

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 100 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	attester	boulder
aberration	allottee	autogiro	bourgeoisie
abetter	all ready (prepared)	awhile (for some time)	breach (gap)
abettor (law)	already (previ- ous)	a while (a short time)	breach (lower part)
abridgment	all right	ax	brier
absorb (take in)	altogether	aye	briquet, -ted, -ting
adsorb (adhesion)	(completely)		Britannia
abysmal	all together		broadax
a cappella	(collectively)	backward	bronco
accede (yield)	aluminum	baloney (bun- combe)	brunet (masc., fem.)
exceed (surpass)	ambidextrous	bologna (sau- sage)	buccaneer
accepter	ameba	bandanna	buncombe
acceptor (law)	ampoule	bargainer	bunion
accessory	analog	bargainor (law)	bur
accommodate	analogous	baritone	burned
accordion	anemia	bark (boat)	bus, buses
accouter	anesthetic	barreled, -ing	butadiene
accursed	aneurysm	bastille	
acetic (acid)	anomalous	bathyscaph	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.)
effect (influence)	archeology	bloc (group)	calorie
effect (result)	arrester	blond (masc., fem.)	canceled, -ing
afterward	artifact	bluing	canceler
aging	artisan	bombazine	cancellation
aid (n., v.)	asafetida	born (birth)	candor
aide	ascendance, -ant	borne (carried)	canister
aide-de-camp	ascent (rise)	bouillon (soup)	cannot
airplane	assent (consent)	bullion (metal)	cantaloup
albumen (egg)	assassinate		
albumin (chem- istry)	atheneum		

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

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

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

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

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

Anglicized and foreign words

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

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

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

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

Plural forms

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

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

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

Significant word first:

adjutants general
aides-de-camp
ambassadors at large
attorneys at law
attorneys general
billets-doux
bills of fare
brothers-in-law
chargés d'affaires
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.

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

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

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

Words "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	audible	collapsible	comprehensible
accendible	avertible	combustible	compressible
accessible	bipartible	comestible	conducible
addible	circumscribable	commonsensible	conductible
adducible	coctible	compactible	confluxible
admissible	coercible	compatible	congestible
appetible	cognoscible	competible	contemptible
apprehensible	cohesible	compossible	controvertible

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

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

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

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

advertise	compromise	excise	prise (to force)
advise	demise	exercise	prize (to value)
affranchise	despise	exorcise	reprise
apprise (to inform)	devise	franchise	revise
apprize (to ap- praise)	disenfranchise	improvisе	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	<i>but</i> total, totaled
get, getting	rob, robbing	transfer, transferred	travel, traveled

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

refer, reference	prefer, preference	infer, inference
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Indefinite articles

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

a historical review	a union	an honor
a hotel	an 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

5.28. An apostrophe is used to indicate contractions, the omission of figures or letters (see also "Courtwork," rule 18.9, p. 229), 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' traveltime	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
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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
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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 of post offices in the United States and its possessions, and the Columbia Lippincott Gazetteer of the World is to be followed in the spelling of other geographic 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 248 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	Michiganiite	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.

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 6.16, p. 75.)

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 6.29, 6.32, p. 77.)

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. 131; 8.7, p. 135.)

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
way

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

thyself
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 9.58, p. 142.)

6.15. Print a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified, except as indicated in rule 6.16 and elsewhere throughout this chapter. This applies particularly to combinations in which one element is a present or past participle.

Baltimore-Washington road	long-term-payment loan
collective-bargaining talks	lump-sum payment
contested-election case	most-favored-nation clause
contract-bar rule	multiple-purpose uses
drought-stricken area	no-par-value stock
English-speaking nation	part-time personnel
fire-tested material	rust-resistant covering
Federal-State-local cooperation	service-connected disability
German-English descent	tool-and-die maker
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

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

atomic energy power	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

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

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

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

The area is drought stricken.	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.

6.19. 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

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

eagerly awaited moment	often heard phrase
heavily laden ship	<i>but</i> ever-normal granary
unusually well preserved specimen	ever-rising flood
very well defined usage	still-new car
longer than usual lunch period	still-lingering doubt
very well worth reading	well-known lawyer
not too distant future	well-kept farm

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

Latin American countries	Afro-American program
North Carolina roads	Anglo-Saxon period
South American trade	Franco-Prussian War
United States laws	<i>but</i> Indochina ¹ border
Red Cross nurse	Minneapolis-St. Paul region
Winston-Salem festival	North American-South American sphere
Washington-Wilkes-Barre route	French-English descent

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

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

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

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

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

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

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

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

6.26. Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated term, but quotation marks are not to be used in lieu of a hyphen. (See also rule 9.123, p. 149.)

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

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

6.27. 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

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

big gray cat

a fine old southern gentleman

Prefixes, suffixes, and combining forms

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

afterbirth
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

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

portable
coverage
operate
plebiscite
twentyfold
spoonful

kilogram
geography
manhood
selfish
pumpkin

meatless
outlet
wavelike
procurement
innermost

partnership
lonesome
homestead
northward
clockwise

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

lifelike
lilylike

bell-like
girllike

Florida-like
Truman-like

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

anti-hog-cholera serum
co-op
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

6.33. Use a hyphen to join duplicated prefixes.

re-redirect

sub-subcommittee

super-superlative

6.34. 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

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

anti-Arab	<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

6.36. Print a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element. (See also rule 11.23, p. 173.)

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	

6.37. Print without a hyphen a modifier consisting of a possessive noun preceded by a numeral. (See also rule 5.31, p. 71.)

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

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

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

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

motor, alternating-current, 3-phase, 60-cycle, 115-volt
 glass jars: 5-gallon, 2-gallon, 1-quart
 belts: 2-inch, 1¼-inch, ½-inch, ¼-inch

Civil and military titles

6.40. Do not hyphen a civil or military title denoting a single office, but print a double title with a hyphen. (See also rule 5.6, p. 66.)

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	

6.41. 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

6.42. Do not print a hyphen in scientific terms (names of chemicals, diseases, animals, insects, plants) used as unit modifiers if no hyphen appears in their original form. (See list of plant names, p. 131, and insect names, p. 135.)

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

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

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

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

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

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

candle-hour
horsepower-hour
kilowatt-hour

light-year
passenger-mile

Improvised compounds

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

blue-pencil (v.)
18-year-old (n.)
first-come-first-served basis
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

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

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

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

but coat of arms
heir at law
next of kin
officer in charge

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

cold-shoulder

blue-pencil

cross-brace

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

boogie-woogie
comedy-ballet
dead-alive

devil-devil
farce-melodrama
pitter-patter

walkie-talkie
willy-nilly
young-old

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

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

cat's-paw
crow's-nest

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

6.51. 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-ray
S-iron
T-square

6.52. 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 73 to 80. Manifestly, such a list cannot be complete. However, by analogy with listed words of like prefixes or suffixes, with consideration given to length and readability, and the application of the rules, fuller treatment of unlisted compounds will be achieved. Nevertheless, the list is reasonably complete for meeting the needs of printers, editors, and writers.

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

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

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

7.5. On the other hand, care was exercised to achieve fuller coverage of solid compounds, particularly when the adopted form is at variance with that laid down in Webster's New International Dictionary. It should be added that while Webster's, with indicated exceptions (pp. 61-65), 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 131 to 136.

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 6.16, p. 75)]

A #B #C (n.) -B-C (u.m.) -bomb -day -flat #1 (rating) -sharp	addle brain head pate adeno (c.f.) all one word aero (c.f.) -otitis rest one word afore all one word Aframerican Afro-American after (c.f.) all one word agar-agar agataware age less long -old (u.m.) -stricken (u.m.) -weary (u.m.) agencywide ague -faced (u.m.) -plagued (u.m.) proof -sore (u.m.) aide-de-camp air base #bends bill blast -blasted (u.m.) blown borne bound brained brake brush burst cargo -clear (u.m.) coach -condition (v.) -conditioned (u.m.) -conditioning (u.m.) -cool (v.) -cooled (u.m.) craft crew crewman -dried (u.m.)	air-con. -driven (u.m.) drome drop -dry (u.m., v.) #duct field -floated (u.m.) flow foil -formed (u.m.) frame freight freighter gap glow hammer head hole hose lane lift #line (line for air) line (aviation) liner link load locked mail man mark (v.) marker mass minded #navigation park path photo plane port (all mean-ings) power scoop show sleeve ship sick sickness -slaked (u.m.) space speed stream strike strip tight #time (radio and TV)	air-con. #train #twist ward wave way wayman #well wise woman worthy alder -leaved (u.m.) man woman ale cup -fed (u.m.) glass house yard alkali #land all -absorbing (u.m.) -aged (u.m.) -American -clear (n., u.m.) -fired (u.m.) -flotation (mining) #fours #hail #in mark (printing) mouth (fish) -out (u.m.) over (n., u.m.) -possessed (u.m.) #right -round (u.m.) spice -star (u.m.) time (u.m.) wise alleyway allo (c.f.) all one word alms giver giving house man along ship shore side alpen glow stock	alpha -cellulose -iron -naphthol #ray #test also-ran (n., u.m.) altar piece wise alto cumulus #horn relievo stratus amber -clear (u.m.) -colored (u.m.) fish -tipped (u.m.) ambi (c.f.) all one word amidships amino #acid as prefix, all one word ampere -foot -hour meter -minute -second amphi (pref.) all one word amyo (c.f.) all one word anchor hold #light plate angel cake -eyed (u.m.) -faced (u.m.) fish food angio (c.f.) all one word angle hook #iron meter sight wing wise worm
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Anglo (c.f.) -American, etc. <i>rest one word</i>	arch (pref.)—con. duke enemy -Protestant way wise	assembly man #line #room	back—con. flow -focus (v.) furrow ground hand handed haul hauled -in (n., u.m.) land(s) lash list (v.) log lotter pack paddle (v.) pay payment pedal (v.) piece plate rest road room run saw scatter set shift slide space spin spread staff stage stairs stamp stay stitch stop strap -streeter stretch (n.) string strip (book) stroke -swath (v.) swept swing tack talk tender tenter -titrate (v.) track (v.) trail trailer up (n., u.m.) wall ward wash water way woods yard yarder	bail out (n., u.m.) piece wood bailisman bake board faced house pan shop stove bald #eagle faced head (n.) headed pate ball field flower -like player point (u.m.) proof room stock ballot #box band box cutter man master #pulley saw sawed sawing sawyer stand string -tailed (u.m.) wagon width work bandsman bandy ball -legged (u.m.) bang tail up (n., u.m.) bank book man note #paper side (stream) banner fish man bantamweight bar #bit keeper maid man master post room tender way wise -wound (u.m.) barbed #wire barber fish shop bare -armed (u.m.) back backed boat bone boned faced foot footed handed headed legged
anhydr(o) (c.f.) <i>all one word</i>	archeo (c.f.) <i>all one word</i> archerfish archi (pref.) <i>all one word</i> archo (c.f.) <i>all one word</i> areaway areo (c.f.) <i>all one word</i> aristo (c.f.) <i>all one word</i> arithmo (c.f.) <i>all one word</i>	astro (c.f.) <i>all one word</i> athwart hawse ship wise attorney #at #law audio frequency gram meter visual auger #box #drill auri (c.f.) -iodide <i>rest one word</i> author craft ship autotype auto (c.f.) -objective -observation -omnibus -ophthalmoscope <i>rest one word</i> awe -bound (u.m.) -filled (u.m.) -inspired (u.m.) some ax -adz #grinder -grinding (u.m.) hammer head maker man -shaped (u.m.) stone axle load smith tree axo (c.f.) <i>all one word</i> azo (c.f.) -orange -orchil -orseilline <i>rest one word</i>	back—con. flow -focus (v.) furrow ground hand handed haul hauled -in (n., u.m.) land(s) lash list (v.) log lotter pack paddle (v.) pay payment pedal (v.) piece plate rest road room run saw scatter set shift slide space spin spread staff stage stairs stamp stay stitch stop strap -streeter stretch (n.) string strip (book) stroke -swath (v.) swept swing tack talk tender tenter -titrate (v.) track (v.) trail trailer up (n., u.m.) wall ward wash water way woods yard yarder backer -down -off -up bland(s) (geol.) bag boy -cheeked (u.m.) house maker making man pipe ref room -shaped (u.m.) worm baggage man master #rack #room #train	bail out (n., u.m.) piece wood bailisman bake board faced house pan shop stove bald #eagle faced head (n.) headed pate ball field flower -like player point (u.m.) proof room stock ballot #box band box cutter man master #pulley saw sawed sawing sawyer stand string -tailed (u.m.) wagon width work bandsman bandy ball -legged (u.m.) bang tail up (n., u.m.) bank book man note #paper side (stream) banner fish man bantamweight bar #bit keeper maid man master post room tender way wise -wound (u.m.) barbed #wire barber fish shop bare -armed (u.m.) back backed boat bone boned faced foot footed handed headed legged
ant eater hill ante (pref.) #bellum, etc. -Christian, etc. #mortem mortem (non-literal) <i>rest one word</i> antero (c.f.) <i>all one word</i> anthra (c.f.) <i>all one word</i> anthropo (c.f.) <i>all one word</i> anti (pref.) -American, etc. christ god -h o g - c h o l e r a (u.m.) -icer, -imperial, -inflation, etc. -missile-missile (u.m.) missile, person- nel, trust, etc. -New #Deal, etc. <i>rest one word</i> antro (c.f.) <i>all one word</i> anvil -faced (u.m.) -headed (u.m.) maker smith	arch (pref.)—con. duke enemy -Protestant way wise archeo (c.f.) <i>all one word</i> archerfish archi (pref.) <i>all one word</i> archo (c.f.) <i>all one word</i> areaway areo (c.f.) <i>all one word</i> aristo (c.f.) <i>all one word</i> arithmo (c.f.) <i>all one word</i> arm band bone chair hole lift load piece pit plate rack rest -shaped (u.m.) armor #bearer #belt -clad (u.m.) -piercing (u.m.) plate -plated (u.m.) arm's-length (u.m.) army man woman arrow head headed -leaved (u.m.) maker plate -shaped (u.m.) shot smith stone -toothed (u.m.) worm arseno (c.f.) <i>all one word</i> art -colored (u.m.) craft ware work arterio (c.f.) <i>all one word</i> arthro (c.f.) <i>all one word</i> artillery man ship asbestos -covered (u.m.) -packed (u.m.) #rock ash bin can #color -colored (u.m.) -free (u.m.) -gray (u.m.) #heap man pan pile pit tray	assembly man #line #room astro (c.f.) <i>all one word</i> athwart hawse ship wise attorney #at #law audio frequency gram meter visual auger #box #drill auri (c.f.) -iodide <i>rest one word</i> author craft ship autotype auto (c.f.) -objective -observation -omnibus -ophthalmoscope <i>rest one word</i> awe -bound (u.m.) -filled (u.m.) -inspired (u.m.) some ax -adz #grinder -grinding (u.m.) hammer head maker man -shaped (u.m.) stone axle load smith tree axo (c.f.) <i>all one word</i> azo (c.f.) -orange -orchil -orseilline <i>rest one word</i> B-flat baby face (n.) faced #food sit (v.) sitter sitting back ache band bite (v.) board bone boned breaker cap chain charge -country (u.m.) cross date dated down (n., u.m.) drop face feed fill fire flap flash	back—con. flow -focus (v.) furrow ground hand handed haul hauled -in (n., u.m.) land(s) lash list (v.) log lotter pack paddle (v.) pay payment pedal (v.) piece plate rest road room run saw scatter set shift slide space spin spread staff stage stairs stamp stay stitch stop strap -streeter stretch (n.) string strip (book) stroke -swath (v.) swept swing tack talk tender tenter -titrate (v.) track (v.) trail trailer up (n., u.m.) wall ward wash water way woods yard yarder backer -down -off -up bland(s) (geol.) bag boy -cheeked (u.m.) house maker making man pipe ref room -shaped (u.m.) worm baggage man master #rack #room #train	bail out (n., u.m.) piece wood bailisman bake board faced house pan shop stove bald #eagle faced head (n.) headed pate ball field flower -like player point (u.m.) proof room stock ballot #box band box cutter man master #pulley saw sawed sawing sawyer stand string -tailed (u.m.) wagon width work bandsman bandy ball -legged (u.m.) bang tail up (n., u.m.) bank book man note #paper side (stream) banner fish man bantamweight bar #bit keeper maid man master post room tender way wise -wound (u.m.) barbed #wire barber fish shop bare -armed (u.m.) back backed boat bone boned faced foot footed handed headed legged

bare—con. necked worn	battle—con. dore -fallen (u.m.) field front ground #jacket line plane -scarred (u.m.) ship #star stead wagon wise	bed—con. lamp -fallen (u.m.) light #linen load maker man mate pad pan plate post quilt rail ridden rock room screw sheet sick side sore space spread spring stand stead roll straw #timber time ward way	bell—con. house maker making man mouthed ringer ringing wether	bill back beetle board book broker broking bug fish fold head heading holder hook poster posting sticker
barge board #course house -laden (u.m.) line load man master	bay bolt man #rum		bellows maker making man	billet -doux head man billingsgate bio (c.f.) -aeration -osmosis <i>rest one word</i>
bark bound cutter peel peeler #rot -tanned (u.m.)	beach comber head man master wagon		belly ache band bound buster button fed (u.m.) land (v.) piece pinch	
barley corn field mow #water	bead flush house roll work		belowstairs	
barn #dance man stormer yard	beak head iron		belt -driven (u.m.) maker making man saw	bird bark wood
barracksmate	beakerman	bee bread -eater herd hive house keeper keeping line man way	bench board fellow -hardened (u.m.) land made (u.m.) man mark (nonliteral) #mark (surveying) warmer work	bird's 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
barrel head maker making -roll (v.) -shaped (u.m.)	beam filling house maker -making (u.m.) man room #trawl work	beech nut wood	benzo (c.f.) <i>all one word</i>	birth bed #date day #flower land mark mate place #rate right stone #year
base ball ball #bat baller board hearted line #line (surveying) load man (n.) #metal -minded (u.m.) #pay	bean bag cod -fed (u.m.) field picker pole pot setter -shaped (u.m.) stalk	beef eater #extract -faced (u.m.) head steak tongue	best #clad #dressed #known #man seller (n.) selling (u.m.)	bird's -eye #nest (literal) (n.) -nest (n., u.m., v.)
basi (c.f.) <i>all one word</i>		beer #cellar maker #yeast	berry -brown (u.m.) #cone picker picking	birth bed #date day #flower land mark mate place #rate right stone #year
basket ball baller #case fish maker ware #weave woman work	bear baiting herd hide hound off (n., u.m.) skin trap	bees vax v-ing	best #clad #dressed #known #man seller (n.) selling (u.m.)	birth bed #date day #flower land mark mate place #rate right stone #year
bas-relief	beater man -out #press -up	beet field #pulp #sugar	beta -glucose #ray #test tron #wave	between brain decks whiles
bass -bar #drum #horn #viol	beauty -blind (u.m.) -clad (u.m.) proof #shop	beetle -browed (u.m.) head headed stock stone	bi (pref.) -illic <i>rest one word</i>	biscuit #baker maker making -shaped (u.m.)
bat blind -eyed (u.m.) fish fowl man wing	beaver board pelt	before -cited (u.m.) hand -mentioned (u.m.) -named (u.m.) time	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.)	bismuto (c.f.) <i>all one word</i>
bath house mat robe room #towel tub	bed board bug case chair chamber clothes cord cover fast fellow foot frame goer	beggar man woman behindhand		bit stock wise
bats man wing (cloth)		bell bird -bottomed (u.m.) boy #buoy crank -crowned (u.m.) hanger hop		bitter #end -ender head hearted sweet -tongued (u.m.)
batter cake man				black ball (nonliteral) bird
battle ax #cruiser				

black—con. board -bordered (u.m.) damp -eyed (u.m.) face faced fire fish guard hearted jack leg #letter list mail mark #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 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.) hearted	blue—con. -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 crew 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 man -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 truck 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. man meter power 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.) time 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 piec	breast—con. pin plate plow rail rope wise wood work breath -blown (u.m.) -tainted (u.m.) taking bredstitch brech block cloth loader -loading (u.m.) lock piece pin plug sight breeze -borne (u.m.) -lifted (u.m.) -swept (u.m.) way brew house master bribe -free (u.m.) giver giving taker taking worthy bric-a-brac brick bat bound -built (u.m.) -colored (u.m.) field kiln layer laying liner maker making mason -red (u.m.) setter wise work yard bride bed bowl cake chamber cup groom knot lace maiden stake brides maid man bridge board builder head house keeper maker man master piece pot #rail tree #wall ward way work	bridle #gate 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.) all one word brunchio (c.f.) all one word broncho (c.f.) all one word 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	brow—con. bound piece point post brown back #bread -eyed (u.m.) line (n., u.m.) out (n., u.m.) print #rot #rust stone tail (moth) brush ball bird #holder land maker making man off (n., u.m.) -treat (v.) wood work brusher -off -up bubble #gum buck eye -eyed (u.m.) #fever horn hound passer passing plate pot saw shot skin skinned stall stay stove tail tooth wagon wash bucket maker making man #seat -shaped (u.m.) shop bud #rot time wood buff -tipped (u.m.) ware -yellow (u.m.) buffalo back (fish) #dance bug bear bite -eyed (u.m.) fish head (fish) house proof buildup (n., u.m.) built -in (u.m.) -up (u.m.) bulb #rod -tee (u.m.) bulbo (c.f.) all one word
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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 buntline burn -in (u., 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 driving fare line man bush beater buck fighter -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 holing 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.) cam shaft #switch #wheel camel back (rubber) -backed (u.m.) driver -faced (u.m.) keeper man camel's #hair (n.) -hair (u.m.)	camera #lucida man #obscura camp #bed #chair craft fire #follower ground #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 pool port shop sick wash washing #wheel carbo (c.f.) <i>all one word</i> carbol (c.f.) <i>all one word</i> carcino (c.f.) <i>all one word</i> card case 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)	catch all (n., u.m.) -as-catch-can (u.m.) cry land line (printing) penny plate #title up (n., u.m.) water weight word work	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	check—con. out (n., u.m.) passer (n.) passing 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	chicken—con. pox #wire #yard chief #justice -justiceship #mate child bearing bed birth crowing hearted hood kind life -minded (u.m.) ridden wife
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	chain #bag #belt -driven (u.m.) #gang maker making man stitch store work	checker board breast (bird) -in -off -out -up wise work	chill -cast (u.m., v.) room
case bearer #binding book bound finding hammer harden load lot maker making mate mated wood work worker worm caser-in	cauliflower #ear -eared (u.m.) #ware cause way wayman cavalryman	chair borne fast maker making man mender mending -shaped (u.m.) warmer woman	cheek bone piece strap cheerleader	chin band -bearded (u.m.) -chin cloth cough -high (u.m.) piece rest #shield strap
cash book box boy girl keeper	cave dweller -dwelling (u.m.) #fish -in (n., u.m.) man cease-fire (n., u.m.)	chalk cutter -eyed (u.m.) line stone -white (u.m.) worker	cheese board box burger cake cloth curd cutter head headed #knife lip maker making parer paring plate #press	china #bark -blue (u.m.) #shop ware China man town woman
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.)	cedar bird -colored (u.m.) #leaf maker ware	chamber maid woman	cheerleader board box burger cake cloth curd cutter head headed #knife lip maker making parer paring plate #press	chip board munk #shot
caster -off -out	celi (c.f.) <i>all one word</i> celio (c. f.) <i>all one word</i>	change house over (n., u.m.)	chero (c.f.) <i>all one word</i> chemo (c.f.) <i>all one word</i>	chiro (c.f.) <i>all one word</i> chisel #bit -cut (u.m.) -edged (u.m.) #grinder #maker mouth (fish)
castlebuilder (dreamer)	cell house mate #tester #wall	chapel going man	cherry bird -colored (u.m.) picker picking #pie #pit stone (nonliteral) #stone (literal) #wine	chitter-chat chitter-chatter chloro (c.f.) <i>all one word</i> chock ablock -full (u.m.)
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	cellar man way woman cement -covered (u.m.) maker making mason -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>	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.)	chess board man chestnut -colored (u.m.) -red (u.m.) chicken bill -billed (u.m.) #breast breasted #coop #farm feed heart hearted house	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

chop—con. stick #suey	clampdown (n., u.m.)	clipper -built (u.m.) man #ship	club #car #chair foot footed hand haul house #link man mobile ridden room root -shaped (u.m.) #steak woman	cock—con. crowing eye eyed fight fighting head pit roach #robin spur sure tail -tailed (u.m.) up (n., u.m.)
chow chow line #mein	clans man woman	cloak -and-dagger (n., u.m.) maker making room	clutch man #shaft	cockle boat shell
Christ -given (u.m.) -inspired (u.m.) like	clap board net trap 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 #day man mate room work	cloud breaker head hopper hopping pate pated	coach -and-four builder building maker making man whip woman work	cod bank fish fishery fishing head headed #liver man pitchings smack worm
chromo (c.f.) <i>all one word</i>	claw bar -footed (u.m.) hammer hatchet -tailed (u.m.)	close bred breeding -connected (u.m.) cross crossed crossing -cut (u.m.) down (n.) -fertilize (v.) fisted handed headed hearted -knit minded mouthed out (n., u.m.) up (n., u.m.)	coal bag bagger bed bin -black (u.m.) boat box breaker #car dealer digger -faced (u.m.) field fish #gas hole -laden (u.m.) #loader #mine #miner #oil pit rake sack (astron.) shed ship #tar #truck yard	codebook coffee break cake -colored (u.m.) #cream #cup grower -growing (u.m.) maker making pot room shop time
chuck hole plate #rib wagon	clay #band bank -colored (u.m.) man pan pit ware works	closed -circuit (u.m.) #end #shop	coast guardsman land line side wise	coffer dam work
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	coat hanger rack room tail tailed	coffin #bone -headed (u.m.) maker making
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	cob head meal shed web webbed webbing work cobblestone	cog way wheel
church craft #door goer going like man manlike ward way woman work yard	clearinghouse	cloud base burst cap capped -hidden (u.m.) land #ring	cock bill bird brain crow	coil box #packing smith #spring
churn -butted (u.m.) milk	clergy man woman	cliff bound dweller -dwelling (u.m.) #face side top -worn (u.m.)		coin box holder maker making -operated (u.m.) #silver
cider maker making	climber climbpath	clinch -built (u.m.) work		coke #dust #iron man #oven
cigar box case cutter fish holder maker making -shaped (u.m.) store	clinging fish stone	clip -clap -edged (u.m.) sheet		cold blooded -chisel (v.) #cream cuts -draw (v.) finch -flow (v.) -forge (v.) frame #front -hammer (v.) -hammered (u.m.)
cigarette #case #holder #maker -making (u.m.) #paper	clink -clank stone			
cine (c.f.) <i>all one word</i>	clinker -built (u.m.) work			
circuit #breaker man #rider	clip -clap -edged (u.m.) sheet			
circum (pref.) arctic, pacific, etc. -Saturnal, etc. <i>rest also one word</i>				
cirro (c.f.) <i>all one word</i>				
cis (pref.) alpine atlantic -trans (u.m.) <i>rest also one word</i>				
city -born (u.m.) bound -bred (u.m.) folk #man scape wide				
clam bake cracker (fish) -shell worm				

cold—con. hearted pack -press (v.) proof -roll (v.) -rolled (u.m.) room (n.) -short (u.m.) -shortness -shoulder (v.) store type (printing) #war #wave -work (v.)	cone -in-cone (u.m.) maker making -shaped (u.m.) speaker conference #room Congress man man #at #Large woman contra (pref.) -acting -approach -ion <i>rest one word</i> cook book house maid off (n., u.m.) out (n. u.m.) room shack shop stove cool headed house coonskin cooped -in (u.m.) -up (u.m.) copper bottom (v.) -bottomed (u.m.) -colored (u.m.) head -headed (u.m.) #mine #miner nose plate -plated (u.m.) proof sidesman smith ware wing (butterfly) worker works	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 post stone wise corpsman costo (c.f.) <i>all one word</i> cotter #pin way cotton -clad (u.m.) -covered (u.m.) field grower -growing (u.m.) #mill mouth (snake) packer picker #print seed sick tail council man woman count down (n., u.m.) -down (v.) #wheel counter #cheek (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 #erop 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 bird case -driven (u.m.)	crank—con. 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 #chin #paper #rubber #suzette crest fallen line crew boat 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 #aisle -appeal arm armed band
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cross—con.	cross—con.	cup—con.	damp	dead—con.
banded	plow (v.)	head	proof	#end
banding	-pollinate (v.)	headed	proofing	-ender
bar	-pollination	holder	-stained (u.m.)	eye (n.)
barred	-purpose (n.)	#hook	damping-off (n., u.m.)	-eyed (u.m.)
beak (bird)	-question	maker		fall
beam	rail	making	dance	head
bearer	-reaction	stone	#band	headed
bedded	-refer (v.)	curb	hall	hearted
bedding	-reference	#bit	danger	#heat
belt	-referring	#market	-fearing (u.m.)	-heated (u.m.)
bench	row	#roof	#line	-heater
#bias	#rule	#sending	#point	-heavy (u.m.)
-bidding	#section	stoner	dare	house
bill (bird)	-service	cure-all (n., u.m.)	-all (n., u.m.)	latch
#bill (legal)	-shaft	curly	devil	#letter
bind	-slide	head	deviltry	light
bolt	-spale	head	say	line
bond	-staff	headed	dark	#load
bones	-sterile	locks (n.)	-eyed (u.m.)	lock
#brace (n.)	-sterility	currycomb	hearted	man (n.)
bred	-stitch	cussword	horse (nonliteral)	melt
breed	-stone	custom	room	pan
breeding	-stratification	-sue (u.m.)	skin (n.)	pay
-bridge (v.)	-surge (v.)	house	-skinned (u.m.)	-roast (v.)
-brush (v.)	tail (n.)	-made (u.m.)	dash	weight (n., u.m.)
#bun	talk	-tailored (u.m.)	board	wood
-carve (v.)	tie	work	light	deaf
-channel (u.m.)	tied	worker	line (printing)	-dumb
-check	-time (v.)	cut	maker	-dumbness
-claim	-tined (u.m.)	away (n., u.m.)	plate	-mute
-compound (v.)	town	back (n., u.m.)	pot	-muteness
-connect (v.)	track	glass	wheel	deal
-country (u.m.)	trail	#hole	date	fish
-cultivate (v.)	tree	-in (n., u.m.)	line	worker
-cultivation	under (n., u.m.)	lips (fish)	lined	yard
current	-vote	off (n., u.m.)	mark	death
-curve (math.) (n.)	-voting	out (n., u.m.)	#stamp	bed
cut	walk	over (n., u.m.)	daughter-in-law	blow
cutter	way	rate (u.m.)	dawn	day
cutting	web	throat	-gray (u.m.)	-divided (u.m.)
-date (v.)	wind	-toothed (u.m.)	light	-doom (v.)
-drain (v.)	wise	-under (u.m.)	streak	#house
-dye (v.)	word	-up (n., u.m.)	day	like
-dyeing (n.)	crow	water	beam	#rate
-examination	bait	work	bed	-struck (u.m.)
-examine (v.)	bar	worm	book	trap
-examiner	#flight	cutler	break	watch
-eye (n., u.m.)	foot	-built (u.m.)	-bright (u.m.)	-weary (u.m.)
-eyed (u.m.)	footed	-down	dawn	decisionmaking
fall	hop	head	dream	deck
feed	crow's	man	dreamer	hand
-fertile (u.m.)	-foot (nonliteral)	-off	dreaming	house
-fertilization	-nest (nonliteral)	-out	-fly (aviation) (v.)	-land (v.)
-fertilize (v.)	crow n	-rigged (u.m.)	-flying (u.m.)	load
-fiber (u.m.)	bar	-up	going	swabber
field	maker	cuttle	#letter	deep
file	making	bone	light	-affected (u.m.)
fire	piece	fish	lighted	-cut (u.m.)
flow	#plate	cyano (c.f.)	lit	-engraved (u.m.)
foot	#post	all one word	long (u.m.)	-felt (u.m.)
-grained (u.m.)	#sheet	cycle	man	-freeze (u.m., v.)
hair	#wheel	car	mark	-freezing (u.m.)
hand	work	smith	#nurse	-frying (u.m.)
handed	crybaby	cyclo (c.f.)	room	going
hatch	crypto (c.f.)	-olefin	#school	-grown (u.m.)
hatching	-Christian, etc.	rest one word	#shift	-laid (u.m.)
haul	rest one word	cysto (c.f.)	side	most
head	crystal	all one word	star	mouthed
-immunity	-clear (u.m.)	cyto (c.f.)	time	-rooted (u.m.)
-index (u.m.)	-girded (u.m.)	all one word	work	-seated (u.m.)
-interrogate (v.)	-smooth (u.m.)	cyto (c.f.)	worker	-set (u.m.)
-interrogatory	cub	all one word	de (pref.)	-sunk (u.m.)
-invite (v.)	master	D	-air	-voiced (u.m.)
legged	#shark	-day	ice	water (u.m.)
legs	cubbyhole	-major	icer	waterman
-level (v.)	cuddyhole	-plus-4-day	-ion	deer
-license (v.)	cullboard	D-handle	centralize, ener-	drive (n.)
lift (v.)	cumulo (c.f.)	dairy	gize, etc.	-eyed (u.m.)
light	all one word	#farm	rest one word	food
line	cup	-fed (u.m.)	dead	herd
lock	bearer	-made (u.m.)	-alive	horn
lots	board	maid	beat (n.)	hound
mark	cake	man	born	keeper
-mate (v.)	#custard	woman	-burn (v.)	#lick
member	ful	damsite	#center	meat
over (n., u.m.)	#grease		-cold (u.m.)	skin
patch			-dip (v.)	stalker
path			-drunk (u.m.)	stalking
piece				

deer—con. stand stealer yard	die—con. cutter cutting hard (n., u.m.) head holder maker making #mold #plate #proof (philately) (n.) setter setting 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.)	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	double—con. banded -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 talled down beat beater bound by cast check coast come comer coming -covered (u.m.) crier 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 slope -soft (u.m.) spout stage
degree -day (measure) wise	demi (pref.) -Christian, etc. -incognito rest one word	diner-out ding -lighted (u.m.) lit out (n., u.m.)	dock hand head house land man master side worker yard	dope book sheet
departmentwide	diesel -driven (u.m.) -electric (u.m.) #engine dillydally	dinner #hour time ware	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.)	dorsi (c.f.) all one word dorso (c.f.) -occipital rest one word
depth #charge	dim -lighted (u.m.) lit out (n., u.m.)	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	doe bird skin	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) crossover (nonlit- eral) crossing (nonlit- eral) #dagger deal (v.) dealer dealing -decker -distilled (u.m.) -duty (u.m.) -dye (v.) -edged (u.m.) -ender #entry #gear
dermato (c.f.) all one word	dining #car #hall #room	dipper-in	doctor bird fish	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
derrick #boat #crane man	dinitro (c.f.) #spray rest one word	direct -connected (u.m.) -indirect	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
desert -bred (u.m.) #fox land #ship	dinner #hour time ware	direction #finder -finding (u.m.)	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
desk #helper man #room work	dining #car #hall #room	dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
dessert #fork #knife spoon spoonful	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
deutero (c.f.) all one word	dinner #hour time ware	dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
devil bird -devil -diver (bird) dog (a marine) fish -inspired (u.m.) -ridden (u.m.)	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
dew beam cap -clad (u.m.) claw damp -drenched (u.m.) drop fall -fed (u.m.) -laden (u.m.) lap lapped point	dinner #hour time ware	dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
dextro (c.f.) all one word	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
di (pref.) all one word	dining #car #hall #room	dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
dia (pref.) all one word	dinner #hour time ware	dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamond back -backed (u.m.) #dust -shaped (u.m.) work	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamo (c.f.) all one word	dining #car #hall #room	dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
di (pref.) all one word	dinner #hour time ware	dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
dia (pref.) all one word	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamond back -backed (u.m.) #dust -shaped (u.m.) work	dining #car #hall #room	dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamo (c.f.) all one word	dinner #hour time ware	dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
di (pref.) all one word	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
dia (pref.) all one word	dining #car #hall #room	dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamond back -backed (u.m.) #dust -shaped (u.m.) work	dinner #hour time ware	dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamo (c.f.) all one word	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
di (pref.) all one word	dining #car #hall #room	dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
dia (pref.) all one word	dinner #hour time ware	dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamond back -backed (u.m.) #dust -shaped (u.m.) work	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamo (c.f.) all one word	dining #car #hall #room	dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
di (pref.) all one word	dinner #hour time ware	dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
dia (pref.) all one word	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamond back -backed (u.m.) #dust -shaped (u.m.) work	dining #car #hall #room	dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamo (c.f.) all one word	dinner #hour time ware	dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
di (pref.) all one word	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
dia (pref.) all one word	dining #car #hall #room	dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamond back -backed (u.m.) #dust -shaped (u.m.) work	dinner #hour time ware	dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamo (c.f.) all one word	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
di (pref.) all one word	dining #car #hall #room	dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
dia (pref.) all one word	dinner #hour time ware	dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamond back -backed (u.m.) #dust -shaped (u.m.) work	dip -dye (v.) -grained (u.m.) head heading #slip stick ware	dis (pref.) all one word	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.)	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
diamo (c.f.) all one word	dining #car #hall #room	dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road	doe bird skin	dread -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday
di				

down—con.	draw—con.	drive—con.	duck—con.	ear
stairs	knife	boat	pin	ache
state	knot	bolt	pond	cap
stream	link	cap	#soup	drop
street	loom	head	walk	drum
stroke	net	-in (n., u.m.)	due	flap
sun (adv., u.m.)	off (n., u.m.)	pipe	-in (n., u.m.)	guard
swing	out (n., u.m.)	screw	out (n., u.m.)	hole
take	pin	#shaft	duffelbag	lap
throw	plate	way	dug	mark
thrust	point	#wheel	out (n.)	-minded (u.m.)
time	sheet	drop	-up (u.m.)	#muff
town	span	away (n., u.m.)	way	phone
trampling	stop	#bar	dull	pick
trend	string	bolt	brained	piece
trodden	tongs	#bomb	-edged (u.m.)	-piercing (u.m.)
turn	tube	#folio (printing)	head	plug
valley	#well	-forge (v.)	headed	ring
ward	drawer	-forger	hearted	screw
way	-down	front	-looking (u.m.)	shot
weigh	-in	hammer	-witted (u.m.)	sore
weight	-off	head	dumtum	splitting
wind	-out	kick	dumb	tab
draft	drawing	leaf (n., u.m.)	bell	wax
age (allowance)	#board	leg	head	wig
#age (conscriptio)	-in (n., u.m.)	light	waiter	witness
-exempt (u.m.)	#room	line	#well	earth
#horse	#table	man	dump	bank
draftsman	dray	off (n., u.m.)	car	board
drag	#horse	out (n., u.m.)	cart	born
#anchor	man	sonde	#heap	bound
bar	dream	stitch	#truck	-bred (u.m.)
boat	-haunted (u.m.)	worm	dunder	#crust
bolt	land	drug	head	fall
#barrow	lit	-addicted (u.m.)	headed	fast
line	lore	man	dung	-fed (u.m.)
man	world	mixer	beck	fill
net	dredge	seller	bird	grubber
pipe	boat	store	hill	#hole
rope	#chain	drum	duo (c.f.)	#house
saw	man	beat	<i>all one word</i>	kin
staff	#net	fire	dust	light
wire	dress	fish	bin	lit
dragger	#goods	head	box	maker
-down	maker	house	brush	making
-in	making	line	cloth	mover
-out	up (n., u.m.)	maker	#counter	moving
-up	dressing #room	room	-covered (u.m.)	nut
dragon	drift	#saw	fall	quake
#beam	#boat	stick	-gray (u.m.)	-shaking (u.m.)
-eyed (u.m.)	bolt	-up (n., u.m.)	-laden (u.m.)	slide
fish	meter	#winding	pan	#spring
fly	-mining (u.m.)	dry	proof	-stained (u.m.)
kind	piece	-burnt (u.m.)	storm	wall
#piece	pin	#cell	tight	ward
dragon's	way	clean	#well	wide
#blood	weed	cleaned	duster	work
#teeth	wind	cleaner	man	earthen
drain	wood	cleaning	-off	hearted
board	drill	-cure (v.)	duty	ware
cleaner	book	dock	bound	east
man	case	docked	-free (u.m.)	bound
pipe	#clamp	-dye (v.)	dwelling #house	-central (u.m.)
plug	holder	-farm (v.)	dye	#end
tile	-like	farming (n., u.m.)	house	going
drainage	maker	#goods	maker	land
#area	man	goodsman	making	-northeast
way	master	house	mixer	#side
dram	#pin	#kiln	stone	-sider
seller	#press	land (u.m.)	stuff	-southeast
shop	#rack	lot	#vat	ward
draw	#rest	-pack (u.m., v.)	ware	Easter
-arch (n.)	room	#rot	works	tide
arm	stock	-rotted (u.m.)	dynamo	time
back	worker	-salt (v.)	#brush	easy
bar	yard	wash	electric	going
beam	drop	#weight	genesis	hearted
bench	board	worker	metamorphosed	mark (n.)
board	box	duck	phone	-rising (u.m.)
bolt	cock	bill	static	-spoken (u.m.)
bore	#cup	-billed (u.m.)	dys (pref.)	eaves
bridge	-drip	blind	<i>all one word</i>	drop
cut	sheet	board	eagle	dropper
down (n., u.m.)	stick	boat	#eye	dropping
file	stone	foot (tool)	-eyed (u.m.)	#molding
gate	#tank	-footed (u.m.)	stone	ebbtide
gear	drive	hearted	-winged (u.m.)	edge
glove	away (n., u.m.)	house		maker
head	belt	#hunter		making
horse		-hunting (u.m.)		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 #officio #post #facto #rights -serviceman -trader express man #train way extra -alimentary #allowance -American #binding bold bound -Britannic -condensed (u.m.) #current curricular -fine (u.m.) hazardous judicial -large (u.m.) -long (u.m.) marginal mural ordinary polar -strong (u.m.) territorial vascular eye #appeal ball bank bar blink -blurred (u.m.) bolt brow -conscious (u.m.) cup flap glance glass hole lash lens lid light line mark -minded (u.m.) #opener peep piece pit point service shade shield shot sick sight sore spot -spotted (u.m.) stalk stone strain string tooth wash water wear #weariness wink winker witness witnessing	F -flat -horn -sharp fable #book land maker teller face about (n., u.m., v.) #ache -arbor (v.) cloth -harden (v.) -hardened (u.m.) lifting maker making man mark -on (n., u.m.) piece plate up (n., u.m.) wise work fact book finding fade away (n., u.m.) -in (n., u.m.) out (n., u.m.) faint heart hearted #ruling (printing) -voiced (u.m.) fair ground -lead (n., u.m.) minded play -skinned (u.m.) #trade water way fairy folk hood land like stone tale faith breaker breaking #cure worthy fall away (n., u.m.) back (n., u.m.) fish #guy -in (n., u.m.) out (n., u.m.) -plow (v.) -sow (v.) time trap way #wheat #wind fallow #land false -bottomed (u.m.) #face -faced (u.m.) hearted hood #keel -tongued (u.m.) work fame -crowned (u.m.) -thirsty (u.m.) worthy	fan back bearer #belt #blade #dance fare fish fold foot house -leaved (u.m.) light maker making man marker -shaped (u.m.) tail -tailed (u.m.) fancy #dress -free (u.m.) -loose (u.m.) work -woven (u.m.) -wrought (u.m.) far -aloft (u.m.) away (n., u.m.) -borne (u.m.) #cry -distant (u.m.) -eastern (u.m.) -famed (u.m.) fetched flung (u.m.) going gone -off (u.m.) -reaching (u.m.) seeing -seen (u.m.) -set (u.m.) sight sighted farm #bloc -bred (u.m.) hand hold house land owner people place stead steading woman 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.) fit out (n.) strip
fault finder finding line slip faux #pas	ferro (c.f.) -carbon-titanium -uranium <i>rest one word</i>	filler cap -in -out -up #wall	firm -footed (u.m.) hearted -set (u.m.) -up (n., u.m.)	five bar fold -ply (u.m.) -pointed (u.m.) -reeler score -shooter
fear -free (u.m.) nought -pursued (u.m.) -shaken (u.m.)	ferry boat #bridge #car house man master #slip way	film cutter goer going land #paper slide strip -struck (u.m.)	first #aid -aider -born (u.m.) -class (u.m.) corner hand (adv., u.m.) line (u.m.) -made (u.m.) -named (u.m.) -nighter -rate (u.m.) -rater	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	fever #heat less like -stricken (u.m.) trap -warm (u.m.)	fin back fish foot (bird) #keel -shaped (u.m.)	fish back backed bed -bellied (u.m.) berry bolt bone cake #day eater eye -eyed (u.m.) fall -fed (u.m.) food garth hook house -joint (v.) line man #market meal monger mouth plate pond pool pot pound skin #stick tail trap way weir wife woman works yard	flame -colored (u.m.) -cut (v.) proof thrower tight flange #nut way flannel mouth mouthed flap cake doodle -eared (u.m.) jack flare back (n., u.m.) board light out (n., u.m.) path up (n., u.m.) flash back (n., u.m.) board bulb card gun lamp light over (n., u.m.) pan point power proof flat back (bookbind- ing) bed (printing) boat -bottomed (u.m.) car -compound (v.) fish fold foot (n.) footed hat head headed iron land nose
fed-up (u.m.)	fiddle back -faddle head headed maker -shaped (u.m.) stick string	finger breadth -cut (u.m.) fish hold hole hook mark nailed parted post print shell spin stall stone tip work	fire arm back (n.) ball bell bird board boat bolt bomb 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	
feeble -bodied (u.m.) brained hearted minded	field ball bird book #corn fare (bird) glass goal house man piece work worker	fine -cut (u.m., v.) -draw (v.) -drawn (u.m.) -featured (u.m.) -looking (u.m.) -set (u.m.)		
feed back (n., u.m.) bag bin board box crusher cutter head line lot mixer pipe rack store stuff #tank #truck #valve way #wire	fierce -eyed (u.m.) hearted -looking (u.m.)	fin bar eater leaf shell		
feeder -in -up	fiery -flaming (u.m.) -hot (u.m.) -red (u.m.) -tempered (u.m.)	figure head -of-eight (u.m.) #work (printing)		
fellow craft ship <i>rest two words</i>	file card fish #grinder -hard (u.m.) maker making setter smith -soft (u.m.)	file card fish #grinder -hard (u.m.) maker making setter smith -soft (u.m.)		
felt cutter -lined (u.m.) maker making packer #roller #roofer work worker				
fence -bank land man				
fence maker post #row				

flat —con. out (n., u.m.) -rolled (u.m.) #silver top -topped (u.m.) ware way wise woods work yard	fleur —con. cloth girl head lamp line load man mat mop #plug #show space stain walker ward #wax -waxing (u.m.) 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 flue (c.f.) <i>all one word</i> fluoro (c.f.) <i>all one word</i> flush bound -cut (u.m.) -decked (u.m.) -decker gate #head (printing) #tank flute bird like mouth (fish) work fluvio (c.f.) <i>all one word</i> fly away back ball -bitten (u.m.) blow blown	fly —con. 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 -on through (n., u.m.) up (n., u.m.) follower-up food grower packer shop sick store 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 loose man mark note noted pad path pick plate -pound -pound-second power print race rail rest room rope scald -second slogger sore stalk step stick stock stone stool -ton walk wall way wear -weary (u.m.) work worn for (pref.) <i>all one word</i> fore -age -and-aft (n., u.m.) -and-after (n.) -edge -end -exercise <i>rest one word</i> forest bound -clad (u.m.) -covered (u.m.) craft #land side fork head lift maker man -pronged (u.m.) smith tail -tailed (u.m.) form board fitting #letter #work (printing) forth coming right with fortune #hunter #hunting teller telling	forty-niner foul #ball #line -looking (u.m.) mouthed #play -spoken (u.m.) -tongued (u.m.) up (n., u.m.) foun foun 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 tall 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 holder lance lancer loader loading man (historical) martin -minded masonry #port -spoken (u.m.) standing (u.m.) stone thinker thinking #trade trader way (highway)
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free—con. wheel (u.m., v.) wheeler wheeling #will (n.) will (u.m.) woman	fuel #line #oil wood full back -bellied (u.m.) 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	game bag cock craft #fowl keeper keeping room gang boss land man master plank #press saw way wayman gape seed worm garageman garbage #can man #truck garnet -brown (u.m.) work gas bag bomb -driven (u.m.) field -fired (u.m.) firing fitter -heated (u.m.) holder house -laden (u.m.) lamp light lighted lighting line lock #main maker man #mask meter tight #well worker works gasiro (c.f.) -omental 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	gear—con. shift ware 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.) ginger #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	glass—con. #paper ware #wool work worker working works glaucō (c.f.) all one word glaze #wheel work glidepath globe fish holder trotter trotting glossō (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) goal's -hair -horn God -conscious (u.m.) -fearing (u.m.) -forsaken (u.m.) -given (u.m.) head -man -ordained (u.m.) -sent (u.m.) -sped (u.m.) speed -taught (u.m.) ward god child daughter father
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god—con. head hood less like mother parent send ship son sonship wit (bird)	goose—con. pimpily 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 site 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 blast 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 guttaapercha 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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hail #fellow stone storm	half—con. 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 handie-talkie handlebar handyman	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 -working (u.m.) wrought	hay band bird cap cart cock #fever field fork grower lift loft maker making market 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	ham shackle string 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 brush -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 grenade 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.)	hare brain brained foot footed hearted hound lip lipped -mad (u.m.) 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. spin spring stall stand start stick stock stone stream strong strongly #tax wall waiter water way wear wind work worker working yard header-up heal-all (n., u.m.) healthcraft hearing #aid heart ache aching beat bird block blood bound break breaker breaking broken burn burning deep felt free (u.m.) grief heavy land leaf -leaved (u.m.) line nut quake seed sick sickening sickness sore string struck throb -throbbing (u.m.) -weary (u.m.) wood hearth man rug stone warming heat drops maker making proof #pump #rash -resistant (u.m.) stroke treat (v.) -treating (u.m.) #wave heathland heaven -inspired (u.m.) -sent (u.m.) ward wide heaver -off -out -over	heavy back -duty (u.m.) -eyed (u.m.) -footed (u.m.) handed headed hearted -looking (u.m.) -set (u.m.) #water weight (n., u.m.) hecto (c.f.) <i>all one word</i> hedge born bound breaker hog hop hopper maker making pig row #trimmer heel ball band block cap fast grip #lift maker making pad path piece plate post print ring stay strap tap helio (c.f.) <i>all one word</i> hell bender bent born bound box (printing) bred cat -dark (u.m.) diver dog fire hole bound -red (u.m.) ship help mate meet helter-skelter hem stitch stitching hema (c.f.) <i>all one word</i> hemato (c.f.) <i>all one word</i> hemi (pref.) <i>all one word</i> hemo (c.f.) <i>all one word</i> hemp seed string hen bill coop -feathered (u.m.) fish hearted house pecked	hen—con. pecking roost wife woodite yard hence forth forward hepato (c.f.) <i>all one word</i> hepta (c.f.) <i>all one word</i> here about after at by from in inabove inafter inbefore into of on to tofore under unto upon with heroicomic herringbone hetero (c.f.) -ousia, etc. <i>rest one word</i> hexa (c.f.) <i>all one word</i> hi -fi jacked jacker jacking hide -and-seek (n., u.m.) away (n., u.m.) bound out (n., u.m.) high ball binder born boy bred brow (nonliteral) -caliber (u.m.) -class (u.m.) #climber flier (n.) flying (u.m.) -foreheaded (u.m.) #frequency handed -hat (v.) headed hearted jinks land (n., u.m.) lander #light (literal) light (nonliteral) -minded (u.m.) #pass -power (u.m.) -pressure (u.m., v.) -priced (u.m.) #proof -reaching (u.m.) -rigger (n.) road #school (u.m.) #seas stepper stepping tail (v.) -tension (u.m.) #tide -up (u.m.) #water	high—con. way wayman higher-up (n.) hill billy bird #country culture (farming) man sale salesman side top hind brain cast foremost gut (n.) head leg most quarter saddle #shank sight wing hip bone mold shot hippo (c.f.) <i>all one word</i> histo (c.f.) <i>all one word</i> hit -and-miss (u.m.) -and-run (u.m.) -or-miss (u.m.) hitch hiker hiking hoarfrost hoary -haired (u.m.) beaded hob goblin nail nailed nailer nob nobbled nobbing hobbyhorse hockshop hocus-pocus hod #carrier man hodgepodge hog back -backed (u.m.) #cholera -faced (u.m.) fat fish frame hide nose (machine) -nosed (u.m.) pen skin sty -tie (v.) tight wash -wild (u.m.) yard hog's-back (geol.) hogshead hoist away (n.) man way hold all (n., u.m.) back (n., u.m.) -clear (n., u.m.)	hold—con. down (n., u.m.) fast (n., u.m.) off (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) upman holder man forth -on -up hole -high (u.m.) man through hollow back (bookbind- ing) -backed (u.m.) -eyed (u.m.) faced -ground (u.m.) hearted ware holo (c.f.) <i>all one word</i> holy #day stone tide #year home -baked (u.m.) body born bound bred brew builder building #buyer comer coming craft -fed (u.m.) felt folk freeze (u.m., v.) freezer freezing front furnishing(s) (n.) goer going growing grown keeper keeping land lander life like made maker making owner ownership owning plate room #rule seeker sick sickness site spun stead steader stretch town ward work worker woven homeo (c.f.) <i>all one word</i> homo #galis #sapiens
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homo (c.f.) -ousia, etc. <i>rest one word</i>	horn—con. tip work	hound—con. man shark	hundred—con. -percent -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	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	hour glass #hand #wheel house boat bound boy break breaker breaking broken builder building #call 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 trailer wares warming wear wife work wright	hung #jury -up (u.m.) hunger -mad (u.m.) -worn (u.m.) hunts man woman husbandman hurly-burly hush -hush #money up (n., u.m.) hydro (c.f.) electric, plant, power, etc. #station <i>rest one word</i> hygro (c.f.) <i>all one word</i> hyper (pref.) -Dorian, etc. <i>rest one word</i> hypo (pref.) <i>all one word</i> hystero (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	in -and-in (u.m.) -and-out (u.m.) -and-outer -being (adv., u.m.) -flight (u.m.) -house -law (n.) asmuch, sofar #re, #rem, #situ, etc. (Latin) in (pref.) active, service, etc. <i>rest one word</i> inch -deep (u.m.) -long (u.m.) meal -pound -ton index-digest india #ink #paper #rubber indigo -blue (u.m.) -carmine (u.m.) Indo (c.f.) china ¹ -European, etc. industrywide infantryman infra (pref.) -anal -auricular -axillary -esophageal -umbilical <i>rest one word</i> ingot #iron maker man inguino (c.f.) <i>all one word</i> ink -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
honor bound #man worthy			ice berg bird blind #blindness blink block boat bone bound box breaker breaking cap capped -clad (u.m.) -cold (u.m.) -cooled (u.m.) -covered (u.m.) craft #cream fall field fish #fishing -free (u.m.) house land line maker making man pack plant plow quake #shelf #storm #water work	
hood cap mold wink winked winking			I -bar -beam -iron -rail	
hoof beat bound mark print -printed (u.m.)			hook ladder maker making man nose -nosed (u.m.) pin smith up (n., u.m.) worm	
hooker -off -on -out -over -up	hot bed blood -blooded (u.m.) box brain brained #bread cake -cold dog foot head (n.) headed hearted house #iron line (nonliteral) -mix (u.m.) pack patch plate -press (v.) rod (nonliteral) -roll (v.) -rolled (u.m.) spot #type #war -work (v.)	how -do-you-do (n.) ever soever	hub cap -deep (u.m.) maker making	
hoop maker making stick		human kind like	humble bee hearted -looking (u.m.) mouthed -spirited (u.m.) humdrum	
hop about (n., u.m.) off (n., u.m.) scotch toad yard		humero (c.f.) -olecranal <i>rest one word</i>	hump back backed -shouldered (u.m.) humpty-dumpty	
hope #chest			hunch back backed	
hopper burn #car dozer man			hundred fold -legged (u.m.)	
horehound				
hormono (c.f.) <i>all one word</i>				
horn bill blende blower book -eyed (u.m.) pipe stay stone tail				

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

ink—con. well writer	J-bolt 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	jib—con. 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 pile yard jury #box #fixer -fixing (u.m.) man -rigged (u.m.) woman juxta (c.f.) -ampullar -articular <i>rest one word</i>	kerato (c.f.) <i>all one word</i> kettle drum drummer stitch key board bolt #drawing (printing) holder hole lock man note noter punch 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.) kiln -dry (v.) eye hole man rib stick tree kilo (pref.) gram-meter volt-ampere watt-hour <i>rest one word</i> kind heart hearted king bird bolt #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	kittenhearted 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 L -bar -beam -block -square labio (c.f.) <i>all one word</i> labor saving #union
iron—con. well writer	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	K -ration -term keel block boat boatman fat haul hailed hauling -laying (u.m.) #line man keep sake worthy kelp fish ware	labor saving #union

lace bug -edged (u.m.) #edging maker making man #paper piece wing (insect) -winged (u.m.) woman work worked worker	land—con. -grant (u.m.) holder holding #horse lady line locked look looker lord lubber man mark mass #measure mine #office owner ownership owning plane -poor (u.m.) power right scape sick side site slide slip #snail spout storm #tax #taxer ward wash wire wrack yard 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.) -cted (u.m.) -ditcher -named (u.m.) latch bolt key man string late -born (u.m.) corner 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 launchsite laundry maid man owner #room woman law -abiding (u.m.) book breaker breaking #court craft -fettered (u.m.) giver giving maker making #office proof suit suing lawnmower lay away (n., u.m.) back (n., u.m.) boy -by (n.) down (n., u.m.) man -minded (u.m.) off (n., u.m.) on (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) woman layer -on -out -over -up lazy bird bones boots #guy #jack legs lead -burn (v.) -filled (u.m.) girl -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.) -hander 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 leuc(o) (c.f.) <i>all one word</i> level headed #line liberal #arts -minded (u.m.) lieutenant #colonel -colony #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.	live—con.	long—con.	low—con.	mail
house	#wire	head (n.)	#tide	bag
house #keeping	wire (nonliteral)	headed	#water	box
(nautical)	liver	horn (cattle)	lower	clad
#housekeeping	-brown (u.m.)	-horned (u.m.)	case (printing)	clerk
(domestic)	-colored (u.m.)	jaw (fish)	cased (printing)	guard
houseman	hearted	#jump	#class	man
keeper	wurst	leaf	classman	-order (u.m.)
man	living #room	-leaved (u.m.)	#deck	plane
mouthead	load	-legged (u.m.)	#grade	pouch
proof	#displacement	legs (n.)	most	room
-producing (u.m.)	line	-lived (u.m.)	#world	truck
room (navigation)	master	#measure	lug	main
ship	meter	mouthead	bolt	#brace
-struck (u.m.)	loan	neck (duck)	mark	land
weight (n., u.m.)	monger	-necked (u.m.)	#rig	lander
wood	word	nose (n.)	sail	mast
-year	lob	-nosed (u.m.)	lukewarm	pin
lighter	fig	-past (u.m.)	lumber	sail
man	lolly	play (records)	jack	sheet
-than-air (u.m.)	tail	playing (records)	man	spring
like	lobster	(u.m.)	#room	stay
-looking (u.m.)	#pot	run (u.m.)	yard	stream (nonlit-
-minded (u.m.)	proof	shoreman	lumbo (c.f.)	eral)
wise	-tailed (u.m.)	spun	-ovarian	top
lily	lock	spur (bird)	<i>rest one word</i>	topman
handed	box	standing (u.m.)	lumen-hour	topmast
-shaped (u.m.)	fast	stitch	lump	#yard
-white (u.m.)	hole	tail	fish	maize
lime	jaw	#term	sucker	bird
house	maker	time (u.m.)	lunch	-eater (bird)
juice	making	#ton	box	major
juicer	man	wave (radio)	room	-domo
kiln	nut	ways	time	#general
light	out (n., u.m.)	wise	lung	#key
lighter	pin	wool (sheep)	#fever	#league
pit	#pouch	work	fish	-leaguer
quat	ring	look	-grown (u.m.)	-minor
stone	smith	down (n., u.m.)	motor	make
wash	step	-in (n., u.m.)	worm	-believe (n., u.m.)
water	stitch	out (n., u.m.)	lying-in (n., u.m.)	fast (n.)
linch	up (n., u.m.)	over (n., u.m.)	lyre	ready (printing)
bolt	washer	through (n., u.m.)	bird	shift
pin	work	looker-on	man	up (n., u.m.)
pinned	locker	loop	tail	weight
line	man	hole	-tailed (u.m.)	maker
-bred (u.m.)	#room	#knot	M-day	-off
-breed (v.)	lode	stitch	mace	-up
casting	star	work	bearer	making #up
crew	stone	loose	#oil	mal (c.f.)
cut (printing)	stuff	leaf (u.m.)	machine	<i>all one word</i>
#engraving	lodginghouse	mouthead	-finished (u.m.)	man
finder	log	-tongued (u.m.)	gun	back
man	book	lop	-hour	bird
up (n., u.m.)	cock (bird)	-eared (u.m.)	-made (u.m.)	-child
walker	jam	sided	man	-created (u.m.)
work	line	loud	#shop	-day
link	man	mouthead	#stitch	eater
#motion	roll	speaker (radio)	#work	eating
work	rolled	-voiced (u.m.)	macro (c.f.)	-fashion (u.m.)
lion	roller	love	<i>all one word</i>	-grown (u.m.)
-bold (u.m.)	rolling	bird	mad	handle
-headed (u.m.)	sheet	born	brain	handled
heart	wood	-inspired (u.m.)	brained	hater
hearted	work	#knot	cap	-high (u.m.)
like	logger	lorn	house	hole
-maned (u.m.)	head	maker	man	hood
proof	headed	making	stone	-hour
lip	logo (c.f.)	mate	woman	keeper (bird)
read	<i>all one word</i>	proof	made	killer
reader	long	seat	-over (u.m.)	killing
reading	#ago	sick	-up (u.m.)	kind
service	-awaited (u.m.)	sickness	magnetite	like
stick	beard (n.)	worthy	-basalt	made (u.m.)
work	-bearded (u.m.)	low	-olivinite	-minute
listener-in	bill (bird)	born	-spinelite	-of-war (ship)
litho (c.f.)	-billed (u.m.)	boy	magneto (c.f.)	power
-offset	boat	bred	-optics	rope
<i>rest one word</i>	borne	brow (nonliteral)	<i>rest one word</i>	servant
littermate	bow	browed (nonlit-	maid	-size (u.m.)
little	cloth	eral)	#of #honor	slaughter
-known (u.m.)	-distance (u.m.)	-built (u.m.)	servant	slayer
neck (clam)	-drawn (u.m.)	down (n., u.m.)	maiden	stealer
-used (u.m.)	felt	-downer	hair	stealing
live	fin (fish)	#frequency	head	stopper
#load	hair (n.)	land (n., u.m.)	hood	stopping
long	-haired (u.m.)	-lived (u.m.)	#name	trap
#matter	hand (nonliteral)	-lying (u.m.)		ward
stock	-handed (u.m.)	-power (u.m.)		way
#weight	-handled (u.m.)	-pressure (u.m.)		

man—con. wise -woman -year manic-depressive manifold mantel piece shelf tree many -colored (u.m.) -folded (u.m.) plies -sided (u.m.) map land maker making reader reading tack wise marble head hearted -looking (u.m.) -topped (u.m.) -white (u.m.) mare's -nest -tail mark down (n., u.m.) 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 head #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 wrapper mechanico (c.f.) <i>all one word</i> medico (c.f.) <i>all one word</i> medio (c.f.) <i>all one word</i> medium -brown (u.m.) #frequency -size (d) (u.m.) weight (n., u.m.) meek -eyed (u.m.) hearted -spirited (u.m.) meeting house place megalo (c.f.) <i>all one word</i> melon grower -laden (u.m.) like monger -shaped (u.m.) melt down (n., u.m.) #water men folk kind meningo (c.f.) <i>all one word</i> merchant like man #ship (vessel)	merry -go-round maker making man meeting -minded (u.m.) wing (duck) mesh bag #knot work meso (c.f.) <i>all one word</i> mess hall kit man mate room tin -up (n., u.m.) meta (pref.) <i>all one word</i> metal ammonium bound -clad (u.m.) -coated (u.m.) craft -lined (u.m.) ware work worker working works meter -amperes #angle gram -kilogram -kilogram-second man -millimeter metro (c.f.) <i>all one word</i> mezzo graph relievo soprano tint tinter micro (c.f.) -organism <i>rest one word</i> mid (c.f.) -American, etc. -April day -dish -ice -1958 -Pacific, etc. -Victorian, etc. <i>rest one word</i> middle #age -aged (u.m.) breaker brow (nonliteral) -burst (v.) buster #ear #ground man most -sized (u.m.) splitter way weight woman mighty -handed (u.m.) hearted mil-foot mild -cured (u.m.) hearted heartedness -spoken (u.m.)	mile -long (u.m.) -ohm post -pound stone -ton way -wide (u.m.) militiaman milk -fed (u.m.) #fever fish head house maid man #run shake shed shop sick sickness sop stone -white (u.m.) mill board cake course dam feed hand -headed (u.m.) #hole house man owner pond post race ring #run site stock stone stream tail #tax ward #wheel work worker wright mill (c.f.) gram-hour <i>rest one word</i> mince meat #pie mind #healer -healing (u.m.) reader reading sight mine field layer owner #run ship sweeper sweeping swept (u.m.) thrower work worker works minor #key #league -leaguer minute #book #hand man #mark	mirror -faced (u.m.) scope mirthmaking mis (pref.) <i>all one word</i> mischief maker making missile maker man work mist bow -clad (u.m.) -covered (u.m.) fall miter #box -lock (v.) mix blood up (n.) mixing #room mizzen mast mastman topman mock bird -herole (u.m.) #turtle up (n., u.m.) mocked-up mocking bird stock -up (u.m.) model maker making mold board made (u.m.) maker #shop 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
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mono—con. -iodo -iodohydrin -ion -ousian <i>rest one word</i>	moss—con. -grown (u.m.) head -lined (u.m.) most-favored-nation (u.m.)	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 lover -mad (u.m.) maker making room musico (c.f.) <i>all one word</i> musk #deer #hog melon #ox rat mutton bird #chop (meat) chop (shape) fish fist head headed #quad (printing) myria (c.f.) <i>all one word</i> mytho (c.f.) <i>all one word</i> myxo (c.f.) <i>all one word</i>	nail—con. sick smith -studded (u.m.) name board -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 bone -breaking (u.m.) cloth -deep (u.m.) fast guard -high (u.m.) hole lace laced line mold piece tie wear neuro (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 -car (u.m.) corner -created (u.m.) fangled -fashioned (u.m.) -front (v.) #look -made (u.m.) market (coat) -mown (u.m.) -rich (u.m.) newlywed news boat boy case cast caster casting clip dealer #editor -greedy (u.m.) letter making man paper paperboy paperman paperwoman paper #work paper #worker photo print reader reel room sheet stand story 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
month end long (u.m.)	moth ball balled balling -eaten (u.m.) hole proof			
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.)	moto (c.f.) <i>all one word</i> motor bike boat bus cab cade car coach #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. .) side top -walled (u.m.)			
moor ball bird fowl #hen tetter (bird)	mouse bird call -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			
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.)				

night—con. fall fish flit (bird) -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	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.) noce 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.) all one word 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.)	nut—con. 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 rest one word ocean -born (u.m.) borne bound -girdled (u.m.) going side -spanning (u.m.) #trade wide wise octo (c.f.) all one word 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 -fall (v.) -flavor (n., u.m.) -flow -go (n.) going grade hand handed -hours look -lying (u.m.) peak print put -reckoning (n.) saddle scape scour scouring scum	off—con. -season set shoot shore side site -sorts (n.) spring stage street take -the-record (u.m.) type -wheel (n.) -wheeler (n.) -white (u.m.) #year office #boy holder seeker -seeking (u.m.) worker oftentimes ofttimes ohm -ammeter meter -mile oil bird #burner cake can cloth coat cup -driven (u.m.) -fed (u.m.) field fish -forming (u.m.) -harden (v.) hole man meal paper proof proofing seed #shale skin skinned -soaked (u.m.) stone stove -temper (v.) tight tightness way #well old -fashioned (u.m.) -foggy (u.m.) -growing (u.m.) hearted land (geol.) -looking (u.m.) #maid -maishish (u.m.) #man -new #rose style (printing) time (u.m.) timer wife (fish) #woman -young oleo #butter #gear #oil #strut as combining form, one word	olive -brown (u.m.) -clad (u.m.) -drab (u.m.) -growing (u.m.) #oil -skinned (u.m.) wood #wood (color) omni (c.f.) -ignorant rest one word on -and-off (n., u.m.) -go (n.) site as noun and adjective, one word 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) -time (one action) (u.m.) -two two-three -way (u.m.) onion peel skin open -air (u.m.) -armed (u.m.) -back (u.m.) -backed (u.m.) band (yarn) beak (bird) bill (bird) cast cut (mining) #door #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.) all one word orange ade bird blossom -colored (u.m.) grower man peel #peko -red (u.m.) stick
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as prefix, one word

orange-con. woman wood orchard #house land man orderly #room organ bird #grinder maker #pipe organo (c.f.) <i>all one word</i> ornitho (c.f.) <i>all one word</i> orrisroot ortho (c.f.) <i>all one word</i> osteo (c.f.) <i>all one word</i> other wise #world worldliness worldly oto (c.f.) <i>all one word</i> out -and-out (u.m.) -and-outer (n.) -loud (u.m.) -Machiavelli, etc. -of-date (u.m.) -of-door(s) (u.m.) -of-State (u.m.) -of-the-way (u.m.) -to-out (u.m.) <i>as prefix, one word</i> outer #man most wear outward -bound (u.m.) -boulder ovate -acuminate (u.m.) -oblong (u.m.) ovato (c.f.) -oblong -orbicular <i>rest one word</i> oven baked bird dried dry drying man peel stone ware wise over age (surplus) age (older) (n., u.m.) all (all meanings) -the-counter (u.m.) <i>as combining form, one word</i> owl #ear -eyed (u.m.) head (bird) light wide ox bird biter blood (color) bow boy brake cart cheek eye -eyed (u.m.)	ox-con. gall harrow hide horn house like man shoe skin tail #team oxy (c.f.) <i>all one word</i> oyster bed bird #catcher (bird) #crab fish house man root seed shell -white (u.m.) woman pace board maker making #setter -setting (u.m.) pachy (c.f.) <i>all one word</i> pack board builder cloth horse house #ice -laden (u.m.) maker making man plane sack saddle staff thread up (n., u.m.) ware way packing #box house pad cloth lock #saw stone tree paddle #beam #box fish foot #wheel page -for-page (u.m.) #proof (printing) 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. <i>rest one word</i> pallbearer palm -green (u.m.) #leaf #oil -shaded (u.m.) wise palmi (c.f.) <i>all one word</i> pan -American, etc. -broil (v.) #ice <i>rest one word</i> Pan #American Union (official name) hellenic panel board -lined (u.m.) work panic proof -stricken (u.m.) panto (c.f.) <i>all one word</i> pantry man woman paper back (n.) backed board(s) bound #box boy #carriers cutter hanger hanging maker making mill mouth (fish) #pulp Shell (n., u.m.) -shelled (u.m.) #tester -thin (u.m.) weight -white (u.m.) work papier #mache para (c.f. or pref.) -aminobenzoic -analgesia -anesthesia #red <i>rest one word</i> parcel #carrier -plate (v.) #post parchment -covered (u.m.) #maker -making (u.m.) #paper parieto (c.f.) -occipital <i>rest one word</i> parimutuel	park #forest way work parlor #car maid part -finished (u.m.) #owner -time (u.m.) -timer #way parti (c.f.) <i>all one word</i> party #line making #wall parvi (c.f.) <i>all one word</i> pass back (n.) book key man out (n., u.m.) over port way word passageway passenger #car -mile passer(s)-by passion -driven (u.m.) -feeding (u.m.) -filled (u.m.) #play paste board down (n., u.m.) pot up (n., u.m.) pastry #cook man pastureland patch head (bird) #test word work patent-in-fee path breaker finder finding way patho (c.f.) <i>all one word</i> patri (c.f.) <i>all one word</i> patrol man #wagon work pattern maker making patty cake #shell pawn broker shop pay back (n., u.m.) check day dirt #envelope load master mistress off (n., u.m.) out (n., u.m.) roll	pay-con. sheet -TV pea bird chick #coal coat cock cod field fowl -green (u.m.) hen jacket like nut shooter -sized (u.m.) #soup stick sticking peace -blessed (u.m.) breaker breaking -loving (u.m.) maker making man monger mongering #pipe time peach bloom blow -colored (u.m.) peakload pear #age -shaped (u.m.) pearl bird -eyed (u.m.) fish fisher fishing -pure (u.m.) -set (u.m.) #shell sides (fish) -studded (u.m.) -white (u.m.) peat house land man -roofed (u.m.) stack pebble hearted -paved (u.m.) stone -strewn (u.m.) ware peel man off (n., u.m.) peep eye hole show sight peg board box leg man pellmell pen -cancel (v.) craft head holder knife maker making man manship
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pen—con. master #name point pusher rack script -shaped (u.m.) #sketch stock tail trough wiper woman work worker	pharyngo (c.f.) -esophageal -oral <i>rest one word</i> phase meter out (n., u.m.) -wound (u.m.) pheno (c.f.) <i>all one word</i> philo (c.f.) -French, etc. <i>rest one word</i> phlebo (c.f.) <i>all one word</i> phono (c.f.) <i>all one word</i> phospho (c.f.) <i>all one word</i> photo (c.f.) -offset -oxidation -oxidative <i>rest one word</i> phreno (c.f.) <i>all one word</i> phrase book maker making man mark (music) monger phylo (c.f.) <i>all one word</i> phylo (c.f.) <i>all one word</i> physico (c.f.) <i>all one word</i> physio (c.f.) <i>all one word</i> phyto (c.f.) <i>all one word</i> piano forte graph player pick aback ax #clock lock man -me-up (n., u.m.) off (n., u.m.) over (n., u.m.) pocket pole shaft smith up (n., u.m.) work picker-up picket boat #line pickle -cured (u.m.) man worm picture #book craft maker making #writing pie bald crust -eater -eyed (u.m.) house maker making man marker #meat pan plant #plate	pie—con. shop -stuffed (u.m.) #tin woman piece -dye (v.) #goods meal mold #rate work worker pier #dam drop head #table piezo (c.f.) -oscillator <i>rest one word</i> pig -back (v.) -backed (u.m.) #bed -bellied (u.m.) belly -eyed (u.m.) face -faced (u.m.) fish foot -footed (u.m.) head headed herd #iron -jump (v.) -jumper #lead maker making man pen root skin stick sticker sticking sty tail tailed tight #tin wash yard pigeon #blood #breast gram hearted hole holed holer holing -livered (u.m.) man tail -toed (u.m.) wing piggyback pike -eyed (u.m.) man staff tail pile driver -driving (u.m.) hammer #saw up (n., u.m.) #weave work worm woven pill box (military) bug maker	pill—con. making -rolling (u.m.) -taking (u.m.) worm pillow case made slip work pilot #boat #burner #chart house #light man #pin pin ball block bone boy case cushion -eyed (u.m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making paper point prick proof rail setter spot stripe tail -tailed (u.m.) up (n., u.m.) #valve wheel -wing (v.) work pinch back bar beck cock fist gut -hit (v.) -hitter penny pine apple -bearing (u.m.) -clad (u.m.) #cone -fringed (u.m.) land #needle #oil -shaded (u.m.) #tar wood(s) pink -blossomed (u.m.) eye (n.) -eyed (u.m.) fish foot -footed (u.m.) #violet pipe #ashes #clay -drawn (u.m.)	pipe—con. dream dreamer dreaming fish fitter fitting layer laying line lined lining maker making man mouth (fish) -shaped (u.m.) stem stone walker welder work pisci (c.f.) <i>all one word</i> pistol gram graph proof piston head #pin #rod #valve pit bird #coal -eyed (u.m.) fall head -headed (u.m.) hole maker making man mark -marked (u.m.) #prop -rotted (u.m.) saw side work pitch -black (u.m.) blende #box -colored (u.m.) -dark (u.m.) #darkness fork hole -lined (u.m.) man -marked (u.m.) out (n., u.m.) over (n., u.m.) #pipe stone under (n., u.m.) up (n., u.m.) work place card kick maker making man plague -infested (u.m.) proof plain back (fabric) -bodied (u.m.) -clothed (u.m.) clothes (u.m.) clothesman -headed (u.m.) hearted -looking (u.m.) -spoken (u.m.) tail
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plain —con. ward work woven (u.m.) plane #curve load -mile -parallel (u.m.) table (surveying) plani (c.f.) all one word plano (c.f.) all one word plant #food house life site wide worker plaster bill (bird) board work plat band book plate cutter #glass holder -incased (u.m.) layer maker making man mark #press #printing #proof (printing) -roll (v.) -rolled (u.m.) way #wheel work worker platy (c.f.) all one word play -act (v.) back (n., u.m.) bill book box boy broker craftsman day down (n., u.m.) fellow field folk goer going ground 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	pleasure —con. -seeking (u.m.) -tired (u.m.) -weary (u.m.) pledge bound -free (u.m.) making pleo (c.f.) all one word pleuro (c.f.) all one word plow back (n., u.m.) boy -bred (u.m.) fish hand horse land line maker making man pan point -shaped (u.m.) share shoe sole staff #tail wise woman wright plug board #fuse hole -in (n., u.m.) man tray -ugly (n., u.m.) plumblin plume -crowned (u.m.) maker making pluri (c.f.) all one word pluto (c.f.) all one word pneumato (c.f.) -hydato-genetic (u.m.) rest one word pneumo (c.f.) all one word pock house mark -marked (u.m.) -pit (v.) pocket #battleship book (purse) #book (book) -eyed (u.m.) knife #lighter piece -sized (u.m.) -veto (v.) poet -artist #laureate -painter point blank #hole (printing) #lace #system wise poison -dipped (u.m.) #gas maker poke #check hole	pole arm -armed (u.m.) ax axer burn cat -dried (u.m.) horse #jump man -pile (v.) #rot setter -shaped (u.m.) sitter -stack (v.) star timber trap -vault (v.) #vaulter ward wood police #dog 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 man pie pou rack #roast shoot shot stone ware #wheel whisky work potato #field #scab -sick (u.m.)	poultry #house #keeper -keeping (u.m.) man #raiser -raising (u.m.) #yard pound cake -foolish (u.m.) -foot keeper man master stone worth powder -blue (u.m.) box #flag #flask #horn #house #keg maker making man #mill #puff #room -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 time 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)	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.) pussey 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 -ont -through -up putty blower -colored (u.m.) 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.) -bred (u.m.) -cast (u.m.) -cut (u.m.) #day deck decker man master -miller #note pace -phase (u.m.) saw (v.) sawed sawing sawn #section staff stretch #tone -yearly (adv.) quartermaster #general -generalship #sergeant quasi <i>all hyphenated</i> queen #bee cake craft fish #mother #olive #post #regent right quick born -change (u.m., v.) -drawn (u.m.) #fire #firer foot freeze (u.m., v.) freezing (u.m.) -handed (u.m.) 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.) kin 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 raz bolt #doll fish house -made (u.m.) man picker seller shop sorter tag time rail bird borne car guard head maker making man -ridden (u.m.) road roader roadman setter splitter #train way way #maker wayman rain band beat (n.) -beaten (u.m.) bird bound bow -bright (u.m.) burst check coat drop fall #forest fowl #gauge light maker making proof -soft (u.m.) spout
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rain—con. storm tight wash water rainbow #chaser -colored (u.m.) rake hell hellish off (n., u.m.) ram jet line rod shackle ranch #hand house man woman range finder keeper land #light man mark rider work rapid #fire #transit rare #gas ripe rash -brain (u.m.) -brained (u.m.) -headed (u.m.) -hearted (u.m.) -minded (u.m.) rat bite catcher catching fish hole -infested (u.m.) line proof #race tail -tailed (u.m.) -tight (u.m.) trap rate -aided (u.m.) #base #cutter -cutting (u.m.) -fixing (u.m.) maker making payer paying -raising (u.m.) setting rattle bones box brain brained head headed ran skull skulled snake trap raw boned bones -edged (u.m.) hide -looking (u.m.) #wool	razor back backed bill -billed (u.m.) #blade edge edged -keen (u.m.) maker making man -sharp (u.m.) strop razzle-dazzle re (pref.) -cover (cover again), -create (create again), etc. -cross-examination -ice -ink -redirect evaluate, process, etc. rest one word reading #room ready -built (u.m.) -handed (u.m.) made (u.m.) -mix (u.m.) #reference room -witted (u.m.) rear #end guard most view (u.m.) ward reception #room record breaker breaking keeper keeping maker making recti (c.f.) all one word recto (c.f.) all one word red bait (v.) baiter belly bill -billed (u.m.) bird #blood -blooded (u.m.) bone breast (bird) buck bug cap (porter) coat (n.) eye (n.) -eyed (u.m.) -faced (u.m.) fin (fish) finch fish #fox -haired (u.m.) handed head (n.) headed hearted -hot (u.m.) #lead leg (bird) -legged (u.m.) #letter line (n., u.m.) #man out (n., u.m.) poll (bird)	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.) all one word remainderman repair man #shop representative #at #large -elect research #study #worker resino (c.f.) all one word respectworthy rest #cure house -refreshed (u.m.) room retro (c.f.) -ocular -omental -operative -oral rest one word rheo (c.f.) all one word rhinestone rhino (c.f.) all one word rhizo (c.f.) all one word rhod(o) (c.f.) all one word rhomb(o) (c.f.) all one word rib band #cut -pointed (u.m.) #roast work ribbon back -bound (u.m.) fish maker #snake rice bird field grower growing land #paper -throwing (u.m.) #water rich -bound (u.m.) -clad (u.m.) -looking (u.m.)	rick rack stand yard ridge band land pole poled rope top way riffraff rifle bird man #pit proof shot rig out (n., u.m.) -up (n., u.m.) right about about-face -angle (u.m., v.) -angled (u.m.) #away -born (u.m.) -hand (u.m.) -handed (u.m.) -hander -headed (u.m.) hearted most -of-way #turn ward #whale wing (political) winger (political) wingism (politi- cal) 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 spot #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 craft 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 rotor craft plane ship rotten -dry (u.m.) hearted -minded (u.m.) stone rough -and-ready (u.m.) -and-tumble (u., u.m.) cast (u.m., v.) -coat (v.) -cut (u.m.) draw (v.) dress (v.) dry (u.m., v.) -face (v.) -faced (u.m.) hearted hew hewer hewn house houser housing leg (hawk) -legged (u.m.) -looking (u.m.) neck necked ride rider setter shod -sketch (v.) slant (n.) string stuff tailed #work (n.) work (v.) wrought rougher -down -out -up roughing-in (u.m.) round about (n., u.m.) about-face -faced (u.m.) fish head headed house line -made (u.m.) mouthed nose (tool) out (n., u.m.) ridge (v.) robin (petition) seam table (panel) tail (fish) -tailed (u.m.) -topped (u.m.)	round—con. #trip -tripper up (n., u.m.) row boat lock house 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 worker salmon -colored (u.m.) #fishing -red (u.m.) saloon #deck keeper salpingo (c.f.) -oophorectomy -oophoritis -ovariotomy -ovaritis <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.	sap	scale—con.	school—con.	screen—con.
pit	bush	smith	-trained (u.m.)	play
pond	#flow	tail	ward	writer
#pork	-green (u.m.)	work	work	screw
room	head	worm	yard	ball
shaker	headed	scandal	#year	barrel
spoon	#rot	#bearer	scientifico (c.f.)	bolt
spoonful	#stain	monger	<i>all one word</i>	bound
sprinkler	sucker (bird)	mongering	scissor	cap
#water	wood	scape	bill	#collar
worker	sapphire	goat	bird	down (u.m.)
works	-blue (u.m.)	#wheel	-fashion (u.m.)	drive (v.)
yard	-colored (u.m.)	scapulo (c.f.)	#grinder	-driver (u.m.)
salver	wing (bird)	<i>all one word</i>	hold	driver
form	sarco (c.f.)	scar	maker	head
-shaped (u.m.)	<i>all one word</i>	-clad (u.m.)	-making (u.m.)	hook
sample	sash	face	#sharpener	jack
#book	cord	-faced (u.m.)	smith	-lifted (u.m.)
#box	house	scare	tail	maker
#case	line	bird	-tailed (u.m.)	making
maker	maker	crow	-winged (u.m.)	man
-making (u.m.)	making	devil	scissors	nut
man	#weight	fish	-fashion (u.m.)	plug
room	sat in	hawk	maker	post
sand	#cloth	head	-making (u.m.)	#propeller
bag	fin (fish)	monger	-shaped (u.m.)	ship
bagged	#glass	mouse	#smith	stock
bagger	-lined (u.m.)	proof	sclero (c.f.)	#thread
bagging	-smooth (u.m.)	sheep	-oophoritis	-threaded (u.m.)
bank	#weave	sleep	-optic	-turned (u.m.)
bar	sauce	thief	<i>rest one word</i>	#wheel
bath	boat	scarf	score	scroll
bin	box	#cloud	board	head
blast	dish	pin	book	work
blasted	man	maker	card	scrub
blaster	pan	making	keeper	bird
blasting	sauer	skin	keeping	board
blown	braten	wise	sheet	land
board	kraut	scarlet	scot-free (u.m.)	#typhus
box	save-all (n., u.m.)	-breasted (u.m.)	Scoto (c.f.)	scumboard
boy (insect)	saw	#fever	-Britannic, etc.	scuttlebutt
-built (u.m.)	back	-red (u.m.)	Scots	scythe
-buried (u.m.)	belly	scatter	man	maker
-cast (u.m., v.)	bill (bird)	brain	woman	making
culture	-billed (u.m.)	brained	scour	man
#dune	bones (n.)	good	fish	-shaped (u.m.)
fill	buck	#rug	way	smith
fish	dust	scene	scout	stone
flea	-edged (u.m.)	craft	#badge	work
glass	filer	#painter	#car	sea
heat	fish	shifter	craft	#anchor
hill	fitter	wright	#cruiser	#base
-hillier	#guard	schisto (c.f.)	hood	-based (u.m.)
hog	#handle	<i>all one word</i>	master	#bass
hole	horse	schizo (c.f.)	scrap	-bathed (u.m.)
lapper	#log	<i>all one word</i>	basket	beach
line	maker	school	book	-beaten (u.m.)
lot	making	bag	box	bed
lotter	man	#board	#heap	#bird
man	mill	book	iron	-blue (u.m.)
necker (bird)	-pierce (v.)	bookish	man	board
paper	setter	boy	#paper	#boat
papered	smith	bred	works	-born (u.m.)
paperer	timber	bus	scrape	borne
papering	-toothed (u.m.)	child	-finished (u.m.)	bound
peep (bird)	way	children	gut (n.)	-bred (u.m.)
pile	worker	craft	penny	coast
pipe	sax	dame	shoe (n.)	#cow
piper	board	day	scratch	craft
pit	cornet	fellow	board	-deep (u.m.)
-pump (u.m., v.)	horn	girl	brush	dog
shoe	tuba	going	-brusher	#dragon
spit	say	house	card	-driven (u.m.)
stone	-nothing (n., u.m.)	keeper	cat	drome
storm	-so (n.)	keeping	-coated (u.m.)	-ear (mollusk)
table	scabland	ma'am	#pad	-encircled (u.m.)
weld (v.)	scale	-made (u.m.)	#test	fare (food)
-welded (u.m.)	bark	maid	work	farer (traveler)
-welding (u.m.)	#beam	man	screech	faring
sandy	board	master	bird	fighter
-bottomed (u.m.)	book	mate	#owl	folk
-red (u.m.)	-bright (u.m.)	miss	screen	food
sangfroid	down (n., u.m.)	mistress	land	fowl
sans	fish	room	line	front
#peer	maker	ship	maker	#gate
#serif	making	-taught (u.m.)	making	girt
#souci	man	teacher	man	goer
	pan	teaching	out (n., u.m.)	going
	-reading (u.m.)	time	#plate	-green (u.m.)

sea—con. hound lane #level lift like #lion man mark #mile #mule #otter piece plane port power quake #room scape #scout scouting shell shine shore sick sickness side stroke #time (clock) #train wall -walled (u.m.) ward ware #water way weed weedy wide wife (fish) wing worn worthiness worthy -wrecked (u.m.)	secretary—con. -generality -generalship ship -treasurer section #crew #gang #hand #man see catch saw seed bed bird borne box cake case coat eater (bird) kin lac #plant #pod stalk time seer band fish hand sucker seismo (c.f.) <i>all one word</i> selectman self dom hood less ness same ward <i>reflexive prefix, use hyphen</i> sell off (n., u.m.) out (n., u.m.) semi (pref.) -armor-piercing (u. m.) -Christian, etc. -idleness, -indirect, etc. -winter-hardy (u.m.) annual, arid, etc. <i>rest one word</i> send off (n., u.m.) out (n., u.m.) sensu (c.f.) <i>all one word</i> sentence #maker -making (u.m.) #monger sepi (c.f.) <i>all one word</i> septo (c.f.) <i>all one word</i> sergeant #at #arms fish #major serio (c.f.) <i>all one word</i> sero (c.f.) <i>all one word</i> serrate -ciliate (u.m.) -dentate (u.m.) serveout (n., u.m.) service -connected (u.m.) man	service—con. #stripe wide woman servo amplifier control mechanism motor system sesqui (c.f.) <i>all one word</i> set -aside (n., u.m.) back (n., u.m.) bolt down (n., u.m.) -fair (n.) head -in (n., u.m.) line off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) piece pin screw -stitched (u.m.) -to (n., u.m.) up (n., u.m.) wise work setter -forth -in -on -out -to up settle brain down (n., u.m.) seven -branched (u.m.) fold folded penny (nail) score -shooter -up (n.) severalfold sewer line man #pipe sex annulate, radiate, etc., <i>all one word, as combining form</i> #cell #hormone #intergrade -limited (u.m.) #linkage shad -belled (u.m.) belly bird shade -giving (u.m.) -grown (u.m.) tail shadow box (v.) boxing gram graph land #line #stitch shag bark -haired (u.m.) tail	shake #cabin down (n., u.m.) out (n., u.m.) proof up (n., u.m.) shallow brained -draft (u.m.) -headed (u.m.) hearted pated shame -crushed (u.m.) face faced proof sick worthy shank bone #mill piece shapeup (n., u.m.) share #beam bone broker crop cropper holder out (n., u.m.) sharkskin sharp -angled (u.m.) -cut (u.m.) -edged (u.m.) -freeze (u.m., v.) -freezer -looking (u.m.) saw (bird) -set (u.m.) shod shooter shooting tail (bird) -tailed (u.m.) ware -witted (u.m.) shatter brain brained proof shave hook tail shear bill (bird) hog man pin tail (bird) water (bird) waters #zone sheath bill #knife -winged (u.m.) shed hand man sheep biter biting cote crook dip #dog faced #farm fold gate headed hearted herder	sheep—con. herding hook keeper keeping -kneed (u.m.) land like man master nose (apple) pen shank shear (v.) shearer (n.) shearing shears shed sick skin split stealer stealing walk -white (u.m.) -witted (u.m.) sheer line off (n., u.m.) up (n., u.m.) sheet #anchor block flood #glass rock ways wise work writing shelf #life #list piece #plate shell back bound burst cracker (fish) eater (bird) fire fish fishery #game hole -like man proof shock shocked work worker shelter belt #half #tent #trench wood shield #bearer maker -shaped (u.m.) tail shilly -shallier -shally shin bone guard plaster shiner-up ship board borne
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ship—con. bound boy breaker breaking broken broker builder building #ever 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 #leeve 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.) man	shop—con. mark mate owner -soiled (u.m.) talk walker wear window woman work worn shore #bird #boat fast going land #leave line man side short -armed (u.m.) bread cake change (v.) changer #circuit -circuited (u.m.) corner coming cut (n., u.m., v.) fall (n.) -fed (u.m.) hand (writing) -handed (u.m.) head (whale) horn (n., u.m.) -horned (u.m.) -lasting (u.m.) leaf (u.m.) rib run (u.m.) #sale -shunt (u.m.) sighted #snorter staff stop tail (n.) #term #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 -minded (u.m.)	simple—con. -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.) up (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 #lift plane #suit skid #chain #fin 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	slave -born (u.m.) -deserted (u.m.) holder holding land #market owner ownership pen #trade #worker Slavo (c.f.) -Hungarian, etc.	slop -built (u.m.) maker shop making man -molded (u.m.) over (n., u.m.)	smoke—con. room screen shop stack tight smoking #room	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.)
skip jack man #numbering tail	sledge #hammer -hammered (u.m.) meter	slope -faced (u.m.) ways wise	smooth bore bored -browed (u.m.) -cast (u.m.) mouthed -tongued (u.m.) -working (u.m.)	snail eater (bird) -paced (u.m.) -slow (u.m.) snail's #pace
skirt board #dance marker	sleep -filled (u.m.) marken (fish) talker walker walking	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	snake bird bite -bitten (u.m.) #doctor -eater -eyed (u.m.) fish head hole holing neck (bird) piece pit skin stone	snuff box maker making -stained (u.m.)
skull cap fish	sleet proof storm #wheel sleeve band board fish maker #nut #setter	slug -cast (v.) caster casting	snapper -back -up snipe bill #eel fish -nosed (u.m.) sniperscope snooperscope	so -and-so beit (n., conj.) -called (u.m.) -seeming (u.m.) -so
skunk bill head top	sleuth dog hound	sluice box #gate way	snap back dragon #fastener head holder hook ring roll shooter shooting shot shotted shotter shotting -up (u.m.)	soap box bubble bubbly dish fast #fat fish flakes maker making #opera rock stock stone suddy suds
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	slide film head knot man #rule #valve way	slum dweller gullion gum land	snapper -back -up snipe bill #eel fish -nosed (u.m.) sniperscope snooperscope	sober -minded (u.m.) sided sides
slab man -sided (u.m.) stone	sling ball shot stone	slumber -bound (u.m.) land	snapper -back -up snipe bill #eel fish -nosed (u.m.) sniperscope snooperscope	social #work #worker
slack -bake (v.) -filled (u.m.) #water #wire	slinkskin	small #arms -ankled (u.m.) #businessman hearted -hipped (u.m.) mouthed -scale (u.m.) sword talk time (u.m.) town (u.m.) ware	snapper -back -up snipe bill #eel fish -nosed (u.m.) sniperscope snooperscope	socio (c.f.) -official economic, etc. <i>rest one word</i>
slambang	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	smart #aleck -alecky (u.m.) -looking (u.m.) #set -tongued (u.m.)	snapper -back -up snipe bill #eel fish -nosed (u.m.) sniperscope snooperscope	sock eye maker making
slant -eyed (u.m.) wise	slate -blue (u.m.) -colored (u.m.) like maker making work works write (v.) -writing yard	smash board up (n., u.m.)	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	soda #granite jerk #pop #water
slaughter house man pen yard	slit -eyed (u.m.) shell #skirt	smear case #culture	snooper -back -up snipe bill #eel fish -nosed (u.m.) sniperscope snooperscope	sofa #bed #maker -making (u.m.) -ridden (u.m.) #seat

soft ball -boiled (u.m.) brained #coal #drink #goods head hearted like -pedal (v.) -shelled (u.m.) -soap (nonliteral) (v.) -soaper (nonliteral) -spoken (u.m.) tack wood soldier bird -fashion (u.m.) fish hearted like proof sole cutter cutting piece plate print somato (c.f.) <i>all one word</i> some body day how one (anyone) #one (distributive) place (adv.) thing time (adv., u.m.) #time (some time ago) times what where son -in-law #of #man song bird book craft fest land maker making man worthy wright writer writing sonobuoy sooth fast say sayer saying sore -eyed (u.m.) foot (n.) -footed (u.m.) head (n., u.m.) headed hearted #throat sorry hearted -looking (u.m.) soul -deep (u.m.) mate -searching (u.m.) sick sound -absorbing (u.m.) board #field	sound—con. film headed hearted -minded (u.m.) off (n., u.m.) proof track #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 soybean sow back backed belly bug space band bar craft -cramped (u.m.) #key man mark #rule (printing) ship #time writer spade -dug (u.m.) fish foot -footed (u.m.) #handle maker making man -shaped (u.m.) work span -long (u.m.) -new (u.m.) piece Spanish #American -Arab -born (u.m.) -speaking (u.m.) spar #buoy #deck	spare -bodied (u.m.) rib #room spark back #coil #gap over (n., u.m.) #plug (literal) plug (nonliteral) spatter dash work speakeasy (n.) spear bound cast fish head -high (u.m.) man proof -shaped (u.m.) #thrower speckle belly breast (bird) -breasted (u.m.) spectro (c.f.) <i>all one word</i> speech -bereft (u.m.) bound craft maker making -read (v.) #reading writer writing speed boat boating boatman #cop letter trap up (n., u.m.) way writing spell bind binder binding bound craft down (n., u.m.) -free (u.m.) proof word work spelling down (n.) #match spelter man #soldier 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. #fever finger fish -grown (u.m.) halt head house like #lock maker making -plow (v.) -plowed (u.m.) tail tide (season) time trap spirit sail tail spur -clad (u.m.) -driven (u.m.) gall -galled (u.m.) -heeled (u.m.) like maker making #track way spurnwater spy boat glass hole tower square -bottomed (u.m.) -built (u.m.) #dance #deal #edge -faced (u.m.) flipper #foot head headed #knot #mark #mile -rigged (u.m.) #root -set (u.m.) shooter tail (fish) #wave squaw fish man squeeze -in (n., u.m.) out (n., u.m.) #play up (n., u.m.) squirrel #cage fish -headed (u.m.) stable boy fly keeper man stack freed man room stand up (n., u.m.) yard staff -herd (v.) man slag -handled (u.m.) head -headed (u.m.)	stag—con. horn -horned (u.m.) hound hunt hunter hunting skin stage coach craft band land like line man #set -struck (u.m.) wise worthy stair builder building case head step stepper way #well work stake head holder master stale mate -worn (u.m.) stall board -fed (u.m.) -fed (v.) keeper man stamp book -licking (u.m.) man #tax stand by (n., u.m.) down (n., u.m.) fast (n., u.m.) -in (n., u.m.) off (n., u.m.) offish out (n., u.m.) pat patter pattism pipe point post still (n., u.m.) up (n., u.m.) standard #bearer bred #breed #game #time stander-by staphylo (c.f.) <i>all one word</i> star blind board bright craft dust finch fish gaze gazer gazing -led (u.m.) light like lit lite (gem)	star—con. nose (mole) proof shake #shell shine shoot -spangled (u.m.) stone stroke -studded (u.m.) throat (bird) #time #wheel wise worm starch board #corn maker making man room works stark -blind (u.m.) -mad (u.m.) -naked (u.m.) -raving (u.m.) starter-off startup (n., u.m.) stat (pref.) <i>all one word</i> State -aided (u.m.) #line -owned (u.m.) state craft hood house ware making quake room side sider way wide states man manlike woman station #house man master #wagon stato (c.f.) <i>all one word</i> statue craft like maker making statute -barred (u.m.) #book #mile stay -at-home (n., u.m.) bar bolt boom #girder lace log maker making pin plow sail wire steam boat boating boatman car -cooked (u.m.) -driven (u.m.)	steam—con. #engine fitter fitting #heat #gauge pipe piping plant power -pocket (v.) -propelled (u.m.) roll (v.) roller (u.m., v.) room ship table tight tightness steamer -borne (u.m.) #line load steel -blue (u.m.) bound -bright (u.m.) -cased (u.m.) clad #electrotype #engraving -framed (u.m.) -hard (u.m.) head hearted maker making master plate ward way #wool work worker works yard steep land (geol.) -rising (u.m.) -to (u.m.) -up (u.m.) -walled (u.m.) steeples chase chaser -high (u.m.) jack top steerageway stem #blight #end head post #rot #rust sick sickness ware winder work stencil #cutter -cutting (u.m.) maker making #paper steno (c.f.) <i>all one word</i> step aunt brother child dance dancer dancing daughter down (n., u.m.) father	step—con. grandchild grandfather grandson -in (n., u.m.) ladder mother nephew off (n., u.m.) -on (n., u.m.) over (n., u.m.) parent relation relationship sister son stone #turn uncle -up (n., u.m.) way wise stepping -off (u.m.) -out (u.m.) #pace stone stereo (c.f.) <i>all one word</i> stern castle -faced (u.m.) foremost -heavy (u.m.) -looking (u.m.) man most post son ward way #wheel -wheeler sterno (c.f.) <i>all one word</i> stetho (c.f.) <i>all one word</i> stew pan pot stick -at-it (n., u.m.) fast (n.) -in-the-mud (n., u.m.) out (n., u.m.) pin tail (duck) tight (n.) -to-it-iveness (n.) up (n., u.m.) water sticker -in -on -up stiff -backed (u.m.) hearted neck -necked (u.m.) tail (bird) still -admired (u.m.) birth born -burn (v.) -fish (v.) house -hunt (v.) #life man -recurring (u.m.) room stand water (u.m.) sting bull (fish) fish
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sting -con. ray tail (fish)	stone -con. crusher cutter cutting -dead (u.m.) -deaf (u.m.) -eyed (u.m.) fish fly hand (printing) hatch (bird) head hearted layer laying lifter man mason pecker (bird) #proof (printing) shot #wall (n.) wall (u.m.) ware work worker #writing yard	stout -armed (u.m.) hearted heartedness -minded (u.m.) wood stove brush -heated (u.m.) house #length maker making man pipe wood stow away (n., u.m.) bord down (n., u.m.) #net wood straddle back bug -face (v.) -legged (u.m.) wise straight away -backed (u.m.) -cut (u.m.) edge -edged (u.m.) #face -faced (u.m.) forward head -legged (u.m.) #line -lined (u.m.) -out (n., u.m.) #run -spoken (u.m.) #time -up (u.m.) -up-and-down (u.m.) way wise strainerman strainslip strait -chested (u.m.) jacket laced lacing stranglehold strap -bolt (v.) hanger head -shaped (u.m.) watch work strato (c.f.) all one word straw berry #field bill (bird) board boss -built (u.m.) hat man -roofed (u.m.) splitter splitting stack stacker -stuffed (u.m.) #vote walker work worm yard -yellow (u.m.) stray away (n., u.m.)	stray -con. #line mark stream bank bed flow head line lined liner side ward way street -bred (u.m.) car cleaner -cleaning (u.m.) -sold (u.m.) sweeper sweeping walker walking ward way strepto (c.f.) all one word stretch #bearer man stretchout (n., u.m.) strife maker making monger strike breaker breaking -in (n., u.m.) out (n., u.m.) over (n., u.m.) striker -in -out string board course halt halted maker making man piece #plate #proof (density) ways strip cropping #map #mine #pit #printing tease teaser strong -arm (u.m., v.) back (nautical) -backed (u.m.) box brained headed hearted hold #man -minded (u.m.) point (n.) room stub #nail #pen runner -toed (u.m.) wing stubble #field -mulch (u.m.) stubborn hearted minded	stucco -fronted (u.m.) work worker stuck up (n., u.m.) -upper -upish (u.m.) stud bolt book fish horse mare #print work stuntman stupid head -headed (u.m.) -looking (u.m.) sturdy hearted -limbed (u.m.) stylebook stylo (c.f.) all one word sub (pref.) -Himalayan, etc. machinegun #rosa, #specie, etc. -subcommittee polar, standard, etc. rest one word subject -object -objectivity subter (pref.) all one word such -and-such like wise suck -egg (n., u.m.) fish fly hole -in (n., u.m.) stone sugar #beet bird #bowl cake cane -coat (v.) -coated (u.m.) -cured (u.m.) house loaf maker making plum spoon sweet #water works suitcase sulfa (c.f.) all one word sulfo (c.f.) all one word sulfon (c.f.) all one word sullen hearted -natured (u.m.) summer bird castle (naut.) -clad (u.m.) #day -dried (u.m.) -fallow (v.) house land -made (u.m.) #school
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sting-con.
ray
tail (fish)
stink
ball
bird
bomb
bug
damp
pot
stone
stir
about (n., u.m.)
-up (n., u.m.)
stitch
bird
down (n., u.m.)
up (n., u.m.)
work
stock
#block
board
book
boy
breeder
breeding
broker
brokerage
broking
#car
father
feeder
feeding
fish
holder
holding
house
jobber
jobbing
judging
keeper
keeping
list
maker
making
man
owner
pile
piled
piling
pot
proof
raiser
raising
rack
room
-still (u.m.)
stone
taker
taking
truck
work
wright
yard
stoke
hold
hole
stomach
#ache
-filling (u.m.)
#pump
-shaped (u.m.)
-sick (u.m.)
-weary (u.m.)
tomato (c.f.)
all one word
stone
bird
biter
blind
boat
brash
breaker
breaking
broke
brood
cast
chat (bird)
-cold (u.m.)
#crab

stone-con.
crusher
cutter
cutting
-dead (u.m.)
-deaf (u.m.)
-eyed (u.m.)
fish
fly
hand (printing)
hatch (bird)
head
hearted
layer
laying
lifter
man
mason
pecker (bird)
#proof (printing)
shot
#wall (n.)
wall (u.m.)
ware
work
worker
#writing
yard
stony
-eyed (u.m.)
#ground
hearted
#land
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
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

stout
-armed (u.m.)
hearted
heartedness
-minded (u.m.)
wood
stove
brush
-heated (u.m.)
house
#length
maker
making
man
pipe
wood
stow
away (n., u.m.)
bord
down (n., u.m.)
#net
wood
straddle
back
bug
-face (v.)
-legged (u.m.)
wise
straight
away
-backed (u.m.)
-cut (u.m.)
edge
-edged (u.m.)
#face
-faced (u.m.)
forward
head
-legged (u.m.)
#line
-lined (u.m.)
-out (n., u.m.)
#run
-spoken (u.m.)
#time
-up (u.m.)
-up-and-down
(u.m.)
way
wise
strainerman
strainslip
strait
-chested (u.m.)
jacket
laced
lacing
stranglehold
strap
-bolt (v.)
hanger
head
-shaped (u.m.)
watch
work
strato (c.f.)
all one word
straw
berry #field
bill (bird)
board
boss
-built (u.m.)
hat
man
-roofed (u.m.)
splitter
splitting
stack
stacker
-stuffed (u.m.)
#vote
walker
work
worm
yard
-yellow (u.m.)
stray
away (n., u.m.)

stray-con.
#line
mark
stream
bank
bed
flow
head
line
lined
liner
side
ward
way
street
-bred (u.m.)
car
cleaner
-cleaning (u.m.)
-sold (u.m.)
sweeper
sweeping
walker
walking
ward
way
strepto (c.f.)
all one word
stretch
#bearer
man
stretchout (n., u.m.)
strife
maker
making
monger
strike
breaker
breaking
-in (n., u.m.)
out (n., u.m.)
over (n., u.m.)
striker
-in
-out
string
board
course
halt
halted
maker
making
man
piece
#plate
#proof (density)
ways
strip
cropping
#map
#mine
#pit
#printing
tease
teaser
strong
-arm (u.m., v.)
back (nautical)
-backed (u.m.)
box
brained
headed
hearted
hold
#man
-minded (u.m.)
point (n.)
room
stub
#nail
#pen
runner
-toed (u.m.)
wing
stubble
#field
-mulch (u.m.)
stubborn
hearted
minded

stucco
-fronted (u.m.)
work
worker
stuck
up (n., u.m.)
-upper
-upish (u.m.)
stud
bolt
book
fish
horse
mare
#print
work
stuntman
stupid
head
-headed (u.m.)
-looking (u.m.)
sturdy
hearted
-limbed (u.m.)
stylebook
stylo (c.f.)
all one word
sub (pref.)
-Himalayan, etc.
machinegun
#rosa, #specie, etc.
-subcommittee
polar, standard,
etc.
rest one word
subject
-object
-objectivity
subter (pref.)
all one word
such
-and-such
like
wise
suck
-egg (n., u.m.)
fish
fly
hole
-in (n., u.m.)
stone
sugar
#beet
bird
#bowl
cake
cane
-coat (v.)
-coated (u.m.)
-cured (u.m.)
house
loaf
maker
making
plum
spoon
sweet
#water
works
suitcase
sulfa (c.f.)
all one word
sulfo (c.f.)
all one word
sulfon (c.f.)
all one word
sullen
hearted
-natured (u.m.)
summer
bird
castle (naut.)
-clad (u.m.)
#day
-dried (u.m.)
-fallow (v.)
house
land
-made (u.m.)
#school

summer--con. tide time (season) #time (daylight saving) wood	supra--con. -arytenoid -auditory -auricular -axillary -Christian, etc. <i>rest one word</i> sur (pref.) <i>all one word</i> sure #enough -fire (u.m.) -footed (u.m.) -slow #thing surf -battered (u.m.) bird board boat boatman bound #fish line man -swept (u.m.) surface man #printing #water surgeon #dentist fish #general swallow bird pipe tail -tailed (u.m.) -wing (bird) swamp #fever land side swan -bosomed (u.m.) dive herd mark marking neck necked skin song swansdown swash buckle buckler buckling #letter plate way work sway back (n., u.m.) -backed (u.m.) bar -brace (v.) swearer-in swearword sweat band box #gland #pad #shirt shop sweep back (aviation) (n., u.m.) forward (aviation) (n., u.m.) stake through (n., u.m.) washer washings sweet bread -breathed (u.m.)	sweet--con. brier faced fish heart hearted maker meat mouthed -pickle (v.) shop -sour -sweet water (u.m.) swell -budded (u.m.) doodle (fish) fish head toad swelled-headed (u.m.) swept back (n., u.m.) forward (n., u.m.) wing (n., u.m.) swift foot -footed (u.m.) -handed (u.m.) -running (u.m.) swill bowl tub swim suit wear swine -backed (u.m.) bread head herd #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	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 Svro (c.f.) -Arabian, etc. phenician systemwide T -bandage -beam -bone -iron -rail -shape -shaped -square T -boat -cloth -man -scale (score) -shirt 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.)	tail--con. #end -ender first foremost gate head -heavy (u.m.) hook lamp light piece pin pipe plane race spin stock -tied (u.m.) twister twisting -up (n., u.m.) ward wheel wind wise tailor bird craft -cut (u.m.) made (u.m.) man -suited (u.m.) take -all (n.) down (n., u.m.) -home (u.m.) -in (n., u.m.) off (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) taker -down -in -off -up tale bearer bearing book carrier carrying monger teller telling wise talk fest worthy talking #film -to (n.) tall boy (n.) -built (u.m.) #grass -looking (u.m.) -masted (u.m.) tallow -faced (u.m.) maker making man -pale (u.m.) tally #board #clerk ho man #room #sheet wag (fish) tame -grown (u.m.) hearted -looking (u.m.) -nured (u.m.)
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tan bark house wood works yard	tariff—con. making -protected (u.m.) #wall tarpaulin -covered (u.m.) #maker -making (u.m.) tarso (c.f.) <i>all one word</i> task #force master mistress setter work tattletale tauro (c.f.) <i>all one word</i> tax #assessor book -burdened (u.m.) #collector #dodger eater eating -exempt (u.m.) -free (u.m.) gatherer gathering -laden (u.m.) #lien #list load man paid payer paying payment #roll #sale -supported (u.m.) taxi auto bus cab #dancer #driver man meter metered plane stand way (aviation)	tear bomb -dimmed (u.m.) down (n., u.m.) drop #gas -off (n., u.m.) -out (n., u.m.) pit proof sheet stain -stained (u.m.) teen age (u.m.) ager teeter board tail -totter tele (c.f.) <i>all one word</i> teleo (c.f.) <i>all one word</i> tell tale truth telo (c.f.) <i>all one word</i> tempest proof -rocked (u.m.) temporo (c.f.) -occipital <i>rest one word</i> ten fold penny (nail) pins tender #boat -faced (u.m.) foot -footed (u.m.) footish -handed (u.m.) heart hearted loin -looking (u.m.) tenement #house tent -dotted (u.m.) maker making mate pole -sheltered (u.m.) #show #stitch work worm terneplate terra #cotta #firma mara terrace -fashion (u.m.) maker work est #case -fly (v.) house man room #tube tetra (c.f.) <i>all one word</i> text book man writer thanks giver giving	thatch -roofed (u.m.) wood work theater goer going then abouts adays thence forth forward ward theo (c.f.) <i>all one word</i> theologico (c.f.) <i>all one word</i> theory less maker making monger there about(s) above across after against among around at away before between by for fore from in inafter inbefore into of on over through to tofore under until unto upon with thermo (c.f.) <i>all one word</i> thick -blooded (u.m.) brained head headed lips -looking (u.m.) pated set (n., u.m.) skin skinned skull (n.) skulled -tongued (u.m.) wit -witted (u.m.) -wooded (u.m.) -woven (u.m.) thief craft land maker making proof thimble -eye (n.) -eyed (u.m.) maker -making (u.m.) man rig rigged rigger	thimble—con. rigging -shaped (u.m.) thin brained -clad (u.m.) down (n., u.m.) set (u.m.) skinned -voiced (u.m.) thio (c.f.) <i>all one word</i> third -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater thistle bird down thoraco (c.f.) <i>all one word</i> thorn back bill bound -covered (u.m.) -set (u.m.) stone -strewn (u.m.) tail thorough -bind (v.) bred -dried (u.m.) fare foot going -made (u.m.) paced pin thought -bewildered (u.m.) -free (u.m.) -out (u.m.) -provoking (u.m.) sick -tight (u.m.) worthy thousand fold -headed (u.m.) -legged (u.m.) legs (worm) thrall born dom -less thread bare fin (fish) fish #gage -leaved (u.m.) maker making way worm three -bagger -cornered (u.m.) -dimensional (u.m.) fold folded -in-hand -master penny (nail) -piece (u.m.) -ply (u.m.) score some -spot -square -striper threshingtime thriftbox
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throat band cutter cutting latch strap	ticket—con. #seller -selling (u.m.) #writer tidal #wave tiddlywink tide bound flat #gage head land maker making mark -marked (u.m.) race table -tossed (u.m.) waiter water #wave way work -worn (u.m.) tie back (n.) #band #bar #beam #bolt #cord down (n., u.m.) -in (n., u.m.) #knot line -on (n., u.m.) -out (n., u.m.) pin #plate -plater #post #rod #rope #stay #strap up (n., u.m.) #wall wig wiggled tierlift (truck) tiger bird eye hearted #lily proof #shark -striped (u.m.) tight -belted (u.m.) smite (v.) 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.) setter stone work works wright yard tilt board hammer up (n.) yard	timber -built (u.m.) head -headed (u.m.) jack land line man -propped (u.m.) #right #rot #wolf wood work wright yard time book 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 slip span -stamp (v.) study table taker taking waster wasting work worker worn tin -bearing (u.m.) bound #can -capped (u.m.) -clad (u.m.) #cow cup #fish foiled foiler frame #hat horn house kettle -lined (u.m.) man #ore #pail pan plate -plated (u.m.) -plating (u.m.) pot -roofed (u.m.) shop smith smithing spot stone type typer ware -white (u.m.) work	tin—con. worker working tinder box -dry (u.m.) tinseel -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 eat (v.)	toad—con. 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 toil bar board #bridge #call (u.m.) 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.) craft
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tongue—con.

-dumb (u.m.)
fish
-free (u.m.)
-lash (v.)
#lashing
play
proof
-shaped (u.m.)
shot
sore
tack
tacked
tie
tied
tip
#twister
-twisting (u.m.)
work

tool

bag
#belt
box
builder
building
#chest
crib
#designer
dresser
fitter
#grinder
-grinding (u.m.)
#handle
head
holder
holding
house
kit
maker
making
mark
marking
plate
post
#press
rack
room
#set
setter
shed
slide
smith
#steel
stock
stone
work

tooth

ache
aching
achy
#and #nail
bill
-billed (u.m.)
brush
drawer
drawing
mark
-marked (u.m.)
paste
pick
plate
powder
proof
puller
-pulling (u.m.)
-set (u.m.)
-shaped (u.m.)
#shell
some
wash
work

top

#brass
cap (n.)
coat
coated
coating
cutter
#dog

top—con.

-drain (v.)
#drawer
dress (v.)
dressing
flight (u.m.)
full
gallant (n., u.m.)
-graft (v.)
hat
-hatted (u.m.)
heavy
kick
knot
knotted
light
lighted
line
liner
lofty
maker
making
man (n.)
mark
mast
milk
most
notch (nonliteral)
notcher
piece
rail
rope
sail
-secret (u.m.)
#sergeant
-shaped (u.m.)
side (naut.)
soil
stone
tail (v.)
#timber (naut.)
work

topo (c.f.)

all one word

topsy-turvy**torch**

bearer
bearing
#dance
fish
#holder
light
lighted
like
lit
man
#song

torpedo

#boat
#mine
plane
#room
#tube

torquimeter**toss**

pot
up (n., u.m.)

totebox**touch**

#and #go
back (n., u.m.)
down (n., u.m.)
hole
line
-me-not (n., u.m.)
#method
reader
stone
up (n., u.m.)
wood
writer
writing

tough

head (duck)
-headed (u.m.)
hearted
-looking (u.m.)
-skinned (u.m.)

tow

boat
#car
-haired (u.m.)
head
headed
#hook
line
mast
#net
-netter
path
rope
#team
tower
#chime
-high (u.m.)
house
man
proof
-shaped (u.m.)
work

town

bound
-bred (u.m.)
#clerk
#crier
-dotted (u.m.)
folk
gate
goer
going
hall
house
like
lot
#meeting
ship
line
site
talk
ward
wear
-weary (u.m.)
woman
yard

towns

boy
fellow
man
people

toy

#dog
house
land
maker
making
man
shop
-sized (u.m.)
town

tracheo (c.f.)

all one word

trachy (c.f.)

all one word

track

barrow
#brake
#gage
hound
layer
laying
man
mark
master
-mile
shifter
sick
side
walker
walking
way
work

tractor-trailer**trade**

#board
bound
craft
-in (n., u.m.)
-laden (u.m.)

trade—con.

-made (u.m.)
mark
#name
#school
#union
#unionism
#unionist
#wind
work
trades
folk
man
people
#union
#unionism
woman
traffic
-mile
way
tragico (c.f.)
all one word
trail
blazer
blazing
breaker
maker
making
-marked (u.m.)
side
sight
-weary (u.m.)
wise

train

bearer
bolt
boy
crew
line
load
man
master
-mile
shed
sick
stop
time
way
yard

training**#camp****#ship****tram**

-borne (u.m.)
car
line
load
man
rail
road
smith
way
wayman
yard

trans (pref.)

alpine
atlantic
-Canadian, etc.
pacific
uranic
rest also one word

transit

man

#time

trap

ball
door
fall
#hatch
light
line
maker
making
#nest
-nester
rock
shoot
shooter
shooting
stick

trashrack

travel
-bent (u.m.)
book
time
-tired (u.m.)
way
-worn (u.m.)

trawl

boat
net

tray

#cloth
maker

tread

board
mill

treasure

-filled (u.m.)
#house
-laden (u.m.)
#ship
#trove

treaty

bound
breaker
breaking
maker
making
-sealed (u.m.)

tree

#belt
-clad (u.m.)
fish
#frog
holder
hopper
house
#line
-lined (u.m.)
maker
making
man
rail
-ripe (u.m.)
scape
#toad
top
#trunk

trellis

-covered (u.m.)
work
trench
back
board
coat
#fever
foot
#knife
mouth
#plow
-plowed (u.m.)
-plowing (u.m.)
#warfare

tristle

board

#bridge**tree**

work

tri (c.f.)

-iedide
-ply (u.m.)
state, etc.
rest one word

tribes

man

people

tribo (c.f.)

all one word

tricho (c.f.)

all one word

trick

proof

work

trim

-cut (u.m.)
-dressed (u.m.)
-looking (u.m.)
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-boat
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)	U -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.)	truth 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	try -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	truth -filled (u.m.) lover seeker -seeking (u.m.) teller telling	turkey back #buzzard #gobbler -red (u.m.) #trot	twine bound -colored (u.m.) cutter holder maker making #spinner	under age (deficit) age (younger) (n., u.m.) #contract coverman #cultivation (till- age) cultivation (insuf- ficient) (pref.) #oath #obligation #orders #secretary -secretaryship #suspicion way <i>as prefix, one word</i>
tropho (c.f.) <i>all one word</i>	try house -on (n., u.m.) out (n., u.m.) pot sail square works	turn about (n., u.m.) about-face again (n., u.m.) around (n., u.m.) back (n., u.m.) buckle cap coat cock down (n., u.m.) gate -in (n., u.m.) key off (n., u.m.) out (n., u.m.) over (n., u.m.) penny pike pin plate plow round (n., u.m.) row screw server sheet skin sole spit 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 -suiiter -thirder -up (n., u.m.) -way (u.m.) -wheeler	uni (c.f.) -univalent <i>rest one word</i>
trope (c.f.) <i>all one word</i>	tub #butter fast fish maker making man -shaped (u.m.) #thumper	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	tymp (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	tube -eyed (u.m.) -fed (u.m.) form (u.m.) head hearted maker making man -nosed (u.m.) #plate #sheet smith work works	turn about (n., u.m.) about-face again (n., u.m.) around (n., u.m.) back (n., u.m.) buckle cap coat cock down (n., u.m.) gate -in (n., u.m.) key off (n., u.m.) out (n., u.m.) over (n., u.m.) penny pike pin plate plow round (n., u.m.) row screw server sheet skin sole spit stile stitch stone (bird) table tail -to (n.) under (n., u.m.) up (n., u.m.) wrest	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	tub #butter fast fish maker making man -shaped (u.m.) #thumper	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	tymp (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	tube -eyed (u.m.) -fed (u.m.) form (u.m.) head hearted maker making man -nosed (u.m.) #plate #sheet smith work works	turn about (n., u.m.) about-face again (n., u.m.) around (n., u.m.) back (n., u.m.) buckle cap coat cock down (n., u.m.) gate -in (n., u.m.) key off (n., u.m.) out (n., u.m.) over (n., u.m.) penny pike pin plate plow round (n., u.m.) row screw server sheet skin sole spit stile stitch stone (bird) table tail -to (n.) under (n., u.m.) up (n., u.m.) wrest	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	union #card -made (u.m.) man #shop
trowel beak (bird) man	tub #butter fast fish maker making man -shaped (u.m.) #thumper	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	tymp (c.f.) <i>all one word</i>	unit #fraction #price -set (u.m.)
truce breaker breaking maker making -seeking (u.m.)	tube -eyed (u.m.) -fed (u.m.) form (u.m.) head hearted maker making man -nosed (u.m.) #plate #sheet smith work works	turn about (n., u.m.) about-face again (n., u.m.) around (n., u.m.) back (n., u.m.) buckle cap coat cock down (n., u.m.) gate -in (n., u.m.) key off (n., u.m.) out (n., u.m.) over (n., u.m.) penny pike pin plate plow round (n., u.m.) row screw server sheet skin sole spit stile stitch stone (bird) table tail -to (n.) under (n., u.m.) up (n., u.m.) wrest	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	union #card -made (u.m.) man #shop
truck borne (u.m.) driver #farm line load man -mille owner #tractor #trailer way	tub #butter fast fish maker making man -shaped (u.m.) #thumper	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	tymp (c.f.) <i>all one word</i>	unit #fraction #price -set (u.m.)
true -aimed (u.m.) #bill -blue (u.m.) born bred -eyed (u.m.) -false hearted love (n., u.m.) penny (n.) #time	tube -eyed (u.m.) -fed (u.m.) form (u.m.) head hearted maker making man -nosed (u.m.) #plate #sheet smith work works	turn about (n., u.m.) about-face again (n., u.m.) around (n., u.m.) back (n., u.m.) buckle cap coat cock down (n., u.m.) gate -in (n., u.m.) key off (n., u.m.) out (n., u.m.) over (n., u.m.) penny pike pin plate plow round (n., u.m.) row screw server sheet skin sole spit stile stitch stone (bird) table tail -to (n.) under (n., u.m.) up (n., u.m.) wrest	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	union #card -made (u.m.) man #shop
trundle #bed head	tub #butter fast fish maker making man -shaped (u.m.) #thumper	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	tymp (c.f.) <i>all one word</i>	unit #fraction #price -set (u.m.)

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 used-car (u.m.) 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 Vietcong 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.) volvulo (c.f.) all one word	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 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 ship #walk	ware house houseman maker making man room warm blooded -clad (u.m.) hearted house (hothouse) up (n., u.m.) warmed-over (u.m.) warpsetter wash basin basket board bowl boy brush cloth -colored (u.m.) day down (n., u.m.) #goods house -in (n., u.m.) land maid off (n., u.m.) out (n., u.m.) pot rag room #sale shed stand tail (bird) tray trough tub up (n., u.m.) way woman work washed -out (u.m.) -up (u.m.) washer man woman waste basket board box land leaf (bookbind- ing) making man paper #pipe #plug proof way weir wood word worker yard watch #bell #bill boat box case #chain cry dog -free (u.m.) glass #hand house keeper maker
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watch—con.

making
man
mate
#spring
tower
woman
word
work
water
bag
bailage
bank
bearer
-bearing (u.m.)
-beaten (u.m.)
-bind (v.)
blink
#blister
bloom
board
#body
bok
borne
#bottle
bound
boy
buck
chat (bird)
#closet
color
-colored (u.m.)
-cool (v.)
-cooled (u.m.)
#cooler
course
craft
#cure
doe
dog
-drinking (u.m.)
drop
fall
-filled (u.m.)
finder
flood
flow
fog
fowl
-free (u.m.)
front
#gage
gate
head
hole
horse
house
-inch
#jacket
-laden (u.m.)
lane
leaf
leave
#level
line
-lined (u.m.)
load
locked
log
logged
logger
logging
#main
man
mark
master
melon
meter
phone
plane
plant
pot
power
proof
proofed
proofer
proofing
quake
-rot (v.)

water—con.

scape
shed
shoot
sick
side
skin
#snake
-soak (v.)
-soaked (u.m.)
-soaking (u.m.)
-soluble (u.m.)
spout
stain
stained
#table
tight
tightness
#tower
#tube
#wagon
wall
#wave
way
#wheel
wise
work
worker
works
worn
watt
-hour
meter
-second
wattle
bird
work
wave
#antenna
-cut (u.m.)
form
guide
-lashed (u.m.)
length
line
making
mark
meter
-moist (u.m.)
-on (n., u.m.)
off (n., u.m.)
#rule (printing)
-swept (u.m.)
-worn (u.m.)
wax
bill
-billed (u.m.)
bird
chandler
cloth
-coated (u.m.)
-headed (u.m.)
hearted
maker
making
man
#paper
#stone
work
worker
working
worm
-yellow (u.m.)
way
back (n., u.m.)
beam
bill
book
#car
down (n., u.m.)
farer
faring
fellow
#freight
going
house
laid
lay
layer

way—con.

laying
leave
maker
man
mark
mate
post
side
-sore (u.m.)
#train
-up (n., u.m.)
ward
-wearied (u.m.)
-weary (u.m.)
wise
worn
weak
-backed (u.m.)
brained
-eyed (u.m.)
fish
handed
headed
hearted
-knead (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
weaveroom
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.)
-settled (u.m.)
side
-spoken (u.m.)
spring
stead
-thought-of (u.m.)
-t h o u g h t - o u t
-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
-checked (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
about (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

wheel—con. way work -worn (u.m.) wright when abouts (n.) ever -issued (u.m.) soever whencesoever where abouts after as at by for fore from in insoever into of on over soever through to under upon with withal wherever whet #slate stone whew beard -bearded (u.m.) face faced which ever soever whiffletree whip bird cord crack cracker craft -graft (v.) #hand lash maker making man -marked (u.m.) post saw sawed sawing sawyer -shaped (u.m.) #snake socket staff stalk stall stick stitch stock tail -tailed (u.m.) -tom-kelly (bird) whipper -in snapper tail whirl about (n., u.m.) blast #drill pool -shaped (u.m.) wig wind whirlybird	whisk broom #tail whistlestop white back bait (fish) beard (n.) belly bill bird #book (diplomatic) cap (n.) capper coat (n.) -collar (u.m.) -collared (u.m.) comb (n.) corn #count -ear (bird) -eared (u.m.) -eye (bird) -eyed (u.m.) face -faced (u.m.) fish #flag foot (n.) -footed (u.m.) #gold #goods handed -hard (u.m.) head -headed (u.m.) #heat -hot (u.m.) #lead #lie like #line minded out (u.m., v.) pot rump (bird) #slave smith stone (mineral) tail -tailed (u.m.) throat (bird) -throated (u.m.) tip top (n.) vein ware wash washed washer washing way wing who ever so soever whole -headed (u.m.) hearted #hog -hogger sale saler -skinned (u.m.) some -souled (u.m.) -spirited (u.m.) #stitch #works whom so soever whooping #cough wicker ware work -woven (u.m.)	wicket keeper keeping wide -angle (u.m.) -awake (u.m.) #gage -handed (u.m.) hearted mouthed -open (u.m.) spread -spreading (u.m.) work widow #bird hood maker man width way wise wife bound hood killer -ridden (u.m.) wig maker making tail wag wagger wild #boar cat (n.) catter -eyed (u.m.) fire fowl -grown (u.m.) #land life #man wind wood will -less maker making -o'-the-wisp power -strong (u.m.) willinghearted willow -grown (u.m.) like -shaded (u.m.) ware wilt #disease -resistant (u.m.) wind bag bagged bagger ball blown borne bound brace bracing break breaker breaking broach broken burn catcher -chapped (u.m.) chill clothes #cloud #cone #drift fall fallen fast -fertilized (u.m.)	wind—con. firm fish flow #force gall -galled (u.m.) #gage hole house -hungry (u.m.) jammer jamming lass line load mill pipe -pollinated (u.m.) power proof #puff #pump -rode (u.m.) row screen -shaken (u.m.) shield shock side sleeve sock speed stop storm stream sucker sucking swept throw tight #tunnel up (n., u.m.) ward way worn winder -on #rod window breaker -breaking (u.m.) #cleaner -cleaning (u.m.) #dresser -dressing (u.m.) #glass maker making man pane peeper #shade -shop (v.) #shopper -shopping (u.m.) sill #work wine bag ball bibber bibbing -black (u.m.) #cask -colored (u.m.) conner -drinking (u.m.) glass glassful grower growing -hardy (u.m.) house maker making pot #press -red (u.m.) seller	wine—con. shop skin taster tester vat wise wing band bar #bay beat bolt bone borne bow #car #case #cell #chair #collar eut #dam #deck fish #flap -footed (u.m.) handed -heavy (u.m.) #jam load -loading (u.m.) -loose (u.m.) man mate #net nut over (n., u.m.) #pad piece #plow power #rail #sac #screw seed -shaped (u.m.) #shell -shot (u.m.) #slot span spread stubb -swift (u.m.) #tie tip top walker wall -weary (u.m.) wide winter -beaten (u.m.) bound -clad (u.m.) -fallow (v.) -fed (u.m.) feed #green (color) green (plant, etc.) #hardiness -hardy (u.m.) kill killed killing -made (u.m.) #oats proof #rye -sown (u.m.) tide time #wheat -worn (u.m.) wire bar bird borne bound
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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.)	wire—con. begone -laden (u.m.) worn wolf -eyed (u.m.) #fish hound pack skin woman folk hearted hood kind like power womenfolk wonder land -stricken (u.m.) strong -struck (u.m.) work worker working worthy wood bark (color) bin bined block board 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.) pulp ranger -rip (bird) rock #rot shed shop side skin stock stone #stove #thrush #tick turner -turning (u.m.) wall (bird) -walled (u.m.) wind (music) work worker	wood—con. working yard wooden head (n.) headed -hulled (u.m.) ware -weary (u.m.) woodsman wool #clip fell #flock gatherer gathering grader grower growing head -laden (u.m.) -lined (u.m.) man pack packer press shearer shearing shears shed skin sorter sorting sower #stapler space washer #waste wheel -white (u.m.) winder work worker working woolly -coated (u.m.) -headed (u.m.) -looking (u.m.) -white (u.m.) word -blind (u.m.) book bound builder building catcher catching -clad (u.m.) #class craft craftsman -deaf (u.m.) jobber list maker making man manship monger mongering -perfect (u.m.) play seller slinger slinging smith work aday (n., u.m.) -and-turn (u.m.) away (n., u.m.) bag basket bench book box card #cure day -driven (u.m.) fellow	work—con. flow folk #force girl hand -hardened (u.m.) horse -hour (u.m.) house housed life load man manlike manship master #order out (n., u.m.) pan paper people piece place power room saving sheet shoe shop -shy (n., u.m.) -shyness site slip #song space spacing -stained (u.m.) stand stone stream table time up (n., u.m.) ways -weary (u.m.) week wise woman worn yard working #day #load man #room woman world beater beating -conscious (u.m.) #consciousness #line maker making #power proof quake -self -weary (u.m.) wide wise worm -eaten (u.m.) -eating (u.m.) #gear hole holed proof -riddled (u.m.) -ripe (u.m.) seed shaft #wheel wood worn down (u.m.) out (u.m.) outness worrywart	worth while (n., u.m.) #while (adv.) whileness wrap around (n., u.m.) -up (n., u.m.) wreath -crowned (u.m.) maker making work wreck #buoy fish -free (u.m.) master wring bolt staff wrist band bone drop fall lock pin plate watch work write back (n., u.m.) -in (n., u.m.) off (n., u.m.) up (n., u.m.) writing #desk #room wrong doer doing -ended (u.m.) #font headed hearted -minded (u.m.) -thinking (u.m.) wrought #iron -up (u.m.) wry bill -billed (u.m.) -faced (u.m.) -looking (u.m.) mouth (fish) -mouthed (u.m.) neck -set (u.m.) tail (bird)
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X

-body
-disease
-ray
-virus
X-shaped
xantho (c.f.)
all one word
xeno (c.f.)
all one word
xero (c.f.)
all one word
xylo (c.f.)
all one word

Y

-chromosome
-potential
Y
-joint
-level
-shaped
-track
-tube
yachts
man
woman

Yankee	yellow	yellow—con.	young—con.	zero—con.
-Doodle	back	throat (bird)	-looking (u.m.)	-dimensional (u.m.)
land	-backed (u.m.)	-throated (u.m.)	-manlike	gravity
yard	-bellied (u.m.)	top	-old	#hour
arm	belly	ware	-womanhood	zig
-deep (u.m.)	#berry	yes	youth	zag
-long (u.m.)	bill (bird)	-man	like	zagged
man	-billed (u.m.)	-no	tide	zinc
master	bird	yester	yule	-coated (u.m.)
stick	crown (bird)	day	#log	#etching
-wide (u.m.)	#fever	year	tide	-white (u.m.)
yaw	fin (fish)	yoke		zoo (c.f.)
meter	fish	fellow		<i>all one word</i>
-sighted (u.m.)	-green (u.m.)	mate	Z-bar	zoologico (c.f.)
year	hammer (bird)	mating	Z-chromosome	<i>all one word</i>
bird	head (bird)	-toed (u.m.)		zygo (c.f.)
book	-headed (u.m.)	wood	zebra	<i>all one word</i>
day	legs (bird)	young	fish	zygomatico (c.f.)
end	#race	eyed (u.m.)	like	-orbital
-hour (u.m.)	rump (bird)	-headed (u.m.)	zero	<i>rest one word</i>
long (u.m.)	tail (fish)	hearted	axial	zymo (c.f.)
-old (u.m.)	-tailed (u.m.)	-ladylike	#beat	<i>all one word</i>
-round (u.m.)				

8. PLANT AND INSECT NAMES

PLANT NAMES AND ADJECTIVE FORMS

8.1. The following list of plant names, some of which vary in form from those given in Webster's Third International Dictionary, has been compiled with the cooperation of the Department of Agriculture. The name of the kinds of agricultural and vegetable crops are given in the "Rules and Regulations Under the Federal Seed Act."

8.2. In general, derivatives of proper names with acquired independent common meaning are not capitalized. (See rule 3.4, p. 23.) 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 night-blooming, straight-stem, three-color, 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*, *pea*, *plant*, *pod*, *root*, *seed*, *thorn*, *tree*, *vine*, *weed*, *wood*, and *wort* are printed solid, unless the preceding word is a proper name which retains its capitalized form. (See rule 8.2.) All such one-word forms were excluded from the list, along with two-word forms listed in Webster's Third.

Aarons-beard
addersmouth
adderstongue
adzuki bean
African-violet
airpotato
alfilaria
alpencress
Alpine-azalea
Amazon-lily
anatto-tree
angel-trumpet
antelope-brush
Apache-plume
apple-of-Peru
Arab-primrose
arar-tree
arrow-aram
atamasco-lily
Australian-pea
autumn-crocus
avalanche-lily
awl-leaf

baby-blue-eyes
babysbreath
babytears
baldcypress
baldhip
baldrush
ballmustard
balm-of-Gilead
balsam-apple
balsam-of-Peru
balsam-pear
banana-shrub
Barbados-cherry
barestem
barnyard #grass
barrenground
barren-strawberry
bastardbox
baycedar
batteredock
baycedar
beak-rush
bearcabbage
bearmat
bears-tail
beavertail
beebalm
beefsteak-plant
bee-sage
beggarticks
belladonna-lily
bigcone-spruce
bigfruit
bigmoon
bigstem
bigtooth
birdseye bean
bird-of-paradise-flower
birdpepper
birdseye
birdsfoot
birdsfoot
birdsnest
bishops-cap
bishops-hood
bittercress
bittervetch
blackbead
blackberry-lily

blackbox
black-bryony
blackbud
black-calabash
black-eyed-susan
blackfoot
blackgum
blackhaw
blackjoint
blacklaurel
black-mangrove
blackpurple
blackspot
blackstem
black-salsify
bladder-senna
blade-apple
blazing-star
bleedingheart
blistercress
bloodball
bloodred
bloodtwig
bloodvein
blowwives
bluebeard
bluebell-creeper
bluebells
bluebunch
bluecrown
bluecurls
blueclicks
blue-eyed-grass
blue-eyed-mary
blueflag
bluegreen
bluelips
bluestar
bluestem
bog-orchid
bog-rosemary
bonytip
bouncing-bet
bowbells
bowstring-hemp
boxelder
brassbuttons
Brazilian-cherry
brickred
bridal-veil
bridalwreath
Brisbane-box
bristletooth
bronzebells
broom-crowberry
broomrape
broomsedge
brown-eyed-susan
Browns (lily, etc.)
brownstain
brownstem
brush-cherry
brushtip
buckbeard
buckwheat-tree
buffalo-bur
bullfast
bullfoot
bullhorn
bullnettle
bullthistle

- bunnymouth
 burclover
 bur-marigold
 burreed
 bur-sage
 bur-snakeroot
 bushclover
 bush-cranberry
 bush-honeysuckle
 bushmint
 bushpepper
 bushpoppy
 butchersbroom
 butterbough
 butterfly-pea
 buttonclover
 button-snakeroot

 caleput-tree
 calabash-tree
 calaba-tree
 California-laurel
 California-nutmeg
 California-poppy
 camphor-tree
 canarybalm
 candlenut-tree
 Canterbury-bells
 canyon-poppy
 cape-cowslip
 cape-gooseberry
 cape-honeysuckle
 cape-jasmine
 cape-marigold
 cape-pondweed
 cape-weddingflower
 Carolina-jessamine
 Carolina-vanilla
 cassiabark-tree
 cassiaflower-tree
 castor-aralia
 catchfly-gentian
 catclaw
 catjang
 cats-ear
 catsfoot
 cattail
 cavenia
 celandine-poppy
 chainfern
 chalice-vine
 chaste-tree
 checkermallow
 cherryblossom
 cherry-laurel
 cherry-orange
 cherrystone
 chickpea
 Childs (gladiolus, etc.)
 Chile-ageratum
 Chile-bells
 Chile-guava
 Chile-jasmine
 Chile-nettle
 Chiloe (strawberry,
 etc.)
 China-aster
 China-fir
 China-laurel
 Chinese-houses
 Chinese-poppy
 Christ-eye
 Christ-thorn
 Christmas-rose
 cigar-box-cedar
 cliffbrake
 cliffrose
 cloth-of-gold
 cloven-lip
 clubmoss
 cluster-amaryllis
 cobblesthumb
 cocaine-tree
 cockscomb-yam
 cocks-eggs
 cocoplum
 conehead
 confederate-jasmine

 coontail
 cootamundra
 coppertip
 coralbells
 coralblow
 coraldrops
 corkwing
 corncockle
 cornelian-cherry
 corn-marigold
 cornsalad
 cotton-sedge
 cottonthistle
 Coventry-bells
 cowcockle
 cowparsley
 cowparsnip
 cowpea
 cowslip
 cowtongue
 cow-tree
 cowwheat
 cradle-orchid
 cranberry-gourd
 cranesbill
 crape-jasmine
 crapemyrtle
 crawfoot
 creamcups
 creamfruit
 creamsacs
 creeping-charlie
 creeping-devil
 creeping-jenny
 Cretan-mullein
 cricketbat
 crimson-eye
 crimson-flag
 crowfoot
 crownbeard
 crown-daisy
 crown-imperla
 crown-vetch
 crowpoison
 crucifixion-thorn
 crystal-tea
 cucumber-root
 culvers-physic
 Cupids-dart
 custard-apple
 cutcollar
 cypress-pine

 dallisgrass
 dames (rocket, etc.)
 dammarpine
 damblood
 dark-eye
 darling-plum
 dateplum
 dawnrose
 dayglow
 deadnettle
 deathcamas
 deerhair
 deerstongue
 deer-vetch
 desertbeauty
 desertcandle
 desertholly
 desertprimrose
 desert-willow
 devilsclaw
 devilsclub
 devils-paintbrush
 devils-pincushion
 devils-shoestring
 devilstongue
 devils-walkingstick
 Diels (cotoneaster, etc.)
 dimplecone
 ditchfoot
 ditch-sunflower
 dogbrrier
 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
 earhtongue
 Easter-bells
 Eca (rose, etc.)
 edibie-podded #pea
 clephanthead
 elkslip
 epaulette-tree
 evening-primrose
 evening-snow
 evening-star
 evergold
 evergreen-grape
 everlasting
 eyebalm
 eyebright

 fairybells
 fairywand
 fall-daffodil
 fall-dandelion
 false-arborvitae
 false-azalea
 false-camomile
 false-carrot
 false-dragonhead
 falseflax
 false-hellebore
 false-indigo
 false-mastic
 false-mesquite
 false-olive
 false-spirea
 false-tamarix
 false-yarrow
 fanscale
 farewell-to-spring
 featherfleece
 featherfoil
 feather-hyacinth
 featherpetal
 feathertop
 fernbrake
 fernshaw
 field #bean
 fieldcress
 fieldmadder
 field #pea
 figmarigold
 finetooth
 firemoss
 firepink
 fishhooks
 fishpoison-tree
 five-blade
 five-coil
 five-finger
 five-stamen
 flamboyant-tree
 flamepoppy
 flameray
 flat-sedge
 floatingheart
 floptop
 Florida-boxwood
 flowerfence
 flowering-rush
 flower-of-an-hour
 flower-of-Jove
 fogfruit
 forget-me-not

 four-color
 four-o'clock
 four-stamen
 four-wing
 foxchop
 foxfeet
 foxglove
 foxtail #grass
 Franciscan-nightshade
 fringebell
 fringe-orchid
 frogbit
 frogfoot
 fullers #teasel
 fullmoon

 gallwind
 garambullo
 garden #bean
 garden #pea
 gayfeather
 gaywings
 ghostpipe
 giantfennel
 giantgroundsel
 gill-over-the-ground
 giltedge
 globe-amaranth
 globe-cone
 globedaisy
 globemallow
 globethistle
 globe-tulip
 glorybower
 goatsbeard
 goatsrue
 goldband
 globebeard
 goldblotch
 golddust
 goldedge
 golden-aster
 goldenback
 goldenball
 goldenbeard
 goldenbowl
 goldenchain
 goldenchub
 golden-eyed-grass
 goldenfeather
 goldenfleece
 goldenglow
 golden-larch
 goldenlocks
 goldenmoon
 goldenpert
 goldenplume
 golden-rain-tree
 goldenrod
 goldenseal
 golden-shower
 goldenstar
 goldentop
 goldentuft
 goldenwig
 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-blind
 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
 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
 hawksbeard
 healbite
 heartpetal
 hedgehog-coneflower
 hedgemustard
 hedgestraw
 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
 hornpoppy
 horsebalm
 horsechestnut
 horse-eye
 horsegentian
 horsemint
 horse-nettle
 horse-pipe
 horseradish
 horseradish-tree
 horetail
 horetail-tree
 houndstongue
 house-amaryllis
 houseleek
 hummingbird-trumpet
 hyacinth-bean
 hydrangea-vine

 incense-cedar
 India-almond
 India-elm
 India-hawthorn
 India-mulberry

 Indian-fig
 Indian-physic
 Indian-pipe
 Indian-potato
 Indian-tobacco
 Indian-warrior
 Indian-wheat
 ivory-leaves
 ivy-arum
 ivybells
 ivy-gourd
 ivy-vine

 jaburan
 jackfrost
 jackfruit
 Jacobs-rod
 jambolan-plum
 Jersey-tea
 Jerusalem-artichoke
 Jerusalem-cherry
 Jerusalem-oak
 Jerusalem-sage
 Jerusalem-thorn
 jobs-tears
 joe-pye-weed
 jointfir
 jointvetch
 Josephs-coat
 Joshua-tree
 Judas-tree
 jungle-plum
 jungle-rice
 Jupiters-beard

 kafi-corn
 karanda
 Kartaba (iris, etc.)
 kasumi (cherry, etc.)
 katsura-tree
 kauri-pine
 kei-apple
 kidney bean
 kidneyvetch
 kittentails
 kohlrabi
 kolomikta
 kousa
 kudzu
 kwanso (daylily, etc.)
 kyushu (azalea, etc.)

 Labrador-tea
 lacquer-tree
 ladies-tresses
 ladybell
 ladyslipper
 ladysmantle
 ladysthumb
 lambsquarters
 lap-love
 largetooth
 lavender-cotton
 leaf-flower
 lemon-verbena
 lignumvitae
 lilybasket
 lily-of-the-valley
 lions-ear
 little-pickles
 live-ever
 liveforever
 liver-balsam
 living-rock
 lizardtail
 loblolly-bay
 loggerheads
 London-pride
 longbarb
 longcluster
 longlip
 long-spine
 long-stalk
 Longs (grape, etc.)
 longtube
 lookingglass
 loveman

 Madden-cherry
 Madeira-bay
 Madeira-vine
 Magdalen (mock
 orange, etc.)
 mahala-mats
 maidencane
 maidenhair-tree
 Malabar-nut
 Malabar-plum
 Malay-apple
 malu-creeper
 mame (cherry, etc.)
 mandacaru
 Mangles (everlasting,
 etc.)
 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
 Mays (brake, etc.)
 meadowbeauty
 meadowfoam
 meadowtrue
 mealymat
 Meiwa (kumquat, etc.)
 merrybells
 Mexican-buckeye
 Mexican-clover
 Mexican-orange
 Mexican-star
 Mexican-tea
 Michaelmas-daisy
 milkthistle
 milkvetch
 mistmaiden
 miyama
 mock-cucumber
 mockorange
 mock-strawberry
 Mouluca-balm
 momi
 monkeycomb
 monkeypuzzle
 monks-hood-vine
 monreale
 Moores (agapanthus,
 etc.)
 moosetongue
 morning-glory
 moso
 mosquitotrap
 moss #rose
 moth #bean
 moth-orchid
 mountain-ash
 mountain-bluet
 mountain-dandelion
 mountainheath
 mountain-holly
 mountain-laurel
 mountain-lilac
 mountain-mahogany
 mountain-mint
 mouse-ear
 mouse-tail
 Moyes (rose, etc.)
 mudbank
 mullein
 mung #bean
 mundi-root
 Mupin (cotoneaster,
 etc.)
 muskphlox
 myrtle-of-the-river

 Narbonne (flax, etc.)
 narihira
 Natal-ebony
 navy #bean
 needle-and-thread
 needlerush
 netvein
 nightblooming
 nightjasmine
 nightphlox
 nimblewill
 ningala
 Nippon-bells
 nodfruit
 nosesmart

 ocean-spray
 Oconee-bells
 oldman (fern, etc.)
 one-spike
 orange-eye
 orange-jasmine
 orange-rose
 organpipe
 orobus
 Osage-orange
 otaksa
 owlclover
 oxe-eye-daisy

 painted-cup
 palma #dulce
 paloblanco
 pansy-orchid
 paper-mulberry
 paradise-tree
 parrotfeather
 Parsons (arbovitae, etc.)
 partridgefoot
 pawpaw
 pear-hip
 pearfruit
 pearl-stripe
 peashrub
 peatpink
 pea-tree
 pennyrot
 pheasanteye
 pinebarren
 pinemat
 pinkbells
 pink-edge
 pinkscale
 pink-shell
 pinkshower
 pink-star
 pinkstem
 pinkstripe
 pinkwax
 pinpillow
 pinpoint
 pinxterbloom
 plumepoppy
 plum-pine
 poets (narcissus, etc.)
 pointvetch
 poison-hemlock
 poison-ivy
 poison-oak
 poison-sumac
 poisonvetch
 pond-apple
 pondcypress
 ponyfoot
 poor-robins-plantain
 popglove
 poppy-mallow
 Portugal-laurel
 possumhaw
 Potts (tritonia, etc.)
 prairie-clover
 prairie-gentian
 prairie-mallow
 prairie-smoke
 pricklepuppy
 prickly-ash
 pricklypear

prickly-thrift	round-eared	singhara-nut	sweetpotato
pricktimber	roundheart	six-weeks	sweetshrub
pride-of-Madeira	roundlobe	skunkcabbage	sweetspire
primrose-willow	roundtop	skyblue	sweet-sultan
princesfeather	runningpine	skydrop	sweetvetch
princeplume	Russian-olive	Smalls (penstemon, etc.)	sweetwater
princess-pine	Russian-thistle	snailclover	sweet-william
puckneedle		snakebeard	Syrian-privet
purplebell		snakegourd	
purplecane	sacred-lily	snakepipe	
purplecone	saffron-plum	snap #bean	tailgrape
purple-eye	sagerose	snowcloud	tangletail
purple-lady	St. Augustine (grass, etc.)	snowgarland	tanoak
purplenet	St.-Bernards-lily	snowhill	tansymustard
purple-spot	St.-Brunos-lily	snowpoppy	tansy-ragwort
purplestem	St.-James-lily	snow-wreath	tea-olive
purple-stripe	St. Johns (coontie, etc.)	soapbloom	Teas (catalpa, etc.)
purplewreath	St. Johns-wort	Solomon-plume	teaselgourd
pussy-ears	salad-rocket	Solomons-seal	tea-tree
pussypaws	saltcedar	sourclover	telegraph-plant
pussytoes	saltmarsh	southernplume	Tennessee-indigo
	saltmeadow	sowthistle	tepary #bean
quakerladies	salt-tree	Spanish-bayonet	Texas-plume
Queen-Annes-lace	sandheath	Spanish-dagger	thickspike
queen-of-the-night	sandmint	Spanish-moss	thintail
Queensland-nut	sandmyrtle	Spanish-needles	thornapple
quill-leaf	sandreed	spectacle-pod	thoroughgrowth
	sandverbena	speedwell	threadstalk
	sappan	spider-orchid	three-coil
rabbitear	sapsuck-bush	spiderweb	three-color
rabbitfoot	satinpoppy	spikeheath	three-lobe
rabbittail	saw-palmetto	spikerush	three-seed
ragged-robin	sawpetal	spike-sedge	three-spine
ramshead	scarboro-lily	spine-date	three-tip
Rangoon-creeper	scarlet-bugler	spinemallow	throughgrow
rattlesnake-plantain	scarletfunnel	spirea	tickclover
rattlesnake-root	scarletplume	spongegourd	tick-trefoil
	scorpion-senna	springbeauty	tidemarch
redbay	Scotch-broom	spurgall	tigerfoot
redbead	scouring-rush	spurge-nettle	tigertail
redbox	screwpine	spurge-olive	tipu-tree
redcedar	scurf-pea	spur-valerian	tonka-bean
red-devil	sea-buckthorn	squaw-cornet	toring
redflesh	seagrape	squirrelcorn	towelgourd
redflowering	seaholly	squirrelocorn	trailing-arbutus
redhelmet	seakale	squirting-cucumber	travelers-joy
redmaids	sea-lavender	star-apple	travelers-tree
red-osier	seamoss	star-bur	treacle-mustard
redpepper	sea-onion	star-gooseberry	treebeard
redrim	seaplum	starjasmine	treehair
redscale	sea-urchin	star-thistle	treemallow
redshanks	seawife	stiffstem	treepoppy
redshoot	selfheal	stinging-nettle	tree-spirea
redspot	Seneca-snakeroot	stinkbell	tree-tomato
redspray	senna-pea	stonebreak	true-dwarf (box)
redspur	sensitive-pea	stonegall	trumpet creeper
redstem	seven-lobe	stonemint	tumblemustard
redtip	seven-stars	straightstem	tung-oil tree
redtwig	seven-year-apple	strawberry-blite	turbantop
redwool	shadscale	strawberry-tree	turkeymullein
red-white-and-blue-flower	sharp-lobe	string #bean	turkeysbeard
Reeves (spirea, etc.)	sharpscale	sugar-apple	Turks-cap
rice bean	shell #bean	sugar #beet	Turks-rug
ricepaper-plant	shepherds-purse	sugarbird	turnip-chervil
Rivers (beech, etc.)	shooting-star	sugar #pea	twinbloom
rockbeauty	shortbeak	sugar-root	twist-arum
rockbrake	shortcluster	summer-cypress	twocolor
rockcress	short-hair	summer-fir	two-groove
rockjasmine	short-spine	summer-hyacinth	two-row
rockmat	shrub-althea	summersweet	two-wing
rockpurslane	sidebells	sunn-hemp	
rockspirea	side-oats	sunray	umbrella-pine
rockspray	silk-oak	Surinam-cherry	umbrella-sedge
rosa-montana	silk-tassel	swampbay	umbrella-tree
rosarypea	silk-tassel-bush	swampcandle	undergreen
rose-acacia	silverbell	swamp-laurel	urd #bean
rosegay	silverdust	swamp-pink	
rose-gentian	silveredge	swamp-privet	
rosemallow	silverline	swamp-orchid	valley-mahogany
rosemyrtle	silvermargin	swan-orchid	Vanhoutte (elm, etc.)
rose-of-heaven	silvernerve	sweet-anise	vegetable-oyster
rose-of-Jericho	silverplume	sweetbay	Venus-button
rosepink	silverpurple	sweet-calabash	vi-apple
rose-ring	silverstar	sweetclover	vinespinach
roundbud	silvervein	sweetflag	Virginia-creeper
		sweetgale	virgins-bower
		sweetgum	

wakerobin	water-stargrass	winter-aconite	yellowband
walkingstick	waterwillow	wintercress	yellowbeard
wallcress	waxgourd	winterfat	yellowbell
wandering-Jew	waxmyrtle	winterhazel	yellow-cedar
waterchestnut	wayfaring-tree	wintersweet	yellowcress
watercreeper	weakleaf	wirelettuce	yellow-edge
water-elm	weavers-broom	wirestem	yelloweye
waterhemlock	wedgescale	witchbells	yellow-eyed-grass
waterhemp	Welsh-poppo	witch-hazel	yellowflag
water-hyacinth	whisperingbells	wolftail	yellowflax
waterhyssop	whitebud	woodbetony	yellowfruit
waterlemon	white-cedar	wood-gossip	yellowheart
waterlettuce	white-edge	woodland-star	yellownet
waterlocust	white-eye	woodnymph	yellow-oleander
watermarigold	white-ironwood	woodrush	yellow-poplar
watermilfoil	whitemat	Woods (rose, etc.)	yellow-rocket
waterparsnip	white-sapote	woodsorrel	yellowspot
waterpepper	whitespike	woodwaxen	yellowstripe
waterplantain	whitespot	woollybutt	yellowtip
waterpoppy	whitestem	woollyhead	yellowvein
waterprimrose	whitestripe	woolwitch	yellow-vetch
watershield	wildcelery	woundwort	yerba-buena
watershrub	wildgoose		yerba-del-venado
water-snowflake	wild-indigo		yerba-santa
watersoldier	wildrice	yate-tree	Youngs (cypress, etc.)
waterstar	wingstem	Yeddo-hawthorn	

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	cabbage curculio	dog flea	grape leaf skeletonizer
African mole cricket	cabbage looper	Douglas-fir engraver	grape phylloxera
alfalfa looper	cabbage seedstalk curculio	dusky stink bug	grape seed chalcid
alfalfa plant bug	cadelle		grapevine looper
angular-winged katydid	California pear-slug	eastern subterranean termite	grasshopper bee fly
apple and thorn skeletonizer	California prionus	eggplant lace bug	great ash sphinx
apple curculio	California tortoise-shell	eight-spotted forester	greenhouse leaf tier
apple leaf skeletonizer	caragana plant bug	elm calligrapha	greenhouse orthezia
apple red bug	Carolina mantid	elm casebearer	greenhouse stone cricket
apple seed chalcid	carpenter bee	elm cockscomb aphid gall	green meadow locust
apple sucker	carrot rust fly	elm lace bug	green rose chafer
Argentine ant	catalpa sphinx	elm sphinx	green stink bug
Arizona cotton stainer	cat flea	eupatorium gall fly	
ash plant bug	celery leaf tier	European chafer	hackberry engraver
azalea lace bug	celery looper	European chicken flea	hackberry lace bug
	chain-spotted geometer	European earwig	hackberry nipple gall
	changa	European fruit lecanium	maker
bald-faced hornet	cheese skipper		hairy chinch bug
balsam-fir sawyer	cherry casebearer	false chinch bug	hop plant bug
banded woollybear	cherry fruit fly	false stable fly	horned passalus
basswood lace bug	chigger	field cricket	horned squash bug
basswood leaf roller	chigoe	fiery hunter	horn fly
bean leaf skeletonizer	chinch bug	fig wasp	horse bot fly
bed bug	Chinese mantid	filament bearer	house centipede
beech scale	chrysanthemum lace bug	firebrat	house cricket
birch casebearer	cigar casebearer	fir engraver	house fly
birch skeletonizer	Clear Lake gnat	forage looper	human bot fly
birch tube maker	clouded sulphur	fork-tailed bush katydid	human flea
black blow fly	clover looper	Formosan subterranean termite	
black cherry fruit fly	clover root curculio	four-lined plant bug	
black-horned tree cricket	clover seed chalcid	four-spotted tree cricket	
black horse fly	cluster fly	frit fly	
black swallowtail	cochineal insect		
black widow spider	common cattle grub		
bloodsucking conenose	conchuela		
blue hornbill	cotton lace bug	garden springtail	
book louse	cotton leaf perforator	garden symphyan	
boxelder bug	cotton stainer	giant hornet	
boxelder psyllid	coulée cricket	giant water bug	
boxwood psyllid	cowpea curculio	golden-eye lacewing	
bristly rose-slug	cranberry girdler	grape cane gall maker	
broad-winged katydid	currant fruit fly	grape colaspis	
brown-banded roach	currant stem girdler	grape curculio	
brown stink bug		grape leaf folder	
bumelia fruit fly			

- 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 mantid
 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 wasp 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 cockroach
 spotted pine sawyer
 spotted-wing antlion
 squash bug
 stable fly
 sticktight flea
 striped horse fly
 Surinam cockroach
 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

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. 70-71.)

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 14.35, page 187.

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 9.80, p. 144.)

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

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

I do not know. [Continues reading:]

[Chorus of "Mr. Chairman."]

They fooled only themselves. [Laughter.]

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

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

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

The bill had *not* been paid. [Italic added.] or [Emphasis added.]

The statue [sic] was on the statute books.

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

[Deleted.]

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

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

Q. [Continuing.]

A. [Reads:]

A. [Interrupting.]

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. 178.)

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 9.49, p. 142.)

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 9.49, p. 142.)

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.

9.16. To separate book titles and subtitles.

Financial Aid for College Students: Graduate

Germany Revisited: Education in the Federal Republic

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

U.S. Government Printing Office
Washington : 1966

9.18. In proportions.

Concrete mixed 5:3:1 (use 9-unit center colons)
but 5-2-1 (when so in copy)

9.19. 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—

9.20. 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.

9.21. Before a direct quotation of only a few words following an introductory phrase. (See also rule 9.10, p. 138.)

He said, "Now or never."

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

Then we had much; now, nothing

9.23. After each of a series of coordinate qualifying words:

short, swift streams; *but* short tributary streams

9.24. Between introductory modifying phrase and subject modified.

Beset by the enemy, they retreated.

9.25. 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); Smith, John, II
Mr. Smith, Junior, also spoke (where
only last name is used)

9.26. To set off parenthetical words, phrases, or clauses.

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

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

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

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

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

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

but:

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

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

He therefore gave up the search.

9.27. 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.

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

red, white, and blue
 horses, mules, and cattle; *but* horses and mules and cattle
 by the bolt, by the yard, or in remnants
 a, b, and c
 six, seven, and 10
 neither snow, rain, nor heat
 2 days, 3 hours, and 4 minutes (series); *but* 2 days 3 hours 4 minutes (age)

9.29. 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.

9.30. After a noun or phrase in direct address.

Senator, will the measure be defeated?
 Mr. Chairman, I will reply to the gentleman later.

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

You are sure, are you not? You will go, will you not?

9.32. Between title of person and name of organization in the absence of the words *of* or *the*. (See also rule 9.45, p. 141.)

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

9.33. Inside closing quotation mark. (This is not intended to change existing practice in bills and other legislative work.) (See also rules 9.130–9.131, p. 150.)

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

9.34. To separate thousands, millions, etc., in numbers of four or more digits. (See also rule 9.39, p. 141.)

4,230 50,491 1,000,000

9.35. 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.

The comma is omitted—

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

Government Printing Office, Washington, D.C. 20401
 Washington, D.C. 20401, is the * * *

For single lines, see rule 17.1, p. 221.

9.37. Between month and year in dates.

June 1938; 22d of May 1938; February and March 1938; January, February, and March 1938; January 24 A.D. 1938; 15th of June A.D. 1938; 150 B.C.; Labor Day 1966; Easter Sunday 1966; 5 January 1944 (military usage)

9.38. Between the name and number of an organization.

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

9.39. 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
Executive Order 11242
motor No. 189463
1450 kilocycles; 1100 meters (no comma unless more than four figures radio only)

9.40. Between superior figures or letters in footnote references.

Numerous instances may be cited.^{1 2}
Data are based on October production.^{a b}

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

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

9.42. Before ampersand (&). (For exception, see rule 16.32, p. 219.)

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

9.43. Before a dash.**9.44. In bibliographies, between name of publication and volume or similar number.**

American Library Association Bulletin 34: 238, April 1940.

9.45. 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)
Martin of Alabama; Martin of Massachusetts; *but* Robert F. Kennedy, of New York; Kennedy of Massachusetts (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—

9.46. To mark a sudden break or abrupt change in thought. (See also rule 9.81, p. 145.)

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.

9.47. To indicate an interruption or an unfinished word or sentence. A 2-em dash will be used when the interruption is by a person other than the speaker and a 1-em dash will show self-interruption. (Note that extracts must begin with a true paragraph. Following extracts, 10 point must start as a paragraph, as example shown.)

"Such an idea can scarcely be——"
 "The word 'donation'——"
 "The word 'dona——' "
 He said: "Give me lib——"
 The bill reads "repeal," not "am——"
 Q. Did you see——A. No, sir.

Mr. BROWN (reading):
 The report goes on to say that—
 Observe this closely—
 during the fiscal year * * *.

9.48. 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.

9.49. Before a final clause that summarizes a series of ideas. (See also rule 9.9, p. 138.)

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

9.50. 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.

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

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

9.52. Sometimes, in lieu of opening quotation mark, in French, Spanish, and Italian dialog.

9.53. 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.

9.54. After a run-in sidehead. (For examples, see rule 9.96, p. 146.)

9.55. To separate run-in questions and answers in testimony. (See also rule 18.27, p. 230.)

Q. Did he go?—A. No.

The em dash is not used—

9.56. At the beginning of any line of type, except as indicated in paragraphs 9.51 and 9.52.

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

The en dash is used—

9.58. 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 6.44, p. 79.)

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.

9.59. In the absence of the word *to* when denoting a period of time. (See also rule 11.8c, p. 170.)

1935-37

January-June

Monday-Friday

The en dash is not used—

9.60. For *to* when the word *from* precedes the first of two related figures or expressions. (See also rule 11.8c, p. 170.)

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

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

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

Ellipsis

9.62. 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 9.69). 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)

9.63. 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)

9.64. Neither asterisks nor periods are overrun alone at the end of a paragraph.

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

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

* * * * *

9.67. Indented matter in 26½-pica or wider measure also requires a 7-star line to indicate the omission of one or more entire paragraphs.

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

9.69. 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.

9.70. 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.

9.71. Equalize spacing above and below a line of stars.

Exclamation point

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

He acknowledged the error!

What!

How beautifull

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

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

9.73. 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!

9.74. 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—

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

9.76. 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.)

9.77. Between the letters of a spelled word.

c-e-n-t-s

h-o-l-d-u-p

9.78. To separate elements of chemical formulas. (See rule 6.44, p. 79.)

9.79. If a break in six digits or over is unavoidable, divide on the comma, retain it, and use a hyphen.

Parentheses

Parentheses are used—

9.80. 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. 137.)

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.)

(Pause.)

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). From 15 to 25 percent.

(Objected to.)

(Mr. Smith nods.)

(Mr. Smith aside.)

(Mr. Smith makes further statement off the record.)

Mr. JONES (for Mr. Smith).

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

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

9.81. To enclose a parenthetical clause where the interruption is too great to be indicated by commas. (See also rule 9.46, p. 141.)

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

9.82. 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.

9.83. To enclose letters or numbers designating items in a series, either at beginning of paragraphs or within a paragraph.

The order of delivery will be: (a) Food, (b) clothing, and (c) tents and other housing equipment.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

Paragraph 7(B)(1)(a) will be found on page 6. (Note parentheses closed up (see rule 2.9, p. 8).)

9.84. To enclose a figure inserted to confirm a statement given in words if double form is specifically requested. (See also rule 11.18, p. 173.)

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

9.85. 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.)

9.86. 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).

9.87. 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.

9.88. 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.

9.89. 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).)

9.90. To enclose bylines in congressional work.

(By Sylvia Porter, staff writer)

9.91. 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—

9.92. 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.

9.93. 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.

9.94. In place of parentheses after a letter or number denoting a series.

a. Bread well baked.

b. Meat cooked rare.

c. Cubed apples stewed.

1. Punctuate freely.

2. Compound sparingly.

3. Index thoroughly.

9.95. Sometimes to indicate ellipsis. (See rule 9.63, p. 143.)

9.96. 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: U.S. Department of Commerce, Bureau of the Census.

9.97. 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)

9.98. To separate integers from decimals in a single expression.

3.75 percent \$3.50 1.25 meters

9.99. In continental European languages, to indicate thousands.

1.317 72.190.175

9.100. After abbreviations, unless otherwise specified. (See "Abbreviations," p. 153.)

gal.

qt.

NE.

N.Y.

m. (meter)

kc. (kilocycle)

9.101. 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)

9.102. Rarely, to indicate multiplication. (The multiplication sign is preferable for this purpose.)

$a \cdot b$ ($a \times b$)

9.103. After *Article 1*, *Section 1*, etc., at beginning of paragraphs. A period and en space are used after such terms.

The period is omitted—

9.104. 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.

9.105. After a quotation mark that is preceded by a period. (See also rule 9.131, p. 150.)

He said, "Now or never."

9.106. 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.

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

Daniel D Tompkins

Ross T McIntire

9.108. After a short name which is not an abbreviation of the longer form. (See also rule 10.23, p. 156.)

Alex

Ed

Sam

9.109. After Roman numerals used as ordinals.

George V

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

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

----- (Name) ----- (Address) ----- (Position) -----

(Name)

(Address)

(Position)

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

Question mark

The question mark is used—

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

Did he do it?

Did he do it?
He did what?

Can the money be raised? is the question.

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

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

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

Can he do it? or you? or anyone?

9.115. 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—

9.116. 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?"

9.117. To enclose any matter following the terms *entitled, the word, the term, marked, designated, classified, named, 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.

9.118. 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, songs, subheadings, subjects, and themes. All principal words are to be capitalized. (See also rule 3.52, p. 31.)

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."

9.119. 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; overs 3 ems; 2 leads between stanzas.

"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.*

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

9.121. To enclose a letter or other communication, which bears both date and signature, within a letter. (See rule 9.126.)

9.122. 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.)

9.123. To enclose misnomers, slang expressions, sobriquets, or ordinary words used in an arbitrary way. (See also rule 6.26, p. 76.)

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.

9.124. Quotation marks will not be borne off from adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which case a thin space will be used. A thin space will also be used to separate double and single quotation marks.

Quotation marks are not used—

9.125. To enclose names of newspapers or magazines.

9.126. To enclose complete letters having date and signature.

9.127. 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.

9.128. In indirect quotations.

Tell her yes.

He could not say no.

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

9.130. 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 9.33, p. 140.)

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"?

9.131. 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,'."

9.132. 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

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

"The question in the report is, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?'"

Semicolon

The semicolon is used—

9.134. To separate clauses containing commas. (See also rule 9.137, p. 151.)

Donald A. Peters, president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.

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

Yes, sir; he did see it.

No, sir; I do not recall.

9.135. 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.

9.136. To set off explanatory abbreviations or words which summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

There were involved three metal producers; namely, Jones & Laughlin, Armco, and Kennecott.

9.137. 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

9.138. 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

9.139. 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 12.16, p. 176.)

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. In technical matter, abbreviations for units of measure should be used only with figures; similarly, many other abbreviations should not appear in isolation; for example, energy is measured in foot-pounds, *not* energy is measured in ft.-lb.

Capitals, hyphens, periods, and spacing

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 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. R.

10.8. Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. "Other organized bodies" shall be interpreted to mean organized bodies which have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), GMAC (General Motors Acceptance Corp.), etc. (See rule 10.48, p. 159.) Symbols, when they appear in copy, may be used for acts of Congress. Example: ARA (Area Redevelopment Act).

MIT
NLRB
TVA

AFL-CIO
ARC
ASTM

but A.F. of L.-CIO
A.T. & T.
U.N.

Geographic terms

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

U.S. Government
U.S. Congress
U.S. 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.-NATO assistance
U.S.-U.S.S.R. meeting

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

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

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

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

10.12. 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. 45), including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military

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 10.9 are deemed sufficiently broad to avoid objection.

camp, national cemetery (also forest, historic site, memorial, seashore, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

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

10.13. 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.	

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

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

Addresses

(For use of numerals in addresses, see rule 11.11, p. 172.)

10.16. 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.

10.17. In addresses, the abbreviations *NW.*, *SW.*, *NE.*, *SE.*, indicating sectional divisions of cities, are used following name or number, but *North*, *South*, *East*, and *West* are spelled out at all times.

10.18. The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, and leaderwork.

14th Street Bridge

Ninth Avenue Bldg.

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

Descriptions of tracts of land

10.20. 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)

10.21. 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.

10.22. In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

Names and titles

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

Al	Ben	Fred	Will
Alex	Ed	Sam	

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

George Wythe	Geo. Taylor
--------------	-------------

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

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)

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

Panama Railroad Company

Commodity Credit Corporation

10.27. In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (*RR.* and *Ry.*), except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corp." *SS* for *steamship*, *MS* for *motorship*, etc., preceding name are used at all times. (See rule 12.6, p. 175.)

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

Gilbert and Sullivan

Currier and Ives

10.29. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by Christian or given name or initial; but *Mr.*, *Mrs.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without Christian or given 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)
En1c. (engineman, first class)
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.
Rdm3c. (radarman, third class)
Rear Adm.

S1c. (seaman, first class)	Sp3c. (specialist, third class)	T2g. (technician, second grade)
2d Lt.	S. Sgt.	T. Sgt.
Sfc. (sergeant, first class)	Supt.	Vice Adm.
Sgt.	Surg.	WO (warrant officer)
Sgt. Maj.	Surg. Gen.	WO (jg.)

10.30. The titles *Senator*, *Representative*, *commodore*, and *commandant* are not abbreviated.

10.31. 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

10.32. 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., C.P.A., etc.

10.33. 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.

10.34. *Sr.* and *Jr.* should not be used without Christian or given name or initials, but may be used in combination with any title. (See also rule 9.25, p. 139.)

A. K. Jones, Jr., not Jones, Jr., nor Mr. Jones, Jr. (See rule 9.26, p. 139.)
 President J. B. Nelson, Jr.

10.35. When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Henry L. Brown, D.D., A.M., D. Lit.
 T. E. Holt, C.S.C., S.T. Lr., LL.D., Ph. D.

10.36. Academic degrees standing alone may be abbreviated.

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

10.37. In addresses, signatures, and lists of names, including leader-work but not in tables nor in centerheads, *Mr.*, *Mrs.*, and other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 17.3, p. 221.)

Parts of publications

10.38. For parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leaderwork, and followed by figures, letters, or Roman numerals, the following abbreviations are used:

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)

10.39. 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

10.40. At the beginning of a legend, the word *Figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

Terms relating to Congress

10.41. The words *Congress* and *session*, when accompanied by a numerical reference, are abbreviated in parentheses, brackets, and text footnotes. In sidenotes, lists of references, synonymies, tables, leaderwork, and footnotes to tables and leaderwork, the following abbreviations are used:

82d Cong., 1st sess.
 1st sess., 82d Cong.

Public Law 84, 88th Cong.
 Private Law 68, 88th Cong.

10.42. In references to bills, resolutions, documents, and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)
 S. 116 (Senate bill)

The above two examples may be used in either abbreviated or spelled-out form in text.

H. Res. 5 (House resolution)
 H. Con. Res. 10 (House concurrent resolution)
 H.J. Res. 21 (House joint resolution)
 S. Res. 50 (Senate resolution)
 S. Con. Res. 17 (Senate concurrent resolution)

S.J. Res. 45 (Senate joint resolution)
 H. Conf. Rept. 10 (House conference report)
 H. Doc. 35 (House document)
 S. Doc. 62 (Senate document)
 H. Rept. 214 (House report)
 S. Rept. 410 (Senate report)
 Ex. Doc. B (Executive document)
 Ex. F (89th Cong., 2d sess.)
 Ex. Rept. 9 (89th Cong., 1st sess.)
 Misc. Doc. 16 (miscellaneous document)
 Public Res. 47

10.43. References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated as follows (for references in courtwork, see rule 18.33, p. 231):

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801; 18 U.S.C. 38
 Supp. Rev. Stat. (Supplement to the Revised Statutes)
 Stat. L. (Statutes at Large)

but Public Law 85-1

Calendar divisions

10.44. Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, and sidenotes, and in bibliographies. (See examples, rule 10.45.) *May, June, and July* are always spelled out. Preferred forms follow:

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

10.45. 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)

10.46. In narrow columns of tables, the names of months may be abbreviated even if standing alone.

10.47. 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 10.49, p. 166.)

(For a comprehensive list of standard abbreviations of legal and other Latin phrases, see pp. 446-449; for similar abbreviations in other languages, see section on abbreviations in the language desired, pp. 387-492.)

10.48. If abbreviations are required, use these forms:

a., ampere; are	AFL-CIO, American Federation of Labor and Congress of Industrial Organizations
Å., angstrom	AID, Agency for International Development (formerly ICA)
AA, antiaircraft	a.k.a., also known as
AAA, antiaircraft artillery	Ala., Alabama
A.B. or B.A., bachelor of arts	A.L.R., American Law Reports
abbr., abbreviation	AM (no periods), amplitude modulation
ABC, atomic, biological, and chemical	A.M. (anno mundi), in the year of the world
abs., absolute; abstract	A.M. or M.A., master of arts
a.c., alternating current	a.m. (ante meridiem), before noon
acct., account	A.M.C., American Maritime Cases
ACTH, adrenocorticotrophic hormone	Am. Dec., American Decisions
A.D. (anno Domini), in the year of our Lord	AMG, Allied Military Government
Adj., adjutant	Am. Repts., American Reports
Adj. Gen., Adjutant General	AMVETS, American Veterans of World War II; Amvet(s) (individual)
Adm., admiral	antilog (no period), antilogarithm
AEC, Atomic Energy Commission	API, American Petroleum Institute
AEF, American Expeditionary Forces	APO (no periods), Army post office
AF, audiofrequency	
AFB, and similar military symbols (with name), Air Force Base	
Alc., airman, first class	

app., apps., appendix, appendixes
 App. D.C., District of Columbia Appeals Cases
 App. Div., Appellate Division
 APPR, Army package power reactor
 approx., approximately
 Apr., April
 ARC, American Red Cross
 Ariz., Arizona
 Ark., Arkansas
 ARPA, Advanced Research Projects Agency
 art., article
 ASME, American Society of Mechanical Engineers
 A.S.N., Army service number
 Asst. Surg., assistant surgeon
 A.s.t., Atlantic standard time
 ASTM, American Society for Testing Materials
 A.t., Atlantic time
 Atl., Atlantic Reporter; A. (2d), Atlantic Reporter, second series
 atm., atmosphere
 at. wt., atomic weight
 Aug., August
 AUS, Army of the United States
 avdp., avoirdupois
 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 Everywhere, Inc.
 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, or see
 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
 C.P.A., certified public accountant
 CPI, Consumer Price Index
 Cpl., corporal
 c.p.m., cycles per minute
 c.p.s., cycles per second=Hertz (Hz)

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

- 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
 dbu (no period), decibel unit
 d.b.a., doing business as
 d.b.h., diameter at breast height
 d.c., direct current
 D.C., District of Columbia
 D.D., doctor of divinity
 D.D.S., doctor of dental surgery
 DDT, dichlorodiphenyltrichloroethane
 Dec., December
 Del., Delaware
 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
 et seq., and the following
 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
 FLSA, Fair Labor Standards Act
 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
 GNP, gross national product
 Gov., governor
 g.p.m., gallons per minute
 g.p.s., gallons per second
 gr., grain; gross
 gr. wt., gross weight
 GSA, General Services Administration
 GTS, gas turbine ship
 h., henry
 ha., hectare
 H.C., House of Commons
 h.c.f., highest common factor
 H. Con. Res. (with number), House concurrent resolution
 H. Doc. (with number), House document
 HE (no periods), high explosive
 HEW, Department of Health, Education, and Welfare
 HF (no periods), high frequency
 hg., hectogram
 HHFA, Housing and Home Finance Agency
 H.J. Res. (with number), House joint resolution
 H.L., House of Lords
 hl., hectoliter
 hm., hectometer
 hm.², square hectometer
 hm.³, cubic hectometer
 Hosp. Sgt., hospital sergeant
 Hosp. Steward, hospital steward
 How., Howard (U.S. Supreme Court Reports)
 hp., horsepower
 hp.-hr., horsepower-hour
 H.R. (with number), House bill
 hr., hour
 H. Rept. (with number), House report
 H. Res. (with number), House resolution
 IADB, Inter-American Defense Board
 IAEA, International Atomic Energy Agency
 ibid. (ibidem), in the same place
 ICBM, intercontinental ballistic missile
 ICC, Interstate Commerce Commission
 id. (idem), the same
 IDA, International Development Association
 i.e. (id est), that is
 IF (no periods), intermediate frequency
 IFC, International Finance Corporation
 IFF (no periods), identification, friend or foe
 i. hp., indicated horsepower
 Ill., Illinois
 ILO, International Labor Organization
 IMCO, Intergovernmental Maritime Consultative Organization
 in., inch
 Inc., incorporated
 Ind., Indiana
 in.-lb., inch-pound
 Insp. Gen., Inspector General
 I O U (spaces, no periods), I owe you
 IQ, intelligence quotient
 IRAC, Interdepartment Radio Advisory Committee
 IRBM, intermediate range ballistic missile
 IRE, Institute of Radio Engineers
 IRO, International Refugee Organization
 IRS, Internal Revenue Service
 ITO, International Trade Organization
 ITU, International Telecommunication Union; International Typographical Union
 j., joule
 Jan., January
 jato (no periods), jet-assisted takeoff
 J.D. (jurum doctor), doctor of laws
 jg., junior grade
 Jr., junior
 Judge Adv. Gen., Judge Advocate General
 K., Kelvin
 Kans., Kansas
 kc., kilocycle
 k.c.p.s., kilocycles=kiloHertz (kHz)
 K.C.B., Knight Commander of the Bath
 Kev., kilo electron volts
 kg., kilogram
 kl., kiloliter
 km., kilometer
 km.², square kilometer
 km.³, cubic kilometer
 kt., carat; kiloton
 kv., kilovolt
 kv.-a., kilovolt-ampere
 kw., kilowatt
 kw.-hr., kilowatt-hour
 Ky., Kentucky

- l., liter
 La., Louisiana
 lat., latitude
 lb., pound
 lb. ap., pound, apothecary's
 lb. av., pound, avoirdupois
 lc., lowercase
 l.c.l., less-than-carload lot
 l.c.m., least common multiple
 l.c.t., long calcined ton
 l.d.t., long dry ton
 L. Ed., Lawyer's edition (U.S. Supreme Court Reports)
 lf., lightface
 LF (no periods), low frequency
 LL.B., bachelor of laws
 LL.D., doctor of laws
 loc. cit. (loco citato), in the place cited
 log (no period), logarithm
 long., longitude
 lorán (no periods), long-range navigation
 lox (no periods), liquid oxygen
 LPG, liquefied petroleum gas
 L.S. (locus sigilli), place of the seal
 l.s.t., local standard time
 l.t., local time
 Lt., lieutenant
 Lt. Col., lieutenant colonel
 Lt. Comdr., lieutenant commander
 Ltd., limited
 Lt. Gen., lieutenant general
 Lt. Gov., lieutenant governor
 Lt. (jg.), lieutenant (junior grade)
 l.w.l., load waterline
 l.w.m., low watermark
 M., monsieur; MM., messieurs
 m., meter; (meridies), noon
 M (no period), thousand
 M, more
 ma., milliamperes
 m.², square meter
 m.³, cubic meter
 MA, Maritime Administration
 m.a.f., moisture and ash free (coal)
 MAG, Military Advisory Group
 Maj., major
 Maj. Gen., major general
 Mar., March
 Mass., Massachusetts
 MATS, Military Air Transport Service
 mb., millibar
 M b.m., thousand (feet) board measure
 mc., megacycle
 m.c.p.s., megacycles per second = Megahertz (MHz)
 m.c.p.s., millicycles per second = millihertz (mHz)
 M (no period) c.f., thousand cubic feet
 M.D., doctor of medicine
 Md., Maryland
 MDAP, mutual defense assistance program
 memo (no period), memorandum
 meq., milliequivalent
 Mev., million electron volts
 MF (no periods), medium frequency
 mf., millifarad
 mg., milligram
 mG, milligauss
 m.g.d., million gallons per day
 mh., millihenry
 Mich., Michigan
 min., minute
 Minn., Minnesota
 Misc. Doc. (with number), miscellaneous document
 Miss., Mississippi
 ml., milliliter
 Mlle., mademoiselle
 mm., millimeter
 mm.², square millimeter
 mm.³, cubic millimeter
 Mme., madam
 Mmes., mesdams
 m.m.f., magnetomotive force
 mmfd., micromicrofarad
 Mo., Missouri
 mo., month
 mol. wt., molecular weight
 Mon., Monday
 Mont., Montana
 MOS, military occupational specialty
 M.P., Member of Parliament
 MP (no periods), military police
 m.p., melting point
 m.p.h., miles per hour
 mr., milliroentgen
 Mr., mister
 Mrs., mistress
 ms., megasecond
 M.S., master of science
 MS, motorship
 MS., MSS., manuscript, manuscripts
 msec., millisecond
 Msgr., monsignor
 M. Sgt., master sergeant
 m.s.l., mean sea level
 m.s.t., mountain standard time
 mt., megaton
 m.t., mountain time
 MV, motor vessel
 MWD/T, megawatt-days per ton
 MWE, megawatts electrical
 mμ, millimicron
 μ, micron
 μa., microampere
 μf., microfarad (one-millionth of a farad)
 μg., microgram
 μsec., microsecond
 μv., microvolt
 μw., microwatt
 μ², square micron
 μ³, cubic micron
 μμ, micromicron (one-millionth of a micron)
 μμf., micromicrofarad (one-millionth of a millionth part)
 mya., myriare
 myg., myriagram
 myl., myrialiter
 mym., myriameter
 N., north
 N, normal
 NA, not available
 NAC, national agency check
 NASA, National Aeronautics and Space Administration

NATO, North Atlantic Treaty Organization	ph., phase
NBS, National Bureau of Standards	PHA, Public Housing Administration
N.C., North Carolina	Phar. D., doctor of pharmacy
N. Dak., North Dakota	Ph. B. or B. Ph., bachelor of philosophy
NE., northeast	Ph. D. or D. Ph., doctor of philosophy
Nebr., Nebraska	Ph. G., graduate in pharmacy
n.e.c., not elsewhere classified	PHS, Public Health Service
n.e.s., not elsewhere specified	pk., peck
Nev., Nevada	Pl., place
N.F., National Formulary	pl., plate; plural
n.-f.e., nitrogen-free extract	p.m. (post meridiem), afternoon
N.H., New Hampshire	PO, petty officer
N.J., New Jersey	p.o.d., pay on delivery
n.l., natural log or logarithm	p.o.r., pay on return
NLRB, National Labor Relations Board	POW (no periods), prisoner of war
N. Mex., New Mexico	PP (no periods), pellagra preventive (factor)
No., Nos., number, numbers	PPI (no periods), plan position indicator
n.o.i.b.n., not otherwise indexed by name	p.p.i., policy proof of interest
n.o.p., not otherwise provided (for)	p.p.m., parts per million
n.o.s., not otherwise specified	p.q., previous question
Nov., November	P.R., Puerto Rico
NOVS, National Office of Vital Statistics	Private Res. (with number), private resolution
NS, nuclear ship	Prof., professor
NSA, National Shipping Authority	pro tem (pro tempore), temporarily
NSC, National Security Council	P.S. (post scriptum), postscript
NSF, National Science Foundation	p.s.f., pounds per square foot
n.s.p.f., not specifically provided for	p.s.i., pounds per square inch
N.W., northwest	p.s.i.a., pounds per square inch absolute
N.Y., New York	p.s.i.g., pounds per square inch gage
OASI, old-age and survivors insurance	P.s.t., Pacific standard time
OCDF, Office of Civil Defense	P.t., Pacific time
Oct., October	pt., part; pint
OD, officer of the day	PTA (no periods), parent-teachers' association
o.d., olive drab	p.t.o., please turn over
OEP, Office of Emergency Planning	Public Res. (with number), public resolution
OIT, Office of International Trade	Pvt., private
OK, OK'd, OK'ing, OK's	PX (no periods), post exchange
Okla., Oklahoma	q., qq., question, questions
Op. Atty. Gen., Opinions of the Attorney General	ql., quintal
op. cit. (opere citato), in the work cited	Q.M. Gen., Quartermaster General
Orderly Sgt., orderly sergeant	Q.M. Sgt., quartermaster sergeant
Ord. Sgt., ordnance sergeant	QT, on the quiet
Oreg., Oregon	qt., quart
OSD, Office of the Secretary of Defense	R., Reaumur
OTC, Organization for Trade Cooperation	racon (no period), radar beacon
oz., ounce	radar (no period), radio detection and ranging
p., pp., page, pages	Rand Corp. (research and development)
Pa., Pennsylvania	R. & D., research and development
PA (no periods), public-address system	rato, rocket-assisted takeoff
Pac., Pacific Reporter; P. (2d), Pacific Reporter, second series	RB, Renegotiation Board
par., paragraph	Rd., road
Passed Asst. Surg., passed assistant surgeon	RDB, Research and Development Board
PBS, Public Buildings Service	REA, Rural Electrification Administration
pct., percent	Rear Adm., rear admiral
Pet., Peters (U.S. Supreme Court Reports)	r.e.p., roentgen equivalent physical
pF, water energy (p, logarithm; F, frequency)	Rev., reverend
Pfc., private, first class	Rev. Stat., Revised Statutes
Ph, phenyl	RF (no periods), radiofrequency
pH, hydrogen-ion concentration	R.F.D., rural free delivery

- Rh, Rhesus (blood factor)
 R.I., Rhode Island
 r.m.s., root mean square
 ROP, run of paper
 ROTC, Reserve Officers' Training Corps
 r.p.m., revolutions per minute
 r.p.s., revolutions per second
 RR., railroad
 RRB, Railroad Retirement Board
 Rt. Rev., right reverend
 Ry., railway
 s., shilling
 S., south; Senate bill (with number)
 SAC, Strategic Air Command
 SACEUR, Supreme Allied Commander Europe
 SAE, Society of Automotive Engineers
 SAGE, semiautomatic ground environment
 s. and s.c., sized and supercalendered
 SAR, Sons of the American Revolution
 Sat., Saturday
 SBA, Small Business Administration
 sc. (scilicet), namely (see also ss)
 s.c., sized and calendered; small caps; single circuit (electrical)
 S.C., South Carolina
 SCAP, Supreme Commander for the Allied Powers (Japan)
 S. Con. Res. (with number), Senate concurrent resolution
 s.d. (sine die), without date
 S. Dak., South Dakota
 S. Doc. (with number), Senate document
 SE., southeast
 SEATO, Southeast Asia Treaty Organization
 SEC, Securities and Exchange Commission
 sec., second; section
 sec (no period), secant
 sec.-ft., second-foot
 sech (no period), hyperbolic secant
 2d, 3d, second, third
 2d Lt., second lieutenant
 Slc., seaman, first class
 Sept., September
 ser., series
 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
 t.m.w., thermal megawatt
 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	Vice Adm., vice admiral
UNESCO, United Nations Educational, Scientific, and Cultural Organization	VIP (no periods), very important person (see also DV)
UNICEF, United Nations Children's Fund	viz (no period) (videlicet), namely
URA, Urban Renewal Administration	VLF (no periods), very low frequency vol., volume
U.S., U.S. Supreme Court Reports	Vt., Vermont
U.S.A., United States of America	W., west
USA, U.S. Army	w., watt
USAF, U.S. Air Force	WAC, Women's Army Corps; a Wac w.a.e., when actually employed
USAREUR, U.S. Army, Europe	WAF, Women in the Air Force; a Waf
U.S.C., United States Code	Wall., Wallace (U.S. Supreme Court Reports)
U.S.C.A., United States Code Annotated	Wash., Washington
U.S.C. Supp., United States Code Supplement	WAVES, women accepted for volunteer emergency service; a Wave
USCG, U.S. Coast Guard	Wed., Wednesday
USES, U.S. Employment Service	wf (no periods), wrong font
U.S. 40, U.S. No. 40, U.S. Highway No. 40	Wheat., Wheaton (U.S. Supreme Court Reports)
USIA, U.S. Information Agency	WHO, World Health Organization
USMC, U.S. Marine Corps	w.-hr., watt-hour
USN, U.S. Navy	w.i., when issued
USNR, U.S. Naval Reserve	Wis., Wisconsin
U.S.P., United States Pharmacopeia	WMAL, WRC, etc., radio stations
U.S.S., U.S. Senate; U.S. ship	WO, warrant officer
U.S.S.R., Union of Soviet Socialist Republics	WO (jg.), warrant officer (junior grade)
u.t., universal time	w.o.c., without compensation
v., volt	W. Va., West Virginia
v. or vs. (versus), against	Wyo., Wyoming
Va., Virginia	Yale L.J., Yale Law Journal
VA, Veterans' Administration	yd., yard
VAR, visual-aural range	yr., year
VHF (no periods), very high frequency	
V.I., Virgin Islands	

Coined words and symbols

10.49. 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*)

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

10.51. Even in commercial correspondence do not abbreviate *instant*, *proximo*, and *ultimo*.

Terms of measure

10.52. Compass directions are abbreviated as follows:

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

10.53. 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.

10.54. 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.

10.55. Temperature and gravity are expressed in figures and the degree mark is used. Note the following abbreviations:

C.,¹ Celsius ² (also
centigrade)
F., Fahrenheit
R., Reaumur
K., Kelvin
abs., absolute

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

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

10 a.m.

2:30 p.m. (use thin colon)

12 m. (noon)

12 p.m. (midnight)

10.57. The word *o'clock* is not used with abbreviations of time. (See rule 11.8b, p. 170.)

10.58. 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.

Prefixes 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.)
mm μ millimicron

Area

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

Volume

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

Weight

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

Land area

ha. hectare
a. are
ca. centiare

Capacity of containers

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

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. 160.

10.59. A similar plan of abbreviation applies to any unit based on the metric system.

a. ampere	mho (not abbreviated)	mh. millihenry
A. angstrom	ohm (not abbreviated)	μf. microfarad (one-millionth of a farad)
c. cycle (kc. only)	v. volt	μμ micromicron (one-millionth of a micron)
d. dyne	w. watt	μμf. micromicrofarad (one-millionth of a millionth)
e. erg	kc. kilocycle	
f. farad	kv. kilovolt	
h. henry	kv.-a. kilovolt-ampere	
j. joule	kw. kilowatt	
mc. megacycle	mf. millifarad	

10.60. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

<i>Length</i>		<i>Area and volume</i>
in., inch		sq. in., in. ² , square inch
ft., foot		cu. in., in. ³ , cubic inch
yd., yard		sq. mile(s), square mile(s)
mile(s), not abbreviated		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

10.61. 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 11.8b, p. 170.)

2^m35^b3^m9^s4.5^b

Money

10.62. 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. (not 12/16/8)

Use "US\$" if omission, in relatively rare instances, would result in confusion.

(For the abbreviations of other terms indicating foreign money, see p. 250.)

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 number of 10 or more with the exception of the first word of the sentence. Numbers under 10 are to be spelled, except for time, measurement, and money. (See also rules 11.8, p. 170; 11.24, p. 173.)

50 ballots
10 guns

24 horses
nearly 10 miles

about 40 men
10 times as large

Each of 15 major commodities (nine metal and six nonmetal) was in supply. Petroleum came from 16 fields, of which eight were discovered in 1956.

That man has three suits, two pairs of shoes, and 12 pairs of socks.

Of the 13 engine producers, six were farm equipment manufacturers, six were principally engaged in the production of other types of machinery, and one was not classified in the machinery industry.

There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by 20 men. (See rule 11.22, p. 173.)

There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by nine men.

Only four 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.

11.5. A unit of measurement, time, or money (as defined in rule 11.8, p. 170) is always expressed in figures.

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 nine to 12 washes and a total time of 2 to 4 hours.

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

but There were two six-room houses, three four-room houses, and four two-room cottages, and they were built by nine men in thirty 5-day weeks. (See rule 11.22, p. 173.)

11.6. Figures are used for serial numbers.

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

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

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

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

Measurement and time

11.8. Units of measurement and time 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
32d degree Mason

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	3 ems
about 10 yards	20/20 (vision)
8 by 12 inches	60 μ
8- by 12-inch page	2,500 horsepower
2 feet by 1 foot 8 inches by	15 cubic yards
1 foot 3 inches	6-pounder
1½ miles	80 foot-pounds
6 acres	10s (for yarns and threads)
9 bushels	<i>but</i> tenpenny nail; fourfold;
1 gallon	three-ply; five votes; six
	bales (see also rule 11.23)

i. Money:

\$3.65; \$0.75; 75 cents; 0.5 cent	£2 4s. 6d.
\$3 (<i>not</i> \$3.00) per 200 pounds	T£175
75 cents apiece	65 yen
Rs32,25,644 (Indian rupees)	₹265
2.5 francs or fr2.5	

j. Percentage:

12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)
 3.65 bonds; 3.65s; 5-20 bonds; 5-20s; 4½s; 3s (see also rule 5.28, p. 71)
 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	<i>but</i> four centuries; three decades;
10 years 3 months 29 days	three quarters (9 months)
8 days	statistics of any one year
7 minutes	in a year or two
1 month	four afternoons

m. Unit modifiers:

5-day week	10-million-peso loan
8-year-old wine	a 5-percent increase
8-hour day	20th-century progress
10-foot pole	<i>but</i> two-story house
½-inch pipe	five-man board
5-foot-wide entrance	\$20 million airfield

n. Game scores:

1 up (golf)	7 to 6 (football), etc.
3 to 2 (baseball)	

Ordinal numbers

11.9. Except as indicated in rule 11.19, p. 173, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th*. In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times. Military units are expressed in figures at all times when not the beginning of sentence, except *Corps*. (For ordinals in addresses, see rule 11.11, p. 172.)

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
 1st Army
 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)

11.10. 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, p. 169; 11.9, p. 171; 11.24, p. 173.)

The fourth group contained three items.

The fourth group contained 12 items.

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

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

11.11. 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 10.16, p. 155.)

First Street NW.; also in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue; 51-35 61st Avenue

Fractions

(For spelled-out fractions, see rule 11.28, p. 174.)

11.12. Piece and em fractions ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, $\frac{5}{8}$, $\frac{7}{8}$, $\frac{1}{2954}$) are used in text, but the shilling mark with full-sized figures ($1/4$, $1/2954$) may be used if specially requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals.

11.13. Fractions are used in a unit modifier.

$\frac{1}{2}$ -inch pipe; not one-half-inch pipe

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

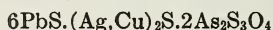
$\frac{3}{8}$ -point rise

Punctuation

11.14. 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

11.15. In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol. (See also rules 6.44, p. 79; 13.17, p. 179.)



NUMBERS SPELLED OUT

11.16. 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. 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 seventy-eight may be another story.

Mr. JONES. 92 cents.

Mr. SMITH. 12.8 people.

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 such as Executive orders, legal proclamations, 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
threescore years and ten

11.20. Numbers expressing time, money, or measurement separated from their unit descriptions by more than two words are spelled out if under 10.

two and more separate years	<i>but</i> 5 successive years
whether five or any number of 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 ¾-inch boards	three four-room houses
twelve 6-inch gus	<i>but</i> 120 8-inch boards

11.23. Indefinite expressions are spelled out.

the seventies; the early seventies;	twelfefold; fortyfold; hundredfold,
<i>but</i> the early 1870's or 1870's	twentyfold to thirtyfold
a thousand and one reasons	<i>but</i> 1 to 3 million
between two and three hundred	mid-1951
horses ¹	40-odd people; nine-odd people
midthirties	40-plus people
in the eighties, <i>not</i> the '80's	100-odd people
<i>nor</i> 80's	3½-fold; 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 11.8 (p. 170), a number less than 10 is spelled out within a sentence. (See rule 11.4, p. 169.)

six horses	<i>but</i> 3½ cans
five wells	2½ times or 2.5 times
eight times as large	

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

¹ Better: Between 200 and 300 horses.

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 a half million dollars, *do not change to* \$2½ 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; \$10 million or \$20 million; if in copy, follow
- 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
- ¾ billion to \$1¼ billion (note full figure with second fraction); \$1¼ to \$1½ billion.
- three-quarters of a billion dollars
- 5 or 10 billion dollars' worth (see rule 5.31, p. 71)

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

11.28. Fractions standing alone, or if followed by *of a* or *of an*, are generally spelled out. (See also rule 11.13, p. 172.)

- three-fourths of an inch; *not* one-tenth
- ¾ inch *nor* ¼ of an inch one-hundredth
- one-half inch two one-hundredths
- one-half of a farm; *not* ½ of a one-thousandth
- farm five one-thousandths
- one-fourth inch thirty-five one-thousandths
- or, if copy so reads:* *but* ¼ to 1¼ pages
- three-quarters of an inch ½-inch pipe
- half an inch ½-inch-diameter pipe
- a quarter of an inch 3½ cans; 2½ times

ROMAN NUMERALS

11.29. A repeated letter repeats its value; a letter placed after one of greater value adds to it; a letter placed before one of greater value subtracts from it; a dashline over a letter denotes multiplied by 1,000.

I.....	1	XXIX.....	29	LXXV.....	75	DC.....	600
II.....	2	XXX.....	30	LXXIX.....	79	DCC.....	700
III.....	3	XXXV.....	35	LXXX.....	80	DCCC.....	800
IV.....	4	XXXIX.....	39	LXXXV.....	85	CM.....	900
V.....	5	XL.....	40	LXXXIX.....	90	M.....	1,000
VI.....	6	XLV.....	45	XC.....	90	MD.....	1,500
VII.....	7	XLIX.....	49	XCV.....	95	MM.....	2,000
VIII.....	8	L.....	50	XCIX.....	99	MMM.....	3,000
IX.....	9	LV.....	55	C.....	100	MMMM or M \overline{V}	4,000
X.....	10	LIX.....	59	CL.....	150	\overline{V}	5,000
XV.....	15	LX.....	60	CC.....	200	M.....	1,000,000
XIX.....	19	LXV.....	65	CCC.....	300		
XX.....	20	LXIX.....	69	CD.....	400		
XXV.....	25	LXX.....	70	D.....	500		

Dates

MDC.....	1600	MCMX.....	1910	MCML.....	1950
MDCO.....	1700	MCMXX.....	1920	MCMLX.....	1960
MDCCO.....	1800	MCMXXX.....	1930		
MCM or MDCCCO.....	1900	MCMXL.....	1940		

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. 230.)

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."

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

Names of vessels, aircraft, and spacecraft

12.6. 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 and aircraft, they will be set in roman. Manned and unmanned spacecraft and missiles will be caps and lowercase and will not be italicized.

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

MS (motorship) *Richard*
FPV (free piston vessel) *James*
GTS (gas turbine ship) *Alexander*
NS (nuclear ship) *Savannah*
MV (motor vessel) *Havtroll*
Forrestal (proposed name of vessel)
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
Mig; Mig-21

12.7. Names of vessels are quoted in matter printed in other than lowercase roman.

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

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

Names of legal cases. (See rule 18.33, p. 231.)

12.8. The names of legal cases are italicized, except the *v.* When requested, the names of such cases may be set in roman with italic *v.*

"*The Hornet*" and "*The Hood*," 124

F. (2d) 45

Smith v. Brown et al.

Smith Bros. case (172 App. Div. 149)

Smith Bros. case, supra

Smith Bros. case

As cited in *Smith Bros.*

John Doe v. Richard Roe

but *John Doe against Richard Roe*

the *Cement case*

SMITH *v.* BROWN ET AL. (heading)

SMITH *v.* BROWN ET AL.

(heading)

Durham rule

Scientific names

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

A.s. perpallidus

Tsuga canadensis

Cypripedium parviflorum var. *pubescens*

the genera *Quercus* and *Liriodendron*

the family Leguminosae

Measurements of specimens of Cyanoderma erythroptera neocara

12.10. 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

12.11. The words *Resolved*, *Resolved further*, *Provided*, *Provided, however*, *Provided further*, *And provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued*, *Continued on p. —*, *Continued from p. —*, and *See* and *see also* (in indexes and tables of contents only).

Resolved, That (resolution)

Resolved by the Senate and House of Representatives of the United

States of America in Congress assembled, That

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

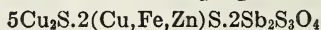
[*Continued from p. 3*] (centered; no period)

see also Mechanical data (index entry)

12.12. 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 6.44, p. 79, and 13.8, p. 177.)

*n*th degree; *x* dollars

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



12.13. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

12.14. Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.

12.15. Letters (*a*), (*b*), (*c*), etc., and *a*, *b*, *c*, etc., used to indicate sections or paragraphs are italicized in general work but not in laws and other legal documents. (See rule 9.85, p. 145, where stated to be in parentheses.)

12.16. Parentheses, brackets, and superior reference figures adjoining italicized words are always set in roman. In italic matter, a punctuation mark 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 9.139, p. 151.)

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 +, −, ±, ×, ÷).

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

13.4. The signs +, −, ±, ×, and ÷, etc., are closed against accompanying figures and symbols. When the × is used to indicate “crossed with” (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space.

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

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

Symbols with figures

13.5. The degree mark is always used in lieu of the word *degree* following a figure denoting measurement.

13.6. Any symbol that is set close up to figures, such as the degree mark, Greek mu, dollar mark, or commercial c ($^{\circ}$, μ , \$, ¢), is used before or after each figure in a group or series.

45° to 65° F., not 45 to 65° F.
 30μ and 50μ
\$5 to \$8 price range
5'-7' long, not 5-7' long

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

Letter symbols

13.7. Letter symbols are set in italic 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. 178.)

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.

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

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

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

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

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

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

Chemical symbols

13.17. The chemical elements are designated by the initial letter or a shortened form of the English or Latin name. They are set in roman, without periods. (For treatment of symbols, see rule 6.44, p. 79.)



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	²¹⁶
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	▽ frostwork
≈ or ≈ nearly equal to	angle	□ hoarfrost
≡ identical with	Ω ohm	≡ fog
≠ not identical with	μΩ microhm	∞ haze; dust haze
≡ equivalent	MΩ megohm	⚡ thunder
∓ difference	Φ magnetic flux; farad	⚡ sheet lightning
≡ congruent to	Ψ dielectric flux; elec-	① solar corona
> greater than	trostatic flux	⊕ solar halo
< not greater than	ρ resistivity	⚡ thunderstorm
< not less than	γ conductivity	↖ direction
≥ or ≥ greater than or	Λ equivalent conductivity	○ or ○ or ① annual
≤ or ≤ less than or equal	ℜ reluctance	⊙ or ② biennial
to	→ direction of flow	♂ perennial
absolute value	⇌ electrical current	♂ or ♂ male
∪ logical sum or union	⬢ benzene ring	♀ female
∩ logical product or in-	→ yields	□ male, in charts
tersection	⇌ reversible reaction	○ female, in charts
⊂ is contained in	↓ precipitate	℞ take (from Latin
ε is a member of; dielec-	↑ gas	<i>Recipe</i>)
tric constant; mean	‰ salinity	ĀĀ or Ā or āā of each
error	☉ or ☉ Sun	(doctor's prescrip-
: is to; ratio	● or ● New Moon	tion)
:: as; proportion	☾ First Quarter	lb pound
≈ approaches	☾ or ☾ Full Moon	℥ ounce
→ approaches limit of	☾ Last Quarter	℥ dram
∝ varies as	☿ Mercury	℥ scruple
∥ parallel	♀ Venus	○ pint
⊥ perpendicular	⊕ or ⊕ Earth	℥ fluid ounce
∠ angle	♂ Mars	℥ fluid dram
└ right angle	♃ Jupiter	℥ minim
△ triangle	♄ Saturn	& or & and; ampersand
□ square	♅ Uranus	℥ per
▭ rectangle	♆ or ♆ Neptune	# number
▭ parallelogram	♇ Pluto	/ virgule; solidus; sepa-
○ circle	♈ Aries	ratrix; shilling
⌒ arc of circle	♉ Taurus	% percent
≡ equilateral	♊ Gemini	© copyright
≡ equiangular	♋ Cancer	% care of
√ radical; root; square	♌ Leo	% account of
root	♍ Virgo	@ at
√ cube root	♎ Libra	* cent
√ fourth root	♏ Scorpio	* asterisk
Σ sum	♐ Sagittarius	† dagger
! or ! factorial product	♑ Capricornus	† double dagger
∞ infinity	♒ Aquarius	§ section
∫ integral	♓ Pisces	☞ index
f function	♈ conjunction	^ acute
∂ or ∂ differential; vari-	♏ opposition	^ grave
ation	△ trine	~ tilde
π pi	□ quadrature	^ circumflex
∴ therefore	* sextile	- macron
∵ because	♏ dragon's head, ascend-	˘ breve
— vinculum (above let-	ing node	.. dieresis
ter)	♏ dragon's tail, descend-	˘ cedilla
() parentheses	ing node	^ caret
	① Ceres	˘ caron
	② Pallas	
	③ Juno	

Letter symbols

13.20. The standard letter symbols used by the Geological Survey on geologic maps consist of a capital letter, indicating the system, and one or more lowercased letters designating the formation and member where used. The letter symbols for the systemic terms are as follows:

Q	Quaternary	M	Mississippian
T	Tertiary	D	Devonian
K	Cretaceous	S	Silurian
J	Jurassic	O	Ordovician
Tr	Triassic	C	Cambrian
P	Permian	pC	Precambrian
P	Pennsylvanian		

NOTES

14. TABULAR WORK

(See also Abbreviations; Leaderwork)

(See pp. 206–207 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. Tables should be stamped whether tabular matter leaders from top or bottom line to avoid any misunderstanding.

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 10.48, p. 159, and rules for abbreviations) are used in tables. Metric and unit-of-measurement abbreviations must be used with figures.

14.5. The names of months (except May, June, and July) when followed by the day are abbreviated; otherwise months are spelled. However, in narrow reading columns or boxheads consisting solely of single months, the months may be abbreviated. (For examples, see rules 14.41, p. 188; 14.60, 14.63, p. 190; table, pp. 206–207.)

14.6. The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated. For the numbered streets, avenues, etc., figures are used.

14.7. Abbreviate the words *United States* if preceding the word *Government*, the name of any Government organization, or as an adjective generally. (See rules 10.9–10.10, p. 154.)

14.8. Use the abbreviations *RR.* and *Ry.* following name (except as indicated in rule 10.27, p. 156), and *SS*, *MS*, etc., preceding name.

14.9. Use *lat.* and *long.* with figures.

14.10. Abbreviate, when followed by figures, the various parts of publications, as *article*, *part*, *section*, etc. (See rule 10.38, p. 158.)

14.11. 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 10.42–10.43, p. 158), *Rev. Stat.*, etc.

14.12. In columns containing names of persons, copy is followed as to abbreviations of given names.

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

Bearoff. (See p. 206 and examples throughout chapter.)

14.14. 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.

14.15. In a crowded table the bearoff may be omitted in figure columns.

14.16. Indicated clears and indentions are in addition to bearoff.

14.17. Fractions are set flush to the rule, as shown in example to rule 14.127, page 196, except in double-up tables in column preceding parallel rule and in tables in rules. (See rules 14.88, p. 193; 14.159, p. 200.)

14.18. Mathematical signs, parentheses, and brackets, when preceded by figures, are not borne off.

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 14.144, p. 198.)

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.

	Percent moisture content					
	75	1 125	210	315	365	550
Hours in additional storage.....						
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.

	Hours in storage					
	¹ 3.5	3.9	4.6	5.1	5.9	6.2
Moisture.....						
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 scabbards (dividing a quadline), boxheads will not be centered vertically with equal division of space top and bottom when such centering will require dividing a quadline. In such cases, scabbards will not be used, and the head will be offcenter 3 points in 6-point tables. Low-line or high 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, 733, 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 pp. 208–209.)

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

14.31. 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.

14.32. 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 14.34, p. 187.)

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

Runup

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

14.34. 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 14.144, p. 198; also table, pp. 206-207.)

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

[1947-49=100]

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

Braces

14.35. 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 bottom of p. 188.)

New Jersey-----		659,425	659,425	62.35		649,374	649,374	62.35
New York-----								
Pennsylvania, Delaware, Maryland, and the District of Columbia. ¹	2,900,499	(2)	2,900,499	{ 66.56 39.73 }	2,312,610	(4)	3,312,610	{ 66.92 39.64 }
Tennessee-----	23,187		23,187	{ 47.24 54.32 }				
Virginia-----			640	{ 51.03 51.50 }	19,718		19,718	{ 53.60 46.00 }
South Dakota-----								
Texas-----	5,453		5,453	{ 45.02 54.97 }	208		208	{ 52.50 47.10 }
Oklahoma-----					355,006		355,006	54.47
Utah-----	326,500		326,500					

¹ Note absence of leaders.

Centerheads, flush entries, and subentries

14.36. 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.

14.37. 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. 208-209.)

14.38. 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.

14.39. 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 14.132-14.133, p. 196.)

14.40. 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 14.41.) 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

14.41. Units of quantity and years used as heads in reading and 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 14.66, p. 191.)

1941			1942—Con.			1942—Con.		
Oct. 1.....	35.6	15	Jan. 16.....	45.2	15	May 8.....	46.5	15
Oct. 31.....	45.0	15	Feb. 4.....	50.2	15	May 22.....	45.1	18
Nov. 14.....	40.9	18	Feb. 17.....	43.4	15	June 9.....	47.1	14
Dec. 24.....	41.7	15	Mar. 4.....	45.6	15	June 24.....	48.2	16
			Mar. 19.....	42.7	15	July 9.....	46.6	17
1942			Apr. 2.....	40.9	15	July 24.....	45.9	16
Jan. 3.....	43.9	15	Apr. 28.....	47.7	13	Aug. 6.....	46.5	16

14.42. 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
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

14.43. 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

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

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

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

14.46. Where column has mixed decimals of two or more places, do not supply ciphers but follow copy (see table, p. 252).

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

114. 44423

14.47. 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.

14.48. 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.

14.49. 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.*

14.50. In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars.

Continued heads

14.51. In continued lines 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.

14.52. In all heads (including tabular) 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.

14.53. 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 box-heads and in continued lines unless special instructions are given not to do so.

Dashes or rules

14.54. Dashes or rules are not carried in reading, date columns, or columns consisting of serial or tracing numbers, but are carried through all figure columns.

14.55. Parallel dashes are used to cut off figures from other figures below that are added or subtracted; also generally above a grand total. (For examples, see rules 14.40, p. 188; 14.84, p. 192; 14.136, p. 197; 14.152, p. 199; 14.169, p. 203.)

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

Date columns

14.57. 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.

14.58. In 6-point tables, standard date columns with month and day are cast 4½ ems for outside and 5 ems for inside columns; with month, day, and year, 7 and 7½ ems, respectively.

14.59. Standard date columns with month and day in 8- and 10-point tables are cast 4 ems for outside and 4½ ems for inside columns; with month, day, and year, 6½ and 7 ems, respectively.

14.60. 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.
Cazenovia 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.

14.61. 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

14.62. In 6-, 8-, and 10-point tables, military-style date columns are 5½ ems wide for outside columns and 6 ems for inside columns.

14.63. In a standard date column of 4½ 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

14.64. 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.

14.65. In a standard date column, footnote references are placed at right against rule, with 3 units justified on such references (see table, pp. 206-207); 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.

14.66. 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 14.41, p. 188.)

14.67. 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 14.172, p. 204.)

14.68. 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.

14.69. Capitalize *do.* in first and last columns.

14.70. Tracing columns are counted as the first and last columns of table.

14.71. 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 14.60, p. 190; 14.171, p. 204; table, pp. 206-207.)

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

14.73. *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*;
- (7) Under an abbreviated unit of quantity or other abbreviations;
- (8) Under a braced group; and
- (9) Under words of three letters or less.

14.74. *Do.* is used, however, under a blank space and under the word *None* in a reading column.

14.75. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.* (See rule 14.60, p. 190; table, pp. 206-207.)

14.76. Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.

14.77. 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.

14.78. 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.

14.79. *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.

14.80. *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 example, see rule 14.171, p. 204.)

14.81. When so prepared, opening quotes may be used instead of the abbreviation *do.*

Divide tables. (See "Parallel and divide tables," p. 198.)

Dollar mark

14.82. 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.

14.83. 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.

14.84. If several sums of money are grouped together, 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 ¹	4, 000, 000	3, 000, 000
Wheat production.....bushels ¹	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

¹ When such designations are used in a unit column, they must be in the singular form.

[2 leads]

NOTE.—Preliminary figures.

[2 leads]

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

14.85. In a double money column, dollar marks are used in the first group of figures only; en dashes or words are alined. (See also rule 14.155, p. 199.)

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

14.86. 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

14.87. Dollar mark should be repeated in stub or reading columns.

\$1 to \$24-----
\$25 to \$49-----
\$50 to \$74-----

Double-up tables

14.88. 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, 1962-63, by districts and fields, in thousand barrels*

[Oil & Gas Journal]

District and field	1962	1963	District and field	1962	1963
Southeast:			Southeast—Continued		
Arrowhead-----	809	953½	Lovington and East-----	1,136	2,472½
Do-----	1,353	1,162	Other-----	14,648	22,183
Hare-----	2,027	2,047	Northwest ²-----	566	755
Hobbs-----	(1)	(1)			
Langlie-Mattix-----	1,635	1,669	Total-----	22,174	31,042

¹ Included in "Other" fields.

² Bureau of Mines data.

[2 leads]

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

14.89. 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 14.126-14.128, p. 196.)

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

14.90. 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 14.35, p. 187.)

14.91. 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. 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

14.92. 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 14.89.)

14.93. 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.

14.94. 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 14.43, p. 189.)

14.95. 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

14.96. For symbols and letters in columns, see rules 14.160-14.161, page 200.

14.97. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are alined on the right.

14.98. Decimal points are alined except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

14.99. Copy preparers should indicate at top of each folio the clear necessary for decimals; indicated clear does not include bearoff.

14.100. 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 14.88-14.89, p. 193.)

Footnotes and references

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

14.102. Superior figures are used for footnote references, beginning with 1 in each table.

14.103. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

14.104. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. (See rule 16.15, p. 218.) These, in the same sequence, precede mathematical signs. A thin space is not used to bear off an asterisk, dagger, or similar character.

14.105. 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. —."

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

14.107. 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. 206-209.)

14.108. 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.

14.109. 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.

14.110. Footnote references are placed at the right in reading columns, symbol columns, and date columns, and at the left in figure columns (also at the left of such words as *None* in figure columns), and are borne off. However, if a date column is the last column, the references are placed at the left. (See also rule 14.65, p. 191; table, pp. 206-207.)

14.111. Two or more footnote references occurring together are separated by spaces, not commas. (For example, see rule 14.171, p. 204.)

14.112. 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. In a symbol column it is set at left and cleared.

14.113. 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.

14.114. 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. —."

14.115. 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.

14.116. Footnotes to cut-in and indented tables and tables in rules are set in full measure, except when footnotes are short, they can be set in 1 em under indented table (see p. 201).

14.117. 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 2.106, p. 16.)

14.118. In a series of short footnotes, the reference numbers are alined on the right.

14.119. Footnotes in measures 30 picas or wider are set doubled up.

14.120. The footnotes and notes to tables are set solid if the table is solid and leaded if the table is leaded.

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

14.122. Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

14.123. In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence. (For fractions, see rule 14.129, p. 196.)

14.124. 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:".

14.125. 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

14.126. 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.

14.127. 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.

14.128. 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 14.88–14.89, p. 193.)

14.129. Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

Headnotes

14.130. 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.

14.131. Headnotes are not repeated with continued heads unless necessary to make table clear. (See rule 14.152, p. 199.)

Indentions and overruns

Subentries

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

14.133. Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 em if there is no conflict, but are indented 2 ems to avoid conflict with following subentry. (See example, p. 197.)

Total, mean, and average lines

14.134. All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indention, depending on length of line.

14.135. Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also 1 em more.

14.136. It is not necessary to maintain uniform indention of the word *Total* throughout the same table. The word *Total* is supplied when not in copy.

Wide stub column—subentries 2 ems				Total, all banks	National banks	Non-national banks	Building associations
ASSETS							
Loans and discounts:							
□□ Loans to banks.....				\$74, 518	\$1, 267, 493	\$947, 289	\$135, 619
Commercial and industrial loans.....				2, 753, 456	450, 916	211, 597	18, 949
□□□ Total (total lines generally indent 3 ems).....				2, 827, 974	1, 718, 409	1, 158, 886	154, 568
Real estate loans:							
□□ Secured by farmland.....				12, 532	29, 854	186, 223	19, 044
Secured by residential property other than rural and							
□□ farm.....				1, 011, 856	167, 765	1, 554, 084	3, 172, 837
□□□□ Total (indent 1 em more to avoid conflict with line							
□□□□□ above).....				1, 024, 388	194, 619	1, 740, 312	3, 191, 881
Securities:							
□□ U. S. Government obligations:							
□□□□ Direct obligations:							
□□□□□ U. S. savings bonds.....				1, 149, 764	3, 285, 721	2, 361, 796	23, 506
Nonmarketable bonds (including investment							
□□□□□ series A-1965).....				242, 500	490, 677	732, 689	167, 735
□□□□□□□ Total (indent 1 em more than runover							
□□□□□□□□ above).....				1, 392, 264	3, 776, 398	3, 094, 485	191, 241
Narrow stub column—subentries 1 em							
	Demand deposits	Time deposits	Other obligations				
LIABILITIES							
Domestic obligations:							
□ Notes payable locally.....	\$42, 381	\$131, 364	\$272, 615	92, 163	181, 235	25, 349	346, 821
Obligations to States.....	135, 632	86, 429	183, 478	185, 421	37, 463	18, 220	157, 980
□□ Total (indent 2 ems).....	178, 013	217, 793	456, 093	277, 584	218, 698	43, 569	504, 801
Demand deposits (if							
□□ line runs over, indent 1 em more):							
□ U. S. Government obligations.....	2, 219, 787	1, 542, 192	3, 271, 486	1, 563, 315	1, 362, 419	997, 273	1, 291, 777
□ States and political							
□ subdivisions:							
□ Obligations of foreign countries.....	621, 462	443, 618	321, 273	871, 516	973, 527	824, 619	932, 845
□ Time deposits.....	1, 796, 821	567, 392	986, 125	225, 381	446, 913	453, 316	721, 136
□□□ Total (aline as below).....	4, 638, 070	2, 553, 202	4, 578, 884	2, 660, 212	2, 782, 859	2, 277, 208	2, 945, 758
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

14.137. 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.

14.138. Set “See” and “see also” in roman. (See rule 16.22, p. 218.)

Leaders

14.139. 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 14.60, p. 190; table, pp. 206–207.)

14.140. 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.

14.141. If there is more than one reading column, leader from top line, and the overrun ends with a period. (For example, see rule 14.60, p. 190; table, pp. 206-207.)

14.142. A standard date column is not regarded as a reading column.

14.143. In parallel tables and in tables with tracing figures on left and right of page, leader from top line. (See example, pp. 206-207.)

Letterspaced words

14.144. To avoid letterspacing of lines, reading columns 18 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. Justify line if within 1 em of measure to make a full line. (See also rules 14.23-14.25, p. 184.)

In columns over 18 ems in width, words in a line are letterspaced if more than 1½ ems would be required between words. All of a short word is letterspaced rather than only part of a long one.

769	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
770	-----do-----	-----do-----	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
	← 10 ems →	← 18 ems →	← over 18 ems—set full →

Numerals in tables

14.145. 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 14.123, p. 195; 14.129, p. 196; 14.156, p. 199.)

Overruns. (See "Indentions and overruns," p. 196.)

Parallel and divide tables

Parallel tables. (For examples, see pp. 208-209.)

14.146. Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page; leader from top line.

14.147. 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.

14.148. Boxheads are set as described on pages 184-187. Boxheads and horizontal rules aline across both pages.

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

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

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

Divide tables

14.152. 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 1965–66

[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 1965–66—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

14.153. 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

14.154. 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.

14.155. The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

14.156. Cut-in items following a colon are indented 2 ems in addition to the en quad used for bearoff.

14.157. Run in single entry under colon line; retain the colon.

14.158. The last word in a leader line must be followed by at least an en leader.

14.159. Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item. (See also rule 10.16, p. 155, and rules 11.9–11.11, pp. 171–172.)

Symbol columns

14.160. A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be set flush left and cleared and treated as a figure column for alinement. No closing period is used. Blank lines in a last column are cleared. *Do.* is not used in a symbol or figure column.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Specification symbol
GM(2)	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G. & D.
CG	Ball and roller bearing grease.....	41-X-59	N	Extreme pressure.....	BR
CW ¹	Wheel-bearing grease.....	OE20 ²	X	do.....	WBG ³
	Grease not typified.....			Further tests being conducted.	
G090	Universal gear lubricant.....	S. & T.	B	Water-pump grease.....	80D
	(Stub or reading column)			(Reading column)	

14.161. 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
	(Stub or reading column)			(Reading column)	

Tables in rules

14.162. In tables (in rules or with rules) 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 1960

	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
□ Administrative and general expense ²0973	.0617	.0129
Total unit costs.....	□ .3594 □	□ .2034 □	□ .0496 □
Number of head.....	110,305	91,330	108,221

¹ Manager's salary will be higher after Jan. 1, 1961.
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
□ 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
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	$\frac{9}{16}$	□ 70.1 □	---	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.

14.163. 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.

14.164. 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>
□ Alaska.....	29	2	□ 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.

14.165. Matter in boxheads takes no extra bearoff.

14.166. 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 14.162, p. 200.)

Tables without rules

14.167. 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.

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

14.169. Horizontal cutoff dashes (or rules) 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

	Fixed assets					
	Balance June 30, 1966 (table 9-a)	Investment		Operations		Balance June 30, 1966
Supporting and general facilities:		Current additions	Adjust- ments	Trans- fers	Retire- ments	
□ Transportation and utilities:						
□ Panama Railroad.....	\$12, 123, 197	\$306	-----	(\$539)	(\$284, 358)	\$11, 838, 606
Motor Transportation Divi- sion.....	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 hydro- electric facilities.....	10, 590, 820	104, 039	-----	1, 661	(48, 920)	10, 647, 600
□ Total, transportation and utilities.....	60, 714, 390	755, 319	(113, 261)	2, 923	(797, 113)	60, 562, 258
□ Employee service and facilities:						
□ Commissary Division.....	7, 012, 701	105, 952	(130, 891)	21, 777	(36, 418)	6, 973, 121
Service centers.....	3, 684, 670	29, 086	-----	530	(230, 276)	3, 484, 010
Housing Division.....	35, 729, 465	(10, 336)	-----	(485, 548)	(937, 916)	34, 295, 665
□ Total, employee service and facilities.....	46, 426, 836	124, 702	(130, 891)	(463, 241)	(1, 204, 610)	44, 752, 796
□ Grand total.....	107, 141, 226	880, 021	(244, 152)	(466, 164)	(2, 001, 723)	105, 315, 054

14.170. 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 con-
struction material..... 26, 555

230, 445

□ \$309, 992

For construction, improvements, and replacements, recorded money
outlay..... 522

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

Total..... □ 1, 244, 119

Use:

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

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

[In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 1954.....	□\$165,367,704.85
Receipts:	
Collections.....	□\$564,944,502.99
Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 1953.....	4,450,577.07
Total receipts.....	569,395,080.06
Total available.....	734,762,784.91

Total, mean, and average lines. (See rules 14.134-14.136, pp. 196-197.)**Units of quantity**

14.171. Units of quantity in stub columns are set in lowercase in plural form 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. When units of quantity are used in a separate column, they will be in singular form.

Aluminum, molybdenum, titanium, ferromanganese, and other metals.....	pounds.....	(1 2)	(1 2)	179,177,116	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 4,520,000
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	6,328	1,046	9,349
Feldspar (crude) ¹	long tons.....	(1)	(1)	(1)	(1)
Ferroalloys.....	short tons.....	183,465	2 18,388,766	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 4,520,000
Coke.....	do.....	2 25,526,646	5,080,403	2 29,519,871
Diatomite.....	Richmond.....	(1)	(1)	(1)
Emery.....	do.....	6,328	1,046	9,349
Feldspar (crude) ¹	Norfolk.....	(1)	(1)	(1)
Ferroalloys.....	do.....	2 18,388,766	259,303	2 30,719,756

14.172. *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.

14.173. 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, pp. 206-207.)

14.174. 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.

Quoted tabular work

14.175. When a table is part of quoted matter, quotation marks will open on each centerhead on top of table, on first centered box-head, then on each footnote paragraph, and if table is end of quoted matter, quotation marks close at end of footnotes. If there are no footnotes and the table is the end of the quotation, quotation marks close at end of last item.

DEFINITION AND PARTS OF A TABLE

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

TABLE 10.—*Heading or headline*

[Headnote or bracket line]									
Head rule—usually single	Stubhead	Column head	Spanner head ¹				Standard date column head	Reading column head	Units of quantity over figure columns— <i>italic</i>
			Runup column head over 12 ems deep ¹	Runup column head making more than 2 lines	Runup column head 12 ems or less	Subspanner head			
Boxhead			Runup column head	Runup column head	Runup column head	Runup column head			
Boxhead cutoff rule—usually interior dashes			Tons ³	Tons ³	Num-ber	Thou-sands of pounds			
Centerline in stub column	CENTERHEAD	Millions of dollars							
The line	1	Lead or caption line ²	3 900	150	191	246	1 987	Reading column. ³	
Ditto or "do." line	2	Wheat and other grains	189	257	250	379	1 235	Feb. 12, 1958 ⁴	
Single dashline	3	Lumber and millwork	326	382	177	584	1 742	May 3, 1957	
Parallel dashline	4	do. ⁵	573	176	263	129	1 983	Dec. 31, 1957	Do. ⁷
	5	Total line.....	1,988	965	881	1,338	6,927	(⁶).	
		CENTERHEAD							
Block or group	6	Lead or caption line	1,057	(⁶)	286	2,673	1,891	Same reading column.	
	7	Mining equipment	769	156	112	1,114	3,821	Do.	
	8	do.	258	387	596	342	2,297	Reading column.	
	9	(¹⁰)							
Total line	10	Total line.....	2,405	543	994	4,129	8,009		
Quadline									
Cutoff rule									
		Stub column	Figures bear off			Figures against			Reading column

The panel

Head rule—usually single

Boxhead

Boxhead cutoff rule—usually inferior dashes

Centerline in stub column

The line

Ditto or "do." line

Single dashline

Parallel dashline

Block or group

Total line

Quadline

Cutoff rule

[illegible]

PARALLEL

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

(For list of major and minor

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

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

PARALLEL TABLE WITH

TABLE 6.—Corporation returns with balance sheets,¹ 1949, by total assets classes, no net income:² 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	3,534
2	Receipts:					
3	Gross sales ⁷		23,089	-----	1,314,378	437,633
3	Gross receipts from operations ⁸	349,983	1,065,196	-----	5,823,484	714,254
	Interest on Government obligations (less amortizable bond premium):					
4	Wholly taxable ⁹	373	8,631	4,084	4,075	1,194
5	Subject to surtax only ¹⁰	24	314	70	123	8
6	Wholly tax exempt ¹¹	17	621	117	652	12

TABLE

of Income from corporation returns for the years 1926-66

industrial groups, see chart II)

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

Public debt, net increase or decrease (-)	Cash balance in account of the Treasurer of the United States, net increase or decrease (-)	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

1

2

3

4

5

6

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
1½	2	1.13	1.9	1.7	1.6	1.4	1.3	1
2	3	2.10	2.4	2.2	2	1.14	1.13	1.9
2½	4	3.8	3	2.15	2.12	2.7	2.5	2
3	5	4.5	3.13	3.10	3.6	3	2.15	2.9
3½	6	5.3	4.9	4.4	4	3.11	3.8	3
4	7	6	5.4	4.17	4.12	4.4	4	3.9
4½	8	6.15	6.13	5.12	5.6	4.14	4.10	4.9
5	9	7.13	7.9	6.6	6	5.7	5.3	5
	10	8.10		7.1	6.12	6	5.13	
5½	11	9.8	8.4	7.14	7.6	6.11	6.5	5.9
6	12	10.5	9	8.8	8	7.4	6.15	6
6½	13	11.3	9.13	9.3	8.1	7.4	7.5	6.1
7	14	12	10.9	9.16	8.12	7.14	7.15	6.9
7½	15	12.15	10.10	9.17	9.6	8.7	8.8	7
8	16	13.13	11.4	10.11	10	9	8.1	7.9
8½	17	13.13	12.1	11.5	10.12	9.11	9.12	8
9	18	14.10	12.13	12.1	11.6	10.4	9.13	8.9
9½	19	15.8	13.9	12.13	12	10.14	10.5	9
10	20	16.5	14.4	13.7	12.12	11.7	10.15	9.9
		17.3	15	14.2	13.6	12	11.8	10
		17.4	15.1	14.3	13.7	12.1	11.9	10.1
10½	21	18	15.13	14.15	14	12.11	12.2	10.9
11	22	18.15	16.9	15.10	14.12	13.4	12.10	11
11½	23	19.13	17.4	16.4	15.6	13.14	13.2	11.1
12	24	20.10	18	16.17	16	14.7	13.13	11.9
12½	25	21.8	18.13	17.12	16.2	15	13.15	12
13	26	21.8	18.15	17.12	16.12	15.2	14.5	12.9
13½	27	22.5	19.9	18.6	17.6	15.11	14.15	13
14	28	23.3	20.4	19.1	18	16.4	15.8	13.9
14½	29	24	21	19.14	18.12	16.14	16	14
15	30	24.15	21.13	20.8	19.6	17.7	16.10	14.9
15½	31	25.13	22.9	21.3	20.2	18	17.2	15
16	32	26.10	23.4	21.16	20.12	18.11	17.13	15.10
		27.8	24	22.11	21.6	19.4	18.5	16
		27.11	24.2	22.13	21.8	19.6	18.7	16.1
16½	33	28.5	24.13	23.5	22	19.14	18.15	16.9
17	34	29.3	25.9	24	22.12	20.7	19.8	17
17½	35	30	26.4	24.13	23.6	21	20	17.2
18	36	30.15	27	25.7	24	21.11	20.10	17.9
18½	37	31.13	27.13	26.2	24.12	22.4	21.2	18
19	38	32.10	28.9	26.15	25.6	22.14	21.13	18.9
19½	39	33.8	29.4	27.9	26	23.7	22.5	19
20	40	34.5	30	28.4	26.12	24	22.5	19.2
20½	41	35.3	30.14	28.17	27.6	24.11	23.8	19.9
21	42	36	31.9	29.12	28	25.4	24	20
21½	43	36.15	32.4	30.6	28.12	25.14	24.10	20.2
22	44	37.13	33	31.1	29.6	26.7	25.2	20.9
22½	45	38.10	33.14	31.14	30	27	25.2	21
23	46	39.8	34.9	32.8	30.12	27.11	25.2	21.1
23½	47	40.5	35.4	33.3	31.6	28.4	26.5	22
24	48	41.3	36	33.16	32	28.14	26.15	22.2
		41.7	36.3	34.1	32.3	28.17	27.8	22.9
							27.11	23
								23.1
								23.2
								23.3
								23.9
								24.2
24½	49	42	36.13	34.11	32.12	29.7	28	24.9
25	50	42.15	37.9	35.5	33.6	30	28.10	25.3
25½	51	43.13	38.4	36	34	30.11	29.3	25.9
26	52	44.10	39	36.13	34.12	31.4	29.13	26.3
26½	53	45.8	39.13	37.7	35.6	31.14	30.5	26.9
27	54	46.3	40	38.2	36	32.7	30.15	27
27½	55	47.3	41.4	38.15	36.12	33	31.1	27.2
28	56	48	42	39.9	37.6	33.11	31.8	27.7
28½	57	48.15	42.4	40.4	38	34.4	32	28
29	58	49.13	43.9	41.7	38.12	34.14	32.3	28.9
29½	59	50.10	44.4	42.6	39.6	35.7	33.3	29
30	60	51.8	45	42.6	40	36	34.5	29.9
		51.13	45.5	42.10	40.4	36.4	34.8	30.3

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

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

Measure	6-Set	7-Set	8-Set	8½-Set	9-Set	10-Set	10½-Set	12-Set
Picas Pts.	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units
30½	61	52.5 52.10	45.13 46	43.1 43.5	40.12 40.16	36.11 36.15	34.15 35	30.9 30.12
31	62	53.3 53.8	46.9 46.14	43.14 44	41.6 41.10	37.4 37.8	35.8 35.11	31 31.3
31½	63	54 54.5	47.4 47.9	44.8 44.12	42 42.4	37.14 38	36 36.3	31.9 31.12
32	64	54.15 55.2	48 48.5	45.3 45.7	42.12 42.16	38.7 38.11	36.10 36.13	32 32.3
32½	65	55.13 56.1	48.13 49.1	45.16 46.4	43.6 43.11	39 39.5	37.2 37.6	32.9 32.13
33	66	56.10 56.16	49.9 49.15	46.11 46.17	44 44.5	39.11 39.16	37.13 37.17	33 33.4
33½	67	57.8 57.14	50.4 50.10	47.5 47.11	44.12 44.17	40.4 40.9	38.5 38.9	33.9 33.13
34	68	58.5 58.11	51 51.6	48 48.6	45.6 45.11	40.14 41.1	38.15 39.1	34 34.4
34½	69	59.3 59.9	51.13 52.1	48.13 49.1	46 46.5	41.7 41.17	39 39.11	34.9 34.13
35	70	60 60.6	52.9 52.15	49.7 49.13	46.12 46.17	42 42.5	40 40.4	35 35.4
35½	71	60.15 61.3	53.4 53.10	50.2 50.8	47.6 47.11	42.11 42.16	40.10 40.14	35.9 35.13
36	72	61.13 62.1	54 54.6	50.15 51.3	48 48.5	43.4 43.9	41.2 41.6	36 36.4
36½	73	62.10 62.16	54.13 55.1	51.9 51.15	48.12 48.17	43.14 44.1	41.13 41.17	36.9 36.13
37	74	63.8 63.14	55.9 55.15	52.4 52.10	49.6 49.11	44.7 44.12	42.5 42.9	37 37.4
37½	75	64.5 64.11	56.4 56.10	52.17 53.5	50 50.5	45 45.5	42.15 43.1	37.9 37.13
38	76	65.3 65.9	57 57.6	53.12 54	50.12 50.17	45.11 45.16	43.7 43.11	38 38.4
38½	77	66 66.6	57.13 58.1	54.6 54.12	51.6 51.11	46.4 46.9	44 44.4	38.9 38.13
39	78	66.15 67.3	58.9 58.15	55.1 55.7	52 52.5	46.14 47.1	44.10 44.14	39 39.4
39½	79	67.13 68.1	59.4 59.10	55.14 56.2	52.12 52.17	47.7 47.12	45.2 45.6	39.9 39.13
40	80	68.10 68.16	60 60.6	56.8 56.14	53.6 53.11	48 48.5	45.13 45.17	40 40.4
40½	81	69.8 69.16	60.13 61.2	57.3 57.10	54 54.6	48.11 48.16	46.5 46.10	40.9 40.14
41	82	70.5 70.13	61.9 61.16	57.16 58.5	54.12 55	49.4 49.9	46.15 47.2	41 41.5
41½	83	71.3 71.11	62.4 62.11	58.11 59	55.6 55.12	49.14 50.1	47.7 47.12	41.9 41.14
42	84	72 72.8	63 63.7	59.5 59.12	56.6 56.6	50.7 50.12	48 48.5	42 42.5
42½	85	72.15 73.5	63.13 64.2	60 60.7	56.12 57	51 51.5	48.10 48.15	42.9 42.14
43	86	73.13 73.5	64.9 64.16	60.13 61.2	57.6 57.12	51.11 51.16	49.2 49.7	43 43.5
43½	87	74.10 75	65.4 65.11	61.7 61.14	58 58.6	52.4 52.9	49.13 50	43.9 43.14
44	88	75.8 75.16	66 66.7	62.2 62.9	58.12 59	52.14 53.1	50.5 50.10	44 44.5
44½	89	76.5 76.13	66.13 67.2	62.15 63.4	59.6 59.12	53.7 53.12	50.15 51.2	44.9 44.14
45	90	77.3 77.11	67.9 67.16	63.9 63.16	60 60.6	54 54.5	51.7 51.12	45 45.5
45½	91	78 78.5	68.4 68.11	64.4 64.11	60.12 61	54.11 54.16	52 52.5	45.9 45.14
46	92	78.15 79.5	69 69.7	64.17 65.6	61.6 61.12	55.4 55.9	52.10 52.15	46 46.5
46½	93	79.13 80.3	69.13 70.2	65.12 66.1	62 62.6	55.14 56.1	53.2 53.7	46.9 46.14
47	94	80.10 81	70.9 70.16	66.6 66.13	62.12 63	56.7 56.12	53.13 54	47 47.5
47½	95	81.8 81.16	71.4 71.11	67.1 67.8	63.6 63.12	57 57.5	54.5 54.10	47.9 47.14
48	96	82.5 82.13	72 72.7	67.14 68.3	64 64.6	57.11 57.16	54.15 55.2	48 48.5
48½	97	83.3 83.11	72.13 73.2	68.8 68.15	64.12 65	58.4 58.9	55.7 55.12	48.9 48.14
49	98	84 84.8	73.9 73.16	69.3 69.10	65.6 65.12	58.14 59.1	56 56.5	49 49.5
49½	99	84.15 85.5	74.4 74.11	69.16 70.5	66 66.6	59.7 59.12	56.10 56.15	49.9 49.14
50	100	85.13 86.3	75 75.7	70.10 70.17	66.12 67	60 60.5	57.2 57.7	50 50.5
50½	101	86.10 87	75.13 76.2	71.4 71.11	67.6 67.12	60.11 60.16	57.13 58	50.9 50.14
51	102	87 87.8	76.9 76.16	71.17 72.6	68 68.6	61.4 61.9	58.5 58.10	51 51.5
51½	103	88.5 88.13	77.4 77.11	72.12 73.1	68.12 69	61.14 62.1	58.15 59.2	51.9 51.14
52	104	89.3 89.11	78 78.7	73.6 73.13	69.6 69.12	62.7 62.12	59.7 59.12	52 52.5
52½	105	90 90.8	78.13 79.2	74.1 74.8	70 70.6	63 63.6	60 60.5	52.9 52.14
53	106	90.15 91.5	79.9 79.16	74.14 75.3	70.12 71	63.11 63.16	60.10 60.15	53 53.5
53½	107	91.13 92.3	80.4 80.11	75.3 75.15	71.6 71.12	64.4 64.9	61.2 61.7	53.9 53.14
54	108	92.10 93	81 81.7	76.3 76.10	72 72.6	64.14 65.1	61.13 62	54 54.5
54½	109	93.8 93.16	81.13 82.2	76.16 77.5	72.12 73	65.7 65.12	62.5 62.10	54.9 54.14
55	110	94.5 94.13	82.9 82.16	77.11 78	73.6 73.12	66 66.5	63.15 63.2	55 55.5
55½	111	95.3 95.11	83.4 83.11	78.5 78.12	74 74.6	66.11 66.16	63.7 63.12	55.9 55.14
56	112	96 96.8	84 84.7	79 79.7	74.12 75	67.4 67.9	64 64.5	56 56.5
56½	113	96.15 97.5	84.13 85.2	79.13 80.2	75.6 75.12	67.14 68.1	64.10 64.15	56.9 56.14
57	114	97.13 98.3	85.9 85.16	80.7 80.14	76 76.6	68.7 68.12	65.2 65.7	57 57.5
57½	115	98.10 99	86.4 86.11	81.2 81.9	76.12 77	69 69.5	65.13 66	57.9 57.14
58	116	99.8 99.16	87 87.7	81.15 82.4	77.6 77.12	69.11 69.16	66.5 66.10	58 58.5
58½	117	100.5 100.13	87.13 88.2	82.9 82.16	78 78.6	70.4 70.9	66.15 67.2	58.9 58.14
59	118	101.3 101.11	88.9 88.18	83.4 83.11	78.12 79	70.14 71.1	67.7 67.12	59 59.5
59½	119	102 102.8	89.4 89.11	83.17 84.6	79.6 79.12	71.7 71.12	68 68.5	59.9 59.14
60	120	102.15 103.5	90 90.7	84.12 85.1	80 80.6	72 72.5	68.10 68.15	60 60.5

NOTES

15. LEADERWORK

(See also Abbreviations; Tabular Work)

15.1. Leaderwork is a simple form of tabular work without boxheads or rules and is separated from text by two leads above and below in solid matter and three leads in leaded matter. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, 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. 202.)

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 3 ems and 2 ems in double-up columns. 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 and words are run to the markoff, and the second column is separated by an em space.

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 14.51-14.53, pp. 189-190.)

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, p. 213; 15.22, p. 215.)

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 14.84, p. 192.)

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. 194.)

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 14.169, p. 202.)

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.....	#150, 000
June.....	152, 000

Coal carried.....	900, 000
-------------------	----------

Pennsylvania RR.: Freight carried Jan. 1, 1938.....	121, 000
---	----------

¹ Livestock not included.

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

15.18. If there is no colon line, the style is as follows:

Freight carried by the Pennsylvania R.R. and the Baltimore & Ohio *Tons*
R.R. in May..... 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 16.23, p. 218.)

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

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.....	#-----

15.25. In Linotype leaderwork, where there is only one word in the stub a space may be used after the word before the leaders begin. The space is to be as small as possible consistent with economical typesetting. In unusual instances the space may also be used if there are two words but is not to be used with three or more words.

For example, see page 346.

NOTES

16. TEXT FOOTNOTES, INDEXES, AND CONTENTS

FOOTNOTES AND REFERENCE MARKS

(For footnotes in tabular work, see p. 194.)

16.1. Except as noted under "Abbreviations" (p. 153), 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. In congressional hearings, footnotes begin with 1 on each page. 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 copy-book, 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. 234.)

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. (See also rules 14.116, p. 195; 14.159, p. 200.)

16.9. 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.

16.10. Footnotes must always begin on the page carrying the reference. The breaking over of a footnote from one page to the next should be avoided; but when this is unavoidable, the break should not be made on a paragraph.

16.11. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

16.12. A cutoff dash is not required between the chart or graph and the footnotes.

16.13. 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.

16.14. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

16.15. 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.

16.16. Symbols with commonly established other meanings likely to produce confusion, such as the percent mark (%) and the number mark (#), should not be used.

16.17. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

16.18. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

16.19. A superior reference mark follows all punctuation marks except a dash, but falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.

16.20. Two or more footnote references occurring together are separated by thin spaces, not commas.

16.21. In a series of short footnotes, reference numerals or letters are alined on the right.

INDEXES AND TABLES OF CONTENTS

16.22. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.

16.23. *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 16.33, p. 219.)

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

16.24. 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

16.25. The figure column is 3 ems wide unless otherwise indicated.

16.26. Thin periods and commas are used in figure columns of indexes.

16.27. For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and of indexes.

16.28. In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun. If the entry makes three or more lines and the last line of figures is not full, do not use a period at the end.

If page folios overrun-----	220, 224, 227, 230, 240	And this way when overrun folios make two or more lines. 220, 224-225, 230-240, 245, 246, 250- 255, 258, 300
-----------------------------	----------------------------	---

(For examples of item indentions in reading column of indexes set with leaders, see p. 493.)

16.29. 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.

16.30. 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.

16.31. Examples of block-type indexes:

Example 1

Medical officer, radiological defense, 3
Medicolegal dosage, 44
Military Liaison Committee, 4
Monitoring, 58
 Air, 62
 Personnel, 59
 Civilian, 60
 Military, 59
 Sea, 61
 Ship, 61
Monitors, radiological defense, 3

NEPA, 29
NEPS, project, 30
Neutron(s), 16
 Flux, 41
Nuclear binding energy, 22
Nuclear energy, release of, 23

Example 2

Brazil—Continued
 Exchange restrictions, etc.—Con.
 Williams mission (*see also* Williams, John H., special mission), efforts in connection with exchange control situation, 586-588
Trade agreement with United States, proposed:
 Draft text, 558-567
 Proposals for—
 Inclusion of clauses relating to exchange control operation, 550, 551, 557
 Joint United States-Brazilian declaration of policy: Brazilian attitude, 553, 569, 570, 572-574; information concerning, 550, 551, 552

16.32. 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.)

16.33. 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

16.34. 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.

16.35. 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

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 ZIP code numbers are not to be used. Certain general instructions apply alike to datelines, addresses, and signatures.

Envelope addresses and return addresses (also names of agencies and addresses set in single lines)

U.S. House of Representatives
Committee on Education and Labor
Room 429, House Office Building
Washington, D.C. □20515

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 10.37, p. 157.)

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. 226.)

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, 1966. □

THE WHITE HOUSE, *July 30, 1966.* □

TREASURY DEPARTMENT, □□□□□
OFFICE OF THE TREASURER, □□□□
Washington, D.C., January 1, 1966. □

NOTE.—The U.S. Government Correspondence Manual offers proper forms of addresses, salutations, and closings. (See "Bibliography," p. 3.)

TREASURY DEPARTMENT, *July 30, 1966.* □

DEPARTMENT OF COMMERCE, □ □ □
July 30, 1966. □

OFFICE OF JOHN SMITH & Co., □ □ □
New York, N.Y., June 6, 1966. □

WASHINGTON, *May 20, 1966—10 a.m.* □

THURSDAY, MAY 8, 1966—2 P.M. □

JANUARY 24, 1966. □

WASHINGTON, *November 29, 1966* □ □ □
[Received December 6, 1966]. □

ON BOARD U.S.S. "CONNECTICUT," □ □ □
January 21, 1966. □

OFFICE OF THE COMMISSIONERS OF THE □ □ □ □ □
DISTRICT OF COLUMBIA, □ □ □
Washington, January 6, 1966. □

17.7. Congressional hearings:

MONDAY, OCTOBER 24, 1966¹

HOUSE OF REPRESENTATIVES, □ □ □ □ □ □ □
SUBCOMMITTEE ON IMMIGRATION, □ □ □ □ □
COMMITTEE ON THE JUDICIARY, □ □ □
Washington, January 10, 1966. □

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, followed by a period and a 1-em dash.

□ MAY 7, 1966.

□ STEUBENVILLE, OHIO.

□ STEUBENVILLE, OHIO, *July 1, 1966.*

□ Dated July 1, 1966.

□ Dated Albany, March 12, 1966.

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.

□ ABOARD U.S.S. "HOPE," June 7, 1965.—

□ NEW YORK, N.Y., August 21, 1966.—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 of a letter or paper in congressional work (or at end in formal usage). (See examples, rule 17.28, p. 226.)

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
☐ ☐ *Operations, 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 (note the use of colon at end of italic line):

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 (note the use of period at end of italic line):

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 9.53, p. 142.)

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. 226.)

17.20. The name or names are set in caps and small caps; *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name, are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed in regard to abbreviations.

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

17.22. Two to eight independent signatures, with or without titles, are alined on the left, and the longest name is indented 1 em from the right if no title follows.

W. H. SOUTHERLAND. □
JAMES G. GREEN.
WM. C. WILSON.

WARREN H. ATHERTON. □ □ □
ALBERT J. HAYES.
THOMAS C. KINKAID,
Commander, U.S. Navy (Retired). □
DAVID SARNOFF, *Chairman.*

17.23. More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems

in measures of 26½ picas or wider; in measures less than 26½ picas, indent 3 and 5 ems.

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

17.24. A long title following a signature is set in italic caps and lowercase and is indented 2 and 3 ems on the left and 1 em on the right. These indentions are increased 1 em in measures 30 picas or wider.

□□□ Yours truly,

(Signed) □ THOMAS E. RHODES, □□□

□□ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* □

□□ *Director, Office of Alien Property, and H. T. Tate, Acting Treasurer.*

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

17.26. Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT Co., □
 By JOHN SMITH, *Secretary.*

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

TEXARKANA TEXTILE MERCHANTS & □□□
 □ MANUFACTURERS' ASSOCIATION,
 HUBERT P. STONEGARTEN,
Board Member and Secretary. □

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

JOHN W. SMITH □□□
 (And 25 others). □

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

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

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. ☐
 SAML. 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:

Re weather reports submitted by the International Advisory Committee of the
☐ ☐ Weather Council.

[1 lead]

Mr. WILLIAM E. JONES, Jr.,
Chairman, Commerce Committee,
Washington, D.C.

[1 lead]

☐ DEAR MR. JONES: We have been in contact with your office, etc.

[1 lead] ☐ ☐ ☐ ☐ ☐
 PAUL S. REED, ☐ ☐ ☐ ☐ ☐
Executive Director, ☐ ☐ ☐ ☐ ☐
National Information Bureau. ☐

☐ NEW YORK, August 19, 1964.
 or, if copy—

☐ AUGUST 19, 1964.

 LINCOLN PARK, MICH., February 15, 1966. ☐
 [1 lead]

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

[1 lead]

HON. FRANCIS E. WALTER,
Chairman, Subcommittee on Immigration,
Committee on the Judiciary, Washington, D.C.

[1 lead]

☐ DEAR MR. WALTER: You have for some time * * *.

☐ ☐ ☐ Sincerely yours,

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

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

[1 lead]

☐ DEAR MR. WALTER: You have for some time * * *.

U.S. DEPARTMENT OF COMMERCE, ☐☐☐☐☐
 WEATHER BUREAU, ☐☐☐
 Washington, March 3, 1966. ☐

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, 1966. ☐
 [1 lead]

To: All supervisory employees of production plants, northern and eastern divisions, New York State.

From: Production manager.

Subject: Regulations concerning vacations, health and welfare plans, and wage contract negotiations.

☐☐ [1 lead]
 It has come to our attention that the time * * *.

WASHINGTON, D.C., May 16, 1966. ☐

The Honorable the SECRETARY OF THE NAVY.

☐ [1 lead] DEAR MR. SECRETARY: This is in response to your letter * * *.

☐☐☐ Very sincerely yours,
 [SEAL]

LYNDON B. JOHNSON. ☐

EAST LANSING, MICH., June 10, 1966. ☐

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, 1966. ☐

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). ☐

WASHINGTON, D.C., September 16, 1966. □

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

□ DEAR ^[1 lead]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.*

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

^[1 lead]T. E. R. □

TOKYO, JAPAN, November 13, 1966. □

U.S. DEPARTMENT OF JUSTICE,
 IMMIGRATION AND NATURALIZATION SERVICE,
Detroit, Mich.

□ GENTLEMEN: ^[1 lead]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 sixty-six,
 [SEAL] □ and of the independence of the
 United States of America the
 one hundred and ninety-first.

LYNDON B. JOHNSON. □

□ Done at the city of Washington this 16th day of May in the year of our Lord
 nineteen hundred and sixty-six, and of the independence of the United
 □ [SEAL] □ States of America the one hundred and ninety-first.

LYNDON B. JOHNSON. □

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. 236.)

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. R.R. Co.

The Sun v. The Globe

The City of Washington v. The B. & O. R.R. 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 num-

bers on copy are picked up. Any matter preceding or following an original folio is marked, in pencil, with the jacket number followed by lowercase letters (e.g., J. 12-345a, J. 12-345b, etc., to the end).

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:

<i>Abbreviation</i>	<i>Name</i>
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 punc."

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
 Restatement, Second, *Agency* § 103
 2 Moore, *Federal Practice* 9.2 at 1162, footnote 15
 Legislative History:
 I Leg. Hist. 983 (1949)
 II Leg. Hist. 1001 (1959)

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 | redirect examination |
| cross-interrogatory | re-redirect examination |
| re-cross-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].

☐ ☐ ☐ 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].

☐ ☐ ☐ 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 on the left and separated from the full measure preceding and following matter by 3 leads. Other matter that follows a colon is quoted.

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, 1966

BIG LAKE OIL COMPANY, PETITIONER

[3 leads]

v.

[3 leads]

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE
TWENTY-THIRD DISTRICT OF PENNSYLVANIA*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES
COURT OF APPEALS FOR THE THIRD CIRCUIT*

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Caption for briefs]

In the Supreme Court of the United States

OCTOBER TERM, 1966

No. 738

BIG LAKE OIL COMPANY, PETITIONER

v.

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE
TWENTY-THIRD DISTRICT OF PENNSYLVANIA*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES
COURT OF APPEALS FOR THE THIRD CIRCUIT*

BRIEF FOR THE RESPONDENT IN OPPOSITION

In briefs, agencies may request ZIP code numbers in a signature on cover and
at end of brief.JOHN SMITH,
Attorney,
Department of Justice,
Washington, D.C. 20530.

[Cover for Circuit Court briefs]

No. 11266

In the ¹ United States Court of Appeals
for the ¹ Sixth Circuit

[Case number is carried at this point in captions over text]

NATIONAL LABOR RELATIONS BOARD, PETITIONER

v.

S. H. KRESS & COMPANY, RESPONDENT

ON PETITION FOR ENFORCEMENT OF AN ORDER OF THE
NATIONAL LABOR RELATIONS BOARD ²

BRIEF FOR THE NATIONAL LABOR RELATIONS BOARD ³

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, Jr.,

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 CAPS¹

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)

¹ Second Circuit, Case 131 Caps.

[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 * * *.

In the United States Court of Customs and Patent Appeals

Patent Appeal No. 5648

IN RE HARKER H. HITTSON—IMPROVEMENT IN ROAD GRADER

BRIEF FOR THE COMMISSIONER OF PATENTS

W. W. COCHRAN,
Solicitor, U.S. Patent Office.

E. L. REYNOLDS,
Of Counsel.

[Supreme Court decisions]

SUPREME COURT OF THE UNITED STATES

No. 295.—OCTOBER TERM, 1960.

Colonel Henry S. Robertson, President, Army Review Board, Petitioner, v. Robert H. Chambers.	} On Writ of Certiorari to the United States Court of Appeals for the District of Colum- bia Circuit.
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[April 9, 1961.]

MR. JUSTICE DOUGLAS delivered the opinion of the Court.

Respondent, a former captain in the Army, was honorably discharged for physical disability and without retirement pay, as the result of a decision by an Army Retiring

In the United States Court of Claims

No. 284-63

(Filed Oct. 24, 1966)

ANDREW ALFORD v. THE UNITED STATES

REPORT OF COMMISSIONER TO THE COURT*

Loren K. Olson, attorney of record for plaintiff. *Richard H. Speidel* and *Charles Hieken*, of counsel.

Michael T. Platt, with whom was *Assistant Attorney General John W. Douglas*, for defendant.

OPINION

LANE, *Commissioner*: This is a patent suit under Title 28 U.S.C. § 1498, in which plaintiff seeks to recover reasonable

* * * * *

Respectfully submitted,

[Supreme Court—Transcripts of record]

SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1966

No. 439

JAMES C. DAVIS, DIRECTOR GENERAL OF RAILROADS,
AND AGENT UNDER SECTION 206 OF TRANSPORTATION
ACT OF 1920, PETITIONER

vs.

MRS. MAUDE E. GREEN, ADMINISTRATRIX OF THE
ESTATE OF JESSE GREEN, DECEASED

ON PETITION FOR WRIT OF CERTIORARI TO THE SUPREME
COURT OF THE STATE OF MISSISSIPPI

INDEX

[Set index in 8-point leaded]

*The opinion, findings of fact, and recommended conclusion of law are submitted under the order of reference and Rule 57(a).

¹ Decisions follow same general style.

² Footnotes and references are followed even if numbers are duplicated on same page. Place first footnote near reference, second footnote at bottom of page.

[Opinions—U.S. Court of Appeals for the District of Columbia]

United States Court of Appeals

[3 leads]
FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 6430

ROBERT N. HARPER, APPELLANT

[3 leads]

v.

[3 leads]

AUGUSTUS P. CRENSHAW, JR., AND JO V. MORGAN, AS ADMINISTRATORS OF THE ESTATE OF AUGUSTUS P. CRENSHAW, DECEASED;
GEORGE W. LIPSCOMB; ET AL.

Appeal from the United States District Court for the District of
Columbia

Argued October 16, 1937—Decided January 20, 1938

William C. Sullivan, of Washington, D.C., for appellant.

George C. Gertman, Roger J. Whiteford, Arthur P. Drury, Hugh Hay O'Bear, James O'D. Moran, A. Coulter Wells, W. N. Tobriner, Leon Tobriner, Selig C. Brez, Benjamin S. Minor, and H. Prescott 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.

[3 leads]

LOUISE EARWOOD, AS GUARDIAN OF THOMAS CALEB EARWOOD AND
MAE EARWOOD, APPELLEESAppeal from the District Court of the United States for the Southern
District of West Virginia, at Huntington. At lawArgued January 14, 1938—Decided April 2, 1938²March 22, 1938²Before NORTHCOTT and SOPER, Circuit Judges, and GLENN, District
Judge*Mr. W. N. Ivie*, U.S. Attorney (*Mr. Cleveland Cabler*, Regional
Attorney, Veterans' Bureau, and *Mr. G. T. Sullis*, Assistant U.S.
Attorney, were with him on the brief), for appellant.*Mr. W. R. Donham* and *Mr. W. W. Shepherd* filed brief for appellees.*Opinion of the court*³NORTHCOTT, *Circuit Judge*: This is an action at law brought in the
District Court of the United States for the Southern District of West

* * * * *

The judgment is reversed and the cause is remanded for further
and not inconsistent proceedings.*Affirmed.*

A true copy.

Teste: ²

[Two slugs]

*Clerk of the U.S. Circuit Court of
Appeals for the Fourth Circuit.*¹ Supply "for the" when not in copy.² As in copy.³ Do not supply if not in copy.

19. USEFUL TABLES

GEOLOGIC TERMS

[With suggestions by U.S. Geological Survey]

For capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The list below exemplifies common usage of both rock and time terms. The term *red beds* has been used to designate certain rocks of mixed lithologic character that are predominantly red; as a unit modifier the use should be *red-bed*. The terms lower, middle, and upper (referring to rocks) are capitalized only as indicated in the list (Upper Devonian, lower Tertiary, lower Paleozoic); similarly, the terms early, middle, and late (referring to time) are capitalized only as indicated. A formal geologic term is capitalized: Devonian System, Pliocene Series, San Rafael Group, Morrison Formation, Fayetteville Shale, Wedington Sandstone Member, Wisconsin Glaciation, Tazewell Stade. (Geologic terms quoted verbatim from published material should be left as the original author used them; however, it should be made clear that the usage is that of the original author.) A structural term such as arch, anticline, syncline, dome, uplift, or basin is not capitalized even if preceded by a name: Cincinnati arch, Cedar Creek anticline, Ozark uplift, Michigan basin. (A physiographic term that is preceded by a name is capitalized: Bighorn Basin, Half Dome.)

Alexandrian	glacial:	Mississippian:	Permian:
Animikie	interglacial	Upper, Late	Upper, Late
Atoka	postglacial	Lower, Early	Lower, Early
Belt	preglacial	Missouri	Pleistocene
Cambrian:	Glenarm	Mohawkian	Pliocene:
Upper, Late	Grand Canyon	Morrow	upper, late
Middle, Middle	Grenville	Niagara	middle, middle
Lower, Early	Guadalupe	Ochoa	lower, early
Carboniferous	Gulf	Ocoee	Precambrian:
Systems	Gunnison River	Oligocene:	upper
Cayuga	Jurassic:	upper, late	middle
Cenozoic	Upper, Late	middle, middle	lower
Cincinnatian	Middle, Middle	lower, early	Quaternary
Chester	Lower, Early	Osage	red beds
Comanche	Keweenawan	Ordovician:	Recent
Cretaceous:	Kinderhook	Upper, Late	Shasta
Upper, Late	Leonard	Middle, Middle	Silurian:
Lower, Early	Little Willow	Lower, Early	Upper, Late
Des Moines	Llano	Pahrump	Middle, Middle
Devonian:	Meramec	Paleocene:	Lower, Early
Upper, Late	Mesozoic:	upper, late	St. Croixan
Middle, Middle	pre-Mesozoic	middle, middle	Tertiary
Lower, Early	post-Mesozoic	lower, early	Triassic:
Eocene:	Miocene:	Paleozoic	Upper, Late
upper, late	upper, late	Pennsylvanian:	Middle, Middle
middle, middle	middle, middle	Upper, Late	Lower, Early
lower, early	lower, early	Middle, Middle	Virgil
		Lower, Early	Wolfcamp
			Yavapai

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.....	
Atlantic Plain.....	Continental Shelf.....	
	Coastal Plain.....	Embayed section. Sea Island section. Floridian section. East Gulf Coastal Plain. Mississippi Alluvial Plain. West Gulf Coastal Plain.
Appalachian Highlands.....	Piedmont province.....	Piedmont Upland. Piedmont Lowland.
	Blue Ridge province.....	Northern section. Southern section.
	Valley and Ridge province.....	Tennessee section. Middle section. Hudson Valley.
	St. Lawrence Valley.....	Champlain section. Northern section.
	Appalachian Plateaus.....	Mohawk section. Catskill section. Southern New York section. Allegheny Mountain section. Kanawha section. Cumberland Plateau. Cumberland Mountain section. Seaboard Lowland.
	New England province.....	New England Upland. White Mountain section. Green Mountain section. Taconic section.
Interior Plains.....	Adirondack province.....	
	Interior Low Plateaus.....	Highland Rim. Lexington Plain. Nashville Basin. Eastern lake section. Western lake section. Wisconsin Driftless section. Till Plains. Dissected Till Plains. Osage Plains.
	Central Lowland.....	Missouri Plateau, glaciated. Missouri Plateau, unglaciated. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton section. Pecos Valley. Edwards Plateau. Central Texas section. Springfield-Salem plateaus. Boston "Mountains." Arkansas Valley. Ouachita Mountains.
	Great Plains.....	
Interior Highlands.....	Ozark Plateaus.....	
	Ouachita province.....	
Rocky Mountain System.....	Southern Rocky Mountains.....	
	Wyoming Basin.....	
	Middle Rocky Mountains.....	
	Northern Rocky Mountains.....	
Intermontane Plateaus.....	Columbia Plateaus.....	Walla Walla Plateau. Blue Mountain section. Payette section. Snake River Plain. Harney section. High Plateaus of Utah. Uinta Basin. Canyon Lands. Navajo section. Grand Canyon section. Datil section. Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento section.
	Colorado Plateaus.....	Northern Cascade Mountains. Middle Cascade Mountains. Southern Cascade Mountains. Sierra Nevada.
	Basin and Range province.....	
Pacific Mountain System.....	Sierra-Cascade Mountains.....	

PHYSICAL DIVISIONS OF THE UNITED STATES—Continued

Major division	Province	Section
Pacific Mountain System—Con..	Pacific Border province.....	Puget Trough. Olympic Mountains. Oregon Coast Range. Klamath Mountains. California Trough. California Coast Ranges. Los Angeles Ranges.
	Lower Californian province.....	

PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.	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	Parliament: Senate, National Assembly	Constitutional Monarchy	Kabul (Kābul).
Albania	President of the Presidium	People's Assembly (unicameral)	People's Republic	Tirana (Tiranë).
Algeria	Bishop of Urgel (Spain).	National Assembly (suspended)	Republic	Algiers.
Andorra	President of the French Republic.	General Council of the Valleys (unicameral)	Coprinpalpity	Andorra.
Argentina	President	National Congress: Senate, Chamber of Deputies (dissolved)	Republic	Buenos Aires.
Australia	Queen (represented by Governor General).	Federal Parliament: Senate, House of Representatives	Commonwealth	Canberra.
Austria	President	Parliament: Federal Council (Bundesrat), National Council (Nationalrat).	Federal Republic	Vienna (Wien).
Barbados	Queen (represented by Governor General).	Parliament: Senate, House of Assembly	Parliamentary State	Bridgetown.
Belgium	King	Parliament: Senate, Chamber of Representatives	Constitutional Monarchy	Brussels (Bruxelles, Brussel).
Bhutan	Maharaja	Advisory Assembly	Kingdom	Thimphu.
Bolivia	President	Congress: Senate, Chamber of Deputies	Republic	Paz, legal capital; La Sucre, seat of government.
Botswana	do	Parliament: House of Chiefs, National Assembly	do	Gaborone.
Brazil	do	Congress: Senate, Chamber of Deputies	do	Brasília.
Bulgaria	President of the Presidium	National Assembly (unicameral)	Federal Republic	Sofia (Sofiya).
Burma	Chairman of the Revolutionary Council.	Parliament: Chamber of Deputies, Chamber of Nationalities (dissolved)	People's Republic	Rangoon.
Burundi	King (Ntwari)	National Assembly (unicameral)	Republic	Bujumbura.
Cambodia	Chief of State	Parliament: Council of the Kingdom, National Assembly	do	Phnom Penh.
Cameroon	President	Federal National Assembly (unicameral)	Federal Republic	Yaoundé.
Canada	Queen (represented by Governor General).	Parliament: Senate, House of Commons	Parliamentary State	Ottawa.
Central African Republic	President	National Assembly (unicameral) (dissolved)	Republic	Bangui.
Ceylon	Queen (represented by Governor General).	Parliament: Senate, House of Representatives	Parliamentary State	Colombo.
Chad	President	National Assembly (unicameral)	Republic	Fort-Lamy.
Chile	do	National Congress: Senate, Chamber of Deputies	Republic	Santiago.
China	do	Legislative Yuan (Chamber) (unicameral)	do	Taipei (T'ai-pai) Taiwan.
Colombia	do	Congress: Senate, House of Representatives	do	Bogotá.
Congo, Republic of	do	National Assembly (unicameral)	do	Brazzaville.
Congo, Democratic Republic of the.	do	Parliament: Senate, House of Representatives	do	Kinshasa.
Costa Rica	do	Legislative Assembly (unicameral)	do	San José.
Cuba	do	None	Socialist Republic	Havana (La Habana).
Cyprus	do	House of Representatives (unicameral)	Republic	Nicosia.
Czechoslovakia	do	National Assembly (unicameral)	Socialist Republic	Prague (Prahá).
Dahomey	do	National Assembly (unicameral) (suspended)	Republic	Porto Novo.
Denmark	King	Parliament (Folketinget) (unicameral)	Constitutional Monarchy	Copenhagen (København).

Dominican Republic.	President.	Congress: Senate, House of Deputies	Republic.	Santo Domingo.
Ecuador.	do.	Congress: Senate, Chamber of Deputies (suspended)	do.	Quito.
El Salvador.	do.	Legislative Assembly (unicameral)	do.	San Salvador.
Estonia ¹ .	do.	do.	do.	Tallinn.
Ethiopia.	Emperor.	Parliament: Senate, Chamber of Deputies	Empire.	Addis Ababa (Addis Ababâ).
Finland.	President.	Parliament (Eduskunta) (unicameral)	Republic.	Helsinki (Helsingfors).
France.	do.	Parliament: Senate, National Assembly	do.	Paris.
Gabon.	do.	National Assembly (unicameral)	do.	Libreville.
Gambia, The.	Queen (represented by Governor General).	House of Representatives (unicameral)	Parliamentary State.	Bathurst.
Germany, Federal Republic of. ²	President.	Parliament: Federal Council (Bundesrat), Federal Assembly (Bundestag).	Federal Republic.	Bonn.
Ghana.	President (suspended).	National Assembly (unicameral) (suspended).	Republic.	Accra.
Greece.	King.	Parliament (Vouli) (unicameral)	Constitutional Monarchy.	Athens (Athina).
Guatemala.	President.	Congress (unicameral)	Republic.	Guatemala City (Guatemala).
Guinea.	do.	National Assembly (unicameral)	do.	Conakry.
Guyana.	Queen (represented by Governor General).	Parliament: House of Assembly (unicameral)	Parliamentary State.	Georgetown.
Haiti.	President.	Legislative Chamber (unicameral)	Republic.	Port-au-Prince.
Honduras.	do.	Congress (unicameral)	do.	Tegucigalpa.
Hungary.	President of the Presidential Council.	National Assembly (unicameral)	People's Republic.	Budapest.
Iceland.	President.	Parliament (Althing): Upper Chamber (Efi Delid), Lower Chamber (Neore Delid).	Republic.	Reykjavik.
India.	do.	Parliament: Council of States (Rajya Sabha), House of the People (Lok Sabha).	do.	New Delhi.
Indonesia.	do.	Parliament (unicameral)	do.	Djakarta.
Iran.	King (Shahanshab).	Parliament: Senate, National Assembly (Majlis)	Constitutional Monarchy.	Tehran (Tehrân).
Iraq.	President.	Parliament: Senate, Chamber of Deputies (abolished)	Republic.	Baghdad (Baghdâd).
Ireland.	do.	National Parliament (Oireachtas): Senate (Seanad Eireann), House of Representatives (Dail Eireann).	do.	Dublin.
Israel.	do.	Parliament (Knesset) (unicameral)	do.	Tel Aviv ³ .
Italy.	do.	Parliament: Senate, Chamber of Deputies	do.	Rome (Roma).
Ivory Coast.	do.	National Assembly (unicameral)	do.	Abidjan.
Japan.	Queen (represented by Governor General).	Parliament: Senate, House of Representatives	Parliamentary State.	Kingston.
Jordan.	Emperor.	Diet: House of Councillors, House of Representatives.	Constitutional Monarchy.	Tokyo (Tôkyô).
King.	do.	Parliament: Senate, Chamber of Deputies	do.	Amman (Ammân).
Kenya.	President.	Parliament: Senate, House of Representatives	Republic.	Nairobi.
Korea.	do.	National Assembly (unicameral)	do.	Seoul (Soul).
Kuwait.	Amir.	do.	Monarchy (Amirate).	Kuwait.
Laos.	King.	Legislature: King's Council, National Assembly	Constitutional Monarchy.	Vientiane.
Latvia ¹ .	do.	Chamber of Deputies (unicameral)	do.	Riga (Rîgâ).
Lebanon.	President.	Parliament: Senate, National Assembly	Republic.	Beirut (Bayrût).
Lesotho.	King.	Congress: Senate, House of Representatives	Constitutional Monarchy.	Maseru.
Liberia.	President.	do.	Republic.	Monrovia.

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
Libya.....	King.....	Parliament: Senate, House of Representatives.....	Constitutional Monarchy.....	Cocapitals: Benghazi (Banghazi), Tripoli (Tarābulus). Administrative center: Balda (Al Bayḍā). Vaduz.
Liechtenstein.....	Prince.....	Diet (unicameral).....	do.....	Kannas.
Lithuania.....	Grand Duke.....	Chamber of Deputies (unicameral).....	Republic.....	Luxembourg.
Luxembourg.....	President.....	Parliament: Senate, National Assembly.....	Constitutional Monarchy.....	Tananarive.
Malagasy Republic.....	do.....	National Assembly (unicameral).....	do.....	Zomba.
Malawi.....	Paramount Ruler.....	Parliament: Senate, House of Representatives.....	Constitutional Monarchy.....	Kuala Lumpur.
Malaysia.....	Sultan.....	Legislative Council (Majlis) (unicameral).....	do.....	Male.
Maldives Islands.....	President.....	National Assembly (unicameral).....	Republic.....	Bamako.
Mal.....	Queen (represented by Governor General).....	House of Representatives (unicameral).....	Parliamentary State.....	Valetta.
Malta.....	President.....	National Assembly (unicameral).....	Republic.....	Nouakchott.
Mauritania.....	do.....	Congress: Senate, Chamber of Deputies.....	Federal Republic.....	Mexico City (Ciudad de México).
Mexico.....	Prince.....	National Council (unicameral).....	Constitutional Monarchy.....	Monaco.
Monaco.....	King.....	Parliament: Chamber of Councillors, House of Representatives.....	do.....	Rabat.
Morocco.....	do.....	Absolute Monarchy.....	Sultanate.....	Muscat (Masqa); Salalah, Sultan's residence.
Muscat and Oman.....	Sultan.....	National Assembly (Panchayat) (unicameral).....	Monarchy.....	Katmandu (Katmāndu).
Nepal.....	King.....	States-General: First-Chamber, Second-Chamber.....	Constitutional Monarchy.....	Capital, Amsterdam. Seat of government, The Hague ('s Gravenhage).
Netherlands.....	Queen.....	Parliament: House of Representatives (unicameral).....	Parliamentary State.....	Wellington.
New Zealand.....	Queen (represented by Governor General).....	Congress: Senate, House of Deputies.....	Republic.....	Managua.
Nicaragua.....	President.....	National Assembly (unicameral).....	do.....	Niamey.
Niger.....	do.....	Parliament: Senate, House of Representatives (suspended).....	Federal Republic.....	Lagos.
Nigeria.....	President (suspended).....	Parliament (Storting): Lagting, Odelsting.....	Constitutional Monarchy.....	Oslo.
Norway.....	King.....	National Assembly (unicameral).....	Republic.....	Rawalpindi, temporary pending completion of capital at Islamabad.
Pakistan.....	President.....	do.....	do.....	Panama.
Panama.....	do.....	Chamber of Deputies (unicameral).....	do.....	Asunción.
Paraguay.....	do.....	Congress: Senate, Chamber of Deputies.....	do.....	Lima.
Peru.....	do.....	Congress: Senate, House of Representatives.....	do.....	Quezon City. Seat of government, Manila.
Philippines.....	do.....	Parliament (Sejm) (unicameral).....	People's Republic.....	Warsaw (Warszawa).
Poland.....	President of Council of State.....	National Assembly (unicameral).....	Republic.....	Lisbon (Lisboa).
Portugal.....	President.....	Grand National Assembly (unicameral).....	Socialist Republic.....	Bucharest (București).
* Rumania.....	President of Council of State.....	National Assembly (unicameral).....	Republic.....	Kigali.
Rwanda.....	President.....	Grand and General Council (unicameral).....	do.....	San Marino.
San Marino.....	Captains-Regent ²			

Absolute Monarchy	King	Monarchy	Riyadh (Ar Riyad), diplomatic center.
Saudi Arabia	King	Republic	Jidda (Jiddah), diplomatic center.
Senegal	President	Republic	Dakar
Sierra Leone	Queen (represented by Governor General)	Parliamentary State	Freetown
Singapore	President	Republic	Singapore
Somali Republic	do	do	Mogadisho
South Africa, Republic of	do	do	Pretoria, Legislative capital, Capetown.
Spain ⁶	Chief of State	Monarchy	Madrid
Sudan	President of Supreme Council of State	Republic	Khartoum (Al Khurfum)
Sweden	King	Constitutional Monarchy	Stockholm
Switzerland	President	Confederation	Bern
Syria	Head of State	Republic	Damascus (Dimashq)
Tanzania	President	do	Dar es Salaam
Thailand	King	Constitutional Monarchy	Bangkok (Krung Thep)
Togo	President	Republic	Lomé
Trinidad and Tobago	Queen (represented by Governor General)	Parliamentary State	Port-of-Spain
Tunisia	President	Republic	Tunis
Turkey	do	do	Ankara
Uganda	Chairman of the Presidium of Supreme Soviet	Parliamentary State	Kampala
Union of Soviet Socialist Republics	President	Federation of Soviet Republics	Moscow (Moskva)
United Arab Republic	President	Republic	Cairo (Al Qähira)
United Kingdom	Queen	Constitutional Monarchy	London
Upper Volta	President	Republic	Ouagadougou
Uruguay	President of National Council	do	Montevideo
Venezuela	President	do	Caracas
Vietnam	Chairman of National Leadership Committee	do	Saigon (Sai Gon)
Western Samoa	Head of State	Parliamentary State	Apia
Yemen	President	Republic	Sana'a (San'aa)
Yugoslavia	do	Federal Socialist Republic	Belgrade (Beograd)
Zambia	do	Republic	Lusaka

⁶The State Department and Board on Geographic Names preference for these countries are Romania and Viet-Nam.

¹The United States has not recognized the Soviet regime in Estonia, Latvia, and Lithuania.

²In this table, the items in the entry for Germany apply to the Federal Republic of Germany, the government established in Western Germany. This government achieved sovereignty on May 5, 1955, under terms of the Paris treaties. The govern-

ment for Berlin functions in the American, British, and French sectors of occupation of Berlin, under authority of the Allied Kommandatura.

³In 1950, the Israel Parliament proclaimed Jerusalem as the capital. The United States does not recognize Jerusalem as the capital and the United States Embassy continues to be located in Tel Aviv.

⁴No accurate English equivalents.

⁵The Law of Succession, July 27, 1947, declared that Spain was constituted a kingdom.

NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
Algeria	Algerian(s)	Algerian.
Andorra	Andorran(s)	Andorran.
Argentina	Argentine(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
Barbados	Barbadian(s)	Barbadian.
Belgium	Belgian(s)	Belgian.
Bhutan	Bhutanese (singular, plural)	Bhutanese.
Bolivia	Bolivian(s)	Bolivian.
Botswana	Botswana (singular, plural)	Botswana.
Brazil	Brazilian(s)	Brazilian.
Bulgaria	Bulgarian(s)	Bulgarian.
Burma	Burman(s)	Burmese.
Burundi	Burundian(s)	Burundian.
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)	Chadian.
Chile	Chilean(s)	Chilean.
China	Chinese (singular, plural)	Chinese.
Colombia	Colombian(s)	Colombian.
Congo, Republic of (Brazzaville)	Congolese (singular, plural)	Congolese or Congo.
Congo, Democratic Republic of the (Kinshasa)	do.	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	Ecuadorean(s)	Ecuadorean.
El Salvador	Salvadoran(s)	Salvadoran.
Estonia	Estonian(s)	Estonian.
Ethiopia	Ethiopian(s)	Ethiopian.
Finland	Finn(s)	Finnish.
France	Frenchman(men)	French.
Gabon	Gabonese (singular, plural)	Gabonese.
Gambia, The	Gambian(s)	Gambian.
Germany, Federal Republic of	German(s)	German.
Ghana	Ghanaian(s)	Ghanaian.
Greece	Greek(s)	Greek.
Guatemala	Guatemalan(s)	Guatemalan.
Guinea	Guinean(s)	Guinean.
Guyana	Guyanese (singular, plural)	Guyanese.
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)	Iraqi.
Ireland	Irishman(men), Irish (collective, plural)	Irish.
Israel	Israeli(s)	Israeli.
Italy	Italian(s)	Italian.
Ivory Coast	Ivoirian(s)	Ivoirian.
Jamaica	Jamaican(s)	Jamaican.
Japan	Japanese (singular, plural)	Japanese.
Jordan	Jordanian(s)	Jordanian.
Kenya	Kenyan(s)	Kenyan.
Korea	Korean(s)	Korean.
Kuwait	Kuwaiti(s)	Kuwaiti.
Laos	Lao (singular, plural)	Lao or Laotian.
Latvia	Latvian(s)	Latvian.
Lebanon	Lebanese (singular, plural)	Lebanese.
Lesotho	Basotho (singular, plural)	Basotho.
Liberia	Liberian(s)	Liberian.
Libya	Libyan(s)	Libyan.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.
Lithuania	Lithuanian(s)	Lithuanian.
Luxembourg	Luxembourger(s)	Luxembourg.
Malagasy Republic	Malagasy (singular, plural)	Malagasy.
Malawi	Malawian(s)	Malawian.
Malaysia	Malaysian(s)	Malaysian.
Maldives Islands	Maldivian(s)	Maldivian.
Mali	Malian(s)	Malian.

NOUNS AND ADJECTIVES DENOTING NATIONALITY--Continued

Country or region	Noun (plural ending in parentheses)	Adjective
Malta	Maltese (singular, plural)	Maltese.
Mauritania	Mauritanian(s)	Mauritanian.
Mexico	Mexican(s)	Mexican.
Monaco	Monacan(s), Monegasque(s)	Monacan or Monegasque.
Morocco	Moroccan(s)	Moroccan.
Muscat and Oman	Muscati(s), Omani(s)	Muscati and Omani.
Nepal	Nepalese (singular, plural)	Nepalese.
Netherlands	Netherlander(s)	Netherlands.
New Zealand	New Zealander(s)	New Zealand.
Nicaragua	Nicaraguan(s)	Nicaraguan.
Niger	Nigeris (singular, plural)	Niger.
Nigeria	Nigerian(s)	Nigerian.
Norway	Norwegian(s)	Norwegian.
Pakistan	Pakistani(s)	Pakistani.
Panama	Panamanian(s)	Panamanian.
Paraguay	Paraguayan(s)	Paraguayan.
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.
San Marino	Sanmarinese (singular, plural)	Sanmarinese.
Saudi Arabia	Saudi.	Saudi Arabian or Saudi.
Senegal	Senegalese (singular, plural)	Senegalese.
Sierra Leone	Sierra Leonean(s)	Sierra Leonean.
Singapore	Singaporean(s)	Singaporean.
Somali Republic	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	Syrian(s)	Syrian.
Tanzania	Tanzanian(s)	Tanzanian.
Thailand	Thai (singular, plural)	Thai.
Togo	Togolese (singular, plural)	Togolese.
Trinidad and Tobago	Trinidadian(s), Tobagan(s)	Trinidadian and Tobagan.
Tunisia	Tunisian(s)	Tunisian.
Turkey	Turk(s)	Turkish.
Uganda	Ugandan(s)	Ugandan.
Union of Soviet Socialist Republics	Soviet(s)	Soviet.
United Arab Republic	Egyptian(s)	United Arab Republic.
United Kingdom	Briton(s), British (collective plural)	British.
United States of America	American(s)	American.
Upper Volta	Upper Voltan(s)	Upper Voltan.
Uruguay	Uruguayan(s)	Uruguayan.
Venezuela	Venezuelan(s)	Venezuelan.
*Vietnam	Vietnamese (singular, plural)	Vietnamese.
Western Samoa	Western Samoan(s)	Western Samoan.
Yemen	Yemeni(s)	Yemeni.
Yugoslavia	Yugoslav(s)	Yugoslav.
Zambia	Zambian(s)	Zambian.

*The State Department and Board on Geographic Names preference for these countries are Romania and Viet-Nam.

FOREIGN MONEY

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Afghanistan	Afghani	Afg.	Pul.	
Albania	Lek		Quintar	
Algeria	Dinar	AD	Centime	
Andorra	French Franc	Fr.	Centime	
	Spanish Peseta	Pta.	Centimo	
Argentina	Peso	MSN	Centavo	Ctvo.
Australia	Dollar	A\$	Cent	
Austria	Schilling	S.	Groschen (S. & P.)	
Barbados	East Caribbean Dollar	EC\$	Cent	
Belgium	Franc	BF	Centime	
Bhutan	Indian Rupee	Rs.	Naya paisa	N.p.
Bolivia	Peso Boliviano	B\$	Centavo	Ctvo.
Botswana	South African Rand	R	Cent	
Brazil	Cruzeiro	Cr\$	Centavo	Ctvo.
Bulgaria	Lev		Stotinka (-ki)	
Burma	Kyat	K	Pya	
Burundi	Franc	RBF		
Cambodia	Riel		Sen	
Cameroon	CFA Franc	CFAF		
Canada	Dollar	Can\$.	Cent	C, ct.
Central African Republic	CFA Franc	CFAF		
Ceylon	Rupee	Cey Rs.	Cent	
Chad	CFA Franc	CFAF		
Chile	Escudo	Esc.	Centesimo	
China	Yuan	NT\$.	Fen	
Colombia	Peso	Col\$	Centavo	Ctvo.
Congo, Republic of	CFA Franc	CFAF		
Congo, Democratic Republic of the	Franc	CF		
Costa Rica	Colón	CR¢	Centimo	Ctmo.
Cuba	Peso	Cub\$.	Centavo	Ctvo.
Cyprus	Pound	C£	Mil.	
Czechoslovakia	Koruna	Kcs	Heller	
Dahomey	CFA Franc	CFAF		
Denmark	Krone	DKr.	Øre (S. & P.)	
Dominican Republic	Peso	RD\$.	Centavo	Ctvo.
Ecuador	Sucre	ES/	Centavo	Ctvo.
El Salvador	Colón	ES¢	Centavo	Ctvo.
Estonia	Ruble		Kopek	
Ethiopia	Dollar	Eth\$.	Cent	
Finland	Markka	Fmk	Penni (pennia)	Pia.
France	Franc	Fr.	Centime	
Gabon	CFA Franc	CFAF		
Gambia, The	Pound	WAE	Shilling, penny (pence)	S., d.
Germany, Federal Republic of	Deutsche Mark	DM	Pfennig (S. & P.)	Pf.
Ghana	Cedi	¢	Pesawa	
Greece	Drachma	Dr.	Lepton (lepta)	
Guatemala	Quetzal (Quetzales)	Q	Centavo	Ctvo.
Guinea	Franc	G Fr.		
Guyana	Guyana Dollar	G\$ (or G)	Cent	
Haiti	Gourde	G	Centime	
Honduras	Lempira	L	Centavo	Ctvo.
Hungary	Forint	Ft	Filler (S. & P.)	
Iceland	Króna (Krónur)	IKr	Øre (S. & P.)	
India	Rupee	Rs.	Naya paisa	N.p.
Indonesia	Rupiah	Rp.	Sen (S. & P.)	
Iran	Rial	Rls.	Dinar	
Iraq	Dinar	ID	Fil	
Ireland	Pound	Ire£	Shilling, penny (pence)	S., d.
Israel	Pound	IS£	Prutah (prutot)	
Italy	Lira (Lire)	Lit.	Centesimo (-mi)	Ctmo.
Ivory Coast	CFA Franc	CFAF		
Jamaica	Pound	J£	Shilling, penny (pence)	S., d.
Japan	Yen	¥	Sen (S. & P.)	
Jordan	Dinar	JD	Fil	
Kenya	E. African Shilling	EA Sh.	Cent	
Korea	Won		Chon	
Kuwait	Dinar	KD	Fil	
Laos	Kip	K	At	
Latvia	Ruble		Kopek	
Lebanon	Pound	LL	Piaster	
Lesotho	S. African Rand	R	Cent	
Liberia	Dollar	Lib\$.	Cent	

FOREIGN MONEY—Continued

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Libya.....	Pound.....	£	Piaster.....	
Liechtenstein.....	Swiss Franc.....		Centime.....	
Lithuania.....	Ruble.....		Kopek.....	
Luxembourg.....	Franc.....	Lux Fr.	Centime.....	
Malagasy Republic.....	CFA Franc.....	CFAF		
Malawi.....	Pound.....	£	Shilling, penny (pence).....	S., d.
Malaysia.....	Dollar.....	RM	Cent.....	
Maldives Islands.....	Rupee.....	MRs	Lari.....	
Mali.....	Franc.....	FRF		
Malta.....	UK Pound.....	£		
Mauritania.....	CFA Franc.....	CFAF		
Mexico.....	Peso.....	Mex\$	Centava.....	Ctvo.
Monaco.....	French Franc.....	Fr.	Centime.....	
Morocco.....	Dirham.....	DH	Franc.....	
Muscat and Oman.....	Gulf Rupee.....	GRs	Naya paisa.....	
Nepal.....	Rupee.....	NRs	Pie, pice.....	
Netherlands.....	Guilder.....	f	Cent.....	
New Zealand.....	Pound.....	NZ£	Shilling, penny (pence).....	S., d.
Nicaragua.....	Córdoba.....	C\$	Centavo.....	Ctvo.
Niger.....	CFA Franc.....	CFAF		
Nigeria.....	Pound.....	£	Shilling, penny (pence).....	S., d.
Norway.....	Krone.....	NKr	Öre (S. & P.).....	
Pakistan.....	Rupee.....	PRs	Paisa.....	
Panama.....	Balboa.....	B.	Centesimo.....	Ctmo.
Paraguay.....	Guaraní.....	PG	Céntimo.....	Ctmo.
Peru.....	Sol (Soles).....	PS/	Centavo.....	Ctvo.
Philippines.....	Peso.....	P	Centavo.....	Ctvo.
Poland.....	Złoty.....	zł	Grosz (grosze).....	
Portugal.....	Escudo.....	Esc	Centavo.....	
*Rumania.....	Lei.....		Ban (bani).....	
Rwanda.....	Franc.....	RBF		
San Marino.....	Italian Lira.....	Lit	Centesimo.....	
Saudi Arabia.....	Riyal.....	SRs	Halala (S. & P.).....	
Senegal.....	CFA Franc.....	CFAF		
Sierra Leone.....	Leone.....	Le		
Singapore.....	Malaysian Dollar.....	M\$	Cent.....	
Somali Republic.....	Somali Shilling.....	SSH	Centesimo.....	
South Africa, Republic of.....	Rand.....	R	Cent.....	
Spain.....	Peseta.....	Pts	Céntimo.....	
Sudan.....	Pound.....	Sd£	Piaster.....	
Sweden.....	Krona (Kronur).....	SKr	Öre.....	
Switzerland.....	Franc.....	Sw Fr.	Centime.....	
Syria.....	Pound.....	£	Piaster.....	
Tanzania.....	E. African Shilling.....	EA Sh	Cent.....	
Thailand.....	Baht.....	B.	Satang.....	
Togo.....	CFA Franc.....	CFAF		
Trinidad and Tobago.....	TT Dollar.....	TT\$	Cent.....	
Tunisia.....	Dinar.....	D	Mill.....	
Turkey.....	Lira.....	TL	Kurus.....	
Uganda.....	Shilling.....	USh	Cent.....	
Union of Soviet Socialist Republics.....	Ruble.....		Kopek.....	
United Arab Republic.....	Pound.....	£	Piaster.....	
United Kingdom.....	Pound.....	£	Shilling, penny (pence).....	S., d.
Upper Volta.....	CFA Franc.....	CFAF		
Uruguay.....	Peso.....	Ur\$	Centesimo.....	
Venezuela.....	Bolívar.....	Bs.	Centimo.....	
*Vietnam.....	Piastre.....	VN\$	Centime.....	
Western Samoa.....	Australian Dollar.....	A\$	Cent.....	
Yemen.....	Imadi, Maria Theresa Thaler.....	MT\$	Bogsha.....	
Yugoslavia.....	Dinar.....	Din	Para.....	
Zambia.....	Pound.....	£	Shilling, penny (pence).....	S., d.

*The State Department and Board on Geographic Names preference for these countries are Romania and Viet-Nam.

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.

COMMON MEASURES AND THEIR METRIC EQUIVALENTS

Common measure	Equivalent	Common measure	Equivalent
Inch.....	2.54 centimeters.	Dry quart, United States.	1.101 liters.
Foot.....	0.3048 meter.	Quart, imperial.....	1.136 liters.
Yard.....	0.9144 meter.	Gallon, United States.....	3.785 liters.
Rod.....	5.029 meters.	Gallon, imperial.....	4.546 liters.
Mile.....	1.6093 kilometers.	Peck, United States.....	8.810 liters.
Square inch.....	6.452 square centimeters.	Peck, imperial.....	9.092 liters.
Square foot.....	0.0929 square meter.	Bushel, United States.....	35.24 liters.
Square yard.....	0.836 square meter.	Bushel, imperial.....	36.37 liters.
Square rod.....	25.29 square meters.	Ounce, avoirdupois.....	28.35 grams.
Acre.....	0.4047 hectare.	Pound, avoirdupois.....	0.4536 kilogram.
Square mile.....	259 hectares.	Ton, long.....	1.0160 metric tons.
Cubic inch.....	16.39 cubic centimeters.	Ton, short.....	0.9072 metric ton.
Cubic foot.....	0.0283 cubic meter.	Grain.....	0.0648 gram.
Cubic yard.....	0.7646 cubic meter.	Ounce, troy.....	31.103 grams.
Cord.....	3.625 steres.	Pound, troy.....	0.3732 kilogram.
Liquid quart, United States.....	0.9463 liter.		

METRIC TABLES—Continued

U.S. EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS

[With suggestions by the Department of Agriculture]

Weight or measure	Country	Weight or measure	Country
1 ardeb=1.98 hectoliters=5.6189 Winchester or United States bushels.	Egypt.	1 koku=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).
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 (kat)=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 chatvert=5.9568 Winchester bushels.	Union of Soviet Socialist Republics.	1 oke=1.248 kilograms=2.751 pounds, avoirdupois.	Egypt.
1 cho=2.4506 acres.....	Japan.	1 oke=2.822 pounds, avoirdupois.	Greece.
1 dekar=0.2471 acre.....	Norway.	1 picul=133½ pounds, avoirdupois.	China.
1 dessiatine=2.6997 acres.....	Union of Soviet Socialist Republics.	1 picul=61.761 kilograms=136.16 pounds, avoirdupois.	Indonesia.
1 donum=0.227 acre.....	Turkey.	1 poed=36.1128 pounds, avoirdupois.	Japan.
1 doppelzentner=220.46 pounds, avoirdupois.	Germany.	1 poed, Great Venetian=1.0582 pounds, avoirdupois.	Union of Soviet Socialist Republics.
1 feddan=1.038 acres.....	Egypt.	1 quintal (double centner, or metric centner)=220.46 pounds, avoirdupois.	Greece.
1 hectare=2.471 acres.....	(¹).	1 quarter=8 imperial bushels=8.2564 Winchester bushels.	(²).
1 hectoliter=2.8378 Winchester bushels.	(¹).	1 rai=0.3954 acre.....	United Kingdom.
1 hectoliter=26.418 United States gallons.	United Kingdom, Australia. ¹	1 Russian pound= $\frac{1}{16}$ poed=0.90282 pound, avoirdupois.	Thailand.
1 hundredweight (long)=112 pounds, avoirdupois.	United States, Canada, Union of South Africa. ¹	1 stremma (royal)=0.2471 acre.	Union of Soviet Socialist Republics.
1 hundredweight (or cental)=100 pounds, avoirdupois.	United Kingdom, Canada, Australia, Union of South Africa. ¹	1 tan (or picul)=133½ pounds, avoirdupois.	Greece.
1 imperial bushel=1.03205 Winchester bushels.	Do. ¹	1 ton (long)=2,240 pounds, avoirdupois.	China.
1 imperial gallon=1.2009 United States gallons.	Hungary.	1 ton (metric)=2,204.6 pounds, avoirdupois.	United States (foreign trade) and United Kingdom.
1 joch (cadastral hold, or cadastral arpent)=1.422 acres.	(¹).	1 ton (short)=2,000 pounds, avoirdupois.	(¹).
1 kilogram=2.2046 pounds, avoirdupois.	Japan.	1 zentner=110.23 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
Aransas in Texas	Kearny in Kansas
Arkansas in Arkansas	Lawrence in all States
Barber in Kansas	Linn in Iowa, Kansas, Missouri, and Oregon
Barbour in Alabama and West Virginia	Lynn in Texas
Brevard in Florida	Loudon in Tennessee
Broward in Florida	Loudoun in Virginia
Brooke in West Virginia	Manatee in Florida
Brooks in Georgia and Texas	Manistee in Michigan
Brown in all States	Merced in California; Mercer elsewhere
Bulloch in Georgia	Morton } both in Kansas
Bullock in Alabama	Norton }
Burnet in Texas	Muscogee in Georgia
Burnett in Wisconsin	Muskogee in Oklahoma
Cheboygan in Michigan; Sheboygan in Wisconsin	Park in Colorado and Montana
Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia; all others Clark	Parke in Indiana
Coffee in Alabama, Georgia, and Tennessee	Pottawatomie in Kansas and Oklahoma
Coffey in Kansas	Pottawattamie in Iowa
Coal in Oklahoma	Sanders in Montana
Cole in Missouri	Saunders in Nebraska
Coles in Illinois	Smayth 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
Davess 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
Glascock in Georgia	Tooele in Utah
Glascock in Texas	Toole in Montana
Green in Kentucky and Wisconsin; all others Greene	Vermillion in Indiana; all others Vermilion
Harford in Maryland	Woods in Oklahoma; all others Wood
Hartford in Connecticut	Wyandot in Ohio
Huntingdon in Pennsylvania	Wyandotte in Kansas

ALABAMA				
Autauga	Clarke	Escambia	Lee	Pike
Baldwin	Clay	Etowah	Limestone	Randolph
Barbour	Cleburne	Fayette	Lowndes	Russell
Bibb	Coffee	Franklin	Macon	St. Clair
Blount	Colbert	Geneva	Madison	Shelby
Bullock	Conecuh	Greene	Marengo	Sumter
Butler	Coosa	Hale	Marion	Talladega
Calhoun	Covington	Henry	Marshall	Tallapoosa
Chambers	Creshaw	Houston	Mobile	Tuscaloosa
Cherokee	Cullman	Jackson	Monroe	Walker
Chilton	Dale	Jefferson	Montgomery	Washington
Choctaw	Dallas	Lamar	Morgan	Wilcox
	De Kalb	Lauderdale	Perry	Winston
	Elmore	Lawrence	Pickens	

ALASKA (divided into four judicial districts; no counties)

ARIZONA				
Apache	Coconino	Greenlee	Navajo	Santa Cruz
Cochise	Gila	Maricopa	Pima	Yavapai
	Graham	Mohave	Pinal	Yuma

ARKANSAS				
Arkansas	Carroll	Crawford	Garland	Jefferson
Ashley	Chicot	Crittenden	Grant	Johnson
Baxter	Clark	Cross	Greene	Lafayette
Benton	Clay	Dallas	Hempstead	Lawrence
Boone	Cleburne	Desha	Hot Spring	Lee
Bradley	Cleveland	Drew	Howard	Lincoln
Calhoun	Columbia	Faulkner	Independence	Little River
	Conway	Franklin	Izard	Logan
	Craighead	Fulton	Jackson	Lonoke

ARKANSAS—Continued

Madison	Newton	Pope	Scott	Union
Marion	Ouachita	Prairie	Searcy	Van Buren
Miller	Perry	Pulaski	Sebastian	Washington
Mississippi	Phillips	Randolph	Sevier	White
Monroe	Pike	St. Francis	Sharp	Woodruff
Montgomery	Poinsett	Saline	Stone	Yell
Nevada	Polk			

CALIFORNIA

Alameda	Glenn	Mendocino	San Benito	Siskiyou
Alpine	Humboldt	Merced	San Bernardino	Solano
Amador	Imperial	Modoc	San Diego	Sonoma
Butte	Inyo	Mono	San Francisco	Stanislaus
Calaveras	Kern	Monterey	San Joaquin	Sutter
Colusa	Kings	Napa	San Luis Obispo	Tehama
Contra Costa	Lake	Nevada	San Mateo	Trinity
Del Norte	Lassen	Orange	Santa Barbara	Tulare
El Dorado	Los Angeles	Placer	Santa Clara	Tuolumne
Fresno	Madera	Plumas	Santa Cruz	Ventura
	Marin	Riverside	Shasta	Yolo
	Mariposa	Sacramento	Sierra	Yuba

COLORADO

Adams	Costilla	Grand	Logan	Pueblo
Alamosa	Crowley	Gunnison	Mesa	Rio Blanco
Arapahoe	Custer	Hinsdale	Mineral	Rio Grande
Archuleta	Delta	Huerfano	Moffat	Routt
Baca	Denver	Jackson	Montezuma	Saguache
Bent	Dolores	Jefferson	Montrose	San Juan
Boulder	Douglas	Kiowa	Morgan	San Miguel
Chaffee	Eagle	Kit Carson	Otero	Sedgwick
Cheyenne	Elbert	Lake	Ouray	Summit
Clear Creek	El Paso	La Plata	Park	Teller
Conejos	Fremont	Larimer	Phillips	Washington
	Garfield	Las Animas	Pitkin	Weld
	Gilpin	Lincoln	Prowers	Yuma

CONNECTICUT

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

DELAWARE

Kent	New Castle	Sussex
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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	Taliaferro
Baldwin	Columbia	Habersham	Miller	Tattnall
Banks	Cook	Hall	Mitchell	Taylor
Barrow	Coweta	Hancock	Monroe	Telfair
Bartow	Crawford	Haralson	Montgomery	Terrell
Ben Hill	Crisp	Harris	Morgan	Thomas
Berrien	Dade	Hart	Murray	Tift
Bibb	Dawson	Heard	Muscogee	Toombs
Bleckley	Decatur	Henry	Newton	Towns
Brantley	De Kalb	Houston	Oconee	Treutlen
Brooks	Dodge	Irwin	Oglethorpe	Troup
Bryan	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
Chattanooga	Forsyth	Lincoln	Rockdale	White
Cherokee	Franklin	Long	Schley	Whitfield
Clarke	Fulton	Lowndes	Screen	Wilcox
Clay	Gilmer	Lumpkin	Seminole	Wilkes
Clayton	Glascock	McDuffie	Spalding	Wilkinson
	Glynn	McIntosh	Stephens	Worth

HAWAIIHawaii
Honolulu

Kalawao

Kauai

Maul

IDAHOAda
Adams
Bannock
Bear Lake
Benewah
Bingham
Blaine
BoiseBonner
Bonneville
Boundary
Butte
Camas
Canyon
Caribou
Cassia
ClarkClearwater
Custer
Elmore
Franklin
Fremont
Gem
Gooding
Idaho
JeffersonJerome
Kootenai
Latah
Lemhi
Lewis
Lincoln
Madison
Minidoka
Nez PerceOneida
Owyhee
Payette
Power
Shoshone
Teton
Twin Falls
Valley
Washington**ILLINOIS**Adams
Alexander
Bond
Boone
Brown
Bureau
Calhoun
Carroll
Cass
Champaign
Christian
Clark
Clay
Clinton
Coles
Cook
Crawford
Cumberland
De KalbDe Witt
Douglas
Du Page
Edgar
Edwards
Effingham
Fayette
Ford
Franklin
Fulton
Gallatin
Greene
Grundy
Hamilton
Hancock
Hardin
Henderson
Henry
Iroquois
Jackson
JasperJefferson
Jersey
Jo Daviess
Johnson
Kane
Kankakee
Kendall
Knox
Lake
La Salle
Lawrence
Lee
Livingston
Logan
McDonough
McHenry
McLean
Macon
Macoupin
Madison
MarionMarshall
Mason
Massac
Menard
Mercer
Monroe
Montgomery
Morgan
Moultrie
Ogle
Peoria
Perry
Piatt
Pike
Pope
Pulaski
Putnam
Randolph
Richland
Rock Island
St. ClairSaline
Sangamon
Schuyler
Scott
Shelby
Stark
Stephenson
Tazewell
Union
Vermilion
Wabash
Warren
Washington
Wayne
White
Whiteside
Will
Williamson
Winnebago
Woodford**INDIANA**Adams
Allen
Bartholomew
Benton
Blackford
Boone
Brown
Carroll
Cass
Clark
Clay
Clinton
Crawford
Daviess
Dearborn
Decatur
De KalbDelaware
Dubois
Elkhart
Fayette
Floyd
Fountain
Franklin
Fulton
Gibson
Grant
Greene
Hamilton
Hancock
Harrison
Hendricks
Henry
Howard
Huntington
JacksonJasper
Jay
Jefferson
Jennings
Johnson
Knox
Kosciusko
Lagrange
Lake
La Porte
Lawrence
Madison
Marion
Marshall
Martin
Miami
Monroe
Montgomery
MorganNewton
Noble
Ohio
Orange
Owen
Parke
Perry
Pike
Porter
Posey
Pulaski
Putnam
Randolph
Ripley
Rush
St. Joseph
Scott
Shelby
SpencerStarke
Steuben
Sullivan
Switzerland
Tippecanoe
Tipton
Union
Vanderburgh
Vermillion
Vigo
Wabash
Warren
Warrick
Washington
Wayne
Wells
White
Whitley**IOWA**Adair
Adams
Allamakee
Appanoose
Audubon
Benton
Black Hawk
Boone
Bremer
Buchanan
Buena Vista
Butler
Calhoun
Carroll
Cass
Cedar
Cerro Gordo
Cherokee
ChickasawClarke
Clay
Clayton
Clinton
Crawford
Dallas
Davis
Decatur
Delaware
Des Moines
Dickinson
Dubuque
Emmet
Fayette
Floyd
Franklin
Fremont
Greene
Grundy
GuthrieHamilton
Hancock
Hardin
Harrison
Henry
Howard
Humboldt
Ida
Iowa
Jackson
Jasper
Jefferson
Johnson
Jones
Keokuk
Kossuth
Lee
Linn
Louisa
LucasLyon
Madison
Mahaska
Marion
Marshall
Mills
Mitchell
Monona
Monroe
Montgomery
Muscatine
O'Brien
Osceola
Page
Palo Alto
Plymouth
Pocahontas
Polk
Pottawattamie
PoweshiekRinggold
Sac
Scott
Shelby
Sioux
Story
Tama
Taylor
Union
Van Buren
Wapello
Warren
Washington
Wayne
Webster
Winnebago
Winneschick
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	Wabaunsee
Nemaha	Pottawatomie	Russell	Smith	Wallace
Neosho	Pratt	Saline	Stanton	Washington
Ness	Rawlins	Scott	Stevens	Wichita
Norton	Reno	Sedgwick	Sumner	Wilson
Osage	Republic	Seward	Thomas	Woodson
Osborne	Rice	Shawnee		Wyandotte
Ottawa	Riley			

KENTUCKY

Adair	Christian	Harrison	McCracken	Perry
Allen	Clark	Hart	McCreary	Pike
Anderson	Clay	Henderson	McLean	Powell
Ballard	Clinton	Henry	Madison	Pulaski
Barren	Crittenden	Hickman	Magoffin	Robertson
Bath	Cumberland	Hopkins	Marion	Rockcastle
Bell	Daviess	Jackson	Marshall	Rowan
Boone	Edmonson	Jefferson	Martin	Russell
Bourbon	Elliott	Jessamine	Mason	Scott
Boyd	Estill	Johnson	Meade	Shelby
Boyle	Fayette	Kenton	Menifee	Simpson
Bracken	Fleming	Knott	Mercer	Spencer
Breathitt	Floyd	Knox	Metcalfe	Taylor
Breckinridge	Franklin	Larue	Monroe	Todd
Bullitt	Fulton	Laurel	Montgomery	Trigg
Butler	Gallatin	Lawrence	Morgan	Trimble
Caldwell	Garrard	Lee	Muhlenberg	Union
Calloway	Grant	Leslie	Nelson	Warren
Campbell	Graves	Letcher	Nicholas	Washington
Carlisle	Grayson	Lewis	Ohio	Wayne
Carroll	Green	Lincoln	Oldham	Webster
Carter	Greenup	Livingston	Owen	Whitley
Casey	Hancock	Logan	Owsley	Wolfe
	Hardin	Lyon	Pendleton	Woodford
	Harian			

**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
Avoyelles	De Soto	La Salle	Sabine	Union
Beauregard	East Baton Rouge	Lincoln	St. Bernard	Vermillion
Bienville	East Carroll	Livingston	St. Charles	Vernon
Bossier	East Feliciana	Madison	St. Helena	Washington
Caddo	Evangeline	Morehouse	St. James	Webster
Calcasieu	Franklin	Natchitoches	St. John the Baptist	West Baton Rouge
Caldwell	Grant	Orleans	St. Landry	West Carroll
	Iberia	Ouachita	St. Martin	West Feliciana
	Iberville	Plaquemines	St. Mary	Winn
	Jackson			

MAINE

Androscoggin	Cumberland	Knox	Piscataquis	Waldo
Aroostook	Franklin	Lincoln	Sagadahoc	Washington
	Hancock	Oxford	Somerset	York
	Kennebec	Penobscot		

MARYLAND

Allegany	Calvert	Dorchester	Kent	Somerset
Anne Arundel	Caroline	Frederick	Montgomery	Talbot
Baltimore	Carroll	Garrett	Prince Georges	Washington
	Cecil	Harford	Queen Annes	Wicomico
	Charles	Howard	St. Marys	Worcester

MASSACHUSETTS

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	Mecona	Presque Isle
Arenac	Delta	Jackson	Menominee	Roscommon
Baraga	Dickinson	Kalamazoo	Midland	Saginaw
Barry	Eaton	Kalkaska	Missaukee	St. Clair
Bay	Emmet	Kent	Monroe	St. Joseph
Benzie	Genesee	Keweenaw	Montcalm	Sanilac
Berrien	Gladwin	Lake	Montmorency	Schoolcraft
Branch	Gogebic	Lapeer	Muskegon	Shiawassee
Calhoun	Grand Traverse	Leelanau	Newaygo	Tuscola
Cass	Gratiot	Lenawee	Oakland	Van Buren
Charlevoix	Hillsdale	Livingston	Oceana	Washtenaw
	Houghton	Luce	Ogemaw	Wayne
	Huron	Mackinac	Ontonagon	Wexford

MINNESOTA

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
Mahnomon
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
Wasceca
Washington
Watsonwan
Wikin
Winona
Wright
Yellow Medicine

MISSISSIPPI

Adams
Alcorn
Amite
Attala
Benton
Boliwar
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. Lewis
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
Dawes
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
Keith
Keya Paha
Kimball
Knox
Lancaster
Lincoln
Logan
Loup

McPherson
Madison
Merrick
Morrill
Nance
Nemaha
Nuckolls
Otoe
Pawnee
Perkins
Phelps
Pierce
Platte
Polk
Red Willow

NEBRASKA—Continued

Richardson	Saunders	Sherman	Thomas	Wayne
Rock	Scotts Bluff	Sioux	Thurston	Webster
Saline	Seward	Stanton	Valley	Wheeler
Sarpy	Sheridan	Thayer	Washington	York
NEVADA	Douglas	Humboldt	Mineral	Storey
Churchill	Elko	Lander	Nye	Washoe
Clark	Esmeralda	Lincoln	Ormsby	White Pine
	Eureka	Lyon	Pershing	
NEW HAMPSHIRE	Belknap	Coos	Merrimack	Strafford
	Carroll	Grafton	Rockingham	Sullivan
	Cheshire	Hillsboro		
NEW JERSEY	Camden	Hudson	Morris	Somerset
Atlantic	Cape May	Hunterdon	Ocean	Sussex
Bergen	Cumberland	Mercer	Passaic	Union
Burlington	Essex	Middlesex	Salem	Warren
	Gloucester	Monmouth		
NEW MEXICO	De Baca	Lea	Quay	Sierra
Bernalillo	Dona Ana	Lincoln	Rio Arriba	Socorro
Catron	Eddy	Los Alamos	Roosevelt	Taos
Chaves	Grant	Luna	Sandoval	Torrance
Cofax	Guadalupe	McKinley	San Juan	Union
Curry	Hidalgo	Mora	San Miguel	Valencia
		Otero	Santa Fe	
NEW YORK	Cortland	Lewis	Oswego	Steuben
Albany	Delaware	Livingston	Otsego	Suffolk
Allegany	Dutchess	Madison	Putnam	Sullivan
Bronx	Erie	Monroe	Queens	Tioga
Broome	Essex	Montgomery	Rensselaer	Tompkins
Cattaraugus	Franklin	Nassau	Richmond	Ulster
Cayuga	Fulton	New York	Rockland	Warren
Chautauqua	Genesee	Niagara	St. Lawrence	Washington
Chemung	Greene	Oneida	Saratoga	Wayne
Chenango	Hamilton	Onondaga	Schenectady	Westchester
Clinton	Herkimer	Ontario	Schoharie	Wyoming
Columbia	Jefferson	Orange	Schuyler	Yates
	Kings	Orleans	Seneca	
NORTH CAROLINA	Chatham	Greene	Mitchell	Rutherford
Alamance	Cherokee	Guilford	Montgomery	Sampson
Alexander	Chowan	Halifax	Moore	Scotland
Alleghany	Clay	Harnett	Nash	Stanly
Anson	Cleveland	Haywood	New Hanover	Stokes
Ashe	Columbus	Henderson	Northampton	Surry
Avery	Craven	Hertford	Onslow	Swain
Beaufort	Cumberland	Hoke	Orange	Transylvania
Bertie	Currituck	Hyde	Pamlico	Tyrrell
Bladen	Dare	Iredell	Pasquotank	Union
Brunswick	Davidson	Jackson	Pender	Vance
Buncombe	Davie	Johnston	Perquimans	Wake
Burke	Duplin	Jones	Person	Warren
Cabarrus	Durham	Lee	Pitt	Washington
Caldwell	Edgecombe	Lenoir	Polk	Watauga
Camden	Forsyth	Lincoln	Randolph	Wayne
Carteret	Franklin	McDowell	Richmond	Wilkes
Caswell	Gaston	Macon	Robeson	Wilson
Catawba	Gates	Madison	Rockingham	Yadkin
	Graham	Martin	Rowan	Yancey
	Granville	Mecklenburg		
NORTH DAKOTA	Cavalier	Hettinger	Nelson	Sioux
Adams	Dickey	Kidder	Oliver	Slope
Barnes	Divide	La Moure	Pembina	Stark
Benson	Dunn	Logan	Pierce	Steele
Billings	Eddy	McHenry	Ramsey	Sutsman
Bottineau	Emmons	McIntosh	Ransom	Towner
Bowman	Foster	McKenzie	Renville	Trall
Burke	Golden Valley	McLean	Richland	Walsh
Burlleigh	Grand Forks	Mercer	Rolette	Ward
Cass	Grant	Morton	Sargent	Wells
	Griggs	Mountrail	Sheridan	Williams
OHIO	Carroll	Delaware	Hancock	Lake
Adams	Champaign	Erie	Hardin	Lawrence
Allen	Clark	Fairfield	Harrison	Licking
Ashland	Clermont	Fayette	Henry	Logan
Ashtabula	Clinton	Franklin	Highland	Lorain
Athens	Columbiana	Fulton	Hooking	Lucas
Auglaize	Coshocton	Gallia	Holmes	Madison
Belmont	Crawford	Geauga	Huron	Mahoning
Brown	Cuyahoga	Greene	Jackson	Marion
Butler	Darke	Guernsey	Jefferson	Medina
	Defiance	Hamilton	Knex	Meigs

OHIO—Continued

Mercer	Noble	Preble	Shelby	Vinton
Miami	Ottawa	Putnam	Stark	Warren
Monroe	Paulding	Richland	Summit	Washington
Montgomery	Perry	Ross	Trumbull	Wayne
Morgan	Pickaway	Sandusky	Tuscarawas	Williams
Morrow	Pike	Scioto	Union	Wood
Muskingum	Portage	Seneca	Van Wert	Wyandot

OKLAHOMA

Coal	Haskell	Major	Pottawatomie
Comanche	Hughes	Marshall	Pushmataha
Cotton	Jackson	Mayes	Roger Mills
Craig	Jefferson	Murray	Rogers
Creek	Johnston	Muskogee	Seminole
Custer	Kay	Noble	Sequoyah
Delaware	Kingfisher	Nowata	Stephens
Dewey	Kiowa	Okfuskee	Texas
Ellis	Latimer	Oklahoma	Tillman
Garfield	Le Flore	Oklmulgee	Tulsa
Garvin	Lincoln	Osage	Wagoner
Grainger	Logan	Ottawa	Washington
Grant	Love	Pawnee	Washita
Greer	McClain	Payne	Woods
Harrison	McCurtain	Pittsburg	Woodward
Harper	McIntosh	Pontotoc	

OREGON

Crook	Jackson	Malheur	Umatilla
Curry	Jefferson	Marion	Union
Deschutes	Josephine	Morrow	Wallowa
Douglas	Klamath	Multnomah	Wasco
Gilliam	Lake	Polk	Washington
Grant	Lane	Sherman	Wheeler
Harney	Lincoln	Tillamook	Yamhill
Hood River	Linn		

PENNSYLVANIA

Carbon	Forest	Lycoming	Snyder
Centre	Franklin	McKean	Somerset
Chester	Fulton	Mercer	Sullivan
Clarion	Greene	Mifflin	Susquehanna
Clearfield	Huntingdon	Monroe	Tioga
Clinton	Indiana	Montgomery	Union
Columbia	Jefferson	Montour	Venango
Crawford	Juniata	Northampton	Warren
Cumberland	Lackawanna	Northumberland	Washington
Dauphin	Lancaster	Perry	Wayne
Delaware	Lawrence	Philadelphia	Westmoreland
Elk	Lebanon	Pike	Wyoming
Erie	Lehigh	Potter	York
Fayette	Luzerne	Schuylkill	

PUERTO RICO
(Districts)

Aguadilla	Bayamon	Humacao	Ponce
Arecibo	Guayama	Mayaguez	San Juan

RHODE ISLAND

Bristol	Newport	Providence	Washington
Kent			

SAMOA

Tutuila Island

SOUTH
CAROLINA

Berkeley	Dorchester	Kershaw	Orangeburg
Calhoun	Edgefield	Lancaster	Pickens
Charleston	Fairfield	Laurens	Richland
Cherokee	Florence	Lee	Saluda
Chester	Georgetown	Lexington	Spartanburg
Chesterfield	Greenville	McCormick	Sumter
Clarendon	Greenwood	Marion	Union
Colleton	Hampton	Marlboro	Williamsburg
Darlington	Horry	Newberry	York
Dillon	Jasper	Oconee	

SOUTH
DAKOTA

Clark	Gregory	Lawrence	Roberts
Clay	Haakon	Lincoln	Sanborn
Codington	Hamlin	Lyman	Shannon
Corson	Hand	McCook	Spink
Custer	Hanson	McPherson	Stanley
Davison	Harding	Marshall	Sully
Day	Hughes	Meade	Todd
Deuel	Hutchinson	Mellette	Tripp
Dewey	Hyde	Miner	Turner
Douglas	Jackson	Minnehaha	Union
Edmunds	Jerauld	Moody	Walworth
Fall River	Jones	Pennington	Washabaugh
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
Johanson
Knox
Lake
Lauderdale
Lawrence
Lewis
Lincoln
Loudon
McMinn
McNairy
Macon
Madison

Marion
Marshall
Maury
Meigs
Monroe
Montgomery
Moore
Morgan
Obion
Overton
Perry
Pickett
Polk
Putnam
Rhea
Roane
Robertson
Rutherford
Scott

Sequatchie
Sevier
Shelby
Smith
Stewart
Sullivan
Sumner
Tipton
Trousdale
Unicoi
Union
Van Buren
Warren
Washington
Wayne
Weakley
White
Williamson
Wilson

TEXAS

Anderson
Andrews
Angelina
Aransas
Archer
Armstrong
Atascosa
Austin
Bailey
Bandera
Bastrop
Baylor
Bee
Bell
Bexar
Blanco
Borden
Bosque
Bowie
Brazoria
Brazos
Brewster
Briscoe
Brooks
Brown
Burleson
Burnet
Caldwell
Calhoun
Callahan
Cameron
Camp
Carson
Cass
Castro
Chambers
Cherokee
Childress
Clay
Cochran
Coke
Coleman
Collin
Collingsworth
Colorado
Comal
Comanche
Concho
Cooke
Coryell

Cottle
Crane
Crockett
Crosby
Culberson
Dallam
Dallas
Dawson
Deaf Smith
Delta
Denton
De Witt
Dickens
Dimmit
Donley
Duval
Eastland
Ector
Edwards
Ellis
El Paso
Erath
Falls
Fannin
Fayette
Fisher
Floyd
Ford
Fort Bend
Franklin
Freestone
Frio
Gaines
Galveston
Garza
Gillespie
Glasscock
Goliad
Gonzales
Gray
Grayson
Gregg
Grimes
Guadalupe
Hale
Hall
Hamilton
Hansford
Hardeman
Hardin
Harris

Harrison
Hartley
Haskell
Hays
Hemphill
Henderson
Hidalgo
Hill
Hockley
Hood
Hopkins
Houston
Howard
Hudspeth
Hunt
Hutchinson
Irion
Jack
Jackson
Jasper
Jeff Davis
Jefferson
Jim Hogg
Jim Wells
Johnson
Jones
Karnes
Kaufman
Kendall
Kenedy
Kent
Kerr
Kimble
King
Kinney
Kleberg
Knox
Lamar
Lamb
Lampasas
La Salle
Lavaca
Lee
Leon
Liberty
Limestone
Lipscomb
Live Oak
Llano
Loving
Lubbock

Lynn
McCulloch
McLennan
McMullen
Madison
Marion
Martin
Mason
Matagorda
Maverick
Medina
Menard
Midland
Milam
Mills
Mitchell
Montague
Montgomery
Moore
Morris
Motley
Nacogdoches
Navarro
Newton
Nolan
Nueces
Ochiltree
Oldham
Orange
Palo Pinto
Panola
Parker
Parmer
Pecos
Polk
Potter
Presidio
Rains
Randall
Reagan
Real
Red River
Reeves
Refugio
Roberts
Robertson
Rockwall
Runnels
Rusk
Sabine
San Augustine

San Jacinto
San Patricio
San Saba
Schleicher
Scurry
Shackelford
Shelby
Sherman
Smith
Somervell
Starr
Stephens
Sterling
Stonewall
Sutton
Swisher
Tarrant
Taylor
Terrell
Terry
Throckmorton
Titus
Tom Green
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

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

Charles City
Charlotte
Chesterfield
Clarke
Craig
Culpeper
Cumberland
Dickenson
Dinwiddie
Essex
Fairfax
Fauquier
Floyd
Fluvanna
Franklin
Frederick
Giles
Gloucester
Goochland
Grayson

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

Greene
Greensville
Halifax
Hanover
Henrico
Henry
Highland
Isle of Wight
James City
King and Queen
King George
King William
Lancaster
Lee
Loudoun
Louisa
Lunenburg
Madison
Mathews
Mecklenburg

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
Marquette
Marquette
Menominee
Milwaukee
Monroe
Oconto

Laramie
Lincoln
Natrona
Niobrara
Park

Orange
Orleans
Rutland

Middlesex
Montgomery
Nansemond
Nelson
New Kent
Northampton
Northumberland
Nottoway
Orange
Page
Patrick
Pittsylvania
Powhatan
Prince Edward
Prince George
Prince William
Pulaski
Rappahannock
Richmond
Roanoke

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
Sberidan
Sublette
Sweetwater
Teton

Washington
Windham
Windsor

Rockbridge
Rockingham
Russell
Scott
Shenandoah
Smyth
Southampton
Spotsylvania
Stafford
Surrey
Sussex
Tazewell
Warren
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
Washburn
Washington
Waukesha
Waupaca
Waushara
Winnebago
Wood

Uinta
Washakie
Weston
Yellowstone
National Park

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Numbers in parentheses refer to rules; *italic* indicates exact terminology; page numbers above 263 refer to Patents, Congressional, and Foreign Language chapters in unabridged *STYLE MANUAL* (for sale by the Superintendent of Documents; price, \$3.00).

For lists of capitalization, spelling, compounding, and abbreviations, see Guide to Capitalization, page 33; Spelling, page 61; Guide to Compounding, page 81; Abbreviations, page 153.

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