

## 5. Spelling

(See also Chapter 7 “Compounding Examples” and Chapter 9 “Abbreviations and Letter Symbols”)

- 5.1. GPO uses Webster’s Third New International Dictionary as its guide for the spelling of words not appearing in the GPO STYLE MANUAL. Colloquial and dialect spellings are not used unless required by the subject matter or specially requested. The tendency of some producers of computer-assisted publications to rely on the limited capability of some spell-checking programs adds importance to this list.

### 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 GPO STYLE MANUAL.)

#### A

abattoir	adjurer	all right	aqueduct
aberration	adjuster	altogether	archaeology
abetter	ad nauseam	(completely)	arrester
abettor (law)	adviser	all together	artifact
abridgment	advisor (law)	(collectively)	artisan
absorb (take in)	adz	aluminum	ascendance, -ant
adsorb (adhesion)	aegis	ambidextrous	ascent (rise)
abysmal	aesthetic	amoeba	assent (consent)
a cappella	affect (influence, v.)	ampoule	assassinate
accede (yield)	effect (result,	analog	athenaeum
exceed (surpass)	finish, n., v.)	analogous	attester
accepter	afterward(s)	anemia	autogiro
acceptor (law)	afterword	anesthetic	awhile (for some
accessory	aging	aneurysm	time)
accommodate	aid (n., v.)	anomalous	a while (a short
accordion	aide	anonymous	time)
accouter	aide-de-camp	antediluvian	ax
accursed	albumen (egg)	antibiotics (n.)	aye
acetic (acid)	albumin	antibiotic (adj.)	
ascetic (austere)	(chemistry)	anyway (adv.)	<b>B</b>
acknowledgment	align	anywise (adv.)	backward
acoustic	allottee	appall, -ed, -ing	baloney (nonsense)
adapter	all ready (prepared)	appareled, -ing	bologna (sausage)
	already (previous)	aquatic	bandanna

bargainer	butadiene	casual (informal)	compliment (praise)
bargainor (law)	<b>C</b>	causal (cause)	confectionery
baritone	caffeine	catalog, -ed, -ing	confidant (masc., fem.)
bark (boat)	calcareous	cataloger	confident (sure)
barreled, -ing	calcimine	catsup	confirmer
bastille	caldron	caviar	confirmor (law)
bathyscaph	calendar	caviled, -er, -ing	conjurer
battalion	calender (paper finish)	center	connector
bazaar (event)	caliber	centipede	connector (road)
bizarre (strange on absurd)	caliper	centrifugal	connoisseur
behoove	calk (spike)	cesarean	consecrator
beneficent	caulk (seal)	chairmaned	consensus
benefited, -ing	calligraphy	chaise longue	consignor
bettor (wagerer)	callus (n.)	chancellor	consulter
beveled, -ing	callous (adj.)	channeled, -ing	consummate
biased, -ing	calorie	chaperon	contradictor
blessed	canceled, -ing	chautauqua	control, -lable, -ling
bloc (group)	cancellation	chauvinism	converter
block (grants)	candor	chiffonier	conveyor
blond (masc., fem.)	canister	chile con carne	cookie
bluing	cannot	chili (pepper)	cornetist
born (birth)	canoeing	chiseled, -ing	corollary
borne (carried)	cantaloupe	chlorophyll	corvette
bouillon (soup)	canvas (cloth)	cigarette	councilor (of council)
bullion (metal)	canvass (solicit)	citable	counselor (adviser)
boulder	capital (city, money)	cite (quote)	counseled, -ing
bourgeoisie	capitol (building)	site (place)	cozy
breach (gap)	carabao (sing., pl.)	clamor	crawfish
brech (lower part)	carat (gem weight)	climactic (climax)	creneled, -ing
brier	caret (omission mark)	climatic (climate)	crystaled, -ing
briquet, -ted, -ting	karat (gold weight)	cocaine	crystalline
Britannia	carbureted, -ing	coconut	crystallize
broadax	carburetor	cocoon	cudged, -ing
bronco	Caribbean	coleslaw	cyclopedia
brunet (masc., fem.)	caroled, -ing	colloquy	czar
buccaneer	carotene	colossal	
buncombe	carrot	combated, -ing	
union	cartilage	commenter	
bur	caster (roller)	commentor (law)	<b>D</b>
burned	castor (oil)	commingle	darndest
bus, bused, buses, busing		commiserate	debarkation
		complement (complete)	decaffeinated

decalogue	distill, -ed, -ing, -ment	enameled, -ing	exhibitor
defense	distributor	encage	exhilarate
deliverer	diverter	encase	exonerate
deliveror (law)	divorcee	encave	exorbitant
demagogue	doctrolal	enclasp	expellant
demarcation	doctrinaire	enclose	exposé (n., exposure)
dependent	doggerel	enclosure	expose (v., to lay open)
descendant (n., adj.)	dossier	encumber	exsiccate
desecrater	doweled, -ing	encumbrance	extant (in existence)
desiccate	downward	encyclopedia	extent (range)
desuetude	dreadnought	endorse, -ment	extoll, -ed, -ing
(suspended)	dreamed	endwise	eying
destitute (bereft)	drought	enfeeble	eyrie
detractor	dueled, -ing	enforce, -ment	<b>F</b>
develop, -ment	duffelbag	engraft	fantasy
device (contrivance)	dullness	enroll, -ed, -ing, -ment	farther (distance)
devise (convey)	dumfound	enshade	further (degree)
dextrous (syllable division)	dwelt	ensheathe	favor
diaeresis	dyeing (coloring)	ensnare	fecal
diaeretic	dying (death)	ensure (guarantee) insure (protect)	feces
diuretic (water pill)	<b>E</b>	entrench	fetal
diagramed, -ing	eastward	entrust	fetish
diagrammatic	ecstasy	entwine	fetus
dialed, -ing	edema	envelop (v.) envelope (n.)	fiber
dialogue	edgewise	enwrap	fiche (microfiche)
dialysis	electronics (n.) electronic (adj.)	eon	filigree
diaphragm	eleemosynary	epaulet, -ed, -ing	finable
diarrhea	elicit (to draw) illicit (illegal)	epiglottis	finagle
dickey	embarrass	epilogue	financier
dietitian	embed	equaled, -ing	fjord
diffuser	embellish	erysipelas	flammable ( <i>not</i> inflammable)
dike	emboveled, -ing	escallop	flection
dilettante	emboweler	escapable	fledgling
dinghy (boat)	emigrant (go from)	esophagus	flexitime
diphtheria	immigrant (go into)	etiology	flier
discreet (prudent)	emigree	evacuee	flotage
discrete (distinct)	eminent (famous)	evanescent	flotation
disheveled, -ing	imminent (soon)	eviscerate	fluorescent
disk	employee	evocative	focused, -ing

folderal	graveled, -ing	impasse	jujitsu
forbade	gray	imperiled, -ing	juxtaposition
forbear (endurance)	grievous	impostor	<b>K</b>
forebear (ancestor)	groveled, -ing	impresario	karat
foresee	gruesome	imprimatur	kerneled, -ing
forgettable	guarantee (n., v.)	inculcate	kerosene
forgo (relinquish)	guaranty (n., law)	indict (to accuse)	kidnapped, -ing
forego (precede)	guerrilla (warfare)	indite (to compose)	kidnapper
format, formatted,	gorilla (ape)	inequity (unfairness)	kilogram
formatting	guesstimate	iniquity (sin)	knapsack
forswear	guttural	inferable	kopek
fortissimo	gypsy	infold	kumquat
forward (ahead)	<b>H</b>	ingenious (skillful)	<b>L</b>
foreword (preface)	hallelujah	ingenuous (simple)	labeled, -ing
fricassee	hara-kiri	innocuous	lacquer
fuchsia	harass	innuendo	landward
fueler	harebrained	inoculate	lath (wood)
fulfill, -ed, -ing,	healthful (for	inquire, inquiry	lathe (machine)
-ment	health)	install, -ed, -ing,	laureled
fulsome	healthy (with	-ment	leukemia
fungus (n., adj.)	health)	installation	leveled, -ing
funneled, -ing	heinous	instill, -ed, -ing	leveler
furor	hemoglobin	insure (protect)	liable (responsible)
fuse (all meanings)	hemorrhage	ensure (guarantee)	libel (legal)
fuselage	heterogeneous	intelligentsia	liaison
fusillade	hiccup	interceptor	libelant
<b>G</b>	highfalutin	interment (burial)	libeled, -ing
gaiety	hijack	internment (jail)	libelee
gaily	homeopath	intern	libeler
galosh	homogeneity	intervener	license
gamboled, -ing	homologue	intervenor (law)	licenser (issuer)
garrote	hors d'oeuvre	intransigent (n., adj.)	licensor (grantor)
gauge	hypocrisy	iridescent	licorice
gazetteer	hypotenuse	italic	likable
gelatin	<b>I</b>	<b>J</b>	lilliputian
genealogy	idiosyncrasy	jalopy	linage (lines)
generalissimo	idle (inactive)	jealousy	lineage (descent)
germane	idol (statue)	jerry-(built)	liquefy
glamorous	idyll	jury-(rigged)	liquor
glamour	imminent (soon)	jeweled, -ing, -er	liqueur
glycerin	imminent (famous)	jewelry	liter
gobbledygook	impaneled, -ing	judgeship	livable
goodbye		judgment	

loath (reluctant)	mil ( $\frac{1}{1000}$ inch)	novocaine	perennial
loathe (detest)	mill ( $\frac{1}{1000}$ dollar)	(anesthetic)	periled, -ing
lodestar	mileage	numskull	permittee
lodestone	miliary	<b>O</b>	perquisite (privilege)
lodgment	(tuberculosis)	obligato	prerequisite
logistics (n.)	milieu	obloquy	(requirement)
logistic (adj.)	milk cow	ocher	personal (individual)
louver	millenary (1,000)	octet	personnel (staff)
luster	millinery (hats)	offal	perspective (view)
lyonnaise	millennium	offense	prospective
<b>M</b>	minable	omelet	(expected)
madam	missilery	ophthalmology	petaled, -ing
Mafia	misspell	opossum	pharaoh
maim	miter	orangutan	pharmacopeia
maize (corn)	moccasin	orbited, -ing	phoenix
maze (labyrinth)	modeled, -ing	ordinance (law)	phlegm
maneuver	modeler	ordnance	phony
manifold	mold	(military)	phosphorus (n.)
manikin (dwarf)	mollusk	organdy	phosphorous (adj.)
mannequin (model)	molt	overseas or oversea	photostated
mantel (shelf)	moneys	<b>P</b>	pickax
mantle (cloak)	monogramed, -ing	pajamas	picnicking
marbleize	monologue	paleontology	pipet
marijuana	mortise	paneled, -ing	plaque
marshaled, -ing	movable	paraffin	plastics (n.)
marshaler	mucilage	paralleled, -ing	plastic (adj.)
marveled, -ing	mucus (n.)	parallelepiped	pledger
marvelous	mucous (adj.)	parceled, -ing	pledgor (law)
material (goods)	Muslim	partisan	plenitude
materiel (military)	mustache	pastime	pliers
meager	<b>N</b>	patrol, -led, -ling	plow
medaled, -ing	naphtha	peccadillo	poleax
medalist	Navajo	pedant (n.)	pollination
medieval	nazism	pedantic (adj.)	pommeled, -ing
metaled, -ing	neophyte	peddler	pontoon
metalize	niacin	penciled, -ing	porcelaneous
meteorology	nickel	pendant (n.)	practice (n., v.)
(weather)	niter	pendent (u.m.)	precedence
metrology	nonplused	percent	(priority)
(weights and	northward	peremptory	precedents (usage)
measures)	Novocain	(decisive)	prerogative
meter	(trademark)	preemptory	pretense
		(preference)	preventive

principal (chief)	reinforce	sewage (waste)	stifling
principle	relater	sewerage (drain system)	stratagem
(proposition)	relator (law)	sextet	stubbornness
privilege	remodeler	Shakespearean	stultify
proffer	renaissance	shellacking	stupefy
programmatic	reparable	shoveled, -ing	subpoena, -ed
programmed, -mer,	repellant (n.)	shriveled, -ing	subtlety
-ming	repellent (adj.)	sideward	succor
prologue	requester	signaled, -ing	sulfur (also derivatives)
promissory	requestor (law)	siphon	sulfanilamide
pronunciation	rescission	site (place)	sulfureted, -ing
propel, -led, -ling	responder	cite (quote)	supererogation
propellant (n.)	(electronics)	sizable	surfeit
propellent (adj.)	responser	skeptic	surreptitious
prophecy (n.)	(electronics)	skillful	surveillance
prophecy (v.)	reveled, -er, -ing	skulduggery	swiveled, -ing
ptomaine	rhyme, rhythmic	sleight (deft)	sylvan
pubic (anatomy)	RIFing, RIFed, RIFs	slight (meager)	synonymous
pulmotor	rivaled, -ing	smolder	syrup
pusillanimous	roweled, -ing	sniveled, -ing	
	ruble	snorkel	<b>T</b>
<b>Q</b>		soliloquy	taboo
quarreled, -ing	<b>S</b>	sometime	tactician
quartet	saccharin (n.)	(formerly)	tasseled, -ing
quaternary	saccharine (adj.)	some time (some time ago)	tattoo
questionnaire	sacrilegious	some times (at times)	taxied, -ing
queue	salable	southward	technique
	sandaled, -ing	spacious (space)	teetotaler
<b>R</b>	savable	specious	tercentenary
raccoon	savanna	(deceptive)	theater
racket (all meanings)	savior	specter	therefor (for it)
rapprochement	Saviour (Christ)	spirituous (liquor)	therefore (for that reason)
rarefy	scalloped, -ing	spirochete	thiamine
rarity	schizophrenia	spoliation	thralldom
ratable	scion (horticulture)	stationary (fixed)	thrash (beat)
rational (adj.)	scurrilous	stationery (paper)	thresh (grain)
rationale (n.)	seismology	statue (sculpture)	threshold
rattan	selvage (edging)	stature (height)	tie, tied, tying
raveled, -ing	salvage (save)	statute (law)	timber (wood)
reconnaissance	sentineled, -ing	staunch	timbre (tone)
reconnoiter	separate (v., adj.)	stenciled, -ing	tinseled, -ing
recyclable	sepulcher	stenciler	titer
referable	seriatim		tonsillitis
refuse	settler		
registrar	settlor (law)		

tormenter	triotych	<b>V</b>	<b>W</b>
totaled, -ing	trolley	vacillate	wainscoting
toward	troop (soldiers)	valance (drape)	warranter
toweled, -ing	troupe (actors)	valence (chemistry)	warrantor (law)
toxemia	troweled, -ing	veld	warranty
trafficking	tryptophan	veranda	weeviled, -ing
trammed, -ing	tularemia	vermillion	welder
tranquelize(r)	tunneled, -ing	vicissitude	westward
tranquillity	tunneler	victualled, -ing	whimsy
transcendent	turquoise	victualer	whiskey, -s
transferable	typify	vilify	willful
transferor	tyrannical	villain	withe
transferred	tyro	visa, -ed, -ing	woeful
transonic	<b>U</b>	vitamin	woolen
transponder (electronics)	unctuous	vitrify	woolly
transshipment	unwieldy	volcanism	worshiped, -er, -ing
traveled, -ing	upward	voluntarism	
traveler	uremia	votable	
travelogue	usable	vying	

## Anglicized and foreign words

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

<b>A</b>	cafeteria	crepe de chine	elite
abaca	caique	critique	entree
aide memoire	canape	critiquing	etude
a la carte	cause celebre	<b>D</b>	<b>F</b>
a la king	chateau	debacle	facade
a la mode	cliche	debris	faience
angstrom	cloisonne	debut	faux pas
aperitif	comedienne	debutante	fete
applique	comme ci comme ca	decollete	fiance (masc., fem.)
apropos	communique	dejeuner	frappe
auto(s)-da-fe	confrere	denouement	<b>G</b>
<b>B</b>	consomme	depot	garcon
blase	cortege	dos-a-dos	glace
boutonniere	coulee	<b>E</b>	grille
brassiere	coup de grace	eclair	gruyere
<b>C</b>	coup d'etat	eclat	<b>H</b>
cabana	coupe	ecru	habitué
cafe	creme	elan	
	crepe		

<b>I</b> ingenue	moire	portiere pousse cafe premiere protege (masc., fem.) puree	seance senor smorgasbord soiree souffle suede
<b>J</b> jardiniere	<b>N</b> naive naivete nee	<b>R</b> rale recherche regime risque role rotisserie roue	<b>T</b> table d'hote tete-a-tete tragedienne
<b>L</b> laissez faire litterateur	<b>O</b> opera bouffe opera comique	<b>S</b> saute	<b>V</b> vicuna vis-a-vis
<b>M</b> materiel matinee melange melee menage mesalliance metier	<b>P</b> papier mache piece de resistance pleiade porte cochere porte lumiere		

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

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

### Plural forms

**5.5.** Nouns ending in *o* immediately 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	falsettos	merinos	sexdecimos
armadillos	gauchos	mestizos	sextos
avocados	ghettos	octavos	siroccos
banjos	halos	octodecimos	solos
cantos	indigos	pianos	tangelos
cascos	infernos	piccolos	tobaccos
centos	juntos	pomelos	twos
didos	kimonos	provisos	tyros
duodecimos	lassos	quartos	virtuosos
dynamos	magnetos	salvos	zeros
escudos	mementos		

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

comings-in	hangers-on	markers-up
fillers-in	listeners-in	passers-by
goings-on	lookers-on	swearers-in

- 5.7.** When neither word is a noun, the plural is formed on the last word.

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

- 5.8.** In forming the plurals of compound terms, the significant word takes the plural form.

Significant word first:

adjutants general  
 aides-de-camp  
 ambassadors at large  
 attorneys at law  
 attorneys general  
 billets-doux  
 bills of fare  
 brothers-in-law  
 chargés d'affaires  
 chiefs of staff  
 commanders in chief  
 comptrollers general  
 consuls general  
 courts-martial  
 crepes suzette  
 daughters-in-law  
 governors general  
 grants-in-aid  
 heirs at law  
 inspectors general  
 men-of-war  
 ministers-designate  
 mothers-in-law  
 notaries public  
 pilots-in-command  
 postmasters general  
 presidents-elect  
 prisoners of war  
 reductions in force

rights-of-way  
 secretaries general  
 sergeants at arms  
 sergeants major  
 solicitors general  
 surgeons general

Significant word in middle:

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

Significant word last:

assistant attorneys  
 assistant commissioners  
 assistant corporation counsels  
 assistant directors  
 assistant general counsels  
 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	men employees
under secretaries	secretaries-treasurers
vice chairmen	women aviators

Both words equally significant:

Bulletins Nos. 27 and 28 *not*  
 Bulletin Nos. 27 and 28 *but*  
 Bulletin No. 27 or 28  
 coats of arms  
 masters at arms  
 men buyers

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

- 5.9.** 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	cherub, cherubs
adieu, adieus	cicatrix, cicatrices
agendum, agenda	Co., Cos.
alga, algae	coccus, cocci
alumnus, alumni (masc.); alumna, alumnae (fem.)	consortium, consortia
antenna, antennas (antennae, zoology)	corrigendum, corrigenda
appendix, appendixes	crisis, crises
aquarium, aquariums	criterion, criteria
automaton, automatons	curriculum, curriculums
axis, axes	datum (singular), data (plural, but singular in collective sense)
bandeau, bandeaux	desideratum, desiderata
basis, bases	dilettante, dilettanti
bateau, bateaux	dogma, dogmas
beau, beaus	ellipsis, ellipses
cactus, cactuses	equilibrium, equilibriums (equilibria, scientific)
calix, calices	erratum, errata
cargo, cargoes	executrix, executrices
chassis (singular and plural)	flambeau, flambeaus

focus, focuses	phenomenon, phenomena
folium, folia	phylum, phyla
formula, formulas	plateau, plateaus
forum, forums	podium, podiums
fungus, fungi	procès-verbal, procès-verbaux
genius, geniuses	radius, radii
genus, genera	radix, radices
gladiolus (singular and plural)	referendum, referendums
helix, helices	sanatorium, sanatoriums
hypothesis, hypotheses	sanitarium, sanitariums
index, indexes (indices, scientific)	septum, septa
insigne, insignia	sequela, sequelae
italic (singular and plural)	seraph, seraphs
Kansas Citys	seta, setae
lacuna, lacunae	ski, skis
larva, larvae	stadium, stadiums
larynx, larynxes	stimulus, stimuli
lens, lenses	stratum, strata
lira, lire	stylus, styluses
locus, loci	syllabus, syllabuses
madam, mesdames	symposium, symposia
Marys	synopsis, synopses
matrix, matrices	tableau, tableaux
maximum, maximums	taxi, taxis
medium, mediums <i>or</i> media	terminus, termini
memorandum, memorandums	testatrix, testatrices
minimum, minimums	thesaurus, thesauri
minutia, minutiae	thesis, theses
monsieur, messieurs	thorax, thoraxes
nucleus, nuclei	vertebra, vertebrae (vertebrae, zoology)
oasis, oases	virtuoso, virtuosos
octopus, octopuses	vortex, vortexes
opus, opera	
parenthesis, parentheses	

## Endings “ible” and “able”

**5.11.** The following words end in *ible*; other words in this class end in *able*.

abhorrible	appetible	coctible	combustible
accendible	apprehensible	coercible	comestible
accessible	audible	cognoscible	commonsensible
addible	avertible	cohesible	compactible
adducible	bipartible	collapsible	compatible
admissible	circumscribable	collectible(s)	competible

compossible	distractable	impersuasible	inexpressible
comprehensible	divertible	implausible	infallible
compressible	divestible	impossible	infeasible
conducibile	divisible	imprescriptible	inflexible
conductive	docible	imputrescible	infractible
confluxible	edible	inaccessible	infrangible
congestible	educible	inadmissible	infusible
contemptible	effectible	inapprehensible	innascible
controvertible	effervescible	inaudible	inscriptible
conversable (oral)	eligible	incircumscribable	insensible
conversible	eludible	incoercible	instructible
(convertible)	erodible	incognoscible	insubmersible
convertible	evasible	incombustible	insuppressible
convincible	eversible	incommiscible	insusceptible
corrigible	evincible	incompatible	intactible
corrodible	exemptible	incomprehensible	intangible
corrosible	exhaustible	incompressible	intelligible
corruptible	exigible	inconcussible	interconvertible
credible	expansible	incontrovertible	interruptible
crucible	explosible	inconvertible	intervisible
cullible	expressible	inconvincible	invidible
decoctible	extensible	incorrigible	invertible
deducible	fallible	incorrodible	invincible
deductible	feasible	incorruptible	invisible
defeasible	fencible	incredible	irascible
defectible	flexible	indefeasible	irreducible
defensible	fluxible	indefectible	irrefrangible
delible	forcible	indefensible	irremissible
deprehensible	frangible	indelible	irreprehensible
depressible	fungible	indeprehensible	irrepressible
descendible	fusible	indestructible	irresistible
destructible	gullible	indigestible	irresponsible
diffrangible	horrible	indiscernible	irreversible
diffusible	ignitable	indivertible	legible
digestible	illegible	indivisible	mandible
dimensibile	immersible	indocible	marcescible
discernible	immiscible	inducible	miscible
discerpible	impartible	ineffervescible	negligible
discerptible	impatible	ineligible	nexible
discussible	impedible	ineludible	omissible
dispersible	imperceptible	inevasible	ostensible
dissectible	impermisible	inexhaustible	partible
distensible	imperscriptible	inexpansible	passable (open)

passible (feeling)	reflectible	sensible	transmissible
perceptible	reflexible	sponsible	transvertible
perfectible	refrangible	suasible	tripartible
permissible	remissible	subdivisible	unadmissible
persuasible	renascible	submergible	uncorruptible
pervertible	rendible	submersible	unexhaustible
plausible	reprehensible	subvertible	unexpressible
possible	repressible	suggestible	unintelligible
prehensible	reproducible	supersensible	unresponsible
prescriptible	resistible	suppressible	unsusceptible
producible	responsible	susceptible	vendible
productible	reversible	suspensible	vincible
protrusible	revertible	tangible	visible
putrescible	risible	tensible	vitrescible
receptible	runcible	terrible	
redemptible	sconcible	thurible	
reducible	seducible	traducible	

### Endings “ise,” “ize,” and “yze”

**5.12.** A large number of words have the termination *ise*, *ize*, or *yze*. The letter *l* is followed by *yze* if the word expresses an idea of loosening or separating, as *analyze*; all other words of this class, except those ending with the suffix *wise* and those in the following list, end in *ize*.

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

### Endings “cede,” “ceed,” and “sede”

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

## Doubled consonants

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

bag, bagging	red, reddish	<i>but</i>
format, formatting	rob, robbing	total, totaled, totaling
input, inputting	transfer, transferred	travel, traveled, traveling

- 5.15.** If the accent in a derivative falls upon an earlier syllable than it does in the root word, 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 a silent *h* and all vowels except *u* pronounced as in *visual* and *o* pronounced as in *one*.

a historic occasion	an herbseller	<i>but</i>
a hotel	an hour	an H-U-D directive
a human being	an honor	a HUD directive
a humble man	an onion	
a union	an oyster	

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

a BLS compilation	a GAO limitation	a WWW search
a CIO finding	a UFO sighting	

- 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 ef) category (military draft)
a III (three) group	a 4-H Club

## Geographic names

- 5.20.** The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names (BGN) (<http://geonames.usgs.gov>). In the absence of such a decision, the U.S. Directory of Post Offices is to be used.
- 5.21.** If the decisions or the rules of the BGN permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form that 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. GPO's preference is for the conventional English form. Copy will be followed as to accents, but these should be consistent throughout the entire job.

## Nationalities, etc.

- 5.22.** The table on Demonyms in Chapter 17 "Useful Tables" shows forms to be used for nouns and adjectives denoting nationality.
- 5.23.** In designating the natives of the States, the following forms will be used.

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

**5.24.** Observe the following forms:

- African-American
- Alaska Native (Aleuts, Eskimos, Indians of Alaska)
- Amerindian
- Native American (American Indian)
- Puerto Rican
- Part-Hawaiian (legal status)
- but* part-Japanese, etc.

**Native American words**

- 5.25.** Words, including tribal and other proper names of Indian, Aleut, Hawaiian, and other groups, are to be followed literally as to spelling and the use of spaces, hyphens, etc.

**Transliteration**

- 5.26.** 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.