

6. COMPOUNDING RULES

(See also “Compounding Examples”)

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 is a mark of punctuation that not only unites but separates the component words, and thus facilitates understanding, aids readability, and ensures correct pronunciation. When compound words must be divided at the end of a line, such division should be made leaving prefixes and combining forms of more than one syllable intact.

6.2. In applying the rules in this chapter and in using the list of examples in the following chapter, “Compounding Examples,” the fluid nature of our language should be kept in mind. Word forms constantly undergo modification. Two-word forms, which often acquired the hyphen first, frequently bypass the hyphen stage and instantly assume a one-word form.

6.3. The rules, therefore, are somewhat flexible. Exceptions must necessarily be allowed. Current language trends continue to point to closing up certain words which, through either frequent use or widespread dissemination through modern media exposure, have become fixed in the reader’s mind as units of thought. The tendency to merge two short words continues to be a natural progression toward better communication.

General rules

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

banking hours	day laborer	palm oil	training ship
blood pressure	eye opener	patent right	violin teacher
book value	fellow citizen	real estate	
census taker	living costs	rock candy	

6.5. Words are usually combined to express a literal or nonliteral (figurative) unit idea that would not be as clearly expressed in unconnected succession.

afterglow	cupboard	gentleman	right-of-way
bookkeeping	forget-me-not	newsprint	whitewash

6.6. A derivative of a compound retains the solid or hyphenated form of the original compound unless otherwise indicated.

coldbloodedness	ill-advisedly	praiseworthiness	Y-shaped
footnoting	outlawry	railroader	

6.7. A hyphen is used to avoid doubling a vowel or tripling a consonant, except after the short prefixes *co*, *de*, *pre*, *pro*, and *re*, which are generally printed solid. (See also rules 6.29 and 6.32.)

cooperation	micro-organism	thimble-eye	<i>but</i>
deemphasis	semi-independent	ultra-atomic	co-occupant
preexisting	brass-smith	shell-like	cross section
anti-inflation	Inverness-shire	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	cupboard	fishmonger	locksmith
bathroom	dressmaker	footnote	workman
bookseller			

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	hangover	runoff	<i>but</i>
breakdown	holdup	setup	cut-in
builddown	makeready	showdown	phase-in
cooldown	markoff	throwaway	run-in
flareback	pickup	tradeoff	sit-in
giveaway			tie-in

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

book	house	school	way
eye	mill	shop	wood
horse	play	snow	work

6.11. Compounds ending in the following are usually printed solid, especially when the prefixed word consists of one syllable.

berry	headed	monger	tight
bird	hearted	over	time (not clock)
blossom	holder	owner	ward
board	hopper	<i>but #ownership</i>	ware
boat	house	person	water
book	keeper	picker	way
borne	keeping	picking	wear
bound	land	piece	weed
box	light	plane	wide
boy	like	power	wise
brained	line	proof	woman
bug	load	roach	wood
bush	maid	room	work
craft	maker	shop	worker
field	making	site	working
fish	man	skin	worm
flower	master	smith	worthy
fly	mate	stone	writer
girl	mill	store	writing
grower	mistress	tail	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	everybody	nobody	somebody
anything	everything	nothing	something
anywhere	everywhere	nowhere	somewhere
anyone	everyone	no one	someone

but any one of us may stay; every one of the pilots is responsible; every body was accounted for

6.13. Print compound personal pronouns as one word.

herself	myself	themselves	yourself
himself	oneself	thyself	yourselves
itself	ourselves		

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	north-northeast
southwest	south-southwest

also north-south alignment

Unit modifiers

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

agreed-upon standards	no-par-value stock
Baltimore-Washington road	one-on-one situation
collective-bargaining talks	part-time personnel
contested-election case	rust-resistant covering
contract-bar rule	service-connected disability
cost-of-living increase	state-of-the-art technology
drought-stricken area	supply-side economics
English-speaking nation	tool-and-die maker
fire-tested material	up-or-down vote
Federal-State-local cooperation	U.S.-owned property; U.S.-flag
German-English descent	ship
guided-missile program	1-inch diameter; 2-inch-diameter
hearing-impaired class	pipe
high-speed line	a 4-percent increase, the 10-percent rise
large-scale project	but
law-abiding citizen	4 percent citric acid
long-term loan	4 percent interest. (Note the absence of an article: <i>a</i> , <i>an</i> , or <i>the</i> . The word <i>of</i> is understood here.)
line-item veto	
long-term-payment loan	
low-cost housing	
lump-sum payment	
most-favored-nation clause	
multiple-purpose uses	

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	child welfare plan
bituminous coal industry	civil rights case

civil service examination	per capita expenditure
durable goods industry	Portland cement plant
flood control study	production credit loan
free enterprise system	public at large
ground water levels	public utility plant
high school student	real estate tax
elementary school grade	small businessman
income tax form	Social Security pension
interstate commerce law	soil conservation measures
land bank loan	special delivery mail
land use program	parcel post delivery
life insurance company	speech correction class
mutual security funds	
national defense appropriation	<i>but</i> no-hyphen rule (readability aided); <i>not</i> no hyphen rule
natural gas company	

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

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

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

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

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

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

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

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

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

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

eagerly awaited moment
wholly owned subsidiary
unusually well preserved specimen
very well defined usage
longer than usual lunch period
not too distant future
most often heard phrase

but
ever-normal granary
ever-rising flood
still-new car
still-lingering doubt
well-known lawyer
well-kept secret

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

Latin American countries
North Carolina roads
a Mexican-American
South American trade
Spanish-American pride

Winston-Salem festival
African-American program
Anglo-Saxon period
Franco-Prussian War
Seventh-day Adventists

<i>but</i>	French-English descent
Minneapolis-St. Paul region	Washington-Wilkes-Barre route
North American-South American sphere	<i>or</i> Washington/Wilkes-Barre route

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

elderly clothesman	well-trained schoolteacher
old-clothes man	elementary school teacher
competent shoemaker	preschool children (kindergarten)
wooden-shoe maker	pre-school children (before school)
field canning factory	rezoned wastesite
tomato-canning factory	hazardous-waste site
gallant serviceman	<i>but</i>
service men and women	common stockholder
light blue hat (weight)	stock ownership
light-blue hat (color)	small businessman
average taxpayer	working men and women
income-tax payer	steam powerplant site
American flagship (military)	meat packinghouse owner
American-flag ship	

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- to 3- and 4- to 5-ton trucks		
2- by 4-inch boards, <i>but</i> boards 2 to 6 inches wide		
8-, 10-, and 16-foot boards		
6.4-, 3.1-, and 2-percent pay raises		
moss- and ivy-covered walls, <i>not</i> moss and ivy-covered walls		
long- and short-term money rates, <i>not</i> long and short-term money rates		
<i>but</i> twofold or threefold, <i>not</i> two or threefold		
goat, sheep, and calf skins, <i>not</i> goat, sheep, and calfskins		
intrastate and intracity, <i>not</i> 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.

“blue sky” law	<i>but</i>
“good neighbor” policy	right-to-work law
“tie-in” sale	line-item veto

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

bluish green	bluish-green feathers
dark green	iron-gray sink
orange red	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.

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

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

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

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.

<i>lifelike</i>	<i>girllike</i>	<i>Scotland-like</i>
<i>lilylike</i>	<i>bell-like</i>	<i>MacArthur-like</i>

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

<i>anti-hog-cholera serum</i>	<i>re-cover (cover again)</i>
<i>co-occurrence</i>	<i>re-creation (create again)</i>
<i>co-op</i>	<i>re-lay (lay again)</i>
<i>mid-decade</i>	<i>re-sorting (sort again)</i>
<i>multi-ply (several plies)</i>	<i>re-treat (treat again)</i>
<i>non-civil-service position</i>	<i>un-ionized</i>
<i>non-tumor-bearing tissue</i>	<i>un-uniformity</i>
<i>pre-midcourse review</i>	<i>but</i>
<i>pre-position (before)</i>	<i>rereferred</i>
<i>pro-choice</i>	<i>rereviewed</i>
<i>pro-life</i>	

6.33. Use a hyphen to join duplicated prefixes.

re-redirect	sub-subcommittee	super-superlative
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6.34. Print with a hyphen the prefixes *ex*, *self*, and *quasi*.

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

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-American	non-Federal
pro-British	
un-American	<i>but</i>
non-Government	nongovernmental
neo-Nazi	overanglicize
post-World War II	transatlantic
<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.

twenty-one	three-and-twenty
twenty-first	two-sided question
6-footer	multimillion-dollar fund
6-foot-11-inch man	10-dollar-per-car tax
24-inch ruler	thirty- (30-) day period
3-week vacation	
8-hour day	<i>but</i>
10-minute delay	one hundred and twenty-one
20th-century progress	100-odd
3-to-1 ratio	foursome
5-to-4 vote	threescore
.22-caliber cartridge	foursquare
2-cent-per-pound tax	\$20 million airfield
four-in-hand tie	second grade children

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

1 month's layoff	3 weeks' vacation
1 week's pay	1 minute's delay
2 hours' work	<i>but</i> a 1-minute delay

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 printed in the singular.

motor, alternating-current, 3-phase, 60-cycle, 115-volt
 glass jars: 5-gallon, 2-gallon, 1-quart
 belts: 2-inch, 1½-inch, ½-inch, ¼-inch

Civil and military titles

6.40. Do not hyphenate a civil or military title denoting a single office, but print a double title with a hyphen.

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

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

President-elect (Federal)	ambassador-designate
Vice-President-elect (Federal)	minister-designate
Secretary of Housing and Urban Development-designate	

Scientific and technical terms

6.42. Do not print a hyphen in scientific terms (names of chemicals, diseases, animals, insects, plants) used as unit modifiers if no hyphen appears in their original form.

carbon monoxide poisoning	whooping cough remedy
guinea pig raising	
hog cholera serum	<i>but</i>
methyl bromide solution	Russian-olive plantings
stem rust control	Douglas-fir tree
equivalent uranium content	

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

Freon-12	uranium-235	Sr ⁹⁰
polonium-210	U ²³⁵	92U ²³⁴

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 or contrived compound units of measurement.

candela-hour	staff-hour
crop-year	work-year
horsepower-hour	
light-year	<i>but</i> kilowatthour
passenger-mile	

Improvised compounds

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

blue-pencil (v.)	stick-in-the-mud (n.)
18-year-old (n., u.m.)	let-George-do-it attitude
know-it-all (n.)	how-to-be-beautiful course
know-how (n.)	hard-and-fast rule
lick-the-finger-and-test-the-wind economics	penny-wise and pound-foolish policy
make-believe (n., u.m.)	first-come-first-served basis
one-man-one-vote principle	<i>but</i> a basis of first come, first served
roll-on/roll-off ship	
George "Pay-As-You-Go" Miller	

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

cat-o'-nine-tails	man-of-war	<i>but</i>
government-in-exile	mother-in-law	coat of arms
grant-in-aid	mother-of-pearl	heir at law
jack-in-the-box	patent-in-fee	next of kin
		officer in charge

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

cold-shoulder blue-pencil cross-brace

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

boogie-woogie	murder-suicide	<i>but</i>
comedy-ballet	nitty-gritty	bowwow
dead-alive	pitter-patter	dillydally
devil-devil	razzle-dazzle	hub bub
even-stephen	walkie-talkie	nitwit
farce-melodrama	willy-nilly	riffraff
fiddle-faddle	young-old	
hanky-panky		

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

asses'-eyes bull's-eye crow's-nest
ass's-foot cat's-paw

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

H-bomb	C-chip	S-iron	<i>but</i>
I-beam	C-section	T-square	x ray
T-shaped	V-necked	X-ed out	x ray ing
U-boat			S turns

6.52. Print idiomatic phrases without hyphens.

come by insofar as nowadays
inasmuch as Monday week

