Production and Distribution Notes

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The GPO Style Manual will be distributed to libraries in the Federal Depository Library Program. To find a depository library near you, please go to the Federal depository library directory at http://catalog.gpo.gov/fdlibdir/public.jsp.

The electronic text of this publication is available for public use free of charge at http://www.gpoaccess.gov/stylemanual/index.html.

Use of ISBN Prefix

THE UNITED STATES GOVERNMENT PRINTING OFFICE STYLE MANUAL
IS PUBLISHED UNDER THE DIRECTION AND AUTHORITY OF

THE PUBLIC PRINTER OF THE UNITED STATES
Robert C. Tapella

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§ 1105. Form and style of work for departments

The Public Printer shall determine the form and style in which the printing or binding ordered by a department is executed, and the material and the size of type used, having proper regard to economy, workmanship, and the purposes for which the work is needed.


Historical and Revision Notes

About This Manual

By act of Congress the Public Printer is authorized to determine the form and style of Government printing. The GPO 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.

Editors and writers whose disciplines have taught them aspects of style different from rules followed in this Manual will appreciate the difficulty of establishing a single standard. The GPO Style Manual has served Federal printers since 1894, and with this 30th edition, the traditions of printing and graphic arts are carried forward in the 21st century.

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

It should be remembered that the GPO Style Manual is primarily a GPO printer’s stylebook. Easy rules of grammar cannot be prescribed, for it is assumed that editors are versed in correct expression. Likewise, decisions on design and makeup are best determined by the individual publisher to meet the needs of the intended audience. As a printer’s book, this Manual necessarily uses terms that are obvious to those skilled in the graphic arts.

Users of the GPO Style Manual should consider it as a general guide. Its rules cannot be regarded as rigid, for the printed word assumes many shapes and variations in type presentation. An effort has been made to provide complete coverage of those elements that enter into the translation of manuscript into type.

The GPO Style Board made significant revisions to update this edition of the GPO Style Manual. The changes include redesigning the format to make it more modern and easier to read; replacing “What is GPO Access?” with “GPO’s Online Initiatives”; removing the atomic weights column from the Chemical Symbols table; expanding and updating time zone abbreviations;
listing additional entries to the Post Office abbreviations; extensively re-
viewing the capitalization chapter to remove outdated entries and include
new ones; realigning the abbreviations lists to create a new list of technical
abbreviations and initialisms; updating old and adding new tables to the
Useful Tables chapter; expanding military titles; creating new sample pages
for the Reports and Hearings chapter; providing many URLs as references;
and including many suggestions by users.

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

GPO Style Board
Mail Stop PDE
U.S. Government Printing Office
732 North Capitol Street, NW.
Washington, DC 20401

e-mail address: gpostyle@gpo.gov

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

Acknowledgments
The GPO Style Board would like to thank the following people for assistance
in the production of this edition of the GPO STYLE MANUAL:

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Marcia Thompson, Director, Congressional Record Index Office, Government Printing Office, for revisions to the pages relating to the Congressional Record Index.

Employees of the Proof and Copy Markup Section of the Government Printing Office, for their contributions during the production process.

Current users who have contributed many ideas and suggestions that were incorporated into this edition of the GPO Style Manual.
Printing continues to serve an important purpose in the Federal Government. Congressional documents, official reports, pamphlets, books, regulations and statutes, passports, tax and census forms, statistical data, and more—in printed form these documents represent a major avenue of communication and information transaction between the Government and the public. In the 21st century, the Government Printing Office (GPO) is committed to providing printed information products for Congress, Federal agencies, and the courts as efficiently, creatively, and cost-effectively as the most modern technology will allow.

With the advent of the electronic information age, GPO has also assumed the responsibility for providing public access to the online versions of most of the official documents it prints, as well as—to the greatest extent possible—the online versions of Government publications that are not printed but are otherwise made available on other Federal Web sites. GPO recognizes that a Federal author today often begins the content creation process at a personal computer, and frequently publishes the final document on the Web, without creating a print version that will make its way to a user’s hands or a library’s shelves. Many Government publications are now born digital and published to the Web, with few if any copies printed for traditional public access via bookstores or libraries.

To accommodate this transition in Federal publishing strategies while preserving the core responsibility for ensuring public access to Government publications, in 1993 Congress enacted Public Law 103–40, the Government Printing Office Electronic Information Access Enhancement Act, which required GPO to establish online access to key Government publications and provide a system of storage to ensure permanent public access to the information they contain. Since then, the number of publications featured by the resulting Web site, GPO Access, at www.gpoaccess.gov, has grown exponentially, as has its use by the public. A decade later the National Archives and Records Administration formally recognized GPO as an affiliated archive for the digital content on the GPO Access site.

To meet continued public demand for online access to Government publications, provide for an increased range of search and retrieval options, and
ensure the preservation of official Government information content in the 21st century, in 2004 GPO embarked on the construction of a more comprehensive online capability, called GPO’s Federal Digital System, or FDsys. Scheduled to become available for public use in late 2008, the new system will serve as GPO’s digital platform for the production, storage, and dissemination of official Government publications for the years to come.

**GPO Access**

Opened to the public in 1994, the *GPO Access* Web site was GPO’s entrance into the digital age. *GPO Access* provides free electronic access to a wealth of important information products produced by the Federal Government. The information provided is the official published version, and information retrieved from *GPO Access* can be used without restriction unless specifically noted. This free service is funded through annual appropriations provided to GPO’s Federal Depository Library Program.

Under the *GPO Access* legislation, the Superintendent of Documents, under the direction of the Public Printer, is required to: (1) Maintain an electronic directory of Federal electronic information; (2) provide a system of online access to the Congressional Record, the Federal Register, and other appropriate publications as determined by the Superintendent of Documents; (3) operate an electronic storage facility for Federal electronic information; and (4) maintain the Federal Bulletin Board, which was then already in existence.

**GPO Access services**

*GPO Access* services are designed to meet the needs of a variety of users. *GPO Access* consists of content and links, including official, full-text information from the three branches of the Federal Government. Databases are updated based on their print equivalent and generally date back to 1994.

Users can find information on the Federal Depository Library Program, which provides no-fee public access to publications disseminated by GPO, regardless of format. *GPO Access* enables users to locate a depository library in their area.
Users may also locate and order publications available for sale through GPO’s Publication and Information Sales Program. Orders may be placed online securely through the U.S. Government Bookstore at http://bookstore.gpo.gov.


Users needing assistance with GPO Access or other dissemination services may direct inquiries to the GPO Contact Center specialists available by email (contactcenter@gpo.gov), telephone (1–866–512–1800), or fax (202–512–2104).

**Authentication of digital documents**

The increasing use of electronic documents poses a special challenge in verifying authenticity, because digital technology makes such documents easy to alter or copy in unauthorized or illegitimate ways.

To help meet this challenge, GPO has implemented digital signatures on certain electronic documents in GPO Access that not only establish GPO as the trusted information disseminator, but also provide the assurance that an electronic document has not been altered since GPO disseminated it.

In early 2008, GPO authenticated the first-ever online Federal budget by digital signature. The visible digital signatures on online PDF documents serve the same purpose as handwritten signatures or traditional wax seals on printed documents. The digital signature verifies document integrity and authenticity for online Federal documents, disseminated by GPO, at no cost to the customer.

**GPO’s Federal Digital System (FDsys)**

A critical part of GPO’s mission of *Keeping America Informed* is ensuring permanent access to published Government documents. GPO is developing a
comprehensive digital content system capable of managing all known Federal Government documents within the scope of GPO’s Federal Depository Library Program and other information dissemination programs. GPO’s Federal Digital System (FDsys) is an integrated content management system which incorporates state-of-the-art technology for document authentication and digital preservation. FDsys supports GPO’s transformation from a print-based environment to a content-based environment, in which digital content is created, submitted, preserved, authenticated, managed, and delivered upon request. The design of FDsys is based on the Reference Model for an Open Archival Information System (OAIS) (ISO 14721:2003), which describes a generalized structure for storing, preserving, and providing access to digital content over time.

FDsys will automate content life-cycle processes and make it easier to deliver digital content in formats suited to customers’ needs. FDsys will allow Federal content creators to submit content for preservation, authentication, and delivery to users. Content entered into the system will be cataloged according to GPO and library standards, and will be available on the World Wide Web for searching and viewing, downloading and printing, as document masters for conventional and on-demand printing, or by other dissemination methods. Content may include text and associated graphics, video, audio, and other forms that emerge.

FDsys capabilities will be deployed in a series of releases. An internal proof-of-concept release of FDsys was completed in September 2007 to support the last stage of testing. FDsys is scheduled to become available to agencies and the public in early 2009, beginning a process of incremental releases. Each release will add functionality to the previous one. The first public release will provide FDsys core capabilities, including such foundational elements as system infrastructure and security, and a digital repository that conforms to the OAIS reference model and enables the management of content and metadata. This release will replace the familiar Wide Area Information Server (WAIS)-based GPO Access, in use since 1994, with enhanced search and retrieval functionality.

For a comprehensive discussion of system capabilities by release, see the FDsys documentation at http://www.gpo.gov/projects/fdsys_documents.htm.
Information
The rules of grammar, spelling, punctuation, and related matters, as stated in this Manual, will serve well when preparing documents for electronic dissemination. Most of the documents currently available via GPO Access are derived from databases used in the printing of Government publications. However, as electronic dissemination of Government information continues to grow, the rules as stated in this Manual will continue to be the GPO’s standard for all document preparation, electronic or otherwise.
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1. Advice to Authors and Editors

The GPO Style Manual is intended to facilitate Government printing. Careful observance of the following suggestions will aid in expediting your publication and also reduce printing costs.

1.1. Making changes after submission of copy delays the production of the publication and adds to the expense of the work; therefore, copy must be carefully edited before being submitted to the Government Printing Office.

1.2. Legible copy, not faint reproductions, must be furnished.

1.3. Copy should be on one side only with each sheet numbered consecutively. If both sides of copy are to be used, a duplicate set of copy must be furnished.

1.4. To avoid unnecessary expense, it is advisable to have each page begin with a new paragraph.

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

1.6. Chemical symbols, such as Al, Cl, Tl are sometimes mistaken for A1, C1, T1. Editors must indicate whether the second character is a letter or a figure.

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

1.8. Photographs, drawings, and legends being used for illustrations should be placed in the manuscript where they are to appear in the publication. They should be on individual sheets, as they are handled separately during typesetting.

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

1.10. To reduce the possibility of costly blank pages, avoid use of new odd pages and half titles whenever possible. Generally these refinements should be limited to quality bookwork.
1.11. 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, and binding.

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

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

1.14. 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 the inside back cover.

1.15. 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. Where possible, avoid having more than two blank pages at the end.

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

1.17. If nonstandard trim sizes and/or type areas are used, indicate head and back margins. Otherwise, GPO will determine the margins.

1.18. Customers should submit copy for running heads and indicate the numbering sequence for folios, including the preliminary pages.

1.19. Corrections should be made on first proofs returned, as later proofs are intended for verification only. All corrections must be indicated on the “R” (revise) set of proofs, and only that set should be returned to GPO.

1.20. Corrections should be marked in 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.
1.21. The following GPO publications relate to material included in this Manual. They may be purchased from the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

**Word Division: Supplement to the United States Government Printing Office Style Manual**
This publication serves as a quick reference guide for finding correct word divisions, as well as a spelling and pronunciation guide. In addition to the list of words with divisions, it also contains wordbreak rules and line-ending rules. Prepared especially for GPO printers and proofreaders, this supplement is equally useful for keyboarding. 1987.

**Government Paper Specifications**
The purpose of these standards is to achieve compliance with relevant statutes regarding printing papers; address environmental, workplace safety, and paper longevity issues; and achieve maximum savings in the Government’s paper purchases. 2008.

**GPO Paper Samples**
This publication is a supplement to Government Paper Specification Standards. It includes samples of papers used by GPO. Used as a planning aid and guide in selecting an adequate grade, weight, and color of paper for a job of printing. 2008.

For the latest information about the availability of these and other such publications, go to: http://bookstore.gpo.gov.
1.22. Corrections made to proofs should be indicated as follows:

- \( \text{\textbullet} \) Insert period
- \( \text{\textbullet} \) Insert comma
- \( \text{\textbullet} \) Insert colon
- \( \text{\textbullet} \) Insert semicolon
- \( \text{?} \) Insert question mark
- \( \text{!} \) Insert exclamation mark
- \( \text{=} \) Insert hyphen
- \( \text{\textbullet} \) Insert apostrophe
- \( \text{\textbullet,} \) Insert quotation marks
- \( \text{\textbullet} \) Insert 1-en dash
- \( \text{\textbullet} \) Insert 1-em dash
- \( \text{\textbullet} \) Insert space
- \( \text{\textbullet} \) Insert ( ) points of space
- \( \text{\textbullet} \) Insert shilling
- \( \text{\textbullet} \) Superior
- \( \text{\textbullet} \) Inferior
- \( \text{\textbullet,} \) Parentheses
- \( \text{\textbullet} \) Brackets
- \( \text{\textbullet} \) Indent 1 em
- \( \text{\textbullet} \) Indent 2 ems
- \( \text{\textbullet} \) Paragraph
- \( \text{\textbullet} \) No paragraph
- \( \text{\textbullet} \) Transpose \(^1\)—used in margin
- \( \text{\textbullet} \) Transpose \(^2\) —used in text
- \( \text{\textbullet} \) Spell out
- \( \text{\textbullet} \) Ital—used in margin
- \( \text{\textbullet} \) Ital—used in text
- \( \text{\textbullet} \) Boldface—used in margin
- \( \text{\textbullet} \) Boldface—used in text
- \( \text{\textbullet} \) Small caps—used in margin
- \( \text{\textbullet} \) Small caps—used in text

In lieu of the traditional mark “tr” used to indicate letter or number transpositions, the striking out of the incorrect letters or numbers and the placement of the correct matter in the margin of the proof is the preferred method of indicating transposition corrections.

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

The form of any query carried should be such that an answer may be given simply by crossing out the complete query if a negative decision is made or the right-hand (question mark) portion to indicate an affirmative answer.
Note.—The system of marking proofs can be made easier by the use of an imaginary vertical line through the center of the type area. The placement of corrections in the left-hand margin for those errors found in the left-hand portion of the proof and in the right-hand margin for right-side errors prevents overcrowding of marks and facilitates corrections.
2. General Instructions

Job planning

2.1. The use of computers has dramatically altered every phase of the printing industry beginning with the basic planning of each new job. New publications are evaluated by application specialists who review their requirements and design the necessary formats. Each format is made to conform exactly to the copy’s specifications for page dimensions, line length, indentions, typefaces, etc. Upon completion, sample pages are produced and submitted to the customer. At this time, customer agencies are requested to indicate precise details of any style changes because this set of pages serves as a guide for the copy preparer, the beginning of actual production.

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

Publications such as books and pamphlets should contain:
(a) Title and other title information;
(b) Name of department issuing or creating publication;
(c) Name of author(s) and editor(s) (department or individual);
(d) Date of issuance;
(e) Availability (publisher, printer, or other source and address);
(f) Superintendent of Documents classification and stock numbers if applicable; and

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

Reports of a scientific or technical nature should contain:
(a) Title and other title information;
(b) Report number;
Notes:

(1) This sample report cover is reduced in size.
(2) In this sample, items are justified left. Other cover designs and typefaces are acceptable.
(3) This sample page was prepared according to the guidelines of the American National Standards Institute, 25 West 43d St., New York, NY 10036. Users of ANSI standards are cautioned that all standards are reviewed periodically and subject to revision.
(c) Author(s);
(d) Performing organization;
(e) Sponsoring department;
(f) Date of issuance;
(g) Type of report and period covered;
(h) Availability (publisher, printer, or other source and address); and
(i) Superintendent of Documents classification and stock numbers if applicable.


Journals, magazines, periodicals, and similar publications should contain:
(a) Title and other title information;
(b) Volume and issue numbers;
(c) Date of issue;
(d) Publishing or sponsoring department;
(e) Availability (publisher, printer, or other source and address);
(f) International Standard Serial Number; and
(g) Superintendent of Documents classification and stock numbers if applicable.

(See ANSI Standard Z39.1, American Standard Reference Data and Arrangement of Periodicals.)

**Makeup**

2.3. The design and makeup of a publication is the responsibility of the publisher. However, when the following elements occur in Government publications, they generally appear in the sequence listed below. The designation “new odd page” generally refers to bookwork and is not required in most pamphlet- and magazine-type publications.

(a) *Frontispiece*, faces title page.
(b) *False title* (frontispiece, if any, on back).
(c) *Title page* (new odd 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, sales notice, etc.

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

(f) *Foreword*, differs from a preface in that it is an introductory note written as an endorsement by a person other than the author (new odd page). An introduction differs from a foreword or a preface in that it is the initial part of the text; if the book is divided into chapters, it should be the first chapter.

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

(h) *Acknowledgments* (if not part of preface) (new odd page).

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

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

(k) *Glossary* (new odd page).

(l) *Bibliography* (new odd page).

(m) *Appendix* (new odd page).

(n) *Index* (new odd page).

2.4. Preliminary pages use small-cap Roman numerals. Pages in the back of the book (index, etc.), use lowercase Roman numerals.

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

2.6. Widow lines (lines less than full width of measure) at top of pages are to be avoided, if possible, but are permitted if absolutely necessary to maintain uniform makeup and page depth. Rewording to fill the line is a preferred alternative.
2.7. 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 approximate equal depth.

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

2.9. When top centered folios are used, the folio on a new page is set 2 points smaller than the top folios. They are centered at the bottom and enclosed in parentheses.

2.10. Where running heads with folios are used, heads are included in overall page depth. However, first pages of chapters and pages with bottom folios do not include the folios as part of the overall page depth.

2.11. Jobs that have both running heads and bottom folios or just bottom folios will align all of the page numbers on the bottom in the margin, including those on preliminary pages. If at all possible avoid use of running heads in conjunction with bottom folios.

2.12. Contents, list of illustrations, preface, or any other matter that makes a page in itself will retain normal 6-pica sink.

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

2.14. When a table continues, its headnote is repeated without the word *Continued*.

2.15. A landscape or broadside table that continues from an even to an odd page must be positioned to read through the center (gutter) of the publication when its size is not sufficient to fill both pages.

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

2.17. Centerheads, whether in boldface, caps, caps and small caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page.
2.18. In making up a page of two or more columns, text preceding a page-width illustration will be divided equally into the appropriate number of columns above the illustration.

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

1 Preliminary. 2 Including imported cases. 3 Imported.

2.20. All backstrips should read down (from top to bottom).

Copy preparation
2.21. At the beginning of each job the proper formats must be plainly marked. New Odd or New Page, Preliminary, Cover, Title, or Back Title should also be plainly indicated.

2.22. Copy preparers must mark those things not readily understood when reading the manuscript. They must also mark the correct element identifier code for each data element, as well as indicate other matters of style necessary to give the publication good typographic appearance.

2.23. Preparers must indicate the proper subformat at the beginning of each extension, verify folio numbers, and plainly indicate references, footnotes, cut-ins, etc. Unless otherwise marked, text matter will be set in 10-point solid and tables in 7 point. In tables utilizing down rules, unless a specific weight is requested by the customer, hairline rules will be used. (See rule 13.3.)

2.24. Quoted or extract matter and lists should be set smaller than text with space above and below. Quotation marks at the beginning and end of paragraphs should be omitted. If the same type size is used, quoted matter should be indented 2 ems on both sides with space top and bottom, and initial and closing quotes should be omitted.

Capitalization
2.25. Unusual use of capital and lowercase letters should be indicated by the customer to guarantee correct usage.
Datelines, addresses, and signatures
2.26. Copy preparers must mark caps, small caps, italic, abbreviations, indentions, and line breaks where necessary. (For more detailed instructions, see Chapter 16 “Datelines, Addresses, and Signatures.”)

Decimals and common fractions
2.27. In figure columns containing both decimals and common fractions, such decimals and/or fractions will not be aligned. The columns will be set flush right.

“Et cetera,” “etc.,” and “and so forth”
2.28. In printing a speaker’s language, the words and so forth or et cetera are preferred, but in “FIC & punc.” matter etc., is acceptable. 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
2.29. Folio numbers should be placed in the upper right corner, preferably half an inch from the top.

Headings
2.30. The element identifier codes to be used for all headings must be marked. Caps, caps and small caps, small caps, caps and lowercase, lowercase first up (first word and proper nouns capitalized), or italic must be prepared. (See rule 3.49.)

Pickup
2.31. The jacket number of a job from which matter is to be picked up must be indicated. New matter and pickup matter should conform in style.
Sidenotes and cut-in notes

2.32. Sidenotes and cut-in notes are set each line flush left and ragged 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 21½ picas. 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 * * *

Signs, symbols, etc.

2.33. 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.

2.34. Some typesetting systems produce characters that look the same as figures. A lowercase l resembles a figure 1 and a capital O looks like a figure 0. Questionable characters will be printed as figures unless otherwise marked.

Letters illustrating shape and form

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

2.36. Plurals are formed by adding an apostrophe and the letter s to letters illustrating shape and form, such as T’s and Y’s. Golf tee(s) should be spelled, as shape is not indicated.

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

Fol. lit. and FIC & punc.

2.38. After submittal to GPO, manuscript copy is rubber-stamped “Fol. lit.” or “FIC & punc.” The difference between these two typesetting instructions is explained thus:

Copy is followed when stamped “Fol. lit.” (follow literally). 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. Such copy, including even obvious errors, will be followed. The lack of preparation on copy so designated shall, in itself, constitute preparation. “Fol. lit.” does not include size and style of type or spacing. Obvious errors are corrected in copy marked “FIC & punc.” (follow, including capitalization and punctuation).

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

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

2.40. 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(a) (1) and (2),” “section 7 a and b”. In case of an unavoidable break, division will be made after elements in parentheses, and no hyphen is used.

2.41. Bill style.—Bill copy will be followed as supplied. Bills will be treated as “FIC & punc.” This data is transmitted to the GPO via fiber optic transmission with element identifier codes in place. Therefore, it is not cost effective to prepare the manuscript as per the GPO Style Manual and update the data once it is in type form.

2.42. 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.

Abbreviations

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

2.44. Operators and revisers must study carefully the rules governing composition.

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

2.46. 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.

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

Leading and spacing

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

2.49. A single justified word space will be used between sentences. This applies to all types of composition.

2.50. Center or flush heads set in caps, caps and small caps, small caps, or boldface are keyed with regular justified spaces between words.

2.51. Centerheads are set apart from the text by the use of spacing. The amount of space varies with each publication. However, more space is always inserted above a heading than below. In 10-point type, the spacing would be 10 points over and 8 points under a heading; in 8- and 6-point type, the spacing would be 8 points above and 6 points below.

2.52. Solid matter (text) is defined as those lines set without horizontal space between them. Leaded text is defined as lines separated by 1 or 2 points of space.

2.53. Unless otherwise marked, flush heads are separated from text by 4 points of space above and 2 points of space below in solid matter, and by 6 points of space above and 4 points of space below in leaded matter.
2.54. Full-measure numbered or lettered paragraphs and quoted extracts are not separated by space from adjoining matter.

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

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

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

2.58. Footnotes are leaded if the text is leaded, and are solid if the text is solid.

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

Indentions

2.60. In measures less than 30 picas, the paragraph indentation is 1 em. Paragraph indentations in cut-in matter are 3 ems, overs are 2 ems. Datelines and signatures are indented in multiples of 2 ems. Addresses are set flush left.

2.61. In matter set 30 picas or wider, the paragraph indentation is 2 ems. Paragraph indentations in cut-in matter are 6 ems, overs are 4 ems. Datelines and signatures are indented in multiples of 2 ems. Addresses are set flush left.

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

2.63. In matter set 30 picas or wider, overruns in hanging indentations are 2 ems more than the first line, except that to avoid conflict with a following indentation (for example, of a subentry or paragraph), the overrun indentation is made 2 ems more than the following line.
2.64. Indention of matter set in smaller type should be the same, in points, as that of adjoining main-text indented matter.

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

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

Legends for illustrations

2.67. It is preferred that legends and explanatory data consisting of one or two lines are set centered, while those with more than two lines are set with a hanging indention. Legends are set full measure regardless of the width of the illustration. Paragraph style is acceptable.

2.68. Legend lines for illustrations that appear broad or turn page (landscape) should be printed to read up; an even-page legend should be on the inside margin and an odd-page legend on the outside margin.

2.69. Unless otherwise indicated, legends for illustrations are set in 8-point roman, lowercase.

2.70. Periods are used after legends and explanatory remarks beneath illustrations. However, legends without descriptive language do not use a period. (See rule 8.112.)

2.71. At the beginning of a legend or standing alone, Figure preceding the identifying number or letter is set in caps and small caps and is not abbreviated.

Figure 5, not Fig. 5

Figure A, not Fig. A

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

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

Proofreading

2.74. All special instructions, layouts, and style sheets must be included with the first installment of each job.
2.75. If the proofreader detects inconsistent or erroneous statements, it is his or her responsibility to query them.

2.76. If the grammatical construction of a sentence or clause is questioned by a proofreader and it seems desirable to change the form, he or she must indicate the proposed correction, add a query mark, and enclose all in a circle.

2.77. All queries appearing on the copy must be carried to the author’s set of proofs.

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

2.79. 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 faults to be avoided.

2.80. In reading proof of wide tables, the proofreader should place the correction as near as possible to the error. The transposition mark should not be used in little-known words or in figures. It is better to cancel the letters or figures and write them in the margin in the order in which they are to appear.

2.81. To assure proper placement of footnotes, the proofreader and reviser must draw a ring around footnote references on the proofs, then check off each corresponding footnote number.

2.82. Proofreaders must not make important changes in indentions or tables without consulting the referee.

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

2.84. Any mark that will change the proof from the copy as prepared must be circled in the margin.

2.85. All instructions on copy must be carried on proof by readers.
2.86. Folios of copy must be run by the proofreader and marked on the proof.

2.87. All instructions, comments, and extraneous notes on both copy and proofs that are not intended to be set as part of the text must be circled.

Revising galley proofs

2.88. The importance of revising proofs cannot be overemphasized. Although a reviser is not expected to read proof, it is not enough to follow the marks found on the proof. He or she should be alert to detect errors and inconsistencies and must see that all corrections have been properly made and that words or lines have not been transposed or eliminated in making the corrections.

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

2.90. In the body of the work, new pages must be properly indicated on the proof. (For new page information, see rule 2.3 “Makeup.”)

2.91. All instructions and queries on proofs must be transferred to the revised set of proofs.

Revising page proofs

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

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

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

2.95. Special care must be exercised in revising corrected matter. If it appears that a correction has not been made, the reviser should
carefully examine each line on the page to see if the correction was inserted in the wrong place.

2.96. The following rules must be carefully observed:

(a) See that the proof is clean and clear; request another if necessary.

(b) Verify that the galley proofs are in order and that the data on the galleys runs in proper order to facilitate continuous makeup.

(c) Make sure that different sets of proofs of the same job are correctly marked in series ("R," "2R," "3R," etc.); where a sheet is stamped “Another proof,” carry the same designating “R” on the corresponding clean proof. Advance the “R,” “2R,” “3R,” etc., on each set of page proofs returned from the originating office.

(d) Run the page folios, make sure they are consecutive and that the running heads, if used, are correct. Check connection pages. Verify correct sequence for footnote references and placement. It is imperative that footnotes appear or begin on the same page as their reference, unless style dictates that all footnotes are to appear together in one location.

(e) Watch for dropouts, doublets, and transpositions.

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

(g) If a footnote is eliminated, do not renumber the footnotes; change footnote to read “Footnote eliminated.”

2.97. If a footnote is added in proof, use the preceding number with a superior letter added, as 15a.

2.98. Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush left, with spacing on each side of the rule. (See also rule 13.77.)
Press revising

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

2.100. Although speed is essential when forms reach the press reviser, accuracy is still paramount and must not be sacrificed.

Signature marks, etc.

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

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

125–327—08——4
116–529—08—vol. 1 ——3
116–529—08—pt. 5——3

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

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

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

2.106. On a congressional job reprinted because of change, the House and Senate have approved the following styles:

House of Representatives: Senate:
★17–234—08——2 17–235—08——2★(Star Print)
2.107. The following forms are used for signature marks in House and Senate documents and reports printed on session jackets:

- H. Doc. 73, 08–1—2
- S. Doc. 57, 08–1—2
- S. Doc. 57, 08–2, pt. 1—2
- S. Doc. 57, 08–2, vol. 1—2
- H. Rept. 120, 08–2—8
- S. Rept. 100, 08–2—9

2.108. 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. (See rule 2.102.)

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

12–344—08 (Face p. 10)

2.110. On a pasters facing an even page, the marks are placed on the lower right-hand side; on a pasters facing an odd page, the marks are placed on the lower left-hand side.

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

12–344—08 (Face p. 19) No. 1
12–344—08 (Face p. 19) No. 2

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

Reprints

2.113. 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 1990
Reprinted July 1995
First printed June 1990
Revised June 1995

Original edition May 1990
Reprinted May 1995
Revised July 1997

2.114. 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

2.115. Unless otherwise stipulated, the GPO imprint must appear on all printed matter, with the exception of certain classified work.

2.116. The full GPO imprint is used on the title page of a congressional speech.

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

2.118. The imprint is not used on a halftitle or on any page of a cover, with the exception of congressional hearings.

2.119. If there is a title page, the imprint is placed on the title page; but if there is no title page, or if the title page is entirely an illustration, the imprint is placed on the last page of the text 4 ems from flush right and below the bottom folio.

2.120. The GPO logo is used only on GPO 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 : 2008.

Sales notices

2.121. The use of sales notices is discouraged.

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

Imprint variations

2.123. This is one style of an imprint that can appear on the title page.

For sale by the Superintendent of Documents, U.S. Government Printing Office
· Internet: bookstore.gpo.gov • Phone: Toll Free 866–512–1800
· DC area 202–512–1800 • Fax: 202–512–2104
· Mail: Stop SSOP, Washington, DC 20402–0001
· www.gpoaccess.gov
2.124. In the event that a title page is not used, the imprint is printed on the last page and positioned flush left below the text.

For sale by the Superintendent of Documents, U.S. Government Printing Office
· Internet: bookstore.gpo.gov · Phone: toll free 866–512–1800
· DC area 202–512–1800 · Fax: 202–512–2250
· Mail: Stop SSOP, Washington, DC 20402–0001
· www.gpoaccess.gov

2.125. Outside-purchase publications are identified by an open star at the beginning of the imprint line. These lines are positioned 4 ems from the right margin.

★ U.S. GOVERNMENT PRINTING OFFICE: 2008—456–789

2.126. Publications purchased outside which are reprinted by the GPO use an em dash in lieu of the open star.


2.127. Jobs set on outside purchase but printed by the GPO use an asterisk in lieu of the open star.

* U.S. GOVERNMENT PRINTING OFFICE: 2008—456–789

2.128. Publications produced from camera copy supplied to the GPO are identified by cc printed at the end of the line.


Franking
2.129. The franking (mailing) privilege on covers for Government publications should be at least 1⅛ inches from the trim.

Bibliographies or references
2.130. 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:


Another Government periodical citation would read as follows:


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

Other examples are:


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

or:


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

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


Words Into Type, Prentice-Hall, New York, 1974.
3. Capitalization Rules
(See also Chapter 4 “Capitalization Examples” and Chapter 9 “Abbreviations and Letter Symbols”)

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 in Chapter 4 will serve as a guide. Obviously 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.

<table>
<thead>
<tr>
<th>Rome</th>
<th>John Macadam</th>
<th>Italy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brussels</td>
<td>Macadam family</td>
<td>Anglo-Saxon</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Roman (of Rome)</th>
<th>Johannean</th>
<th>Italian</th>
</tr>
</thead>
</table>

3.4. Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are set lowercased. Since this depends upon general and long-continued usage, a more definite and all-inclusive rule cannot be formulated in advance.

<table>
<thead>
<tr>
<th>roman (type)</th>
<th>macadam (crushed rock)</th>
<th>italicize</th>
</tr>
</thead>
<tbody>
<tr>
<td>brussels sprouts</td>
<td>watt (electric unit)</td>
<td>anglicize</td>
</tr>
<tr>
<td>venetian blinds</td>
<td>plaster of paris</td>
<td>pasteurize</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Massachusetts Avenue; the avenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington Monument; the monument</td>
</tr>
<tr>
<td>Statue of Liberty; the statue</td>
</tr>
<tr>
<td>Hoover Dam; the dam</td>
</tr>
</tbody>
</table>
Boston Light; the light
Modoc National Forest; the national forest
Panama Canal; the canal
Soldiers’ Home in Holyoke; the soldiers’ home
Johnson House (hotel); Johnson house (residence)
Crow Reservation; the reservation
Cape of Good Hope; the cape
Jersey City
Washington City
*but* city of Washington; the city
Cook County; the county
Great Lakes; the lakes
Lake of the Woods; the lake
North Platte River; the river
Lower California
*but* lower Mississippi
Charles the First; Charles I
Seventeenth Census; the 1960 census

3.6. If a common noun or adjective forming an essential part of a name becomes separated from the rest of the name by an 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
United States popularly elected government

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

the Capitol building in Washington, DC; *but* State capitol building
the Channel (English Channel)
the Chunnel (tunnel below English Channel)
the District (District of Columbia)

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, French, and United States 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
Capitalization Rules

temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 3.38.)

<table>
<thead>
<tr>
<th>Term</th>
<th>Capitalization</th>
</tr>
</thead>
<tbody>
<tr>
<td>abstract B</td>
<td>figure 7</td>
</tr>
<tr>
<td>act of 1928</td>
<td>first district (not)</td>
</tr>
<tr>
<td>amendment 5</td>
<td>congressional</td>
</tr>
<tr>
<td>apartment 2</td>
<td>flight 007</td>
</tr>
<tr>
<td>appendix C</td>
<td>graph 8</td>
</tr>
<tr>
<td>article 1</td>
<td>group 7</td>
</tr>
<tr>
<td>book II</td>
<td>history 301</td>
</tr>
<tr>
<td>chapter III</td>
<td>mile 7.5</td>
</tr>
<tr>
<td>chart B</td>
<td>page 2</td>
</tr>
<tr>
<td>class I</td>
<td>paragraph 4</td>
</tr>
<tr>
<td>collection 6</td>
<td>part I</td>
</tr>
<tr>
<td>column 2</td>
<td>phase 3</td>
</tr>
<tr>
<td>drawing 6</td>
<td>plate IV</td>
</tr>
<tr>
<td>exhibit D</td>
<td>region 3</td>
</tr>
<tr>
<td>room A722</td>
<td>rule 8</td>
</tr>
<tr>
<td>schedule K</td>
<td>signature 4</td>
</tr>
<tr>
<td>section 3</td>
<td>spring 1926</td>
</tr>
<tr>
<td>signature 4</td>
<td>station 27</td>
</tr>
<tr>
<td>table 4</td>
<td>treaty of 1919</td>
</tr>
<tr>
<td>volume X</td>
<td>war of 1914</td>
</tr>
<tr>
<td>ward 2</td>
<td></td>
</tr>
</tbody>
</table>

3.10. The following terms are lowercased, even with a name or number.

<table>
<thead>
<tr>
<th>Term</th>
<th>Capitalization</th>
</tr>
</thead>
<tbody>
<tr>
<td>aqueduct</td>
<td>irrigation project</td>
</tr>
<tr>
<td>breakwater</td>
<td>jetty</td>
</tr>
<tr>
<td>buoy</td>
<td>levee</td>
</tr>
<tr>
<td>chute</td>
<td>lock</td>
</tr>
<tr>
<td>dike</td>
<td>pier</td>
</tr>
<tr>
<td>dock</td>
<td>reclamation project</td>
</tr>
<tr>
<td>drydock</td>
<td>ship canal</td>
</tr>
<tr>
<td>shipway</td>
<td>slip</td>
</tr>
<tr>
<td>spillway</td>
<td>turnpike</td>
</tr>
<tr>
<td>watershed</td>
<td>weir</td>
</tr>
<tr>
<td>wharf</td>
<td></td>
</tr>
</tbody>
</table>

Definite article in proper place names

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

British Consul v. The Mermaid (title of legal case)
The Dalles (OR); The Weirs (NH); but the Dalles region; the Weirs streets
The Hague; but the Hague Court; the Second Hague Conference
El Salvador; Las Cruces; L’Esterel
The National Mall; The Mall (Washington, DC only)
The Gambia

but the Congo, the Sudan, the Netherlands
3.12. Rule 3.11 does not apply in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

- the Washington Post
- the Times
- the Atlantic Monthly
- the Mermaid
- the U–3
- the Los Angeles
- the Federal Express
- the National Photo Co.

Particles in names of persons
3.13. In foreign names such particles as d’, da, de, della, den, du, van, and von are capitalized unless preceded by a forename or title. Individual usage, if ascertainable, should be followed.

- Da Ponte; Cardinal da Ponte
- Den Uyl; Johannes den Uyl; Prime Minister den Uyl
- Du Pont; E.I. du Pont de Nemours & Co.
- Van Rensselaer; Stephen van Rensselaer
- Von Braun; Dr. Wernher von Braun

- but d’Orbigny; Alcide d’Orbigny; de la Madrid; Miguel de la Madrid

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

- Justice Van Devanter; Reginald De Koven
- Thomas De Quincey; William De Morgan
- Henry van Dyke (his usage)
- Samuel F. Du Pont (his usage); Irénée du Pont

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

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

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

Names of organized bodies
3.17. The full names of existing or proposed organized bodies and their shortened names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction.
National governmental units:

U.S. Congress: 110th Congress; the Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other congressional committees)

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

Bureau of the Census: the Census Bureau, the Bureau; *but* the agency

Environmental Protection Agency: the Agency

Geological Survey: the Survey

Government Printing Office: the Printing Office, the Office

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

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

Department of Defense: Military Establishment; Armed Forces; All-Volunteer Forces; *but* armed services

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

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

U.S. Air Force: the Air Force

U.S. Coast Guard: the Coast Guard

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

International organizations:

United Nations: the Council; the Assembly; the Secretariat

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

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

Common-noun substitutes:

Virginia General Assembly: the assembly

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
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.)
- a Republican
- an Elk
- a Federalist
- a Shriner
- a Socialist
- an Odd Fellow
- a Boy Scout
- a Knight (K.C., K.P., etc.)
- a Communist

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 Chapter 17, Principal Foreign Countries table.)

- United States: the Republic; the Nation; the Union; the Government; also Federal, Federal Government; but republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace
- New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; but state (referring to a federal government, the body politic); foreign states; church and state; statehood; state’s evidence
- Territory (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; but territory of American Samoa, Guam, Virgin Islands
- Dominion of Canada: the Dominion; but dominion (in general sense)
- Ontario Province, Province of Ontario: the Province, Provincial; but province, provincial (in general sense)

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

- British Commonwealth, Commonwealth of Virginia: the Commonwealth; but a commonwealth government (general sense)
Swiss Confederation: the Confederation; the Federal Council; the Federal Government; but confederation, federal (in general sense)
French Government: the Government; French and Italian Governments: the Governments; but government (in general sense); the Churchill government; European governments
Cherokee Nation: the nation; but Greek nation; American nations
National Government (of any specific nation); but national customs
Allied Powers, Allies (in World Wars I and II); but our allies, weaker allies;
Central Powers (in World War I); but the powers; European powers
Republic of South Africa: the Republic; but republic (in general sense)

Names of regions, localities, and geographic features

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

the North Atlantic States  Middle East
the Gulf States  Middle Eastern
the Central States  Mideast
the Pacific Coast States  Mideastern (Asia)
the Lake States  Near East (Balkans, etc.)
East North Central States  the Promised Land
Eastern North Central States  the Continent (continental Europe)
Far Western States  the Western Hemisphere
Eastern United States  the North Pole
the West  the North and South Poles
the Midwest  the Temperate Zone
the Middle West  the Torrid Zone
the Far West  the East Side
the Eastern Shore (Chesapeake Bay)  Lower East Side (sections of a city)
the Badlands (SD and NE)  Western Europe, Central Europe
the Continental Divide  (political entities)
Deep South  Midsouth
Midsouth  but
the Far East  lower 48 (States)
Far Eastern  the Northeast corridor
the East

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

north; south; east; west
northerly; northern; northward
eastern; oriental; occidental
east Pennsylvania
southern California
northern Virginia
west Florida; but West Florida (1763–1819)
eastern region; western region
north-central region
east coast; eastern seaboard
northern Italy
southern France

*but* East Germany; West Germany (former political entities)

**Names of calendar divisions**

3.23. The names of calendar divisions are capitalized.

January; February; March; etc.
Monday; Tuesday; Wednesday; etc.

*but* spring; summer; autumn (fall); winter

**Names of holidays, etc.**

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

- April Fools' Day
- Arbor Day
- Armed Forces Day
- Birthday of Martin Luther King, Jr.
- Christmas Day, Eve
- Columbus Day
- Father's Day
- Feast of the Passover; the Passover
- Flag Day
- Fourth of July; the Fourth
- Halloween
- Hanukkah
- Hogmanay
- Inauguration Day (Federal)

- Independence Day
- Labor Day
- Lincoln's Birthday
- Memorial Day (also Decoration Day)
- Mother's Day
- New Year's Day, Eve
- Presidents Day
- Ramadan
- Rosh Hashanah
- St. Valentine's Day
- Thanksgiving Day
- Washington's Birthday
- Yom Kippur

*but* election day, primary day
Trade names and trademarks

3.25. Trade names, variety names, and names of market grades and brands are capitalized. Some trade names have come into usage as generic terms (e.g., cellophane, thermos, and aspirin); when reference is being made to the formal company or specific product name, capitalization should be used. (See Chapter 4 “Capitalization Examples” trade names and trademarks.)

Choice lamb (market grade) Xerox (the company)
Red Radiance rose (variety) but photocopy (the process)

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. (See rule 11.9.)

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

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

aviculoid menodontine

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

Rhynchonellas Spirifers

3.29. In soil science the 12 soil orders are capitalized. (See Chapter 4 “Capitalization Examples” soil orders.)

Alfisols Andisols Aridisols

3.30. Capitalize the names of the celestial bodies as well as the planets.

Sun Earth Venus
Moon Mercury Mars
Jupiter Uranus but the moons of Jupiter
Saturn Neptune
### Historical or political events

#### 3.31. Names of historical or political events used as a proper name are capitalized.

<table>
<thead>
<tr>
<th>Event</th>
<th>Time Period</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battle of Bunker Hill</td>
<td>Middle Ages</td>
<td>Revolution, the</td>
</tr>
<tr>
<td>Christian Era</td>
<td>New Deal</td>
<td>American, 1775</td>
</tr>
<tr>
<td>D-day</td>
<td>New Federalism</td>
<td>English, 1688</td>
</tr>
<tr>
<td>Dust Bowl</td>
<td>New Frontier</td>
<td>French, 1789</td>
</tr>
<tr>
<td>Fall of Rome</td>
<td>Prohibition</td>
<td>Russian, 1917</td>
</tr>
<tr>
<td>Great Depression</td>
<td>Restoration, the</td>
<td>V–E Day</td>
</tr>
<tr>
<td>Great Society</td>
<td>Reformation</td>
<td>War of 1812</td>
</tr>
<tr>
<td>Holocaust, the</td>
<td>Renaissance</td>
<td>War on Poverty</td>
</tr>
</tbody>
</table>

*but* Korean war; cold war; Vietnam war; gulf war

### Personification

#### 3.32. A vivid personification is capitalized.

- The Chair recognizes the gentlewoman from New York;
- *but* I spoke with the chair yesterday.
- For Nature wields her scepter mercilessly.
- All are architects of Fate,
  - Working in these walls of Time.

### Religious terms

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

- Heavenly Father; the Almighty; Lord; Thee; Thou; He; Him; *but* himself; You, Your; Thy, Thine; [God’s] fatherhood
- Mass; red Mass; Communion
- Divine Father; *but* divine providence; divine guidance; divine service
- Son of Man; Jesus’ sonship; the Messiah; *but* a messiah; messiahship; messianic; messianize; christology; christological
- Bible, Holy Scriptures, Scriptures, Word; Koran; *also* Biblical; Scriptural; Koranic
- New Testament; Ten Commandments
- Gospel (memoir of Christ); *but* gospel music
- 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; the Devil; *but* a devil; the devils; devil’s advocate
**Titles of persons**

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

- President Bush
- Queen Elizabeth II
- Ambassador Acton
- Lieutenant Fowler
- Chairman Williams
- Dr. Bellinger
- Nurse Joyce Norton
- Professor Leverett
- Examiner Jones (law)
- Vice-Presidential candidate Smith

*but* baseball player Ripken; maintenance man Flow; foreman Collins

3.35. 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:**
- George W. Bush, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Clinton; former President Truman; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Gore
- Tim Kaine, Governor of Virginia: the Governor of Virginia; the Governor; *similarly* the Lieutenant Governor; *but* secretary of state of Idaho; attorney general of Maine

**Title of a head or assistant head of an existing or a proposed National governmental unit:**
- Condoleezza Rice, 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; *but* Secretaries of the military departments; secretaryship

**Titles of the military:**
- General of the Army(ies): United States only; Supreme Allied Commander; Admiral Michael Mullen, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; Chief of Staff, U.S. Air Force; the Chief of Staff; *but* the commanding general; general (military title standing alone not capitalized)

**Titles of members of diplomatic corps:**
- Walter S. Gifford, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d’Affaires; the Chargé; Ambassador at Large; Minister Without Portfolio; *but* the consul general; the consul; the attaché

**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
Charles, Prince of Wales: the Prince; His Royal Highness
Titles not capitalized:
Charles F. Hughes, rear admiral, U.S. Navy: the rear admiral
Steven Knapp, president of The George Washington University: the president
C.H. Eckles, professor of dairy husbandry: the professor
Barbara Prophet, chairwoman of the committee; the chairman; the chairperson; the chair

3.36. 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.

3.37. A title in the second person is capitalized.

Your Excellency Mr. Chairman but not salutations:
Your Highness Madam Chairman my dear General
Your Honor Mr. Secretary my dear sir

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

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

Statutes at Large; Revised Statutes; District Code; Bancroft’s History; Journal (House or Senate) (short titles); but the code; the statutes
Atlantic Charter; Balfour Declaration; but British white paper
Chicago’s American; but Chicago American Publishing Co.
Reader’s Digest; but New York Times Magazine; Newsweek magazine
Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15: Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 89–1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; but Senate bill 416; House bill 61; Congressional Record
Annual Report of the Public Printer, 2007; but seventh annual report, 19th annual report
Declaration of Independence; the Declaration
Constitution (United States or with name of country); constitutional; but New York State constitution: first amendment, 12th amendment
Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty; but treaty of peace, the treaty (descriptive designations); treaty of 1919
United States v. Four Hundred Twenty-two Casks of Wine (law)
American Gothic, Nighthawks (paintings)
3.39. All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including television and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. The foregoing are also quoted.

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

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

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

First words

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

The question is, Shall the bill pass?
He asked, “And where are you going?”
The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.
Lives of great men all remind us
We can make our lives sublime.

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

She objected “to the phraseology, not to the ideas.”

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

Revolutions are not made: they come.
Intelligence is not replaced by mechanism: even the televox must be guided by its master’s voice.
But two months dead! nay, not so much; not two.
What is this? Your knees to me? to your corrected son?
3.45. 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, 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

3.46. Unless otherwise marked, centerheads are set in capitals, and sideheads are set in lowercase and only the first word and proper names are capitalized. In centerheads making two lines, wordbreaks should be avoided. The first line should be centered and set as full as possible.

3.47. In heads set in caps, a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lowercase *c* or *ac* is used. In heads set in small caps, a thin space is used after the *c* or the *ac*.

3.48. 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 thin space is used. (See rule 3.15.)

3.49. In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds which would
be capitalized standing alone. The articles *a*, *an*, and *the*; the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up*; the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor*; and the second element of a compound numeral are not capitalized. (See also rule 8.129.)

World en Route to All-Out War
Curfew To Be Set for 10 o’Clock
Man Hit With 2-Inch Pipe
No-Par-Value Stock for Sale
Yankees May Be Winners in Zig-Zag Race
Ex-Senator Is To Be Admitted
Notice of Filing and Order on Exemption From Requirements
*but* Building on Twenty-first Street (if spelled)
One Hundred Twenty-three Years (if spelled)
Only One-tenth of Shipping Was Idle
Many 35-Millimeter Films in Production
Built-Up Stockpiles Are Necessary (*Up* is an adverb here)
His Per Diem Was Increased (*Per Diem* is used as a noun here); Lower Taxes
   per Person (*per* is a preposition here)

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

Buildings In and Near the Minneapolis Mall

3.51. 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

3.52. The first element of an infinitive is capitalized.

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

3.53. In matter set in caps and small caps, such abbreviations as *etc.*, *et al.*, and *p.m.* are set in small caps; in matter set in caps and lowercase, these abbreviations are set in lowercase.

**Planes, Guns, Ships, etc.**
In re the 8 p.m. Meeting

Planes, Guns, Ships, etc.
In re the 8 p.m. Meeting

**JAMES BROS. ET AL.** (no comma)

James Bros. et al.
3.54. 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.

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### Addresses, salutations, and signatures

3.55. The first word and all principal words in addresses, salutations, and signatures are capitalized. See Chapter 16 “Datelines, Addresses, and Signatures.”

### Interjections

3.56. The interjection “O” is always capitalized. Interjections within a sentence are not capitalized.

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

### Historic or documentary accuracy

3.57. Where historic, documentary, technical, or scientific accuracy is required, capitalization and other features of style of the original text should be followed.
4. Capitalization Examples

A
A-bomb
abstract B, I, etc.
Academy:
  Air Force; the Academy
  Andover; the academy
  Coast Guard; the Academy
  Merchant Marine; the Academy
  Military; the Academy
  National Academy of Sciences; the Academy
  of Sciences; the academy
  Naval; the Academy
  but service academies
accord, Paris peace (see Agreement)
accords, Helsinki
Act (Federal, State, or foreign), short or popular title or with number; the act:
  Appropriations
  Classification
  Clear Skies
  Economy
  Flood Control
  Military Selective Service
  No Child Left Behind
  Organic Act of Virgin Islands
  Panama Canal
  PATRIOT
  Revenue
  Sarbanes-Oxley
  Stockpiling
  Tariff
  Trademark
  Walsh-Healey Act; but Walsh-Healey law (or bill)
act, labor-management relations
Acting, if part of capitalized title
Active Duty
Adjutant General, the (see The)
Administration, with name; capitalized standing alone if Federal unit:
  Farmers Home
  Food and Drug
  Maritime
  Transportation Security
  but Bush administration;
    administration bill, policy, etc.
Administrative Law Judge Davis; Judge Davis; an administrative law judge
Admiralty, British, etc.
Admiralty, Lord of the
Adobe Acrobat Reader
Adviser, Legal (Department of State)
Adviser, Legal (Department of State)
Africa:
  east
  East Coast
  north
  South
  South-West (Territory of)
  West Coast
African-American (see Black; Negro)
Agency, if part of name; capitalized standing alone if referring to Federal unit:
  Central Intelligence; the Agency
  Chippewa (Indian); the agency
agent orange
Age(s):
  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; the coffee agreement
North American Free-Trade Agreement (NAFTA)
Status of Forces; but status-of-forces agreements
United States-Canada Free-Trade Agreement; the free-trade agreement
but the Geneva agreement; the Potsdam agreement; Paris peace agreement
Air Force:
Air National Guard (see National)
Base (with name); Air Force base (see Base; Station)
Civil Air Patrol; Civil Patrol; the patrol Command (see Command)
One (Presidential plane)
Reserve
Reserve Officers’ Training Corps
Airport: La Guardia; Reagan National; the airport
Al Jazeera
Alaska Native (collective term for Aleuts, Eskimos, Inuits, and Indians of Alaska):
the Native; but Ohio native, a native of Alaska, etc.
Alliance, Farmers’, etc.; the alliance alliances and coalitions (see also powers):
Allied Powers; the powers (World Wars I and II)
Atlantic alliance
Axis, the; Axis Powers; the powers Benelux (Belgium, Netherlands, Luxembourg)
Big Four (European); of the Pacific Big Three
Central Powers; the powers (World War I)
Coalition of the Willing
European Economic Community
Fritalux (France, Italy, Benelux countries)
North Atlantic Treaty Organization (see Organization)
Western Powers
Allied (World Wars I and II):
armies
Governments
Nations
peoples
Powers; the powers; but European powers
Supreme Allied Commander
Allies, the (World Wars I and II); also
members of Western bloc (political entity); but our allies; weaker allies, etc.
Al Qaeda
Alzheimer's disease
Ambassador:
British, etc.; the Ambassador; the Senior Ambassador; His Excellency Extraordinary and Plenipotentiary;
the Ambassador; Ambassador at Large; an ambassador
amendment:
Baker amendment
Social Security Amendments of 1983; 1983 amendments; the Social Security amendments; the amendments to the Constitution (U.S.); but First Amendment, 14th Amendment, etc.; the Amendment
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; a Mother
AmeriCorps Program
Amtrak (National Railroad Passenger Corporation)
Ancient Free and Accepted Masons; a Mason; a Freemason
Annex, if part of name of building; the annex
Antarctic Ocean (see Arctic; Ocean)
appendix I, 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
aquaculture; acquiculture
Arab States
Arabic numerals
Arboretum, National; the Arboretum
Archipelago, Philippine, etc.; the archipelago
Architect of the Capitol; the Architect
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
Area, if part of name; the area:
Cape Hatteras Recreational
White Pass Recreation; etc.
but area 2; free trade area; Metropolitan
Washington area; bay area;
nonsmoking area
Arlington:
Memorial Amphitheater; the Memorial

Amphitheater; the amphitheater
Memorial Bridge (see Bridge)
National Cemetery (see Cemetery)
Arm, Infantry, etc. (military); the arm
Armed Forces (synonym for overall Military Establishment):
British
Retirement Home (AFRT)
of the United States
armed services
armistice
Armory, Springfield, etc.; the armory
Army, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Army:
Active; Active-Duty
Adjutant General, the
All-Volunteer
Band (see Band)
branches; Gordon Highlanders; Royal Guards; etc.
brigade, 1st, etc.; the brigade;
Robinson’s brigade
Command (see Command)
Command and General Staff College (see College)
Company A; A Company; the company
Confederate (referring to Southern Confederacy); the Confederates
Continental; Continentals
Corps, Reserve (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

1The colon is preferred; a dash is permissible; but a comma is too weak.
General Staff; the Staff  
Headquarters, 1st Regiment  
Headquarters of the; the headquarters  
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: Uniform Code of Military Justice  
Articles:  
of Confederation (U.S.)  
of Impeachment; the articles  
Asian (see Orient, the; oriental)  
Assembly (see United Nations)  
Assembly of New York; the assembly (see also Legislative Assembly)  
Assistant, if part of capitalized title; the assistant  
assistant, Presidential (see Presidential)  
Assistant Secretary (see Secretary)  
Associate Justice (see Supreme Court)  
Association, if part of name; capitalized standing alone if referring to Federal unit:  
American Association for the Advancement of Science; the association  
Federal National Mortgage (Fannie Mae); the Association  
Young Women’s Christian; the association  
Astrophysical Observatory (see Observatory)  
Atlantic (see also Pacific):  
Charter (see Charter)  
coast  
Coast States  
community  
Destroyer Flotilla; the destroyer flotilla; the flotilla  
Fleet (see Fleet)  
mid-Atlantic  
North  
seaboard  
slope  
South  
time, standard time (see time)  
but cisatlantic; transatlantic  
Attorney General (U.S. or foreign country); but attorney general of Maine, etc.  
attorney, U.S.  
Authority, capitalized standing alone if referring to Federal unit:  
National Shipping; the Authority  
Port Authority of New York and New Jersey; the port authority; the authority  
St. Lawrence Seaway Authority of Canada; the authority  
Tennessee Valley; the Authority  
Auto Train (Amtrak)  
autumn  
Avenue, Constitution, etc.; the avenue  
Award:  
Academy  
Distinguished Service  
Merit  
Mother of the Year  
the award (see also decorations, etc.)  
Axis, the (see alliances)  
Ayatollah; an ayatollah  
B  
Badlands (SD and NE)  
Balkan States (see States)
Baltic States (see States)

Band, if part of name; the band:
  Army, Marine, Navy
  Eastern, etc. (of Cherokee Indians)

Bank, if part of name; the bank; capitalized standing alone if referring to international bank:
  Export-Import Bank of the United States;
  Ex-Im Bank; the Bank
  Farm Loan Bank of Dallas; Dallas Farm Loan Bank; farm loan bank; farm loan bank at Dallas
  Farmers & Mechanics, etc.
  Federal Land Bank of Louisville;
  Louisville Federal Land Bank; land bank at Louisville; Federal land bank
  Federal Reserve Bank of New York;
  Richmond Federal Reserve Bank;
  but Reserve bank at Richmond;
  Federal Reserve bank; Reserve bank; Reserve city
  First National, etc.
  German Central; the Bank
  International Bank for Reconstruction and Development; the Bank
  but blood bank, central reserve, soil bank

Bar, if part of name; Maryland (State) Bar Association; Maryland (State) bar; the State bar; the bar association

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); but Sandia Base

Basin (see geographic terms)

Battery, the (New York City)

Battle, if part of name; the battle:
  of Gettysburg; but battle at Gettysburg; etc.
  of the Bulge; of the Marne; of the Wilderness; of Waterloo; etc.

battlefield, Bull Run, etc.
battleground, Manassas, etc.
Bay, San Francisco Bay area; the bay area
Belt, if part of name; the belt:
  Bible
  Farm
  Rust
  Sun
  but money belt
Beltway, capitalized with name; the beltway
Bench (see Supreme Bench)
Benelux (see alliances)
Bible; Biblical; Scriptures; Ten Commandments; etc. (see also book)
bicentennial
bill, Kiess; Senate bill 217; House bill 31 (see also appropriation bill)
Bill of Rights (historic document); but GI bill of rights
Bizonia; bizonal; bizone
Black (see African-American; Negro)
Black Caucus (see Congressional)
bloc (see Western)
block (grants)
Bluegrass region, etc.
B’nai B’rith
Board, if part of name; capitalized standing alone only if referring to Federal or international board:
Employees’ Compensation Appeals
Federal Reserve (see Federal)
Military Production and Supply (NATO)
National Labor Relations
of Directors (Federal unit); but board of directors (nongovernmental)
of Health of Montgomery County;
  Montgomery County Board of Health;
  the board of health; the board of Regents (Smithsonian)
of Visitors (Military and Naval Academies)
on Geographic Names
Railroad Retirement
<table>
<thead>
<tr>
<th>Term</th>
<th>Examples</th>
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<tbody>
<tr>
<td></td>
<td>Good Book (synonym for Bible)</td>
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<tr>
<td></td>
<td>book 1, I, etc.; but Book 1, when part of title: Book 1: The Golden Legend</td>
</tr>
<tr>
<td>Boolean:</td>
<td>logic, operator, search</td>
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<tr>
<td>border, United States-Mexican Borough, if part of name: Borough of the Bronx; the borough</td>
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<tr>
<td>Botanic Garden (National); the garden (not Botanical Gardens)</td>
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<tr>
<td>Bowl, Dust, Rose, Super, etc.; the bowl</td>
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<tr>
<td>Boy Scouts (the organization); a Boy Scout; a Scout; Scouting; Eagle Scout; Explorer Scout</td>
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<tr>
<td>Branch, if part of name; capitalized standing alone only if referring to a Federal unit: Accounts Public Buildings but executive, judicial, or legislative branch</td>
<td></td>
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<tr>
<td>Bridge, if part of name; the bridge: Arlington Memorial; Memorial; Francis Scott Key; Key but Baltimore &amp; Ohio Railroad bridge</td>
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<tr>
<td>Brother(s) (adherent of religious order) budget: department estimate Federal message performance-type President’s</td>
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<tr>
<td>Budget of the United States Government, the Budget (publication)</td>
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<tr>
<td>Building, if part of name; the building: Capitol (see Capitol Building) Colorado House (or Senate) Office Investment New House (or Senate) Office Old House Office Pentagon the National Archives; the Archives Treasury; Treasury Annex Bulletin 420; Farmers’ Bulletin No. 420 Bureau, if part of name; capitalized standing alone if referring to Federal or international unit: of Customs (name changed to U.S. Customs and Border Protection) of Engraving and Printing of Indian Affairs</td>
<td></td>
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<tr>
<td>C</td>
<td>C–SPAN</td>
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<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Calendar, if part of name; the calendar: Consent; etc. House No. 99; Calendars Nos. 1 and 2 of Bills and Resolutions Private Senate Unanimous Consent Union Wednesday (legislative) Cambrian age (see Ages) Camp Lejeune; David, etc.; the camp Canal, with name; the canal: Cross-Florida Barge</td>
<td></td>
</tr>
</tbody>
</table>
Isthmian Panama
Cape (see geographic terms)
Capital, Capital City, National Capital (Washington, DC); but the capital (State)
Capitol Building (with State name); the capitol
Capitol, the (Washington, DC):
  Architect of Building
  caucus room
  Chamber
  Cloakroom
  dome
  Grounds
  Halls (House and Senate)
  Halls of Congress
  Hill; the Hill
  Police (see Police)
  Power Plant
  Prayer Room
  Press Gallery, etc.
  rotunda
  Senate wing
  stationery room
  Statuary Hall
  the well (House or Senate)
  west front
catch-22
Caucasian (see White)
caucus: Republican; but Congressional
  Black Caucus (incorporated name);
  Sun Belt Caucus
CD–ROM
Cemetery, if part of name: Arlington National; the cemetery
Census:
  Twenty-third Decennial (title);
  Twenty-third (title); the census
  2000 census
  2000 Census of Agriculture; the census of agriculture; the census
  the 23d and subsequent decennial censuses
  Center, if part of name; the Center (Federal); the center (non-Federal):
  Agricultural Research, etc.; the Center (Federal)
  Kennedy Center for the Performing Arts; the Kennedy Center; the Center (Federal)
  the Lincoln Center; the center (non-Federal)
central Asia, etc.
Central America
Central Europe
Central States
central time (see time)
century, first, 21st, etc.
Chair, the, if personified
Chairman, Chairwoman, Chair:
  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
Vice
chairman, chairwoman, chair (congressional):
  of the Appropriations Committee of the Subcommittee on Banking but Chairman Davis, Chairwoman Landrieu
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
Chaplain (House or Senate); but Navy chaplain
chapter 5, II, etc.; but Chapter 5, when part of title: Chapter 5: Research and Development; Washington chapter, Red Cross

Chargé d’Affaires, British, etc.; the Chargé d’Affaires; the Chargé

chart 2, A, II, etc.; but Chart 2, when part of legend: Chart 2.—Army strength

Chapter, capitalized with name; the charter: Atlantic
United Nations

cheese: Camembert, Cheddar, Parmesan, Provolone, Roquefort, etc.

Chief, if referring to head of Federal unit; the Chief:

Clerk

Forester (see Forester)

Intelligence Office

Judge

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

Christian; Christendom; Christianity; Christianize; but christen

church and state

church calendar:

Christmas

Easter

Lent

Pentecost (Whitsuntide)

Church, if part of name of organization or building

Circle, if part of name; the circle:

Arctic

Logan

but great circle

Circular 420

cities, sections of, official or popular names:

East Side

French Quarter (New Orleans)

Latin Quarter (Paris)

North End

Northwest Washington, etc. (District of Columbia); the Northwest; but northwest (directional)

the Loop (Chicago)

City, if part of corporate or popular name; the city:

Kansas City; the two Kansas Citys

Mexico City

New York City; but city of New York

Twin Cities

Washington City; but city of Washington

Windy City (Chicago)

but Reserve city (see Bank)

civil action No. 46

civil defense

Civil War (see War)

 Clan, if part of tribal name; Clan MacArthur; the clan

class 2, A, II, etc.; but Class 2 when part of title: Class 2: Leather Products

Clerk, the, of the House of Representatives;

of the Supreme Court of the United States

clerk, the, of the Senate

client

client/server

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

coalition; coalition force; coalition members, etc.

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

Coast Guard, U.S.; the Coast Guard;

Costguardsman Smith; but a coastguardsman; a guardsman;

Reserve

Coastal Plain (Atlantic and Gulf)

Code (in shortened title of a publication);

the code:

District

Federal Criminal

Internal Revenue (also Tax Code)

International (signal)

of Federal Regulations
Penal; Criminal; etc.
Pennsylvania State
Radio
Television
Uniform Code of Military Justice
United States
ZIP Code (copyrighted)
but civil code; flag code; Morse code
codel (congressional delegation)
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
Command, capitalize with name; the command:
Air Force Materiel
Army
Central (CENCOM)
Naval Space
Zone of Interior
Commandant, the (Coast Guard or Marine Corps only)
Commandos, the; Commando raid; a commando
Commission (if part of name; capitalized standing alone if referring to Federal or international commission):
International Boundary, United States and Canada

of Fine Arts
Public Buildings
Commissioner, if referring to Federal or international commission; the Commissioner:
Land Bank; but land bank commissioner loans
of Customs and Border Protection
U.S. (International Boundary Commission, etc.)
but a U.S. commissioner
Committee (or Subcommittee) (if part of name; the Committee, if referring to international or noncongressional Federal committee or to the Committee of the Whole, the Committee of the Whole House, or the Committee of the Whole House on the state of the Union):
American Medical Association
Committee on Education; the committee on education; the committee
Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee
Democratic National; the national committee; the committee;
Democratic national committeeeman
Democratic policy committee; the committee
Joint Committee on Printing; the Joint Committee; the committee; but a joint committee
of Defense Ministers (NATO); the Committee (see also Organization, North Atlantic Treaty)
of One Hundred, etc.; the committee on Finance; the committee
President’s Advisory Committee on Management; the Committee
Republican National; the national committee; the committee;
Republican national committeeman
Republican policy committee; the committee
Senate policy committee
Subcommittee on Immigration; the subcommittee
but Baker committee
ad hoc committee
conference committee
Committee Print No. 32; Committee Prints Nos. 8 and 9; committee print
Common Cause
Commonwealth:
British Commonwealth; the Commonwealth
of Australia
of Kentucky
of Massachusetts
of Pennsylvania
of Virginia
Communist Party; a Communist compact, U.S. marine fisheries, etc.; the compact
Company, if part of name; capitalized standing alone if referring to unit of Federal Government:
Panama Canal Railway Company; the Company
Procter & Gamble Co.; the company
Comptroller of the Currency; the Comptroller
Comptroller General (U.S.); the Comptroller
Comsat
Concord
Confederacy (of the South)
Confederate:
Army
flag
Government
soldier
States
Confederation, Articles of
Conference, if referring to governmental (U.S.) or international conference:
Bretton Woods; the Conference
Judicial Conference of the United States; U.S. Judicial Conference;
Judicial Conference; the Conference
Tenth Annual Conference of the United Methodist Churches; the conference
Congress (convention), if part of name; capitalized standing alone if referring to international congress:
Library of
of Industrial Organizations
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, 10th, 103d, etc.; the Congress
Congressional:
Black Caucus; the Black Caucus; the caucus
Directory, the directory
District, First, 10th, etc.; the First District; the congressional district; the district
Medal of Honor (see decorations)
but congressional action, committee, etc.
Congressman; Congresswoman;
Congressman at Large; Member of Congress; Member; membership
Conservative Party; a Conservative 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, general, etc.
consulate, British, etc.
<table>
<thead>
<tr>
<th>Capitalization Examples</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumer Price Index (official title); the price index; the index; <em>but</em> a consumers’ price index (descriptive)</td>
<td>Chemical diplomatic Finance Foreign Service Officer <em>(see</em> Foreign Service) Job Judge Advocate General’s Marine <em>(see</em> Marine Corps) Medical Military Police Nurse of Cadets (West Point) of Engineers; Army Engineers; the Engineers; <em>but</em> Army engineer; the corps Ordnance Peace; Peace Corpsman; the corpsman Quartermaster Reserve Officers’ Training (ROTC) VII Corps, etc. Signal Transportation Youth <em>but</em> diplomatic corps corpsman; hospital corpsman corridor, Northeast Council, if part of name; capitalized standing alone if referring to Federal or international unit <em>(see also</em> United Nations): Boston City; the council Choctaw, etc.; the council Her Majesty’s Privy Council; the Privy Council; the Council National Security; the Council of Foreign Ministers (NATO); the Council of the Organization of American States; the Council Philadelphia City; the council counsel; general counsel County, Prince George’s; county of Prince George’s; County Kilkenny, etc.;</td>
</tr>
</tbody>
</table>
Loudoun and Fairfax Counties; the county
Court (of law) capitalized if part of name; capitalized standing alone if referring to the Supreme Court of the United States, to the Court of Impeachment (U.S. Senate), or to an international court:
Circuit Court of the United States for the Tenth Circuit; Circuit Court for the Tenth Circuit; the circuit court; the tenth circuit
Court of Appeals for the State of North Carolina, etc.; the Tenth Circuit Court of Appeals; the court of appeals; the court
Court of Claims; 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
International Court of Justice; the Court
Permanent Court of Arbitration; the Court
Superior Court of the District of Columbia; the superior court; the court
Supreme Court of the United States (see Supreme Court)
Supreme Court of Virginia, etc.; the supreme court; the court
Tax Court; the court
U.S. Court of Appeals for the District of Columbia; the court
Covenant, League of Nations; the covenant
Creed, Apostles’; the Creed
Crown, if referring to a ruler; but crown colony, lands, etc.
cruise missile
Current, if part of name; the current:
Arctic
Humboldt
Japan
North Equatorial
customhouse; customs official
czar; czarist
D
Dalai Lama
Dalles, The; but the Dalles region
Dark Ages (see Ages)
Daughters of the American Revolution; a Daughter
daylight saving time
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 Award):
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
Legion of Merit
Medal for Merit
Medal of Freedom
Medal of Honor
Mother of the Year
Purple Heart
Silver Star Medal
Soldier’s Medal
Victoria Cross
Victory Medal
but oakleaf cluster
also Carnegie Medal; Olympic Gold Medal; but gold medal
Decree (see Executive); Royal Decree
Deep South
Defense Establishment (see Establishment)
Deity, words denoting, capitalized
Delegate (U.S. Congress)
Delegates, Virginia House of
delegate (to a conference); the delegate; the
delegation
Delta, Mississippi River; the delta
Democratic Party; a Democrat
Department, if part of name; capitalized
standing alone if referring to a Federal
or international unit:
of Agriculture
of the Treasury
of Veterans Affairs
Yale University Department of
Economics; the department of
economics; the department
Department of New York, American
Legion
department:
executive
judicial
legislative
Depot, if part of name; the depot (see also
Station)
Depression, Great
Deputy, if part of capitalized title; but the
deputy
derivatives of proper names:
alaska seal (fur)
angora wool
angstrom unit
argyle wool
artesian well
astrakhan fabric
babbitt metal
benday process
bologna
bordeaux
bourbon whiskey
bowie knife
braille
brazil nut
brazilwood
brewer’s yeast
bristolboard
brussel sprouts
brussels carpet
bunsen burner
diesel engine, dieselize
dixie cup
dotted swiss
epsom salt
fedora hat
frankfurter
french chalk
french dressing
french-fried potatoes
fuller’s earth
gargantuan
gauss
georgette crepe
german silver
gilbert
glauber salt
gothic type
graham cracker
glass cloth
goons
hoolamite detector
hudson seal (fur)
india ink
india rubber
italic type
jamaica ginger
japan varnish
jersey fabric
johnin test
joule
knickerbocker
kraft paper
lambert
leghorn hat
levant leather
levantine silk
lilliputian
logan tent
london purple
lyonnaise potatoes
macadamized road
mach (no period)
number
madras cloth
magnon line
mangosteen
manila paper
maraschino cherry
mason jar
maxwell
melba toast
mercerized fabric
merino sheep
molotov cocktail
morocco leather
morrisey chair
murphy bed
nale blue
nelson, half nelson, etc.
neon light
newton
nissen hut
norfolk jacket
oriental rug
oxford shoe
panama hat
parianware
paris green
parkerhouse roll
pasteurized milk
persian lamb
petri dish
pharisaic
philistine
photostat
pitman arm
pitot tube
plaster of paris
prussian blue
quailing
quixotic idea
quinset hut
rembert wheel
roentgen
roman candle
roman cement
roman type
russia leather
russian bath
rutherford
sanforize
saratoga chips
scotch plaid, but
Scotch tape
(shadow)
shanghai
siamese twins
spanish omelet
stillson wrench
surah silk
swiss cheese
timothy grass
turkey red
туркish towel
utopia, utopian
vandyke collar
vaseline
venetian blind
venturi tube
victoria (carriage)
vienna bread
virginia reel
wedgwoodware
wheatstone bridge
wilton rug
zeppelin
dial-up
Diet, Japanese (legislative body)
diplomatic corps (see also Corps; service)
Director, if referring to head of Federal or international unit; the Director:
District Director of Internal Revenue
of Fish and Wildlife Service
of National Geodetic Survey
of the Mint
Office of Management and Budget
but director, board of directors
(nongovernmental)
Director General of Foreign Service; the
Director General; the Director
diseases and related terms:
AIDS (acquired immunodeficiency syndrome)
Alzheimer's disease
cerebral palsy
Down syndrome
German measles
HIV (human immunodeficiency virus)
Hodgkin's disease
Lyme disease
Marfan's syndrome
Ménieré’s syndrome
myasthenia gravis
Parkinson's disease
Reye’s syndrome
spina bifida
Distinguished Service Medal, etc. (see decorations)
District, if part of name; the district:
Alexandria School District No. 4;
school district No. 4
Congressional (with number)
Federal (see Federal)
Los Angeles Water; the water district
but customs district No. 2; first assembly
district; public utility district
District of Columbia; the District:
Anacostia Flats; the flats
Arlington Memorial Bridge; the
Memorial Bridge; the bridge
Children's Hospital; the hospital
District jail; the jail; DC jail
Ellipse, the
Mall, The National; The Mall
Mayor (when pertaining to the District of Columbia only)
Metropolitan Police; Metropolitan policeman; the police
police court
Public Library; the library
Reflecting Pool; the pool
Tidal Basin; the basin
Washington Channel; the channel
Divide, Continental (Rocky Mountains);
the divide
Divine Father; but divine guidance, divine providence, divine service
Division, Army, if part of name: 1st Cavalry Division; 1st Air Cavalry Division; the division
Division, if referring to Federal governmental unit; the Division:
Buick Division; the division; a division of General Motors
Passport; the Division
but Trinity River division (reclamation); the division
Dixie
docket No. 66; dockets Nos. 76 and 77
Doctrine, Monroe; the doctrine; but Truman, Eisenhower doctrine
doctrine, fairness
Document, if part of name; the document:
Document No. 130
Document Numbered One Hundred Thirty
draconian
drawing II, A, 3, etc.; but Drawing 2 when part of title: Drawing 2.—
Hydroelectric Power Development
Dust Bowl (see Bowl)

E
Earth (planet)
East:
Coast (Africa)
Middle, Mideast (Asia)
Near (Balkans)
Side of New York
South Central States
the East (section of United States)
east:
America
Coast (U.S.)
Pennsylvania
Eastern:
Gulf States
Middle, Mideastern (Asia)
North Central States
Shore (Chesapeake Bay)
States
United States
eastern:
France
Seaboard
Wisconsin
easterne
EE-bond
electoral college; the electors
Elizabethan Age (see Ages)
email (lowercase within a sentence)
Email (uppercase “E” to start a sentence)
Emancipation Proclamation (see Proclamation)
Embassy, British, etc.; the Embassy
Emperor, Japanese, etc.; the Emperor
Empire, Roman; the empire
Engine Company, Bethesda; engine company No. 6; No. 6 engine
company; the company
Engineer officer, etc. (of Engineer Corps); the Engineers
Engineers, Chief of (Army)
Engineers, Corps of (see Corps)
Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister
Equator, the; equatorial
Establishment, if part of name; the establishment:
Army
Army Field
Defense
Federal
Military
Naval; but naval establishment;
Naval Establishments Regs
Navy
Postal
Regular
Reserve
Shore
but civil establishment; legislative establishment
Estate, Girard (a foundation); the estate
estate, third (the commons); fourth (the press); tax; etc.
Eurodollar, euro
Excellency, His, Her; Their Excellencies
Exchange, New York Stock; the stock exchange; the exchange
Executive (President of United States):
Chief
Decree No. 100; Decree 100; but Executive decree; direction
Mansion; the mansion; the White House
Office; the Office
Order No. 34; Order 34; but Executive order
power
executive:
agreement
branch
communication
department
document
paper
privilege
exhibit 2, A, II, etc.; but Exhibit 2, when part of title: Exhibit 2: Capital Expenditures, 1935–49
Expedition, Byrd; Lewis and Clark; the expedition
Exposition, California-Pacific
International, etc.; the exposition
<table>
<thead>
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<tr>
<td>Fair Deal</td>
<td>Coldwell Banker</td>
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<tr>
<td>Fair, World’s, etc.; the fair; Texas State Fair</td>
<td>Colgate-Palmolive Co.</td>
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<td>fall (season)</td>
<td>Comcast</td>
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<td>Falls, Niagara; the falls</td>
<td>Dow Jones &amp; Co., Inc.</td>
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<tr>
<td>Far East, Far Eastern; Far West (U.S.); but far western</td>
<td>Dun &amp; Bradstreet</td>
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<td>Farm, if part of name; the farm:</td>
<td>eBay</td>
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<td>Johnson Farm; but Johnson’s farm</td>
<td>Fedex</td>
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<td>San Diego Farm</td>
<td>GlaxoSmithKline</td>
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<td>Wild Tiger Farm</td>
<td>Great Atlantic &amp; Pacific Tea Co. (A&amp;P)</td>
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<td>Fascist; fascism</td>
<td>Hamilton Beach/Proctor Silex, Inc.</td>
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<td>Father of his Country (Washington)</td>
<td>Hartmarx Corp.</td>
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<td>Fed, the (no period)</td>
<td>Hewlett-Packard</td>
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<tr>
<td>Federal (synonym for United States or other sovereign power):</td>
<td>Houghton Mifflin Co.</td>
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<tr>
<td>Depository Library Program but Federal depository library, libraries</td>
<td>Ingersoll-Rand Co.</td>
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<tr>
<td>District (Mexico)</td>
<td>Intel Corp.</td>
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<tr>
<td>Establishment</td>
<td>J.C. Penney Co., Inc.</td>
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<tr>
<td>Government (of any national government)</td>
<td>Johns-Manville Corp.</td>
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<td>grand jury; the grand jury</td>
<td>Kennecott Exploration Co.</td>
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<td>land bank (see Bank)</td>
<td>Kmart</td>
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<td>Register (publication); the Register</td>
<td>Libbey-Owens-Ford Co.</td>
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<tr>
<td>Reserve Board, the Board; also Federal Reserve System, the System; Federal Reserve Board Regulation W, but regulation W</td>
<td>Macmillan Co.</td>
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<td>but a federal form of government</td>
<td>Merck &amp; Co., Inc.</td>
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<td>federally</td>
<td>Merrill Lynch</td>
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<td>fellow, fellowship (academic)</td>
<td>Microsoft</td>
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<tr>
<td>Field, Byrd, Stewart, etc.; the field</td>
<td>Pfizer Inc.</td>
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<tr>
<td>figure 2, A, II, etc. (illustration); but Figure 2, when part of legend: Figure 2.— Market scenes</td>
<td>Phelps Dodge Corp.</td>
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<tr>
<td>firewall</td>
<td>PricewaterhouseCoopers</td>
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<td>firm names:</td>
<td>Procter &amp; Gamble Co.</td>
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<td>ACDelco</td>
<td>Rand McNally &amp; Co.</td>
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<td>America Online (AOL)</td>
<td>Rolls-Royce</td>
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<td>Bausch &amp; Lomb Inc.</td>
<td>Sun Microsystems</td>
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<td>BP</td>
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<td>Bristol-Myers Squibb</td>
<td>Underwriters Laboratories, Inc.</td>
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<td>Carson, Pirie, Scott &amp; Co.</td>
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<td>Weyerhaeuser Co.</td>
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<td>Xerox Corp.</td>
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<td>First Family (Presidential)</td>
<td>First Lady (wife of President)</td>
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<tr>
<td>First World War (see War)</td>
<td>flag code</td>
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<tr>
<td>flag, U.S.:</td>
<td>Old Flag, Old Glory</td>
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</tbody>
</table>
Stars and Stripes
Star-Spangled Banner
flags, foreign:
   Tricolor (French)
   Union Jack (British)
   United Nations
Fleet, if part of name; the fleet:
   Atlantic
   Channel
   Grand
   High Seas
   Marine Force
   Naval Reserve
   Pacific, etc. (naval)
   6th Fleet, etc.
   U.S.
flex fuel
floor (House or Senate)
flyway; Canadian flyway, etc.
Force(s), if part of name; the force(s):
   Active Forces
   Active-Duty
   Air (see also Air Force)
   All-Volunteer
   Armed Forces (synonym for overall U.S. Military Establishment)
   Army Field Forces; the Field Forces
   Fleet Marine
   Navy Battle (see Navy)
   Navy Scouting (see Navy); Reserve Force
   Rapid Deployment
   Task Force 70; the task force; but task force report
   United Nations Emergency; the Emergency Force; the Force; but
   United Nations police force
foreign cabinets:
   Minister of Foreign Affairs; Foreign Minister; the Minister
   Ministry of Foreign Affairs; the Ministry
   Office of Foreign Missions; the Office
   Minister Plenipotentiary
   Premier
   Prime Minister
Foreign Legion (French); the legion
Foreign Service; the Service:
   officer
   Officer Corps; the corps
   Reserve officer; the Reserve officer
   Reserve Officer Corps; the Reserve Corps; the corps
   Staff officer; the Staff officer
   Staff Officer Corps; the Staff Corps; the corps
Forest, if part of name; the national forest; the forest:
   Angeles National
   Black
   Coconino and Prescott National Forests
   but State and National forests (see System)
   Forester (Chief of Forest Service); the Chief;
   also Chief Forester
   form 2, A, II, etc.; but Form 2, when part of title: Form 1040: Individual Income Tax Return; but withholding tax form
   Fort McHenry, etc.; the fort
   Foundation, if part of name; capitalized standing alone if referring to Federal unit:
   Chemical; the foundation
   Ford; the foundation
   National Science; the Foundation
   Russell Sage; the foundation
   Founding Fathers; Founders/Founder (of this Nation, Country)
   four freedoms
   Framers (of the U.S. Constitution; of the Bill of Rights)
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:
   Democracy (United Nations); the Fund
   International Monetary; the Fund
   but civil service retirement fund;
highway trust fund; mutual security fund; national service life insurance fund; revolving fund

G
Gadsden Purchase
Gallery of Art, National (see National)
Gallup Poll; the poll
GAO (Government Accountability Office)
Geiger counter
General Order No. 14; General Orders No. 14; a general order
General Schedule
gentile
Geographer, the (State Department)
geographic terms (terms, such as those listed below, are capitalized if part of name; are lowercased in general sense (rivers of Virginia and Maryland)):

<table>
<thead>
<tr>
<th>Capitalized Term</th>
<th>Lowercased Term</th>
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<tr>
<td>Archipelago</td>
<td>Area</td>
<td>Bar</td>
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<td>Arroyo</td>
<td>Atoll</td>
<td>Bank</td>
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<td>Basin, Upper (Lower)</td>
<td>Colorado River, etc. (legal entity); but Hansen</td>
<td>Basin, Upper (Lower)</td>
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<tr>
<td>flood-control basin;</td>
<td>Missouri River</td>
<td>basin (drainage); upper Colorado River storage project</td>
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<td>Canal; the canal (Panama)</td>
<td>Canyon</td>
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<td>Woods</td>
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Geological Survey (see Survey)
GI bill of rights
Girl Scouts (organization); a Girl Scout; a Scout; Scouting
G-man
Gold Star Mothers (see American)
Golden Age (see Ages)
Golden Rule
Gospel, if referring to the first four books of the New Testament; but gospel music
Government:
British, etc.; the Government

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2 List compiled with cooperation of the U.S. Board on Geographic Names.
department, officials, -owned, publications, etc. (U.S. Government)
National and State Governments
Printing Office (see Office)
U.S.; National; Federal
Government information product
government:
Churchill
Communist
District (of Columbia)
European governments
Federal, State, and municipal governments
insular; island
military
seat of
State
State and Provincial governments
Territorial
governmental
Governor:
of Louisiana, etc.; the Governor; a Governor; State Governor(s);
Governors’ conference
of Puerto Rico; the Governor
of the Federal Reserve Board; the Governor
Governor General of Canada; the Governor General
GPO Access
grand jury (see Federal)
Grange, the (National)
grant, Pell
graph 2, A, II, etc.; but Graph 2, when part of title: Graph 2.—Production levels
Great:
Basin
Depression
Divide
Lakes; the lakes; lake(s) traffic
Plains; but southern Great Plains
Seal (any nation)

| Society
| War (see War)
| White Way (New York City)
great circle (navigation)
Great Los Angeles, Greater New York
gross national product (GNP)
Group:
G8 (Group of 8) (representatives of the eight leading industrial nations)
Helsinki Monitoring; the group
Military Advisory Group; the group
Standing (see Organization)
World Bank
group 2, II, A, etc.; but Group 2, when part of title: Group II: List of Counties by States
Guard, National (see National)
guardsman (see Coast Guard; National Guard)
Gulf:
Coast States; but gulf coast
of Mexico; the gulf
States
Stream; the stream

H
Hall (U.S. Senate or House)
Halls of Congress
H-bomb; H-hour
Headquarters:
Alaskan Command; the command headquarters
4th Regiment Headquarters; regimental headquarters
32d Division Headquarters; the division headquarters
hearing examiner
Heaven (religious); heaven (place)
Heimlich maneuver
hell (place)
Hells (no apostrophe) Canyon
Hemisphere, Eastern; Western; etc.; the hemisphere
Hezbollah
High Church
High Commissioner
High Court (see Supreme Court)
high definition
High School, if part of name: Western; the high school
Highway No. 40; Route 40; State Route 9; the highway
Hill (the Capitol)
Hispanic
Holocaust, the (World War II); a holocaust
Holy Scriptures; Holy Writ (Bible)
home page
Hospice, if part of name
Hospital, if part of name; the hospital:
Howard University
St. Elizabeths (no apostrophe)
but naval (marine or Army) hospital
hospital corpsman (see corpsman)
House, if part of name:
Blair
Johnson house (private residence)
of Representatives; the House (U.S.)
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
Official Reporter(s) of Debates
Parliamentarian
Postmaster
post office
Sergeant at Arms
Speaker pro tempore
Speaker; speakership
HUD (Department of Housing and Urban Development)
Hudson's Bay Co.
Hurricane Andrew, Katrina, Rita, etc.
I
ice age (see Ages)
imam
Independent Party; an Independent
Indians:
Absantee Shawnee
Alaska (see Native)
Eastern (or Lower) Band of Cherokee; the band
Five Civilized Tribes; the tribes
Native Americans
Shawnee Tribe; the tribe
Six Nations (Iroquois Confederacy)
Initiative, Caribbean Basin; but strategic defense initiative
Inquisition, Spanish; the Inquisition
inspector general
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; the institute
Institution, if part of name; capitalized standing alone if referring to Federal unit:
Brookings; the institution
Carnegie; the institution
Smithsonian; the Institution
insular government; island government
intercoastal waterway (see waterway)
interdepartmental
interface
International Court of Justice; the Court
international:
banks (see Bank)
boundary
dateline
law
Morse code (see Code)
Internet, Intranet
Interstate 95; I−95; the interstate
Intracoastal Waterway; the waterway (see also waterway)
intrastate
Irish potato
Iron Curtain; the curtain
Islam; Islamic
Isthmian Canal (see Canal)
Isthmus of Panama; the isthmus

J
Japan Current (see Current)
Java (computer language)
Jersey cattle
Job Corps
Joint Chiefs of Staff; Chiefs of Staff
Joint Committee on Printing (see Committee)
Journal clerk; the clerk
Journal (House or Senate)
Judge Advocate General, the judge; chief judge; circuit judge; district judge; but Judge Judy
judiciary, the
Justice; Justice Stevens, etc.

K
kaffiyeh (Arabic headdress)
King of England, etc.; the King
Koran, the; Koranic
Krugerrand

L
Laboratory, if part of name; capitalized standing alone if referring to Federal unit: Forest Products; the Laboratory; but laboratory (non-Federal)
Lake: Erie, of the Woods, Great Salt; the lake
Lane, if part of name: Maiden; the lane

Latter-day Saints
law, copyright law; Ohm's, etc.
League, Urban; the league
Legion:
American; the Legion; a Legionnaire;
French Foreign; the legion
Legislative Assembly, if part of name:
of New York; of Puerto Rico, etc.; the legislative assembly; the assembly legislative branch, clerk, session, etc.
Legislature:
National Legislature (U.S. Congress);
the Legislature
Ohio Legislature; Legislature of Ohio;
the State legislature; the legislature
Letters Patent No. 378,964; but patent No. 378,964; letters patent
Liberal Party; a Liberal
Libertarian Party; a Libertarian
Liberty Bell; Liberty ship
Librarian of Congress; the Librarian
Library:
Army; the library
Harry S. Truman; the library of Congress; the Library
Hillsborough Public; the library
Lieutenant Governor of Idaho, etc.; the Lieutenant Governor
Light, if part of name; the light:
Boston
Buffalo South Pier Light 2; but light No. 2; light 2
but Massachusetts Bay lights
Lighthouse (see Light Station)
Lightship, if part of name; the lightship:
Grays Reef
North Manitou Shoal
Light Station, if part of name; the light station; the station:
Minots Ledge
Watch Hill
Line(s), if part of name; the line(s):
Greyhound (bus)
Holland-America (steamship)
Maginot (fortification)
line:
  Mason-Dixon line or Mason and Dixon's line
State
listserv
Local:
  Columbia Typographical Union, Local 101
  International Brotherhood of Electrical Workers Local 180; but local No. 180
local time, local standard time (see time)
locator service
Loop, the (see cities)
Louisiana Purchase
Low Church
Lower, if part of name:
  California (Mexico)
  Colorado River Basin
  Egypt
  Peninsula (of Michigan)
lower:
  48 (States)
  House of Congress
  Mississippi

M
Madam:
  Chair
  Chairman
  Chairwoman
Magna Carta
Majesty, His, Her, Your; Their Majesties
Majority Leader Reid; Majority Leader Hoyer; but the majority leader (U.S. Congress)
Mall, The National; The Mall (District of Columbia)
Mansion, Executive (see Executive)
map 3, A, II, etc.; but Map 2, when part of title: Map 2.—Railroads of Middle Atlantic States
mariculture
Marine Corps; the corps:
  Marines (the corps); but marines (individuals)
  Reserve; the Reserve
  also a marine; a woman marine; the women marines (individuals); soldiers, sailors, coastguardsmen, and marines
Maritime Provinces (Canada) (see Province)
Marshal (see Supreme Court)
marshal (U.S.)
medals (see Supreme Court)
Medicaid
MediCal
Medicare Act; Medicare plan
Medicare Plus
Medicare Program
Medigap
Member, if referring to Senator, Representative, Delegate, or Resident Commissioner of U.S. Congress; also Member at Large; Member of Parliament, etc.; but membership;
member of U.S. congressional committee
Memorial:
  Jefferson
  Lincoln
  Vietnam
  WWII
  Korean
  Franklin D. Roosevelt etc.; the memorial
Merchant Marine Reserve; the Reserve; but U.S. merchant marine; the merchant marine
Metroliner
Metropolitan Washington, etc.; but Washington metropolitan area
midcontinent region
Middle Ages (see Ages)
Middle Atlantic States
Middle East; Mideast; Mideastern; Middle Eastern (Asia)
Midwest (section of United States);  
Midwestern States; but midwestern farmers, etc.  
Military Academy (see Academy)  
Military Establishment (see Establishment)  
milkshed, Ohio, etc. (region)  
millennium  
Minister Plenipotentiary; the Minister;  
Minister Without Portfolio (see also foreign cabinets)  
Ministry (see foreign cabinets)  
Minority Leader McConnell; Minority Leader Boehner; but the minority leader (U.S. Congress)  
Mint, Philadelphia, etc.; the mint  
minute men (colonial)  
missiles: capitalize such missile names as  
Hellfire, Sparrow, Tomahawk, Scud, Trident, etc.; but cruise missile, air-to-air missile, surface-to-air missile, etc.  
Mission, if part of name; the mission:  
Gospel  
but diplomatic mission; military mission;  
Jones mission  
Monument:  
Bunker Hill; the monument  
Grounds; the grounds (Washington Monument)  
National (see National)  
Washington; the monument (District of Columbia)  
Mountain States  
mountain time, mountain standard time (see time)  
Moving Pictures Experts Group (MPEG)  
Mr. Chairman; Mr. Secretary; etc.  
Mujahedeen  
mullah  
Museum, capitalize with name; the museum:  
Field  
National  
National Air and Space; the Air Museum  

National Museum of the American Indian  

N  
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 and Records Administration Capital (Washington); the Capital; but national capital area  
Endowment for the Arts; the Endowment  
Gallery of Art; the National Gallery; the gallery  
Grange; the Grange  
Guard, Ohio, etc.; Air National; the National Guard; the Guard; a guardsman; Reserve; but a National Guard man; National Guardsman  
Institute (see Institute)  
Legislature (see Legislature)  
Muir Woods National Monument 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  
Zoological Park (see Zoological)  
national:  
agency check (NAC)  
anthem, customs, spirit, etc.  
British, Mexican, etc.  
defense agencies
stockpile
water policy
Native: Alaska; American; but Ohio native, etc. (see Alaska)
Naval, if part of name:
Academy (see Academy)
Air Station (NAS) Patuxent River; Pensacola; etc.
Base, Guam Naval; the naval base
Establishment (see Establishment)
Observatory (see Observatory)
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
Volunteer Naval Reserve
War College; the War College; the college
naval, in general sense:
command (see Command)
expenditures, maneuvers, officer, service, stores, etc.
petroleum reserves; but Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2
navel orange
Navy, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Navy:
Admiral of the; the admiral
Battle Force; the Battle Force; the force
Establishment; the establishment
Hospital Corps; hospital corpsman; the corps
Regular
Seabees (construction battalion); a Seabee
navy yard
Nazi; nazism
Near East (Balkans, etc.)

Negro (see African-American; Black)
network
New Deal; anti-New Deal
New England States
New Federalism
New Frontier
New World; but new world order
North:
Atlantic
Atlantic States
Atlantic Treaty (see Treaty)
Atlantic Treaty Organization (NATO) (see Organization)
Equatorial Current (see Current)
Korea
Pole
Slope (Alaska)
Star (Polaris)
the North (section of United States)
north:
Africa
Ohio, Virginia, etc.
north-central region, etc.
Northeast corridor
northern Ohio
Northern States
northerner
Northwest Pacific
Northwest Territory (1799)
Northwest, the (section of the United States)
Northwest Washington (see cities)
Northwestern:
States
United States
numbers capitalized if spelled out as part of a name:
Air Force One (Presidential plane)
Charles the First
Committee of One Hundred
Twenty-third Census (see Census)

O
Observatory, capitalized with name:
Astrophysical; the Observatory
Lick; the observatory
(nongovernmental)
Naval; the Observatory
Occident, the; occidental
Ocean, if part of name; the ocean:
Antarctic
Arctic
Atlantic
North Atlantic, etc.
Pacific
South Pacific, etc.
Southwest Pacific, etc.
Oceanographer (the Hydrographer), Navy
Office, if referring to unit of Federal
Government; the Office:
Executive
Foreign and Commonwealth (U.K.)
Government Printing; the Printing
Office; the Office
Naval Oceanographic
of Chief of Naval Operations
of General Counsel
of Management and Budget
of Personnel Management
of the Secretary (Defense); Secretary’s
Office
Patent and Trademark
but New York regional office (including
branch, division, or section therein);
the regional office; the office
officer:
Army
Marine; but naval and marine officers
Navy; Navy and Marine officers
Regular Army; Regular; a Regular
Reserve
Old Dominion (Virginia)
Old South
Old World
Olympic Games; Olympiad; XXIX Olympic
Games
ombudsman, Maryland (State)
online
Operation Iraqi Freedom, Desert Storm
Order of Business No. 56 (congressional
calendar)
Ordnance:
Corps (see Corps)
Department; the Department
Organization, if part of name; capitalized
standing alone if referring to
international unit:
International Labour (ILO)
North Atlantic Treaty (NATO):
Chiefs of Staff
Committee of Defense Ministers
Council
Council of Foreign Ministers
Defense Committee
Military Committee
of American States (OAS)
Pact
Regional Planning Group; the Group
Standing Group; the Group
United Nations Educational, Scientific,
and Cultural Organization UNESCO
Orient, the; oriental (see Asian)
Osama bin Laden
Outer Continental Shelf (see Continental)

P
Pacific (see also Atlantic):
Basin
coast
Coast (or slope) States
Northwest
rim
seaboard
slope
South
States
time, Pacific standard time (see time)
but cisPacific; transPacific
pan-American games; but Pan American
Day
Pan American Union (renamed; see
Organization of American States)
<table>
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<th>Left Column</th>
<th>Right Column</th>
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| Panel, the Federal Service Impasses (Federal), etc.; the Panel Panhandle of Texas; Texas Panhandle; the panhandle; etc. papers, Woodrow Wilson, etc.; the papers; *but* white paper Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish Park, Fairmount, etc.; the park *see also* National Park Police, U.S.; park policeman Park, Zoological *see* Zoological Parkway, George Washington Memorial; the memorial parkway; the parkway Parliament, Houses of; the Parliament Parliamentarian (U.S. Senate or House) part 2, A, II, etc.; *but* Part 2, when part of title: Part 2: Iron and Steel Industry Party, if part of name; the party Pass, Brenner, capitalized if part of name; the pass patent *see* Letters Patent Peninsula Upper (Lower) (Michigan); the peninsula Penitentiary, Atlanta, etc.; the penitentiary petrodollar phase 2; phase I Philippines, Republic of the 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) Planetarium, Fels, Hayden; the planetarium Plant, Picatinny Arsenal; the plant; *but* United States Steel plant plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures Plaza, Union Station (Washington, DC); the plaza Pledge of Allegiance; the pledge Pole: North, South; the pole; subpolar Pole Star (Polaris); polar star Police, if part of name; the police: Capitol Park, U.S. White House political action committee (PAC) political parties and adherents *see* specific political party Pool, Northwest Power, etc.; the pool Pope; *but* papal, patriarch, pontiff, primate Port, if part of name; Port of Norfolk; Norfolk Port; the port *see* Authority Post Office, Chicago, etc.; the post office P.O. Box (with number); *but* post office box (in general sense) Postmaster General PostScript; *but* a postscript Powers, if part of name; the powers *see* also alliances: Allied (World Wars I and II) Axis (World War I) Western *but* European powers precinct; first, 10th precinct Premier *see* foreign cabinets Preserve, Sullys Hill, National Game Presidency (office of the head of Government) President: of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; *also* preceding name of any other country; the President of Federal or international unit *but* president of the Norfolk Southern Railroad; president of the Federal Reserve Bank of New York
Presidental assistant, authority, order, proclamation, candidate, election, timber, year, etc.
Prime Minister (see foreign cabinets)
Prison, New Jersey State; the prison
Privy Council, Her Majesty's (see Council)
Prize, Nobel, Pulitzer, etc.; the prize
Proclamation, Emancipation; Presidential Proclamation No. 24; Proclamation No. 24; the proclamation; but Presidential proclamation
Program, if part of name:
   European Recovery
   Food for Peace
   Fulbright
   Head Start
   Mutual Defense Assistance
   Social Security
   but universal military training; government bailout
Progressive Party; a Progressive Project:
   Gutenberg
   Manhattan
   Vote Smart
Proposition 13
Prosecutor; Special Prosecutor (Federal)
Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province
Proving Ground, Aberdeen, etc.; the proving ground
Public Law; Public Law 110–161, etc.
Public Printer; the Government Printer; the Printer
public utility district (see District)
Pueblo, Santa Clara; the pueblo
Purchase, Gadsden, Louisiana, etc.
Puritan; puritanical
Pyrrhic victory

Q
Quad Cities (Davenport, Rock Island, Moline, East Moline, and Bettendorf)
query
queue

R
Radio Free Europe/Radio Liberty
Railroad, Alaska; the Railroad
Ranch, King, etc.; the ranch
Range, Cascade, etc. (mountains); the range
Rebellion, if part of name; the rebellion:
   Boxer
   Whisky
Reconstruction period (post-Civil War)
Red army
Red Cross, American (see American)
Reds, the; a Red (political)
Reformatory, Michigan; the reformatory
Refuge, Blackwater National Wildlife, etc.; Blackwater Refuge; the refuge
region, north-central, etc.; first region, 10th region; region 7; midcontinent
Regular Army, Navy; a Regular (see also officer)
regulation:
   greenhouse gas
   W (see also Federal Reserve Board)
   but Veterans Entitlements Regulations
religious terms:
   Baha’i
   Baptist
   Brahman
   Buddhist
   Catholic; Catholicism; but catholic (universal)
   Christian
   Christian Science
   Evangelical United Brethren
   Hindu; Hinduism
   Islam; Islamic
   Jewish
Latter-day Saints
Muslim: Shiite; Sunni
New Thought
Protestant; Protestantism
Scientology
Seventh-day Adventists
Seventh-Day Baptists
Sikh
Zoroastrian

Renaissance, the (era)

Report, if part of name (with date or number); the annual report; the report:
2007 Report of the Chief of the Forest Service
9/11 Commission Report
Annual Report of the Secretary of Defense for the year ended September 30, 2008
Grace Commission report
President’s Economic Report; the Economic Report
Railroad Retirement Board Annual Report, 2007; but annual report of the Railroad Retirement Board
Report No. 31
United States Reports (publication)
Reporter, the (U.S. Supreme Court)
Representative; Representative at Large (U.S. Congress); U.N.

Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:
Czech
French
Irish
of Bosnia and Herzegovina
of Panama
of the Philippines
Slovak (Slovakia)
United States
also the American Republics; South American Republics; the Latin American Republics; the Republics Republican Party; a Republican

Reservation (forest, military, or Indian), if part of name; the reservation:
Hill Military
Standing Rock

Reserve, if part of name; the Reserve (see also Air Force; Army Corps; Coast Guard; Foreign Service; Marine Corps; Merchant Marine; Naval; National Guard):
Active
Air Force
Army
bank (see Bank)
Board, Federal (see Federal)
city (see Bank)
components
Enlisted
Establishment
Inactive
Naval
officer
Officers’ Training Corps
Ready
Retired
Standby
Strategic

Reserves, the; reservist
Resolution, with number; the resolution:
House Joint Resolution 3
Senate Concurrent Resolution 18
War Powers Resolution (short title)
but Tonkin resolution

Revised Statutes (U.S.); Supplement to the Revised Statutes; the statutes; Statutes at Large (U.S.)

Revolution, Revolutionary (if referring to the American, French, or English Revolution) (see also War)

rim; the Pacific rim

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: Modern Types (complete heading); Part XI: Early Thought (complete heading)
Route 66, State Route 9 (highways)
rule 21; rule XXI; but Rule 21, when part of title: Rule 21: Renewal of Motion
Rules:
of the House of Representatives; but rules of the House; House rule X
Standing Rules of the Senate (publication); but rules of the Senate
also Commission rules

S
Sabbath; Sabbath Day
savings bond (see bond)
schedule 2, A, II, etc.; but Schedule 2, when part of title; Schedule 2: Open and Prepay Stations
School, if part of name; the school:
any school of U.S. Armed Forces
Hayes
Pawnee Indian
Public School 13; P.S. 13
school district (see District)
Scriptures; Holy Scriptures (the Bible)
Seabees (see Navy)
seaboard, Atlantic, eastern, etc.
seasons:
autumn (fall)
spring
summer
winter
seaway (see geographic terms; Authority; Corporation)
Second World War (see War)
Secretariat (see United Nations)
Secretaries of the Army and the Navy; but Secretaries of the military departments; secretaryship
Secretary, head of national governmental unit:
of Defense; of State; etc.; the Secretary

of State for Foreign Affairs (British); for the Commonwealth, etc.; the Secretary
of the Smithsonian Institution; the Secretary
also the Assistant Secretary; the Executive Secretary
Secretary General; the Secretary General:
Organization of American States
United Nations
section 2, A, II, etc.; but Section 2, when part of title: Section 2: 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 lowercased if referring to a State senator, unless preceding a name
senatorial
Sergeant at Arms (U.S. Senate or House)
Sermon on the Mount
server
Service, if referring to Federal unit; the Service:
Extension
Federal Mediation and Conciliation
Fish and Wildlife
Foreign (see Foreign Service)
Forest
Internal Revenue
Marshals
National Park
Natural Resources Conservation
Postal
Secret (Homeland Security)
Selective (see also System); but selective service, in general sense; selective service classification 1–A, 4–F, etc.
Senior Executive service:
armail
Army
city delivery
consular
customs
diplomatic
employment (State)
extension (State)
general delivery
naval
Navy
parcel post
postal field
rural free delivery; rural delivery; free delivery
special delivery
star route
Shelf, Continental (see Continental)
ship of state (unless personified)
Sister(s) (adherent of religious order)
Six Nations (see Indians)
Smithsonian Institution (see Institution)
Social Security Administration (U.S.), application, check, number, pension, trust fund, system, etc.
Socialist Party; a Socialist
Society, if part of name; the society:
American Cancer Society, Inc.
of the Cincinnati
soil bank
soil orders:
Alfisols
Andisols
Gelisols
Histosols
Inceptisols
Mollisols
Oxisols
Spodosols
Ultisols
Vertisols
Soldiers’ Home; the soldiers’ home; (see Armed Forces Retirement Home)
Solicitor for the Department of Labor, etc.; the Solicitor
Solicitor General (Department of Justice)
Son of Man (Christ)
Sons of the American Revolution (organization); a Son; a Real Son
South:
American Republics (see Republic)
American States
Atlantic
Atlantic States
Deep South (U.S.)
Korea
Midsouth (U.S.)
Pacific
Pole
the South (section of United States);
Southland
Southeast Asia
southern California, southeastern California, etc.
Southern States
Southern United States
southerner
Southwest, the (section of United States)
space shuttle; the shuttle
space station
Spanish-American War (see War)
Speaker of the House of Representatives; the Speaker
special agent
specialist
Special Order No. 12; Special Orders, No.
12; a special order
Spirit of ’76 (painting); but spirit of ’76 (in general sense)
Sputnik
Square, Lafayette, etc.; the square
Staff, Foreign Service (see Foreign Service); Air (U.K.)
standard time (see time)
Star of Bethlehem
Star-Spangled Banner (see flag)
State:
  Champion
government
legislature (see Legislature)
line, Iowa; Ohio-Indiana, etc.
New York
of Israel
of Maryland
of the Union Message/Address
of Veracruz
out-of-State (adjective); but out-of-stater
prison
Vatican City
state:
  church and
  of the art: state-of-the-art technology
  welfare
  also downstate, instate, multistate,
  statehood, statehouse, stateside,
  statewide, substate, tristate, upstate
State’s attorney
state’s evidence
states’ rights
States:
  Arab
  Balkan
  Baltic
  East North Central
  East South Central
  Eastern; but eastern industrial States
  Eastern Gulf
  Eastern North Central, etc.
  Far Western
  Gulf; Gulf Coast
  Lake
  Latin American
  lower 48
  Middle
  Middle Atlantic
  Middle Western
  Midwestern
  Mountain
  New England
  North Atlantic
  Northwestern, etc.
  Organization of American
  Pacific
  Pacific Coast
  rights
  South American
  South Atlantic
  Southern
  the six States of Australia; a foreign state
  Thirteen Original; original 13 States
  Western; but western Gulf; western
  farming States
Station, if part of name; the station; not
capitalized if referring to surveying
or similar work:
  Air Force base
  Grand Central
  Naval Air Engineering
television station WSYR–TV
  Union; Union Depot; the depot
  WAMU station; station WMAL; radio
  station WSM; broadcasting station
  WJSV
  station 9; substation A
  Statue of Liberty; the statue
  Statutes at Large (U.S.) (see also Revised
  Statutes)
  Stealth: bomber, fighter
  Stockpile, Strategic National
  stone age (see Ages)
  storage facility
  Stream, Gulf (see Gulf; geographic terms)
Street, if part of name; the street:
  I Street (not Eye Street)
  110th Street
  U Street (not You Street)
  subcommittee (see Committee)
subtropical, subtropic(s) (*see* tropical) summit meeting; Earth summit Sun; a sun Super Bowl Superfund; the fund Superintendent, if referring to head of Federal unit; the Superintendent: of Documents (Government Printing Office) of the Naval (or Military) Academy Supplement to the Revised Statutes (*see* Revised Statutes) Supreme Bench; the Bench; *also* High Bench; High Tribunal Supreme Court (U.S.); the Court; *also* High Court; titles of officers standing alone capitalized: Associate Justice Chief Justice Clerk Marshal Reporter *but* Ohio Supreme Court; the supreme court Surgeon General, the (Air Force, Army, Navy, and Public Health Service) Survey, if part of name of Federal unit; the Survey: Geodetic; Geological System, if referring to Federal unit; the System: Federal Home Loan Bank; the System Federal Reserve; the System National Forest; the System National Highway; Interstate Highway; the System National Park; the System National Trails; the System National Wild and Scenic Rivers; the System Regional Metro System; Metro system Selective Service (*see* also Service) State and National forests *but* Amtrak railway system; Amtrak system; the system

*also* Federal land bank system

T table 2, II, A, etc.; *but* Table 2, when part of title: Table 2: Degrees of Land Deterioration task force (*see* Force) Team, USAREUR Technical Assistance, etc.; the team television station (*see* Station) Telnet Ten Commandments Territorial, if referring to a political subdivision Territory: Northwest (1799); the territory Trust Territory of the Pacific Islands; Pacific Islands Trust Territory; the trust territory; the territory Yukon, Northwest Territories; the Territory(ies), Territorial (Canada) *but* territory of: American Samoa, Guam, Virgin Islands The, part of name, capitalized: The Dalles; The Gambia; The Hague; The Weirs; *but* the Dalles Dam; the Dalles region; the Federal Bulletin Board; the Hague Conference; the Weirs streets *but* the Adjutant General; the National Archives; the Archives; the Times; the Mermaid; the Federal Express Third World Thirteen American Colonies, etc. (*see* Colonies) Thirteen Original States Thruway, New York State; the thruway time: Alaska, Alaska standard Atlantic, Atlantic standard central, central standard eastern, eastern daylight, eastern daylight saving (no s), eastern standard Greenwich mean time (GMT)
Hawaii-Aleutian standard
local, local standard
mountain, mountain standard
Pacific, Pacific standard
universal
title 2, II, A, etc.; but Title 2, when part of
title: Title 2: General Provisions
Tomb:
Grant’s; the tomb
of the Unknowns; of the Unknown
Soldier; Unknown Soldier’s Tomb;
the tomb (see also Unknown Soldier)
Tower, Eiffel, etc.; the tower
Township, Union; township of Union
trade names and trademarks:
Blu-Ray TiVo
Coca-Cola U-Haul
Dr Pepper UNIX
Hersheypark VISA
iPod WebTV
iTunes Yahoo!
MasterCard ZIP Code (Postal)
Trade Representative (U.S.)
transatlantic; transpacific; trans-Siberian,
etc.; but Transjordan; Trans-Alaska
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; Treasuries
Treasury, of the United States; General;
National; Public
Treaty, if part of name; the treaty:
Jay Treaty
North Atlantic; North Atlantic Defense
of Versailles
but treaty of 1919
triad
tribe (see Indians)
Tribunal, standing alone capitalized only in
minutes and official reports of a
specific arbitration; also High
Tribunal; the Tribunal (Supreme
Court)
Tropic of Cancer, of Capricorn; the Tropics
tropical; neotropic, neotropical, sub-
tropic(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
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):
Columbia Typographical
European
Pan American (former name; 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
Western (see alliances)
Woman's Christian Temperance
but a painters union; printers union
United Nations:
Charter; the charter
Educational, Scientific, and Cultural
Organization (UNESCO) (see
Organization)
Food and Agriculture Organization
(FAO)
General Assembly; the Assembly
International Children’s Emergency Fund (UNICEF)
International Court of Justice; the Court
Permanent Court of Arbitration (see Court)
Secretariat, the
Secretary General
Security Council; the Council
World Employment Conference
World Health Organization (WHO); the Organization
universal:
    military training (see Program)
    time (see time)
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. (former Union of Soviet Socialist Republics)

V
    Valley, Shenandoah, etc.; the valley; but the valleys of Virginia and Maryland
    V–E Day; V–J Day; V-chip
    veteran, World War II; Vietnam
    Veterans Affairs, Department of (see Department)
    Vice Chairman, etc. (same as Chairman)
    vice consul, British, etc.
    Vice President (same as President)
    Voice of America; the Voice
    volume 2, A, II, etc.; but Volume 2, when part of title; Volume 2: Five Rivers in America’s Future
W
    War, if part of formal name:
        Between the States
        Civil
        First World War; World War I; World War; Great War; Second World War;
        World War II
        for Independence (1776)
        French and Indian (1754–63)
        Mexican
        of 1812
        of the Rebellion; the rebellion
        on Crime
        on Drugs
        on Poverty
        on Terrorism, Global
        Revolutionary; of the Revolution; the Revolution
        Seven Years’
        Six-Day (Arab-Israeli)
        Spanish-American
        the two World Wars
        also post-World War II
    war, descriptive or undeclared:
        cold, hot
        European
        French and Indian wars
        Indian
        Korean
        Persian Gulf; gulf
        third world; world war III
        Vietnam
        with Mexico
    War College, National (see College)
    War Mothers (see American)
    ward 1, 2, etc.; first, 11th, etc.
    Washington’s Farewell Address
    water district (see District)
    waterway, inland, intercoastal, etc.; but Intracoastal Waterway
Web:
    page
    site
Week, Fire Prevention; etc.
welfare state
West:
  Bank (Jordan)
  Coast (Africa); but west coast (U.S.)
  End, etc. (section of city)
  Europe (political entity)
  Far West; Far Western States
  Florida (1763–1819)
  Middle (United States); Midwest
  South Central States, etc.
  the West (section of United States; also
    world political entity)
west, western Pennsylvania
Western:
  bloc
  civilization
  countries
  Europe(an) (political entity)
  Hemisphere; the hemisphere
  ideas
  Powers
  States
  United States
  World
    but far western; western farming States
    (U.S.)
westerner
Whip, Majority; Minority
Whisky Rebellion (see Rebellion)
White (see Caucasian)
White House:
  Blue Room
  East Room
  Oval Office
  Police (see Police)
  Red Room
  Rose Garden
  State Dining Room
white paper, British, etc.
Wilderness, capitalized with name; San
  Joaquin Wilderness, CA; the
  wilderness; but the Wilderness
    (Virginia battlefield)
Wood, if part of name:
  Belleau
  County
  Fort Leonard
World: New, Old, Third; but free world
World Bank; the Bank
World Series
World War (see War)
World War II veteran
World Wide Web (WWW), the Web
X
x ray (note: no hyphen)
Y
year, calendar, fiscal
Your Excellency; Your Honor; Your
  Majesty; etc.
Youth Corps; the Corps
Z
ZIP Code number; ZIP+4
Z39.50
Zone, if part of name; the zone:
  British (in Germany)
  Canal (Panama)
  Eastern, Western (Germany)
  Frigid
  Hot (infectious area)
  of Interior (see Command)
  Temperate, Torrid; the zone
  U.S. Foreign Trade; Foreign
    Trade Zone; but the foreign trade
    zone, free trade zone
zone:
  Arctic
  eastern standard time
  no-fly
  polar
  tropical
Zoological Park (National); the zoo;
  the park
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
aberration
abetter
abettor (law)
abridgment
absorb (take in)
adsorb (adhesion)
abyssmal
a cappella
accede (yield)
accepter
acceptor (law)
accessory
accommodate
accordion
accouter
accursed
acetic (acid)
ascetic (austere)
acknowledgment
acoustic
adapter
adjurer
adjuster
ad (n., v.)
adze
aegis
aesthetic
affect (influence, v.)
effect (result, finish, n., v.)
afterward(s)
afterword
aging
aid (n., v.)
aide
aide-de-camp
albumen (egg)
albumin
align
allottee
all ready (prepared)
already (previous)
all right
altogether
(completely)
all together
(collectively)
aluminum
ambidextrous
amoeba
ampoule
analog
analogous
anemia
anesthetic
aneurysm
anomalous
anonymous
antediluvian
antibiotics (n.)
antibiotic (adj.)
anyway (adv.)
anywise (adv.)
appall, -ed, -ing
appareled, -ing
aqueduct
archaeology
arrester
artifact
artisan
ascendance, -ant
ascent (rise)
assent (consent)
assassinate
athenaeum
attester
autogiro
 awhile (for some time)
a while (a short time)
ax
aye

B
backward
baloney (nonsense)
bologna (sausage)
bandanna
bargainer
bargainor (law)
baryton
bark (boat)
barreled, -ing
bastille
bathyscaph
battalion
bazaar (event)
bizarre (strange or absurd)
behoove
beneficent
benefited, -ing
bettor (wagerer)
beveled, -ing
biased, -ing
blessed
bloc (group)
block (grants)
blond (masc., fem.)
bluing
born (birth)
borne (carried)
bouillon (soup)
bullion (metal)
boulder
bourgeoisie
breach (gap)
breech (lower part)
brier
briquet, -ted, -ting
Britannia
broadax
bronco
brunet (masc., fem.)
buccaneer
buncombe
bunion
bur
burned
bus, bused, buses, busing
butadiene

C
caffeine
calcareous
calcimine
caldron
calendar
calender (paper finish)
caliber
caliper
calk (spike)
caulk (seal)
calligraphy
callus (n.)
callous (adj.)
calorie
canceled, -ing
cancellation
candor
canister
cannot
canoeing
cantaloupe
canvas (cloth)
canvass (solicit)
capital (city, money)
capitol (building)
carabao (sing., pl.)
carat (gem weight)
caret ( omission mark)
karat (gold weight)
carbureted, -ing
carburetor
Caribbean
carolled, -ing
carotene
carrot
cartilage
caster (roller)
castor (oil)
casual (informal)
causal (cause)
catalog, -ed, -ing
cataloger
catsup
caviar
caviled, -er, -ing
center
centipede
centrifugal
cesarean
chairmaned
chaise longue
chancellor
channeled, -ing
chaperon
chaotauqua
chauvinism
chiffonier
chile con carne
chili (pepper)
chiseled, -ing
chlorophyll
cigarette
citable
cite (quote)
site (place)
clamor
climactic (climax)
climatic (climate)
cocaine
cocoon
cocoon
coleslaw
colloquy
colossal
combat, -ing
commenter
commentor (law)
comminster
commineral
commisserate
complement (complete)
compliment (praise)
confectionery
confidant (masc., fem.)
confident (sure)
confirm
confirmor (law)
conjuror
connector
connector (road)
connoisseur
consecrator
consensus
consignor
consultor
consummate
contradicter
control, -lable, -ling
converter
conveyor
cookie
cornetist
corollary
corvette
councilor (of council)
counselor (adviser)
counselled, -ing
cozy
crawfish
creneled, -ing
crystaled, -ing
crystalline
crystallize
cudgeled, -ing
cyclopedia

czar

D
darndest
debarcation
debarkeation
degraded, -ing
decaffeinated
decadog
defense
deliever
 delivering (law)
demagogue
demarcation
dependent
descendant (n., adj.)
desecrate
desiccate
desuetude
(suspended)
destitute (bereft)
detractor
develop, -ment
device (contrivance)
devis (convey)
dextrous (syllable division)
diaeresis
diaeretic
diuretic (water pill)
diagramed, -ing
diagrammatic
dialed, -ing
dialogue
dialysis
diaphragm
dickey
dietitian
diffuser
dike
dilletante
dinghy (boat)
diphtheria
discreet (prudent)
discrete (distinct)
disheveled, -ing
disk
dispatch
dissension
distention
distill, -ed, -ing,
-ment
distributor
divertor
divorcee
doctoral
doctinaire
doggerel
dossier
doweled, -ing
downward
dreadnought
dreamed
drought
dueled, -ing
duffelbag
dullness

dumfound
dwelt
dyeing (coloring)
dying (death)
edward
estasy
edema
edgewise
electronics (n.)
electronic (adj.)
eloomsosnary
elicit (to draw)
illicit (illegal)
emarrass
embed
embellish
embroled, -ing
emboweler
emigrant (go from)
immigrant (go into)
emigree
eminent (famous)
eminent (soon)
employee
enameled, -ing
encage
encase
encave
enclasp
enclose
enclosure
encumber
encumbrance
encyclopedia
endorse, -ment
endwise
enfleeble
enforce, -ment
engraft
enroll, -ed, -ing,
-ment
enshade
ensheathe
ensnare
ensure (guarantee)
insure (protect)
entrench
entrepreneur
entrust
entwine
envelop (v.)
envelope (n.)
enwrap
eon
epaulet, -ed, -ing
epiglottis
epilogue
equaled, -ing
erysipelas
escallop
escalable
esophagus
etiology
evacuee
evanescent
eviscerate
evocative
exhibitor
exhilarate
exonerate
exorbitant
expelant
exposé (n.,
exposure)
expose (v., to lay open)
exsiccate
extant (in existence)
extent (range)
extoll, -ed, -ing
eying
eyrie
Fantasy
farther (distance)
further (degree)
favor
facial
ficus
fetal
fetish
fetus
fiber
fiche (microfiche)
filigree
finable
finagle
financier
fjord
flammable (not inflammable)
fection
fledgling
flexitime
flier
flotage
flotation
flourish
fluorescent
focused, -ing
folderal
forbade
forbear (endurance)
foresee
forgettable
forgo (relinquish)
format, formatted, formatting
forswear
fortissimo
forward (ahead)
foreword (preface)
fricassee
fuchsia
fueler
fulfill, -ed, -ing, -ment
fusome
fungus (n., adj.)
funneled, -ing
furor
fuse (all meanings)
fuselage
fusillade

G
gaiety
gaily
galosh
gamboled, -ing
garrote
gauge
gazetteer
gelatin
genealogy
generalissimo
germane
glamorous
glamour
glycerin
gobbledygook
goodbye

graveled, -ing
grey
grievous
groveled, -ing
guancer (n., v.)
guantan (n., law)
guerrilla (warfare)
gorilla (ape)
guestimate
guttural
gypsy

H
hallelujah
hara-kiri
harass
harebrained
healthful (for health)
healthy (with health)
heinous
hemoglobin
hemorrhage
heterogeneous
hiccups
highfalutin
hijack
homeopath
homogeneity
homologue
hors d’oeuvre
hypothesis
hypocrisy
hypothesis

I
idiosyncrasy
idle (inactive)
idol (statue)
idyll
imminent (soon)
eminent (famous)
impaneled, -ing
impassé
imperiled, -ing
impostor
imprimario
imprimatur
indict (to accuse)
indite (to compose)
inequity (unfairness)
iniquity (sin)
inferable
infold
ingenious (skillful)
ingenuous (simple)
innocuous
innuendo
inoculate
inquire, inquiry
install, -ed, -ing, -ment
installation
instill, -ed, -ing
insure (protect)
ensure (guarantee)
intelligentsia
interceptor
interment (burial)
internment (jail)
intern
intervener
intervenor (law)
intransigent (n., adj.)
iridescent
italic

J
jalopy
jalousie
jerry-(built)
jury-(rigged)
jeweled, -ing, -er
jewelry
judgeship
judgment
juven
juxtaposition
K
karat
kerneled, -ing
kerosene
kidnapped, -ing
kidnapper
kilogram
knapsack
kopek
kumquat
labeled, -ing
lacquer
landward
lath (wood)
lathe (machine)
laureled
leukemia
leveled, -ing
leveler
liable (responsible)
libel (legal)
liason
libelant
libeled, -ing
libeleer
libeler
license
licenser (issuer)
licensor (grantor)
licorice
likable
lilliputian
lineage (lines)
lineage (descent)
liquefy
liquor
liqueur
liter
livable
loath (reluctant)  loathe (detest)  lodestar  lodestone  lodgment  logistics (n.)  logistic (adj.)  louver  luster  lyonnaise

M  madam  Mafia  maim  maize (corn)  maze (labyrinth)  maneuver  manifold  manikin (dwarf)  mannequin (model)  mantel (shelf)  mantle (cloak)  marbleize  marijuana  marshaled, -ing marshaler  marveled, -ing marveled, -ing  marvellous  material (goods)  materiel (military)  meager  medaled, -ing  medalist  medieval  metalized, -ing  metalize  meteorology (weather)  metrology (weights and measures)  meter  mil (1/1000 inch)  mill (1/1000 dollar)  mileage  miliary (tuberculosis)  milieu  milk cow  millenary (1,000)  millinery (hats)  millennium  minable  missilery  misspell  miter  mocassin  modeled, -ing modeler  mold  mollusk  molt  moneys  monogramed, -ing monologue  mortise  movable  mucilage  mucus (n.)  mucous (adj.)  Muslim  mustache

N  naphtha  Navajo  nazism  neophyte  niacin  nickel  niter  nonplused  northward  Novocain (trademark)  novocaine (anesthetic)  numskull  O  obbligato  obloquy  ocher  octet  offal  offense  omelet  ophthalmology  opossum  orangutan  orbited, -ing ordnance (law)  ordnance (military)  organdy  overseas or oversea

P  pajamas  paleontology  paneled, -ing paraffin  paralleled, -ing paralelepiped  parceled, -ing partisan  pastime  patrol, -led, -ling peccadillo  pedant (n.)  pedantic (adj.)  peddler  penciled, -ing pendant (n.)  pendent (u.m.)  percent  preemptory (decisive)  preemptory (preference)  perennial  periled, -ing permittee  requisition  (requirement)  personal (individual)  personnel (staff)  perspective (view)  prospective (expected)  petaled, -ing pharaoh  pharmacopeia  phlegm  phony  phosphorus (n.)  phosphorous (adj.)  photostated  pickax  picnicking  pipet  plaque  plastics (n.)  plastic (adj.)  pledger  pledgor (law)  plenitude  pliers  plow  poleax  pollination  pommeled, -ing pontoon  porcelaneous  practice (n., v.)  precedence (priority)  precedents (usage)  prerogative pretense  preventive
<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
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<td>principal</td>
<td>(chief)</td>
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<td>principle</td>
<td>(proposition)</td>
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<td>programmed</td>
<td>-mer, -ming</td>
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<td>prologue</td>
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<td>prophecy (n.)</td>
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<td>prophesy (v.)</td>
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<td>pusillanimous</td>
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<td>quarreled, -ing</td>
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<td>quartet</td>
<td>quaternary</td>
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<td>questionnaire</td>
<td>queue</td>
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<td>R</td>
<td>raccoon</td>
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<td>racket (all meanings)</td>
<td>rapprochement</td>
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<td>rarity</td>
<td>ratable</td>
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<td>rational (adj.)</td>
<td>rationale (n.)</td>
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<td>raveled, -ing</td>
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<td>reconnoiter</td>
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<td>registrar</td>
<td>reinforce</td>
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<td>relater</td>
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<td>responder</td>
<td>(electronics)</td>
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<td>(electronics)</td>
<td>revealed, -er, -ing</td>
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<td>rhyme, rhythmic</td>
<td>RIFing, RIFed, RIFs</td>
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<td>rivaled, -ing</td>
<td>roweled, -ing</td>
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<td>S</td>
<td>saccharin (n.)</td>
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<td>saccharine (adj.)</td>
<td>sacrilegious</td>
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<tr>
<td>sandaled, -ing</td>
<td>savanna</td>
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<tr>
<td>savior</td>
<td>Saviour (Christ)</td>
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<tr>
<td>scalloped, -ing</td>
<td>schizophrenia</td>
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<td>scurrilous</td>
<td>scion (horticulture)</td>
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<td>seismology</td>
<td>salvaging (edging)</td>
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<tr>
<td>salvage (save)</td>
<td>sentenced, -ing</td>
</tr>
<tr>
<td>separate (v., adj.)</td>
<td>sepulcher</td>
</tr>
<tr>
<td>seriatim</td>
<td>settlor (law)</td>
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<tr>
<td>settlor</td>
<td>sewerage (waste)</td>
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<tr>
<td>station (vice)</td>
<td>stationery (paper)</td>
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<td>statue (sculpture)</td>
<td>statue (law)</td>
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<td>staunch</td>
<td>tenses, -ing</td>
</tr>
<tr>
<td>tenter</td>
<td>tonsillitis</td>
</tr>
<tr>
<td>T</td>
<td>taboo</td>
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<tr>
<td>tactician</td>
<td>teetotaler</td>
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<td>tercentenary</td>
<td>theater</td>
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<tr>
<td>therefor (for it)</td>
<td>therefore (for that reason)</td>
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<td>thiamine</td>
<td>thralldom</td>
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<td>thrash (beat)</td>
<td>thresh (grain)</td>
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<tr>
<td>threshold</td>
<td>tie, tied, tying</td>
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<tr>
<td>timber (wood)</td>
<td>timbre (tone)</td>
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<td>tinctured, -ing</td>
<td>titer</td>
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<td>titer</td>
<td>tonsillitis</td>
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</table>
Anglicized and foreign words

5.3. Diacritical marks are not used with anglicized words.

<table>
<thead>
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<th>A</th>
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<td>abaca</td>
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<td>abaca</td>
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<td>a la carte</td>
<td>a la mode</td>
<td>a la mode</td>
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<td>a la king</td>
<td>angstrom</td>
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<td>apropos</td>
<td>auto(s)-da-fe</td>
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<table>
<thead>
<tr>
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<td>faux pas</td>
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<td>chateau</td>
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<td>decollete</td>
<td>cliche</td>
<td>fiance (masc., fem.)</td>
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<tr>
<td>faience</td>
<td>crepe</td>
<td>H</td>
</tr>
<tr>
<td>faux pas</td>
<td>crepe de chine</td>
<td>H</td>
</tr>
<tr>
<td>fete</td>
<td>critique</td>
<td>H</td>
</tr>
<tr>
<td>fiance (masc., fem.)</td>
<td>critiquing</td>
<td>H</td>
</tr>
<tr>
<td>frappe</td>
<td>Garcon</td>
<td>H</td>
</tr>
<tr>
<td>Garcon</td>
<td>glace</td>
<td>H</td>
</tr>
<tr>
<td>grille</td>
<td>gruyere</td>
<td>H</td>
</tr>
<tr>
<td>gruyere</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td>wainscoting</td>
</tr>
<tr>
<td>warranter</td>
</tr>
<tr>
<td>warrantor (law)</td>
</tr>
<tr>
<td>warranty</td>
</tr>
<tr>
<td>weeviled, -ing</td>
</tr>
<tr>
<td>welder</td>
</tr>
<tr>
<td>westward</td>
</tr>
<tr>
<td>whimsy</td>
</tr>
<tr>
<td>whiskey, -s</td>
</tr>
<tr>
<td>willful</td>
</tr>
<tr>
<td>with</td>
</tr>
<tr>
<td>woeful</td>
</tr>
<tr>
<td>woolen</td>
</tr>
<tr>
<td>woolly</td>
</tr>
<tr>
<td>worshiped, -er, -ing</td>
</tr>
</tbody>
</table>
5.4. Foreign words carry the diacritical marks as an essential part of their spelling.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Word</th>
<th>Word</th>
<th>Word</th>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>ingenue</td>
<td>moire</td>
<td>portiere</td>
<td>seance</td>
</tr>
<tr>
<td>J</td>
<td>jardiniere</td>
<td>naive</td>
<td>poussue cafe</td>
<td>senor</td>
</tr>
<tr>
<td>L</td>
<td>laissez faire</td>
<td>naivete</td>
<td>premiere</td>
<td>smorgasbord</td>
</tr>
<tr>
<td>M</td>
<td>litterateur</td>
<td>nee</td>
<td>protege(masc., fem.)</td>
<td>soiree</td>
</tr>
<tr>
<td>N</td>
<td>materiael</td>
<td>opera bouffe</td>
<td>puree</td>
<td>souffle</td>
</tr>
<tr>
<td>O</td>
<td>matinee</td>
<td>opera comique</td>
<td>rale</td>
<td>suede</td>
</tr>
<tr>
<td>P</td>
<td>melange</td>
<td>papier mache</td>
<td>recherche</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td>meelee</td>
<td>piece de resistance</td>
<td>regime</td>
<td>table d’hote</td>
</tr>
<tr>
<td></td>
<td>menage</td>
<td>pleiaide</td>
<td>risque</td>
<td>tete-a-tete</td>
</tr>
<tr>
<td></td>
<td>mesalliance</td>
<td>porte cochere</td>
<td>role</td>
<td>tragedienne</td>
</tr>
<tr>
<td></td>
<td>metier</td>
<td>porte lumiere</td>
<td>rotisserie</td>
<td>V</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>roue</td>
<td>vicuna</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Word</th>
<th>Word</th>
<th>Word</th>
<th>Word</th>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>albinos</td>
<td>falsettos</td>
<td>merinos</td>
<td>sextodecimos</td>
<td></td>
</tr>
<tr>
<td>armadillos</td>
<td>gauchos</td>
<td>mestizos</td>
<td>sextos</td>
<td></td>
</tr>
<tr>
<td>avocados</td>
<td>ghettos</td>
<td>octavos</td>
<td>siroccos</td>
<td></td>
</tr>
<tr>
<td>banjos</td>
<td>halos</td>
<td>octodecimos</td>
<td>solos</td>
<td></td>
</tr>
<tr>
<td>cantos</td>
<td>indigos</td>
<td>pianos</td>
<td>tangelos</td>
<td></td>
</tr>
<tr>
<td>cascios</td>
<td>infernos</td>
<td>piccolos</td>
<td>tobaccos</td>
<td></td>
</tr>
<tr>
<td>centos</td>
<td>juntos</td>
<td>pomelos</td>
<td>twos</td>
<td></td>
</tr>
<tr>
<td>didos</td>
<td>kimonos</td>
<td>provisos</td>
<td>tyros</td>
<td></td>
</tr>
<tr>
<td>duodecimnos</td>
<td>lassos</td>
<td>quartos</td>
<td>virtuosos</td>
<td></td>
</tr>
<tr>
<td>dynamos</td>
<td>magnetos</td>
<td>salvos</td>
<td>zeros</td>
<td></td>
</tr>
<tr>
<td>escudos</td>
<td>mementos</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
Chapter 5

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, consortium, consortia
- alumnae (fem.), corrigendum, corrigenda
- antennae, zoology, crisis, crises
- appendix, appendices, criterion, criteria
- aquarium, aquariums, curriculum, curriculums
- automaton, automatons, datum (singular), data (plural, but singular in collective sense)
- axis, axes, desideratum, desiderata
- bandeau, bandeaux, dilettante, dilettanti
- basis, bases, dogma, dogmas
- bateau, bateaux, ellipsis, ellipses
- beau, beaus, equilibrium, equalibria (scientific)
- cactus, cactuses, executrix, executrices
- calix, calices, erratum, errata
- cargo, cargoes, flambeau, flambeaus
- chassis (singular and plural)
The following words end in *ible*; other words in this class end in *able*.

<table>
<thead>
<tr>
<th>ible</th>
<th>able</th>
</tr>
</thead>
<tbody>
<tr>
<td>abhorrible</td>
<td>combustible</td>
</tr>
<tr>
<td>accendible</td>
<td>comestible</td>
</tr>
<tr>
<td>accessible</td>
<td>commonsensible</td>
</tr>
<tr>
<td>addible</td>
<td>compatible</td>
</tr>
<tr>
<td>adducible</td>
<td>compatible</td>
</tr>
<tr>
<td>admissible</td>
<td>compatible</td>
</tr>
</tbody>
</table>

---

Focus, focuses
folium, folia
formula, formulas
forum, forums
fungus, fungi
genius, geniuses
genus, genera
gladiolus (singular and plural)
helix, helices
hypothesis, hypotheses
index, indexes (indices, scientific)
insigne, insignia
italic (singular and plural)
Kansas Citys
lacuna, lacunae
larva, larvae
larynx, larynxes
lens, lenses
lira, lire
locus, loci
madam, mesdames
Marys
matrix, matrices
maximum, maximums
medium, mediums or media
memorandum, memorandums
minimum, minimums
minutia, minutiae
monsieur, messieurs
nucleus, nuclei
oasis, oases
octopus, octopuses
opus, opera
parenthesis, parentheses
phenomenon, phenomena
phylum, phyla
plateau, plateaus
podium, podiums
procès-verbal, procès-verbaux
radius, radii
radix, radices
referendum, referendums
sanatorium, sanatoriums
sanitarium, sanitariums
septum, septa
sequela, sequelae
seraph, seraphs
seta, setae
ski, skis
stadium, stadiums
stimulus, stimuli
stratum, strata
stylus, styluses
syllabus, syllabuses
symposium, symposia
synopsis, synopses
tableau, tableaus
taxi, taxis
terminus, termini
testatrix, testatrices
theses, theses
thorax, thoraxes
vertebra, vertebrae (vertebrae, zoology)
virtuoso, virtuosos
vortex, vortexes
compossible
decompressible
conducible
deductible
confl uible
congestible
contemptible
controvertible
conversable (oral)
convertible (convertible)
convertible
convincible
corrigible
corrodingible
corruptible
credible
crucible
cullible
decoctible
deducible
deductible
defeasible
defectible
defensible
delible
deprehsensible
depressible
descendible
destructible
diff rangible
diff usible
digestible
dimensible
discernible
discerptible
discussible
dispersible
dissectible
distensible

impossible
implausible
impossible
imprescriptible
imputrescible
inaccessible
inadmissible
inapprehensible
inaudible
incircumscribable
incoercible
incognoscible
incorruptible
incredible
indefeasible
indestructible
indigestible
indiscernible
indivisible
indocible
ineffervescible
ineligible
ineludible
inevitable
inevitable
infallible
infeasible
inflexible
infrangible
infusible
innascible
inscriptible
insensible
instructible
intangible
intangible
interconvertible
interruptible
intervisible
inventible
invincible
invincible
invisible
irascible
irreducible
irrefrangible
irremissible
irreprehensible
irrepressible
irresistible
irresponsible
irreversible
legible
mandible
marcescible
miscible
negligible
nexible
omissible
ostensible
partible
passable (open)
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*.

<table>
<thead>
<tr>
<th>adjective</th>
<th>adjective</th>
<th>adjective</th>
<th>adjective</th>
<th>adjective</th>
<th>adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>possible</td>
<td>sensible</td>
<td>transmissible</td>
<td>possible</td>
<td>sensible</td>
<td>transmissible</td>
</tr>
<tr>
<td>perceptible</td>
<td>sponsible</td>
<td>transvertible</td>
<td>permissible</td>
<td>suasible</td>
<td>tripartible</td>
</tr>
<tr>
<td>perfectible</td>
<td>suasible</td>
<td>unadmissible</td>
<td>permissible</td>
<td>subdivisible</td>
<td>uncorruptible</td>
</tr>
<tr>
<td>persuasible</td>
<td>submersible</td>
<td>unexhaustible</td>
<td>pervertible</td>
<td>suggestible</td>
<td>unexpressible</td>
</tr>
<tr>
<td>plausible</td>
<td>subvertible</td>
<td>unexpressible</td>
<td>possible</td>
<td>suggestible</td>
<td>unintelligible</td>
</tr>
<tr>
<td>possible</td>
<td>suggestible</td>
<td>unsusceptible</td>
<td>prehensible</td>
<td>suspensible</td>
<td>unacceptable</td>
</tr>
<tr>
<td>prehensible</td>
<td>susceptible</td>
<td>vendible</td>
<td>prescriptible</td>
<td>suppressible</td>
<td>visible</td>
</tr>
<tr>
<td>producible</td>
<td>susceptible</td>
<td>visible</td>
<td>producible</td>
<td>tangible</td>
<td>vitrescible</td>
</tr>
<tr>
<td>productible</td>
<td>susptensible</td>
<td>vendible</td>
<td>protractive</td>
<td>tenable</td>
<td>visible</td>
</tr>
<tr>
<td>protrusive</td>
<td>tangible</td>
<td>vendible</td>
<td>putrescible</td>
<td>terrible</td>
<td>visible</td>
</tr>
<tr>
<td>putrescible</td>
<td>terrible</td>
<td>vendible</td>
<td>recepible</td>
<td>thurible</td>
<td>visible</td>
</tr>
<tr>
<td>recepible</td>
<td>thurible</td>
<td>vendible</td>
<td>redemptible</td>
<td>traducible</td>
<td>visible</td>
</tr>
<tr>
<td>redemptible</td>
<td>traducible</td>
<td>vendible</td>
<td>reducible</td>
<td>traducible</td>
<td>visible</td>
</tr>
</tbody>
</table>

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
- format, formatting
- input, inputting
- red, reddish
- rob, robbing
- transfer, transferred
- but
- total, totaled, totaling
- 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

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
- a hotel
- a human being
- a humble man
- a union
- an herbseller
- an hour
- an honor
- an onion
- but
- an H-U-D directive
- a HUD directive

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

- a BLS compilation
- a CIO finding
- a GAO limitation
- a WWW search
- 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 FCC (ef) ruling
- an NSC (en) proclamation
- 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 onetime winner
- an VIII (eight) classification
- a III (three) group
- an 11–year-old
- a IV–F (four ef) category (military draft)
- an IV–F (four ef) category (military draft)
- a 4–H Club
Geographic names

5.20. The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names (BGN) (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.

<table>
<thead>
<tr>
<th>Alabama</th>
<th>Louisiana</th>
<th>Ohioan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaskan</td>
<td>Mainer</td>
<td>Oklahoman</td>
</tr>
<tr>
<td>Arizona</td>
<td>Marylander</td>
<td>Oregonian</td>
</tr>
<tr>
<td>Arkansan</td>
<td>Massachusettsan</td>
<td>Pennsylvania</td>
</tr>
<tr>
<td>Californian</td>
<td>Michiganian</td>
<td>Rhode Islander</td>
</tr>
<tr>
<td>Coloradan</td>
<td>Minnesotan</td>
<td>South Carolinian</td>
</tr>
<tr>
<td>Connecticuter</td>
<td>Mississippian</td>
<td>South Dakotan</td>
</tr>
<tr>
<td>Delawarean</td>
<td>Missourian</td>
<td>Tennessean</td>
</tr>
<tr>
<td>Floridian</td>
<td>Montanan</td>
<td>Texan</td>
</tr>
<tr>
<td>Georgian</td>
<td>Nebraskan</td>
<td>Utahn</td>
</tr>
<tr>
<td>Hawaiian</td>
<td>Nevadan</td>
<td>Vermonter</td>
</tr>
<tr>
<td>Idahoan</td>
<td>New Hampshirite</td>
<td>Virginian</td>
</tr>
<tr>
<td>Illinoisan</td>
<td>New Jerseyan</td>
<td>Washingtonian</td>
</tr>
<tr>
<td>Indianian</td>
<td>New Mexican</td>
<td>West Virginian</td>
</tr>
<tr>
<td>Iowan</td>
<td>New Yorker</td>
<td>Wisconsinite</td>
</tr>
<tr>
<td>Kansan</td>
<td>North Carolinian</td>
<td>Wyomingite</td>
</tr>
<tr>
<td>Kentuckian</td>
<td>North Dakotan</td>
<td></td>
</tr>
</tbody>
</table>
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**

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**

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. Compounding Rules
(See also Chapter 7 “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 also separates the component words; it 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. Although it is often the case that hyphenated compound words eventually lose their hyphen, many of them start out unhyphenated.

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
- 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

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

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

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

- coldbloodedness
- footnoting
- ill-advisedly
- outlawry
- praiseworthiness
- railroader
- Y-shaped

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
- deemphasis
- preexisting
- anti-inflation
- micro-organism
- semi-independent
- brass-smith
- Inverness-shire
- thimble-eye
- ultra-atomic

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
- hangover
- holdup
- makeready
- markoff
- pickup
- builddown
- cooldown
- runoff
- setup
- showdown
- throwaway
- tradeoff
- flareback
- giveaway
- but
- cut-in
- phase-in
- run-in
- sit-in
6.10. Compounds beginning with the following nouns are usually printed solid.

<table>
<thead>
<tr>
<th>book</th>
<th>mill</th>
<th>snow</th>
</tr>
</thead>
<tbody>
<tr>
<td>eye</td>
<td>play</td>
<td>way</td>
</tr>
<tr>
<td>horse</td>
<td>school</td>
<td>wood</td>
</tr>
<tr>
<td>house</td>
<td>shop</td>
<td>work</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>berry</th>
<th>keeping</th>
<th>room</th>
</tr>
</thead>
<tbody>
<tr>
<td>bird</td>
<td>land</td>
<td>shop</td>
</tr>
<tr>
<td>blossom</td>
<td>light</td>
<td>site</td>
</tr>
<tr>
<td>board</td>
<td>like</td>
<td>skin</td>
</tr>
<tr>
<td>boat</td>
<td>line</td>
<td>smith</td>
</tr>
<tr>
<td>book</td>
<td>load</td>
<td>stone</td>
</tr>
<tr>
<td>borne</td>
<td>maid</td>
<td>store</td>
</tr>
<tr>
<td>bound</td>
<td>maker</td>
<td>tail</td>
</tr>
<tr>
<td>box</td>
<td>making</td>
<td>tight</td>
</tr>
<tr>
<td>boy</td>
<td>man</td>
<td>time (not clock)</td>
</tr>
<tr>
<td>brained</td>
<td>master</td>
<td>ward</td>
</tr>
<tr>
<td>bug</td>
<td>mate</td>
<td>ware</td>
</tr>
<tr>
<td>bush</td>
<td>mill</td>
<td>water</td>
</tr>
<tr>
<td>cam</td>
<td>mistress</td>
<td>way</td>
</tr>
<tr>
<td>craft</td>
<td>monger</td>
<td>wear</td>
</tr>
<tr>
<td>field</td>
<td>over</td>
<td>weed</td>
</tr>
<tr>
<td>fish</td>
<td>owner</td>
<td>wide</td>
</tr>
<tr>
<td>flower</td>
<td>fly</td>
<td>but #ownership</td>
</tr>
<tr>
<td>girl</td>
<td>person</td>
<td>woman</td>
</tr>
<tr>
<td>grower</td>
<td>picker</td>
<td>wood</td>
</tr>
<tr>
<td>headed</td>
<td>picking</td>
<td>work</td>
</tr>
<tr>
<td>hearted</td>
<td>piece</td>
<td>worker</td>
</tr>
<tr>
<td>holder</td>
<td>plane</td>
<td>working</td>
</tr>
<tr>
<td>hopper</td>
<td>power</td>
<td>worm</td>
</tr>
<tr>
<td>house</td>
<td>proof</td>
<td>worthy</td>
</tr>
<tr>
<td>keeper</td>
<td>roach</td>
<td>writer</td>
</tr>
</tbody>
</table>
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
- nowhere
- nothing
- someone
- everywhere
- everyone
- nobody
- somewhere
- nothing
- 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
- 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

*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
- Baltimore-Washington road
- collective-bargaining talks
- contested-election case
- contract-bar rule
- cost-of-living increase
- drought-stricken area
- English-speaking nation
- fire-tested material
- Federal-State-local cooperation
- German-English descent
- guided-missile program
- hearing-impaired class
- high-speed line
- large-scale project
- law-abiding citizen
- long-term loan
- line-item veto
long-term-payment loan
low-cost housing
lump-sum payment
most-favored-nation clause
multiple-purpose uses
no-par-value stock
one-on-one situation
part-time personnel
rust-resistant covering
service-connected disability
state-of-the-art technology
supply-side economics
tool-and-die maker
up-or-down vote

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

atomic energy power
bituminous coal industry
child welfare plan
civil rights case
civil service examination
durable goods industry
flood control study
free enterprise system
ground water levels
high school student
elementary school grade
income tax form
interstate commerce law
land bank loan
land use program
life insurance company
mutual security funds

U.S.-owned property; U.S.-flagship
1-inch diameter; 2-inch-diameter pipe
a 4-percent increase, the 10-percent rise

but
4 percent citric acid
4 percent interest. (Note the absence of an article: *a, an, or the*. The word *of* is understood here.)

6.17. Print without a hyphen a compound predicate (either adjective or noun) whose second element 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. This material is fire tested.
The paper is fine grained. The cars are higher priced.
Moderately fine grained wood. 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
but
Minneapolis-St. Paul region
North American-South American
sphere
French-English descent
Washington–Wilkes-Barre route
or 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 rezon ed wastesite
tomato-canning factory hazardous-waste site
brave servicemen
service men and women but
light blue hat (weight) common stockholder
light-blue hat (color) stock ownership
average taxpayer small businessman
income-tax payer working men and women
American flagship (military) steam powerplant site
American-flagship meat packinghouse owner

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

2- to 3- and 4- to 5-ton trucks
2- by 4-inch boards, but 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, 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.

“blue sky” law but “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.

afterbirth infrared peripatetic
Anglomania interview planoconvex
antedate intraspinal polynodal
antislavery introvert postscript
biweekly isometric preexist
bylaw macroanalysis proconsul
circumnavigation mesothorax pseudoscholastic
cisalpine metagenesis reenact
cooporate microplane retrospect
contraposition misstate semiofficial
countercase monogram stepfather
deeenergize multicolor subsecretary
demitasse neophyte supermarket
excommunicate nonneutral thermocouple
extracurricular offset transonic
foretell outbake transship
heroicomic overactive tricolor
hypersensitive pascocomic ultraviolet
hypocid paracentric unnecessary
inbound particoated underflow
6.30. Print solid combining forms and suffixes, except as indicated elsewhere.

<table>
<thead>
<tr>
<th>portable</th>
<th>geography</th>
<th>procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>coverage</td>
<td>manhood</td>
<td>innermost</td>
</tr>
<tr>
<td>operate</td>
<td>selfish</td>
<td>partnership</td>
</tr>
<tr>
<td>plebiscite</td>
<td>pumpkin</td>
<td>lonesome</td>
</tr>
<tr>
<td>twentyfold</td>
<td>meatless</td>
<td>homestead</td>
</tr>
<tr>
<td>spoonful</td>
<td>outlet</td>
<td>northward</td>
</tr>
<tr>
<td>kilogram</td>
<td>wavelike</td>
<td>clockwise</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>lifelike</th>
<th>girllike</th>
<th>Scotland-like</th>
</tr>
</thead>
<tbody>
<tr>
<td>lilylike</td>
<td>bell-like</td>
<td>McArtor-like</td>
</tr>
</tbody>
</table>

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.

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

6.33. Use a hyphen to join duplicated prefixes.

<table>
<thead>
<tr>
<th>re-redirect</th>
<th>sub-subcommittee</th>
<th>super-superlative</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>ex-governor</th>
<th>quasi-argument</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex-serviceman</td>
<td>quasi-corporation</td>
</tr>
<tr>
<td>ex-son-in-law</td>
<td>quasi-young</td>
</tr>
<tr>
<td>ex-vice-president</td>
<td></td>
</tr>
<tr>
<td>self-control</td>
<td></td>
</tr>
<tr>
<td>self-educated</td>
<td>selfhood</td>
</tr>
<tr>
<td>quasi-academic</td>
<td>selfsame</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
- pro-British
- un-American
- non-Government
- neo-Nazi
- post-World War II
- non-Federal
- but
- overanglicize
- transatlantic

or 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
- twenty-first
- 6-footer
- 6-foot-11-inch man
- 24-inch ruler
- 3-week vacation
- 8-hour day
- 10-minute delay
- 20th-century progress
- 3-to-1 ratio
- 5-to-4 vote
- .22-caliber cartridge
- 2-cent-per-pound tax
- four-in-hand tie

- three-and-twenty
- two-sided question
- multimillion-dollar fund
- 10-dollar-per-car tax
- thirty- (30-) day period
- but
- one hundred twenty-one
- 100-odd
- foursome
- threescore
- foursquare
- $20 million airfield
- 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
- 1 week’s pay
- 2 hours’ work
- 3 weeks’ vacation
- 1 minute’s delay
- but 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 thirty-sixths
two-thirds
twenty-one thirty-sixths
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, 1¼-inch, ½-inch, ¼-inch

Civil and military titles

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

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

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

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

- ambassador-designate
- minister-designate
Scientific and technical terms

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

- carbon monoxide poisoning
- guinea pig raising
- hog cholera serum
- methyl bromide solution
- stem rust control
- equivalent uranium content

- whooping cough remedy
- but
- Russian-olive plantings
- Douglas-fir tree

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

- Freon-12
- polonium-210

- uranium-235
- $\text{U}^{235}$

- $\text{Sr}^{90}$
- $\text{U}^{234}$

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
- crop-year
- horsepower-hour

- light-year
- passenger-mile
- staff-hour

- work-year
- but kilowatthour

Improvised compounds

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

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

- George “Pay-As-You-Go” Miller
- stick-in-the-mud (n.)
- let-George-do-it attitude
- how-to-be-beautiful course
- hard-and-fast rule
- penny-wise and pound-foolish policy
- first-come-first-served basis
- but a basis of first come, first served

- Russian-olive plantings
- Douglas-fir tree
6.47. Use hyphens in a prepositional-phrase compound noun consisting of three or more words.

- cat-o’-nine-tails
- man-of-war
- but
- government-in-exile
- mother-in-law
- heir at law
- grant-in-aid
- mother-of-pearl
- next of kin
- jack-in-the-box
- patent-in-fee
- 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
- hanky-panky
- young-old
- comedy-ballet
- murder-suicide
- but
- dead-alive
- nitty-gritty
- bowwow
- devil-devil
- pitter-patter
- dillydally
- even-stephen
- razzle-dazzle
- hubbub
- farce-melodrama
- walkie-talkie
- nitwit
- fiddle-faddle
- willy-nilly
- riffraff

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-section
- but
- I-beam
- V-necked
- x ray
- T-shaped
- S-iron
- x raying
- U-boat
- T-square
- S turns
- C-chip
- X-ed out

6.52. Print idiomatic phrases without hyphens.

- come by
- insofar as
- nowadays
- inasmuch as
- Monday week
7. Compounding Examples

7.1. The following examples are based on the rules for compounding found in chapter 6. Obviously, this list or any other list of compound words could not possibly be a complete reference due to sheer volume. However, an analogy of the words listed with like prefixes and suffixes together with an application of the rules will result in easier handling of those compound words not listed.

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. The rationale was to provide one or two examples under a keyword rather than needless repetition.

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

7.5. Care was exercised to achieve fuller coverage of solid compounds, particularly when the adopted form is different than that of Webster’s Third New International Dictionary. This dictionary is GPO’s guide for spelling with the exception of those words listed in rule 5.2. It is not GPO’s guide to compounding.

7.6. A distinction exists between words used in a literal sense and a non-literal sense. With few exceptions, one-word forms usually express a nonliteral interpretation, while two-word forms invariably convey a literal meaning. For example, a person may have an interesting *sideline* or hobby, but be forced to sit on the *side line* during periods of inactivity.

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 when distinguishing whether a succession of words is being used as a compound or whether they simply appear together. Consider, for example, “We know someone should do it and who that some one ought to be.”

7.9. For better appearance, it may sometimes be necessary to treat alike words that 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 used to avoid doubling a vowel (*anti-inflation*, *naso-orbital*); to facilitate a normally capitalized word (*mid-April*, *non-European*); 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 a 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. 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. Words printed flush in the following list combine with the words which follow to indicate solid or hyphenated compounds. A space-mark (#) appearing before an indented entry indicates a two-word form, but two-word forms appearing in the adjective position usually take a hyphen.

7.14. To indicate word function, several abbreviations have been appended. They are: *adv.*, adverb; *n.*, noun; *v.*, verb; *u.m.*, unit modifier; *pref.*, prefix; *c.f.*, combining form; and *conj.*, conjunction.
A

A

<table>
<thead>
<tr>
<th>Compounding Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>actino (c.f.)</td>
</tr>
<tr>
<td>all one word</td>
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<td>addle</td>
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<td>brain</td>
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<td>after (c.f.)</td>
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<td>- foot</td>
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<td>- hour</td>
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<td># light</td>
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arrow  
head
-leaved (u.m.)
plate
-shaped (u.m.)
shot
-toothed (u.m.)
arseno (c.f.)
  all one word
art-colored (u.m.)
arterio (c.f.)
  all one word
arthro (c.f.)
  all one word
artillery
man
woman
asbestos
-covered (u.m.)
-packed (u.m.)
ashe 
bin
can
-colored (u.m.)
-free (u.m.)
-gray (u.m.)
#heap
pan
pile
pit
tray
assembly
#line
#room
astro (c.f.)
  all one word
attorney#at#law
audio
frequency
gram
meter
tape

visual

auri (c.f.)
iodide
rest one word
authorship
auto (c.f.)
-logon
matic#backup
-objective
-observation
-omnibus
-ophthalmoscope
rest one word
awe
-bound (u.m.)
-filled (u.m.)
-inspired (u.m.)
some
ax
-adz
-grinding (u.m.)
hammer
head
-shaped (u.m.)
axletree
axo (c.f.)
  all one word
azo (c.f.)
-orange
-orchil
-orseilline
rest one word
B
B-flat
baby
#boomer
face (n.)
#food
sit (v.)
sitter
back
ache

band
bite (v.)
biter
bone
breaker
cap
chain
charge
-country (u.m.)
cross
date
down (n., u.m.)
drop
face
feed
fill
fire
flap
flash
flow
-focus (v.)
furrow
ground
hand
haul
-in (n., u.m.)
lash
list (v.)
log
lotter
packer (n.)
paddle (v.)
pay
payment
pedal (v.)
plate
rest
road
run
saw
scatter
set
shift
slide
space
spin
spread
staff
stage
stairs
stamp
stay
stitch
stop
strap
-streeter
stretch (n.)
string
strip (book)
stroke
-swath (v.)
swept
swing
tack
talk
tender	
tenter
-titrate (v.)
track (v.)
trail
-up (n., u.m.)
wall
wash
water
backer
-down
-off
-up
bag
boy
-cheeked (u.m.)
girl
pipe
-shaped (u.m.)

baggage
man
bar  #bit  code  keeper  maid  post  tender  -wound (u.m.)

bake  oven  pan  shop

bald  faced  head (n.)  pate

ball  field  #game  -like
   park (nonliteral)  #park (literal)
   player  point (n., u.m.)  stock
   ballot#box

band  aid  box  cutter  saw  stand  string  -tailed (u.m.)  wagon  width

bandy  ball  -legged (u.m.)
   bangup (n., u.m.)

bank  book  note  #paper  side (stream)  bantamweight

bat  blind  -eyed (u.m.)  fowl  wing  batch#file

bath  mat  robe  #towel  tub
   batswing (cloth)  battercake

battle  ax  -fallen (u.m.)  front  ground  -scarred (u.m.)
   ship  stead  wagon  baud#rate
   baybolt

beach  comber  head  wagon

bead  flush  roll

beak  head  -roll (v.)  -shaped (u.m.)

base  ball  ball#bat  line  #line (surveying)  -minded (u.m.)

basi (c.f.)  all one word
   basketball  bas-relief

beater  -out  -up

beauty  -blind (u.m.)  -clad (u.m.)
   #shop  beaverpelt

bed  board  chair  clothes  cord  cover  -fallen (u.m.)
   fast  fellow  frame  lamp  linen  pad  pan  plate  post  quilt  rail  #rest  ridden
   rock  sheet  sick
side
sore
space
spread
spring
stand
stead
straw
time
bee
bread
-eater
herd
hive
keeper
line
way
beechnut
beef
eater
#extract
-faced (u.m.)
head
steak
tongue
bees
wax
wing
beet
field
#sugar
beetle
-browed (u.m.)
head
stock
before
-cited (u.m.)
hand
-mentioned (u.m.)
-named (u.m.)
behindhand
bell
-bottomed (u.m.)
crank
-crowned (u.m.)
hanger
hop
mouthed
ringer
wether
belly
ache
band
buster
button
fed (u.m.)
pinch
belowstairs
belt
-driven (u.m.)
saw
bench
fellow
-hardened (u.m.)
made (u.m.)
mark (nonliteral)
-mark (surveying)
warmer
bentwing (n., u.m.)
benzo (c.f.)
all one word
berry-brown (u.m.)
best
#man
seller (n.)
beta
-glucose
tron
between
decks
whiles
bi (pref.)
-iliac
rest one word
big
-earred (u.m.)
-eyed (u.m.)
head (ego)
horn (sheep)
-horned (u.m.)
-leaguer
mouthed
name (top rank)
(n., u.m.)
bill
back
beetle
broker
fold
head
hook
poster
sticker
billet
-doux
head
billingsgate
bio (c.f.)
-aeration
-osmosis
rest one word
birchbark
bird
bath
bander
cage
call
catcher
#dog (literal)
dog (nonliteral)
-eyed (u.m.)
-faced (u.m.)
life
lime
lore
mouthed
seed
shot
watcher

bird’s
-eye
#nest (literal) (n.)
-nest (n., u.m., v.)
birth
bed
-date
day
mark
place
right
#year
biscuit-shaped
(u.m.)
bismuto (c.f.)
all one word
bit
stock
-mapped
bitter
-ender
head
sweet
-tongued (u.m.)
black
ball (nonliteral)
-bordered (u.m.)
-eyed (u.m.)
guard
jack
leg
list
mail
mark
#market (n.)
-market (u.m., v.)
-marketer
out (n., u.m.)
plate (printing)
print
-robed (u.m.)
#sheep (all
meanings)
shirted
snake
strap (n.)
tie (u.m.)
top
#widow
blast
hole
plate
blasto (c.f.)
all one word
bleach
ground
works
blear
eye
-eyd (u.m.)
-witted (u.m.)
blepharo (c.f.)
all one word
blight-resistant
(u.m.)
blind
-bomb (v.)
-flying (u.m.)
fold
-loaded (u.m.)
#man
spot
stitch
story
blink-eyed (u.m.)
blithe-looking (u.m.)
blitz
buggy
krieg
block
buster
head
hole (v.)
ship
blood
-alcohol (u.m.)
bath
beat
curdling
-drenched (u.m.)
giving (u.m.)
guilty
-hot (u.m.)
hound
letting
mobile
-red (u.m.)
ripe
shed
shot
spiller
spot
stain
stock
stream
sucker
thirsty
-warm (u.m.)
blurry
-nosed (u.m.)
-red (u.m.)
blossom
-bordered (u.m.)
-laden (u.m.)
blow
back
by (n., u.m.)
cock
down (n., u.m.)
gun
hard (n.)
hole
iron
lamp
off (n., u.m.)
out (n., u.m.)
pipe
spray
through (u.m.)
torch
tube
up (n., u.m.)
blue
-annealed (u.m.)
beard (n.)
blot
book (nonliteral)
bottle
coat (n.)
-eyed (u.m.)
gill
grass
-gray (u.m.)
-green (u.m.)
-hot (u.m.)
jack
jacket
nose
-pencil (v.)
point (oyster)
print
stocking
streak (nonliteral)
tongue (n.)
blunder
buss
head
blunt
-edged (u.m.)
-spoken (u.m.)
boar
spear
staff
board
#foot
rack
walk
boat
builder
crew
head
hook
house
loader
owner
#people
setter
shop
side
swain
wright
yard
bob
cat
sled
stay
tail
white
bobby
pin
-soxer
body
bearer
bending
builder
-centered (u.m.)
guard
-mind
plate
bog
-eyd (u.m.)
land
man
trot (v.)
boil
down (n., u.m.)
off (n., u.m.)
out (n., u.m.)
over (n., u.m.)
boiler
-off
-out
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Compounding Examples

(u.m.)
bullet
-buff  
-tipped (u.m.)
ware
-yellow (u.m.)
bug
bear
bite
-eyed (u.m.)
build
-down (n., u.m.)
-up (n., u.m.)
built
-in (u.m.)
-up (u.m.)
bulb-tee (u.m.)
bulbo (c.f.)
all one word
bulk
head
-pile (v.)
weigh (v.)
bull
baiting
dog
doze
-faced (u.m.)
fight
frog
head
-mouthed (u.m.)
neck
nose
pen
ring
#terrier
toad
-voiced (u.m.)
whack
whip
bullet
head
maker
-proof
bull's
-eye (nonliteral)
-foot
bumble
bee
foot
kite
bung
hole
start
burn
-in (n., u.m.)
-out (n., u.m.)
-up (n., u.m.)
burned-over (u.m.)
burner-off
burnt
-out (u.m.)
-up (u.m.)
bus
boy
#conductor
driver
fare
girl
line
load
bush
beater
buck
fighter
-grown (u.m.)
hammer
-leaguer
ranger
whacker
wife
bustup (n., u.m.)
busy
body
-fingered (u.m.)
head
butter
ball
-colored (u.m.)
fat
fingers
head
milk
mouth
nut
print
-rigged (u.m.)
scotch
-smooth (u.m.)
wife
-yellow (u.m.)
button
-eared (u.m.)
-headed (u.m.)
hold
hole
hook
mold
buzzerphone
by
-and-by
-the-way (n., u.m.)
-your-leave (n., u.m.)
rest one word
C

-c sharp
-star
-tube
cab
-driver
fare
#owner
stand
cabbagehead
cabinet
maker
making
cable-laid (u.m.)
caco (c.f.)
all one word
cage#bird
cake
baker
bread
-eater
mixer
-mixing (u.m.)
pan
walk
calci (c.f.)
all one word
calk-weld (v.)
call
back (n., u.m.)
box
down (n., u.m.)
in (n., u.m.)
note
-off (n., u.m.)
out (n., u.m.)
-over (n., u.m.)
up (n., u.m.)
camshaft
camel
-back (rubber)
-backed (u.m.)
driver
-faced (u.m.)
camel's-hair (u.m.)
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wauling

cat's
- eye (nonliteral)
- paw (nonliteral)
cattle
#boat
feed
- raising (u.m.)
yak
cauliflower
- eared (u.m.)
# ware
causeway
cave
dweller
- dwelling (u.m.)
# fish
- in (n., u.m.)
cease-fire (n., u.m.)
cedar-colored (u.m.)
celi (c.f.)
all one word
celio (c.f.)
all one word
cell
cement
- covered (u.m.)
mason
- temper (v.)
census
# taker
- taking
center
# field (sports)
head (printing)
line
most
piece
- second
centi (c.f.)
all one word
centimeter-gram-
second
centri (c.f.)
 all one word
centro (c.f.)
 all one word
charma (c.f.)
 all one word
cerato (c.f.)
 all one word
cerebro (c.f.)
- ocular
rest one word
certificate holder
cervico (c.f.)
- occipital
- orbicular
rest one word
cess
pipe
pit
pool
chaffcutter
chain
# belt
- driven (u.m.)
# gang
stitch
chair
fast
mender
person
- shaped (u.m.)
warmer
chalk
cutter
line
- white (u.m.)
chamber
maid
woman
changeover
chapfallen
chapelingoing
char
broiler
coal
pit
woman
charge
# book
off (n., u.m.)
out (n., u.m.)
chartbook
chattermark
cheapskate
check
bite
forger
hook
- in (n., u.m.)
list
mark
nut
off (n., u.m.)
out (n., u.m.)
passer (n.)
point
rack
rail
rein
ring
roll
rope
row
sheet
strap
string
up (n., u.m.)
washer
weigher
writer
checker
- in
- off
- out
- up
cheek
bone
strap
cheerleader
cheese
burger
cake
cloth
curd
cutter
head
lip
parer
plate
chemico (c.f.)
all one word
chemo (c.f.)
all one word
cherry
- colored (u.m.)
stone (nonliteral)
# stone (literal)
chestnut
- colored (u.m.)
- red (u.m.)
chicken
bill
- billed (u.m.)
# breast
breasted
# coop
# farm
feed
heart
pox
# yard
chief
# justice
- justiceship
# mate
child
bearing
bed
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 -clop
 -edged (u.m.)
sheet
clipper-built (u.m.)
cloak
 -and-dagger (n.,
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 -minded (u.m.)
setter
 #speed
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close
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 -connected (u.m.)
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 -fertilize (v.)
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 -circuit (u.m.)
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 #shop
cloth-backed (u.m.)
clothes
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basket
 brush
 #closet
 horse
 pin
 line
 press
 rack
 #tree
cloud
 base
 burst
 cap
 -hidden (u.m.)
clover
 bloom
 leaf
 seed
 sick
cub
 #car
 foot
 hand
 mobile
 ridden
 room
 root
 -shaped (u.m.)
co (pref.)
 -op
 exist, operate, etc.
 processor
 rest one word
cock
 bill
 brain
 crow
 eye
 fight
 head
 pit
 #robin
 spur
 sure
 -tailed (u.m.)
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cockscomb
cod
 bank
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 head
 #liver
 piece
 pitchings
 smack
code
 #name
 -named (u.m.)
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 -colored (u.m.)
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 room
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 -rolled (u.m.)
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#wave
-work (v.)
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seed
slaw
coli (c.f.)
-all one word
collar
bag
band
bone
colo (c.f.)
-all one word
color
bearer
blind
#blindness
fast
-free (u.m.)
#line
type (printing)
(n.)
-washed (u.m.)
combt-toothed
(u.m.)
come
-along (tool)
-back (n., u.m.)
-between (n.)
-down (n.)
-off (n., u.m.)
-on (n., u.m.)
-out (n.)
-outer
uppance
comic#book
command
-line
#prompt
commander#in
#chief
common
-carrier
#law
-place
#sense (n.)
sense (u.m.)
weal
wealth
companionship
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cone
-shaped (u.m.)
speaker
conference#room
Congressman#at
#Large
contra (pref.)
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-approach
-ion
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-book
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stove
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cooped
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-bottomed (u.m.)
-colored (u.m.)
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-headed (u.m.)
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-nose
plate
-plated (u.m.)
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works
-copy
-cat
cutter
desk
#editor
fitter
holding
reader
right
writer
coral
-beaded (u.m.)
-red (u.m.)
cork
-lined (u.m.)
screw
corn
-bin
bread
cake
cob
cracker
crib
crusher
cutter
dodger
-fed (u.m.)
husk
loft
meal
#pone
starch
corner
-bind
post
corpsmember
cost
#effective (n.)
-effectiveness
wise
costo (c.f.)
-all one word
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-clad (u.m.)
-covered (u.m.)
-growing (u.m.)
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packer
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seed
sick
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#septum
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top, etc.
as combining
form, one
word
country
-born (u.m.)
-bred (u.m.)
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people
side
wide
county
#seat
-wide
court
-bred
-martial
ship
cousin
-german
hood
-in-law
cover
alls
let
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Compounding Examples

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weight (n., u.m.)
wood

defeat
bed
blow
day
-divided (u.m.)
do (v.)
-house
-struck (u.m.)
trap
watch
-weary (u.m.)

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#making (n.)
-making (v.)
derkhand

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cut (u.m.)
felt (u.m.)
-freeze (u.m., v.)
frying (u.m.)
going
-grown (u.m.)
laid (u.m.)
most
mouthed
-rooted (u.m.)
-sea
-seated (u.m.)
-set (u.m.)
sunk (u.m.)
-voiced (u.m.)
-water (u.m.)
deer
-drive (n.)
eyed (u.m.)
food
herd

horn
hound
meat
stalker
stand
tick
dehydr(o) (c.f.)
all one word
demi (pref.)
-Christian, etc.
-incognito
rest one word
dermat(o) (c.f.)
all one word
desk
#room
top (n., u.m.)
dessert
#fork
#knife
spoon
deutero (c.f.)
all one word
devil
-devil
dog (a marine)
-inspired (u.m.)
ridden (u.m.)
dew
-beam
cap
-clad (u.m.)
claw
damp
-drenched (u.m.)
drop
fall
-fed (u.m.)
laden (u.m.)
lap
point
dextro (c.f.)
all one word
di (pref.)
all one word
dia (pref.)
all one word
dialog#box
dial-up
diamond
back
-backed (u.m.)
-shaped (u.m.)
diazo (c.f.)
oxide
rest one word
dice
cup
play
die
-away (u.m.)
back
case
-cut (u.m., v.)
caster
-cut (u.m., v.)
cutter
-hard (n., u.m.)
head
-proof (philately)
(n.)
setter
sinker
-square (u.m.)
stock
diesel
-driven (u.m.)
electric (u.m.)
dillydally
dim
-lighted (u.m.)
lit
out (n., u.m.)
diner-out
ding
bat
don

dining#room
dinitro (c.f.)
#spray
rest one word
dip
-dye (v.)
-grained (u.m.)
head
stick
dipper-in
direct
-connected (u.m.)
-indirect
direction-finding
(u.m.)
dirt
-cheap (u.m.)
fast
-incrusted (u.m.)
plate
dirty
-faced (u.m.)
minded (u.m.)
-work
dis (pref.)
all one word
dish
cloth
#cover
pan
rack
rag
#towel
washer
disk
#drive
jockey
pack
plow
-shaped (u.m.)
ditch
  bank
digger
rider
side
dive
  -bomb (v.)
  #bomber
do
  -all (n., u.m.)
  -gooder
  -little (n., u.m.)
  -nothing (n., u.m.)
dock
  hand
  head
  side
  worker
dog
  bite
  -bitten (u.m.)
  breeder
cart
  catcher
  #days
  -drawn (u.m.)
  -ear (v.)
  -eared (u.m.)
  face (soldier)
  -faced (u.m.)
door
  bed
  bell
  case
  check
  frame
  head
  jamb
  keeper
  knob
  knocker
  mat
  #opener
  nail
  -shaped (u.m.)
dot
  -matrix
  #pitch
double
  -barrel (n., u.m.)
  -barreled (u.m.)
  -bitt (v.)
  -breasted (u.m.)
  -charge (v.)
  check (n., v.)
  checked (u.m., v.)
  -chinned (u.m.)
  -click
  cross (nonliteral)
  deal (v.)
  -decker
  dipper
  (nonliteral)
  -duty (u.m.)
  -dye (v.)
  -edged (u.m.)
  -ender
  -entendre
  handed
  -headed (u.m.)
  header
  -jointed
  -leaded (u.m.)
  -quick (u.m.)
  -sided
  #space (v.)
  #take
dough
  boy
  -colored (u.m.)
  face
  -faced (u.m.)
  head
  mixer
  nut
down
  beat
  by
  cast
  check
  coast
come
  -covered (u.m.)
  crier
cry
curved
cut
  dale
draft
drag
drill
  face
  fall
  feed
  filled
  flow
  fold
  grade
  gradient
growth
  hanging
  haul
  hearted
  hill
  lead
  load
  lock (n.)
  look
  most
  payment
  pour
  rate
  right
  river
  rush
  shore
side
sitting
slip
slope
-soft (u.m.)
sput
stage
stairs
state
stream
street
stroke
stroke
sun (adv., u.m.)
swing
take
throw
thrust
thrust
thrust
town
trampling
trend
trodden
turn
valley
weigh
weight
weight
wind
draft
-age (allowance)
#age
-exempt (u.m.)
drag
bar
bolt
net
pipe
rope
saw
staff
wire
dragger
-down
-in
-out
-up
dragon
-eyd (u.m.)
fly
#piece
drain
cleaner
pipe
plug
tile
drainage
#area
#basin
-way
draw
-arch (n.)
arm
back
bar
beam
bench
bolt
bore
bridge
cut
down (n., u.m.)
file
gate
gear
glove
head
horse
knife
knot
link
loom
net
off (n., u.m.)
out (n., u.m.)
pin
plate
point
sheet
span
stop
string
tongs
tube
drawer
-down
-in
-off
-out
drawing
#board
#room
dream
-haunted (u.m.)
land
lore
world
dredge
#net
dressup (n., u.m.)
dressing
#room
-drift
#boat
-bolt
-meter
-mining (u.m.)
#net
-pin
-wind
drill
-case
-like
stock
drip
-cock
-drip
-dry (u.m., v.)
-sheet
-stick
drive
-away (n., u.m.)
-belt
bolt
by (n., u.m.)
cap
head
-in (n., u.m.)
pipe
screw
#shaft
way
drop
-away (n., u.m.)
bolt
cloth
-down
-forge (v.)
front
hammer
head
kick
leaf (n., u.m.)
leg
off (n., u.m.)
out (n., u.m.)
sonde
stitch
drug
-addicted (u.m.)
mixer
passer
pusher
seller
#user
drum
-beat
-fire
-head
-stick
-up (n., u.m.)
dry
-burnt (u.m.)
#cell
-clean
-cure (v.)
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<td>Eajestertime</td>
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elder
  -brother
  -leaved (u.m.)

electro (c.f.)
  -optics
  -osmosis
  -ultrafiltration

embryo (c.f.)
  all one word

empty
  handed
  -looking (u.m.)

en
  -banc
  -gros
  -route

encephalo (c.f.)
  all one word

end
  -all (n., u.m.)
  bell
  brain
  gate
  lap
  long
  -match (v.)
  matcher
  -measure (v.)
  most
  -shrink (v.)
  ways

ender
  -on
  -up

endo (c.f.)
  all one word

ingine
  #shop
  -sized (u.m.)
  work
  #worker
  #yard

entero (c.f.)
  all one word

entry
  -book
  -way

envelope
  #holder
  #maker

epi (pref.)
  all one word

equi (c.f.)
  -gram-molar
  rest one word

eres
  long
  now
  errorproof

erythro (c.f.)
  all one word

even
  glow
  handed
  minded
  -numbered (u.m.)
  -tempered (u.m.)
ever
  -abiding (u.m.)
  bearing
  blooming
  -constant (u.m.)
  -fertile (u.m.)

ever
  -glade
  -going
  green
  lasting
  more
  -normal (u.m.)
  -present (u.m.)
  -ready (u.m.)
  sporting (biol.)
  which

every
  -day (n., u.m.)
  #day (each day)
  -how
  -one (all)
  #one (distributive)
  #time

eye
  -doer
  #eye
  -eyed (u.m.)
  -faced (u.m.)
  -looking (u.m.)
  -minded (u.m.)
  sayer
  speaker
  wishing

ex
  #cathedra
  cathedral
  communicate
  #Governor
  #libris
  #officio
  #post#facto
  #rights
  -serviceman
  -trader
  -vice-president

every
  -alimentary
  -American
  bold
  -Britannic
  -condensed (u.m.)
  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
  mark
  -minded (u.m.)
  #opener
  peep
  pit
  point
  service
  shade
  shield
  shot
  sick
  sight
  sore
  spot
  -spotted (u.m.)
  stalk
  strain
  string
  tooth
  wash
#weariness
wink
witness

F

F
-flat
-horn
-sharp

fable
#book
teller

face
-about (n., u.m., v.)
-arbor (v.)
cloth
-harden (v.)
-hardened (u.m.)
lifting
mark
-off (n.)
-on (n., u.m.)
plate
up (n., u.m.)

fact
-book
-finding
-sheet

fade
-away (n., u.m.)
-in (n., u.m.)
-out (n., u.m.)
fail-safe

faint
-heart
-voiced (u.m.)

fair
-ground
-lead (n., u.m.)
minded
play
-skinned (u.m.)

#trade

fairy
-folk
-hood
tale
faithbreaker

fall
-away (n., u.m.)
-back (n., u.m.)
-guy
-in (n., u.m.)
-out (n., u.m.)
-plow (v.)
-sow (v.)
-trap
fallow

false
-bottomed (u.m.)
-face
-faced (u.m.)
-hood
-tongued (u.m.)

fame
-crowned (u.m.)
-thirsty (u.m.)

fan
-back
-bearer

#belt
-fare
-fold
-foot
-jet
-leaved (u.m.)
-marker
-shaped (u.m.)
-tailed (u.m.)

fancy
-free (u.m.)
-loose (u.m.)
-woven (u.m.)
-wrought (u.m.)

far
-alof (u.m.)

away (n., u.m.)
-borne (u.m.)
-distant (u.m.)
-eastern (u.m.)
-famed (u.m.)
-fetched
-flung (u.m.)
gone
-off (u.m.)
-out
-reaching (u.m.)
-seeing
-seen (u.m.)
-set (u.m.)
sight

farm
-bred (u.m.)
-hand
-hold
-owner
-people
-place
-stead
-worker

fashion
-led (u.m.)
-piece (naut.)

#plate
-setting (u.m.)

fast
-anchored (u.m.)
-back
-dyed (u.m.)
-going
-hold
-moving (u.m.)
-read (v.)
-reading (u.m.)

#time (daylight saving)

fat
-back
-bellied (u.m.)

-free (u.m.)
-head
-soluble (u.m.)

father
-confessor
-in-law
-land

fault
-finder
-line
-slip

fax
-and-voice#
-mailbox

#modem
-on-demand

fear

-free (u.m.)
nought
-pursued (u.m.)
-shaken (u.m.)

feather
-bed (v.)
-bedding
-bone
-brain
-edge
-footed (u.m.)
-head
-leaved (u.m.)
-stitch
-stitched (u.m.)
-twitching
-tongue (v.)
-weight
-wing (moth)
-fed-up (u.m.)

feeble
-bodied (u.m.)
minded

feed
-back (n., u.m.)
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<td>#Optics</td>
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mouthed

**green**
- back (n., u.m.)
- belt (community)
- clad (u.m.)
- eyed (u.m.)
- gage (plum)
- gill
- grocer
- horn
- keeper
- leaved (u.m.)
- sand (geology)
- sick
- stuff
- sward
- town (community)
- wood (literal)
- wood (forest)

**greyhound**

**grid**
- iron
- lock
- griddlecake
- grillroom

**grip**
- sack
- wheel

**gross**
- minded (u.m.)
- weight

**ground**
- breaking
- hog
- mass
- nut
- path
- plot
- sluicer
- speed
- water

- wave
- work
- group-connect (v.)
- grownup (n., u.m.)
- grubstake

**guard**
- house
- plate
- rail

**guest**
- chamber
- house
- room
- guided-missile (u.m.)
- guidepost
- guider-in

**gum**
- boil
- chewer
- digger
- drop
- gum
- lac
- saline (n.)
- shoe

**gun**
- #barrel
- bearer
- blast
- builder
- cotton
- crew
- deck
- fight
- fire
- flint
- lock
- paper
- pit
- play
- point
- powder
- rack
- -rivet (v.)
- runner
- shop
- shot
- -shy (u.m.)
- sight
- stock
- wale

**gut**
- less
- string

**gutter**
- blood
- bred (u.m.)
- spine
- spout

**gymno** (c.f.)
- all one word

**gyneco** (c.f.)
- all one word

**gyro**
- #horizon
- #mechanism
- #pelorus
- plane, compass, etc.

**H**

**H**
- -bar
- -beam
- -bomb
- -hour

**hack**
- barrow
- hammer
- log
- saw
- hailstorm

**hair**
- band
- breadth
- brush
- -check (n.)
- cloth
- cut (n.)
- do
- dresser
- -fibered (u.m.)
- lock
- pin
- ribbon
- space (printing)
- splitting
- spring
- streak
- stroke (printing)
- trigger

**half**
- -and-half (n., u.m.)
- afraid
- alive
- angry
- back (football)
- backed (u.m.)
- baked (u.m.)
- bound (u.m.)
- caste
- clear
- cock (v.)
- coked (nonliteral)
- dark
- day
- deck
- decked (u.m.)
- decker
- feed (v.)
- hearted
- hourly (u.m.)
- life
- load
- loaded (u.m.)
- mast
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hoary-haired (u.m.)

**hob**
- goblin
- nail
- nob

**hobbyhorse**

**hockshop**

**hocus-pocus**

**hod** #carrier

**hodgepodge**

**hog**
- back
- -backed (u.m.)
- -faced (u.m.)
- fat
- frame
- hide
- nose (machine)
- -nosed (u.m.)
- pen
- sty
- -tie (v.)
- wash
- -wild (u.m.)

**hog’s-back** (geol.)

**hogshead**

**hoistaway** (n.)

**hold**
- all (n., u.m.)
- back (n., u.m.)
- -clear (n., u.m.)
- down (n., u.m.)
- fast (n., u.m.)
- off (n., u.m.)
- out (n., u.m.)
- up (n., u.m.)

**holder**
- -forth
- -on
- -up

**hole**
- #in#one
- -high (u.m.)
- -in-the-wall (n.)
- through

**hollow**
- back (bookbinding)
- -backed (u.m.)
- -eyed (u.m.)
- faced
- -ground (u.m.)

**holo** (c.f.)
- *all one word*

**holy**
- #day
- stone

**home**
- -baked (u.m.)
- body
- born
- bred
- brew
- builder
- #buyer
- -comer
- -coming
- -fed (u.m.)
- felt
- folk
- freeze (u.m., v.)
- front
- furnishings (n.)
- going
- grown
- lander
- life
- made
- maker
- owner
- #ownership
- plate
- #rule
- seeker
- sick
- spun

**stead**

**stretch**

**town**

**woven**

**homeo** (c.f.)
- *all one word*

**home#page**

**homo** #legalis
- #sapiens

**homo** (c.f.)
- -ousia, etc.
- *rest one word*

**honey**
- -colored (u.m.)
- comb
- -cured (u.m.)
- dew
- drop
- eater
- -laden (u.m.)
- lipped
- moon
- mouthed
- pot
- sucker
- sweet

**honor**
- bound
- #guard
- #man

**hood**
- cap
- mold
- wink

**hoof**
- beat
- mark
- print
- -printed (u.m.)

**hook**
- ladder
- nose

- -nosed (u.m.)
- pin
- up (n., u.m.)

**hooker**
- -off
- -on
- -out
- -over
- -up

**hoopstick**

**hop**
- about (n., u.m.)
- off (n., u.m.)
- scotch
- toad

**hopper**
- burn
- dozer

**horehound**

**hormono** (c.f.)
- *all one word*

**horn**
- bill
- blende
- blower
- -eyed (u.m.)
- pipe
- stay
- tip

**horneyhanded**

**horse**
- back
- breaker
- car
- cloth
- dealer
- fair
- fight
- flesh
- hair
- head
- herd
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-drill (v.)
  saw
job
  #lot
  seeker
  #shop
  site
joggle piece
joint owner
joulemeter
joy
  hop
  ride
  stick
jump
  master
  off (n., u.m.)
  rock
jungle
  -clad (u.m.)
  -covered (u.m.)
  #gym
  side
junkpile
jury
  #box
  -fixing (u.m.)
  -rigged (u.m.)
just in time
juxta (c.f.)
  -ampullar
  -articular
rest one word
K
K
  #car
  -ration
  -term
keel
  block
  fat
  haul
  -laying (u.m.)
  #line
  keepsake
kerato (c.f.)
all one word
kettle
  drum
  stitch
key
  board
  bolt
  hole
  lock
  note
  punch
  ring
  seat
  stone
  stop
  word
  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.)
killjoy
kiln
  -dry (u.m., v.)
  eye
  hole
  rib
  stick
  tree
kilo (pref.)
  gram-meter
  voltampere
  watthour
rest one word
kindheart
king
  bolt
  #crab
  head
  hood
  hunter
  maker
  piece
  pin
kins
  folk
  people
  kiss-off (n., u.m.)
kite
  flier
  flying
knapsack
knee
  -braced (u.m.)
  -brush
  -cap
  -deep (u.m.)
  -high (u.m.)
  -jerk (u.m.)
  -pad
  -pan
  -strap
  -knack
  point
knight
  -errant
  head
  hood
knitback
knock
  about (n., u.m.)
  away (n., u.m.)
  down (n., u.m.)
  -knee (n.)
  -kneed (u.m.)
  -on (n., u.m.)
  out (n., u.m.)
  up (n., u.m.)
kocker
  -off
  -up
knot
  hole
  horn
know
  -all (n., u.m.)
  -how (n., u.m.)
  -it-all (n., u.m.)
  -little (n., u.m.)
  -nothing (n., u.m.)
knuckle
  bone
  buster
  -deep (u.m.)
  -kneed (u.m.)
L
L
  -bar
  -beam
  -block
  -shaped
  -square
labio (c.f.)
all one word
laborsaving
lace
  -edged (u.m.)
  #edging
  wing (insect)
  -winged (u.m.)
  worked
lackluster
ladder-backed
  (u.m.)
lady
  beetle
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magnetite  
- basalt  
- olivinitite  
- spinellite  

magneto (c.f.)  
- optics  
  rest one word  

mahjong  

maid  
- #of#honor  
  servant  

maiden  
- hair  
- head  
- hood  
  #name  

mail  
- bag  
- clad  
- clerk  
- guard  
  -order (u.m.)  
- pouch  
- room  
- slot  
- truck  

main  
- frame  
- mast  
- pin  
- sail  
- sheet  
- spring  
- stay  
- stream  
  (nonliteral)  
- top  
- topmast  
  #yard  

major  
- -domo  
- #league  
- -leaguer  

make  
- -believe (n., u.m.)  
  fast (n.)  
  over  
  ready (printing)  
  shift  
  up (n., u.m.)  
  weight  

maker  
- -off  
- -up  

making#up  

mal (c.f.)  
  all one word  

man  
- back  
- -child  
- -created (u.m.)  
- -day  
- eater  
- -fashion (u.m.)  
- -grown (u.m.)  
- handle  
- hater  
- -high (u.m.)  
- hole  
- -hour  
- killer  
- kind  
- -made (u.m.)  
- -minute  
- -of-war (ship)  
- power  
- servant  
- -size (u.m.)  
- slaughter  
- slayer  
- stepper  
- stopper  
- trap  
- -woman  
- -year  

manic-depressive  
manifold  

mantel  
- piece  
- shelf  
- tree  

many  
- -colored (u.m.)  
- -folded (u.m.)  
- -layered (u.m.)  
- plies  
- -sided (u.m.)  

mapreader  

marble  
- head  
- -looking (u.m.)  
- -topped (u.m.)  
- -white (u.m.)  

mare's  
- -nest  
- -tail  

mark  
- -down  
- -off  
- -up  

marketplace  

marsh  
- buck  
- mallow  
  (confection)  
#mallow (plant)  

mass  
- -minded (u.m.)  
- -produce (v.)  

mast  
- -brown (u.m.)  
- head  

master  
- #at#arms  
- mind  
- #of#ceremonies  
- piece  
- ship  
- #stroke  
- #workman  

mat-covered (u.m.)  

match  
- book  
- head  
- -lined (u.m.)  
- mark  
- safe  
- stick  

maxi (n.)  

maxi (pref.)  
  all one word  

May  
- #Day  
- -day (u.m.)  

pole  

tide  

may  
- be (adv.)  
- beetle  
- day (distress call)  
- hap  

mealmouth  

mean  
- -acting (u.m.)  
- -spirited (u.m.)  

time  
  (meanwhile)  
#time  
  (astronomical)  

tone (u.m.)  

while  

meat  
- ball  
- cutter  
- -eater
Compounding Examples

- fed (u.m.)
  - hook
  - hungry (u.m.)
  - packer
  - works
  - wrapper

mechanico (c.f.)
  all one word

medico (c.f.)
  all one word

medio (c.f.)
  all one word

medium
  - brown (u.m.)
  - size(d) (u.m.)
  - weight (n., u.m.)

meek
  - eyed (u.m.)
  - hearted
  - spirited (u.m.)

meetingplace

megalo (c.f.)
  all one word

melon
  - grower
  - laden (u.m.)
  - shaped (u.m.)

melt
  - down (n., u.m.)
  - water

men
  - folk
  - kind

meningo (c.f.)
  all one word

menu-driven

merry
  - go-round
  - meeting
  - minded (u.m.)

meshbag

meso (c.f.)
  all one word

mess
  - hall
  - kit
  - room
  - tin
  - up (n., u.m.)

meta (pref.)
  all one word

metal
  - ammonium
  - clad (u.m.)
  - coated (u.m.)
  - lined (u.m.)
  - works

meter
  - amperes
  - gram
  - kilogram
  - kilogram-second
  - millimeter

metro (c.f.)
  all one word

mezzo
  - graph
  - relievo
  - soprano
  - tint

micro (c.f.)
  - organism
  rest one word

mid (c.f.)
  - American, etc.
  - April
  - day
  - decade
  - dish
  - ice
  - level
  - 1958
  - Pacific, etc.
  - Victorian, etc.
  rest one word

middle
  - aged (u.m.)
  - breaker
  - brow (nonliteral)
  - burst (v.)
  - buster
  # ear
  # ground

mild
  - cured (u.m.)
  - mannered (u.m.)
  - spoken (u.m.)

mile
  - long (u.m.)
  - ohm
  - post
  - pound
  - ton
  - wide (u.m.)

milk
  - fed (u.m.)
  - head
  # run
  - shake
  - shed
  - sick
  - sop
  - white (u.m.)

mill
  - cake
  - course

dam
  - feed
  - hand
  - headed (u.m.)
  - pond
  - post
  - race
  - ring
  - stock
  - stream
  - wright

milli (c.f.)
  gram-hour
  rest one word

mincemeat

mind
  # healer
  - healing (u.m.)
  - reader
  - set (n.)
  - sight

mine
  - field
  - layer
  - ship
  - sweeper
  - thrower
  - works

mini (n.)

mini (pref.)
  all one word

minor
  # league
  - leaguer
  minute# book

mirror
  - faced (u.m.)
  - scope

mis (pref.)
  all one word

mischiefmaking

mist
  - bow
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<tr>
<th>Word</th>
<th>Definition</th>
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<td>bag, changer, getter, grubber, lender, -mad (u.m.), maker, saver</td>
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<tr>
<td>mole</td>
<td>catcher, -eyed (u.m.), head, hill</td>
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<td>moneky</td>
<td>-faced (u.m.), nut, pod, pot, shine, #wrench</td>
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<td>moo (c.f.)</td>
<td>mono (c.f.), -ideistic, -iodo, -iodohydrin, -ion, -ousian, rest one word</td>
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<td>beam, blind, #blindness, blink, born, -bright (u.m.), eye, face, gazing, glow, head, lighter, lit, -mad (u.m.), path, rise, sail, set, shade, shine, shot, sick, struck, tide, walker, -white (u.m.), moosecall</td>
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<td>head, stick, up (n., u.m.), mopper-up</td>
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<td>-sickness, #star, tide</td>
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<td>-free (u.m.), #net</td>
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<td>board, hood, -in-law, -of-pearl</td>
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<td>moto</td>
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<td>mud</td>
<td>bank, bath, -colored (u.m.), flat, flow, guard, head, hole, lark, sill, slinger, -splashed (u.m.), stain, sucker, track, #turtle, muddlehead</td>
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<td>moundbuilder</td>
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<td>-high (u.m.), side, top, -walled (u.m.)</td>
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<td>-brown (u.m.), -eared (u.m.), -eaten (u.m.), hole, trap</td>
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<td>mouth</td>
<td>-filling (u.m.), -made (u.m.), piece, wash</td>
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<td>muck</td>
<td>rake (v.), raker, sweat</td>
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<td>muco</td>
<td>(c.f.), all one word</td>
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<td>motor</td>
<td>bike, bus, cab, cade, car, coach, cycle, -driven (u.m.), jet, -minded (u.m.), #scooter, ship, truck</td>
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- grown (u.m.)
- hawk
- long (u.m.)
- mare
- #school
- shade
- #shift
- shirt
- side
- tide
- walker
- nimble
- -fingered (u.m.)
- footed
- nimbostratus (clouds)
- nine
- fold
- #holes
- -lived (u.m.)
- pin
- score
- nitpicker
- nitro (c.f.)
- -hydro-carbon
- rest one word
- no
- -account (n., u.m.)
- -fault
- -fee
- -good (n., u.m.)
- -hitter (n.)
- how
- #man’s land
- #one
- -par (u.m.)
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medic
rest one word

parcel
#carrier
-plate (v.)
#post

parchment
-covered (u.m.)
#maker
-making (u.m.)

parieto (c.f.)
-occipital
rest one word

parimutuel

park
#forest
land
way

part
-finished (u.m.)
#owner
-time (u.m.)
-timer (n.)
#way

parti (c.f.)
all one word

patrol
man
#wagon
pattycake

paw
broker
shop

pay
back (n., u.m.)
check
#cut
day
dirt
load
off (n., u.m.)
out (n., u.m.)
#raise
roll
sheet
- TV

pea
#coal
coat
cod
-green (u.m.)
hen

-jacket
nut
pod
shooter
-sized (u.m.)
stick

peace
-blessed (u.m.)
breaker
-loving (u.m.)
maker
#pipe
time

peach
bloom
blow (color)
-colored (u.m.)
pear-shaped (u.m.)

pearl
-eyed (u.m.)
fishing
-pure (u.m.)
-set (u.m.)
-studded (u.m.)
-white (u.m.)

peat
-roofed (u.m.)
moss
stack

pebble
-paved (u.m.)
-strewn (u.m.)

peep
eye
hole
show
sight

peer-to-peer

pen
-cancel (v.)
head
knife
mansion
#name
point
pusher
rack
script
-shaped (u.m.)
stock
trough

pencil
#box
holder
-mark (v.)

penny
-a-liner
pincher
weight
winkle
worth
pent-up (u.m.)

penta (c.f.)
-acetate

pepper
corn
#jelly
mint
pot
-red (u.m.)
peptalk

per
#annum
cent
#centum
compound
(chemical)
current
(botanical)
#diem
salt (chemical)
#se
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-tailed (u.m.)
up (n., u.m.)
wheel
**pinch**
back
bar
beck
cock
fist
-hit (v.)
hitter
penny
**pine**
apple
-bearing (u.m.)
-clad (u.m.)
#cone
-fringed (u.m.)
#needle
#oil
-shaded (u.m.)
#tar
**pink**
blossomed (u.m.)
eye (n.)
eyed (u.m.)
**pipe**
drawn (u.m.)
dream
fitter
layer
line
-shaped (u.m.)
stem
walker
welder
**pisci** (c.f.)
all one word
pistol-whipped (v.)
**piston**
head
#pin
#rod
**plane**
curve
load
-mile
-parallel (u.m.)
table (surveying)
**plani** (c.f.)
all one word
**plano** (c.f.)
all one word
**plant**
food
life
site
plasterboard
**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.)
#pipe
up (n., u.m.)
**place**
card
kick
plague-infested
(u.m.)
**plain**
back (fabric)
-bodied (u.m.)
clothes
(u.m.)
clothesman
-headed (u.m.)
-looking (u.m.)
-spoken (u.m.)
woven (u.m.)
**plow**
back (n., u.m.)
-bred (u.m.)
hand
horse
pan
point
-shaped (u.m.)
share
shoe
sole
staff
#tail
wright
**pleasure**
bent (u.m.)
boat
-seeking (u.m.)
tired (u.m.)
-weary (u.m.)
**pleo** (c.f.)
all one word
**pleuro** (c.f.)
all one word
**play**
-act (v.)
back (n., u.m.)
bill
book
boy
broker
day
down (n., u.m.)
fellow
goer
-going
ground
mate
-off (n., u.m.)
pen
reader
**plug**
-and-play
hole
-in (n., u.m.)
tray
-ugly (n., u.m.)
plumbline
plume-crowned
(u.m.)
**pluri** (c.f.)
all one word

**room**
script
suit
thing
time
wright
#yard

**valve**

**pit**
#boss
#bull
eyed (u.m.)
fall
head
headed (u.m.)
hole
mark
-marked (u.m.)
-rotted (u.m.)
saw
side

**plate**
cutter
#glass
-incased (u.m.)
layer
mark
-proof (printing)
-rolled (u.m.)

**place**
card
kick

**plague-infested**
(u.m.)

**plain**
back (fabric)
-bodied (u.m.)
clothes
(u.m.)
clothesman
-headed (u.m.)
-looking (u.m.)
-spoken (u.m.)
woven (u.m.)

**plea**

**pistol**

**pistone**

**piston**
head
#pin
#rod

**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.)
#pipe
up (n., u.m.)

**place**
card
kick

**plague-infested**
(u.m.)

**plain**
back (fabric)
-bodied (u.m.)
clothes
(u.m.)
clothesman
-headed (u.m.)
-looking (u.m.)
-spoken (u.m.)
woven (u.m.)

**plug**
-and-play
hole
-in (n., u.m.)
tray
-ugly (n., u.m.)
plumbline
plume-crowned
(u.m.)

**pluri** (c.f.)
all one word
| pluto (c.f.) | -vault (v.) | card |
| c.f. | all one word | -Christian, etc. |
| pneumato (c.f.) | -hydato-genetic | -cold-war (u.m.) |
| u.m. | rest one word | #diem |
| politico (c.f.) | -orthodox | -free (u.m.) |
| u.m. | rest one word | haste |
| poll | book | #hospital |
| #parrot | (military) | #meridiem |
| #tax | mortem (literal) | #mortem |
| poly (c.f.) | all one word | (nonliteral) |
| poor | -blooded (u.m.) | #partum |
| farm | #school (military) | audit, graduate, |
| -spirited (u.m.) | etc. | as prefix, one |
| pop | corn | word |
| eye | postal#card | pot |
| gun | | -yard |
| up (n., u.m.) | | cake |
| poppy | -bordered (u.m.) | -foolish (u.m.) |
| cock | -foot | worth |
| -red (u.m.) | seed | powder |
| pork | barrel (n., u.m.) | -blue (u.m.) |
| #chop | farm | box |
| fish | -spirited (u.m.) | #house |
| #pie | seed | #keg |
| port | cullis | #mill |
| fire | -bordered (u.m.) | #room |
| folio | cock | -scorched (u.m.) |
| hole | -red (u.m.) | power |
| hook | seed | boat |
| manteau | -spirited (u.m.) | #mower |
| -mouthed (u.m.) | seed | -operated (u.m.) |
| side | -spirited (u.m.) | pack |
| #wine | seed | plant |
| post | #bellowed | praise |
| #keeper | -deserving (u.m.) | -deserving (u.m.) |
| -keeping (u.m.) | -spoiled (u.m.) | worthiness |
| poultry | #roast | pre (pref.) |
| #raiser | shot | -Incan, etc. |
| | | audit, existing, |
| | | etc. |
| | | rest one word |
| president | #pro#tempore | press |
| -elect | | #agent |
| | | -agency |
| | | board |
| | | feeder |
| | | -forge (v.) |
| | | -made (u.m.) |
| | | mark |
| | | pack (v.) |
| | | plate |

<p>| pock | mark |
| -marked (u.m.) | cake |
| -pit (v.) | -foot |
| pocket | book (purse) | worth |
| book (book) | powder |
| -eyed (u.m.) | -blue (u.m.) |
| knife | box |
| -sized (u.m.) | #house |
| -veto (v.) | #keg |
| poet | -artist | #mill |
| #laureate | #room |
| -painter | -scorched (u.m.) |
| pointblank | power |
| Point-to-Point | boat |
| poison-dipped | #mower |
| (u.m.) | -operated (u.m.) |
| pole | arm | pack |
| -armed (u.m.) | plant |
| ax | praise |
| burn | -deserving (u.m.) |
| cat | -spoiled (u.m.) |
| -dried (u.m.) | worthiness |
| horse | pre (pref.) |
| -pile (v.) | -Incan, etc. |
| setter | audit, existing, |
| -shaped (u.m.) | etc. |
| sitter | rest one word |
| -stack (v.) | president |
| star | -elect |
| timber | #pro#tempore |
| trap | press |
| | #agent |
| | -agency |
| | board |
| | feeder |
| | -forge (v.) |
| | -made (u.m.) |
| | mark |
| | pack (v.) |
| | plate |</p>
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putter
- forth
- in
- off
- on
- out
- through
- up
pyo (c.f.)
  all one word
pyro (c.f.)
  all one word
Qu
  Q
  - boat
  - fever
quadri (c.f.)
  - invariant
  rest one word
quarrystone
quarter
  - angled (u.m.)
  - back
  - bloom (u.m.)
  #boards
  - bound (u.m.)
  - breed (u.m.)
  - cast (u.m.)
  - cut (u.m.)
  deck
  - miler
  # note
  pace
  - phase (u.m.)
  saw (v.)
  staff
  stretch
  - yearly (u.m.)
quartermaster
  # general
  - generalship
quasi
  all hyphened
queen#bee

quick
  - change (u.m., v.)
  - drawn (u.m., v.)
  freeze (u.m., v.)
  lime
  sand
  set
  silver
  step
  # time
  - witted (u.m.)
quin (c.f.)
  all one word
quit
  claim
  rent
R
rabbit
  - backed (u.m.)
  - eared (u.m.)
  # foot
  # head
  - ridden (u.m.)
  road
  setter
  splitter
  # train
  way# maker
  wayman
rain
  band
  - beaten (u.m.)
  bow
  check
  coat
  drop
  fall
  # forest
  - soft (u.m.)
  spout
  storm
  wash
  water
  rake off (n., u.m.)
ram
  jet
  rod
  shackle
ranch
  # hand
  house
Random-access
range
  finder
  # light
  rider
rapid
  # fire
  # transit
rash
  - brained (u.m.)
  - headed (u.m.)
  - hearted (u.m.)
  - minded (u.m.)
rat
  bite
  catcher
  hole
  - infested (u.m.)
  # train
  race
  - tailed (u.m.)
  - tight (u.m.)
  trap
rate
  # cutter
  - cutting (u.m.)
  - fixing (u.m.)
  payer
  - raising (u.m.)
  setting
rattle
  brain
  snake
  trap
raw
  boned
  - edged (u.m.)
  hide
  - looking (u.m.)
razor
  back
  - billed (u.m.)
  # blade
  edge
  - keen (u.m.)
### Compounding Examples

<table>
<thead>
<tr>
<th>Word</th>
<th>Def</th>
<th>Example</th>
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<tr>
<td>-sharp (u.m.)</td>
<td>strop</td>
<td>razzle-dazzle</td>
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<tr>
<td>re (pref.)</td>
<td>-cover (cover again)</td>
<td>rhino (c.f.)</td>
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<td>-create (create again), etc.</td>
<td>-cross-examination</td>
<td>rhizo (c.f.)</td>
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<td>-ice</td>
<td>-red</td>
<td>rhod(o) (c.f.)</td>
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<td>-ink</td>
<td>-redirect</td>
<td>rhomb(o) (c.f.)</td>
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<td>-evaluate, process, etc.</td>
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<td>reading#room</td>
<td>read</td>
<td>growing</td>
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<td>out (n.)</td>
<td>through (n., u.m.)</td>
<td>#water</td>
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<td>ready</td>
<td>rich</td>
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<td>-built (u.m.)</td>
<td>-handed (u.m.)</td>
<td>-bound (u.m.)</td>
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<td>made (u.m.)</td>
<td>-mix (u.m.)</td>
<td>-clad (u.m.)</td>
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<td>#reference</td>
<td>regionwide</td>
<td>-looking (u.m.)</td>
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<tr>
<td>room</td>
<td>religio (c.f.)</td>
<td>rickrack</td>
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<td>-witted (u.m.)</td>
<td>reformat</td>
<td>ridge</td>
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<td>rear</td>
<td>out (n., u.m.)</td>
<td>band</td>
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<td>#end</td>
<td>-skinned (u.m.)</td>
<td>pole</td>
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<td>guard</td>
<td>tape (nonliteral)</td>
<td>top</td>
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<td>most</td>
<td>#tape (literal)</td>
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<td>view (u.m.)</td>
<td>-throated (u.m.)</td>
<td>rifleshoot</td>
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<td>ward</td>
<td>-yellow (u.m.)</td>
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<td>reformat</td>
<td>out (n., u.m.)</td>
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<td>recordbreaker</td>
<td>regionwide</td>
<td>-up (n., u.m.)</td>
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<td>-off (n., u.m.)</td>
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<td>-angle (u.m., v.)</td>
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<td>representative</td>
<td>-angled (u.m.)</td>
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<td>#at#large</td>
<td>#away</td>
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<td>rake</td>
<td>-elect</td>
<td>#field (sports)</td>
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<td>-ocular</td>
<td>research#worker</td>
<td>-handed (u.m.)</td>
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<td>-omental</td>
<td>resino (c.f.)</td>
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<td>-operative</td>
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<td>-oral</td>
<td>retro (c.f.)</td>
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<td>-ocular</td>
<td>-of-way</td>
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<td>rheo (c.f.)</td>
<td>-omental</td>
<td>wing (political)</td>
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<td>-operative</td>
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<td>-oral</td>
<td>-of-way</td>
<td>-deep (u.m.)</td>
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<td>-headed (u.m.)</td>
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<td>most</td>
<td>rock</td>
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<td>-of-way</td>
<td>wing (political)</td>
<td>ring</td>
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<td>-bound (u.m.)</td>
<td>bolt</td>
<td>-adorned (u.m.)</td>
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<td>giver</td>
<td>-banded (u.m.)</td>
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<td>head</td>
<td>-billed (u.m.)</td>
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<td>rickrack</td>
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<td>-off (n., u.m.)</td>
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<td>sight</td>
<td>pin</td>
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<td>stand</td>
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<td>stick</td>
<td>-shaped (u.m.)</td>
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<td>-up (n., u.m.)</td>
<td>-tailed (u.m.)</td>
<td>side</td>
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<td>worm</td>
<td>rip</td>
<td>#bottom</td>
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<td>roar</td>
<td>far</td>
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<td>roaring</td>
<td>sack</td>
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<td>-off (n., u.m.)</td>
<td>saw</td>
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<td>snorter</td>
<td>tide</td>
<td>shorter</td>
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<td>side</td>
<td>-up (n., u.m.)</td>
<td>water</td>
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<td>river</td>
<td>bank</td>
<td>-formed (u.m.)</td>
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<tr>
<td>bed</td>
<td>flow</td>
<td>front</td>
</tr>
<tr>
<td>#bottom</td>
<td>head</td>
<td>scape</td>
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<tr>
<td>scape</td>
<td>side</td>
<td>wash</td>
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</tbody>
</table>
-worn (u.m.)
road
bank
bed
block
builder
head
hog
kill
map
#runner (bird)
#show
side
test (v.)
way
-weary (u.m.)
rock
abye
bottom
(nonliteral)
#climber
-climbing (u.m.)
fall (n.)
-fallen (u.m.)
fill
firm
pile
-ribbed (u.m.)
#salt
shaft
slide
rod-shaped (u.m.)
roe
buck
#deer
roentgeno (c.f.)
all one word
roll
about (n., u.m.)
back (n., u.m.)
call
-fed (v.)
film
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
over (n., u.m.)
top
up (n., u.m.)
roller
#blade
#coaster
-made (u.m.)
-milled (u.m.)
#skate
Romano (c.f.)
-cannonical, etc.
-Gallic, etc.
roof
garden
line
top
tree
room
#clerk
keeper
mate
roominghouse
root
bound
cap
-cut (u.m.)
fast
hold
#mean#square
#rot
stall
stock
rope
dance
layer
stitch
walk
rose
-bright (u.m.)
bud
bush
head
-headed (u.m.)
-scented (u.m.)
-sweet (u.m.)
tan
#water
rotor
craft
ship
rotten
-dry (u.m.)
-minded (u.m.)
rough
-and-ready (u.m.)
-and-tumble (n., u.m.)
cast (u.m., v.)
-coat (v.)
-cut (u.m.)
-drawn (v.)
-dress (v.)
dry (u.m., v.)
-face (v.)
-faced (u.m.)
hew
house
-legged (u.m.)
-looking (u.m.)
neck
rider
setter
shod
-sketeh (v.)
stuff
tailed
-work (n.)
work (v.)
wrought
roughehr
-down
-out
-up
roughing-in (u.m.)
round
-about (n., u.m.)
-about-face
-faced (u.m.)
head
-made (u.m.)
mouthed
nose (tool)
out (n., u.m.)
robin (petition)
seam
table (panel)
tailed (u.m.)
topped (u.m.)
trip
-tripper
up (n., u.m.)
rub
-a-dub
down (n., u.m.)
rubber
band
down
-lined (u.m.)
eck
-off
-set (u.m.)
stamp
(nonliteral) (n., u.m., v.)
-stamp (n.)
-stamped (u.m.)
ruby
-hued (u.m.)
-red (u.m.)
-set (u.m.)
throated (u.m.)
rudder
head
hole
post
stock
rule of thumb

rum
- crazed (u.m.)
runner
seller
rumpus room

run
about (n., u.m.)
around (n., u.m.)
away (n., u.m.)
back (n., u.m.)
by (n.)
down (n., u.m.)
in (n., u.m.)
on (n., u.m.)
out (n., u.m.)
over (n., u.m.)
through (n., u.m.)
up (n., u.m.)
runner-up
Russo (c.f.)
- Chinese, etc.
rest one word

rust
- brown (u.m.)
eaten (u.m.)
proofing
- resistant (u.m.)
- stained (u.m.)
rye field

S
S
- bend
- brake
- iron
- ray
- shaped
- trap
- wrench
saber
- legged (u.m.)

tooth
- toothed (u.m.)
sable-cloaked (u.m.)
Sabrejet
saccharo (c.f.)
all one word
sack
bearer
cloth
coat
- coated (u.m.)
- making (u.m.)
- shaped (u.m.)
sacro (c.f.)
all one word
sad
- eyed (u.m.)
iron
sack
- voiced (u.m.)
saddle
back
- backed (u.m.)
bag
bow
cloth
- graft (v.)
# horse
- making (u.m.)
nose
- nosed (u.m.)
sore
- stitched (u.m.)
tree
- wire (u.m.)
safe
blower
cracker
- deposit (u.m.)
guard
hold
# house
# site
sage
brush
leaf
- leaved (u.m.)
sail
cloth
- dotted (u.m.)
- flying
- saintlike
sales
book
clerk
manship
people
person
salmon
- colored (u.m.)
- red (u.m.)
salpingo (c.f.)
oophorectomy
- oophoritis
- ovariotomy
- ovaritis
rest one word
salt
box
cellar
- cured (u.m.)
# lick
mouth
pack
pan
Peter
pet
pit
pond
shaker
spoon
sprinkler
water
works
salver
form
- shaped (u.m.)
sample
# book
# box
maker
- making (u.m.)
sand
bag
bank
bar
bath
bin
blast
blown
box
- built (u.m.)
- buried (u.m.)
- cast (u.m., v.)
culture
# dune
fill
flea
glass
heat
hill
- hillier
hog
hole
lapper
lot
paper
pile
pipe
pit
- pump (u.m., v.)
shoe
spit
storm
table
weld (v.)
- welded (u.m.)
- welding (u.m.)
sandy-bottomed
(u.m.)
sangfroid
sans
#serif
#souci
sapphire
- blue (u.m.)
- colored (u.m.)
sarco (c.f.)
  all one word
sashcord
satin
#cloth
- lined (u.m.)
- smooth (u.m.)
sauce
dish
pan
sauer
  braten
kraut
save-all (n., u.m.)
saw
back
belly
bill (bird)
- billed (u.m.)
bones (n.)
buck
dust
- edged (u.m.)
horse
setter
timber
tooth
- toothed (u.m.)
sax
cornet
horn
tuba
say
- nothing (n., u.m.)
- so (n.)
scale
  bark
  down (n., u.m.)
  pan
  - reading (u.m.)
scapegoat
scapulo (c.f.)
  all one word
scar
  - clad (u.m.)
  face
  - faced (u.m.)
  # tissue
scarf
scarfpin
scarlet
- breast (u.m.)
# fever
- red (u.m.)
scatter
  brain
  good
  # rug
scene
  shifter
  wright
schisto (c.f.)
  all one word
schizo (c.f.)
  all one word
school
  bag
  # board
  book
  bus
  children
  day
  - made (u.m.)
  mate
  ship
  teacher
- trained (u.m.)
  # year
scientifico (c.f.)
  all one word
scissor
bill
- tailed (u.m.)
- winged (u.m.)
scissors
  hold
  - shaped (u.m.)
  # smith
sclero (c.f.)
  - oophoritis
  - optic
  rest one word
score
  board
  book
  card
  sheet
scot-free
Scoto (c.f.)
- Britannic, etc.
Scotsman
scout
  # badge
  # car
  hood
  master
scrap
  basket
  book
  # paper
  works
scratch
  brush
  - brasher
  - coated (u.m.)
  # pad
  # test
screen
  out (n., u.m.)
  play
screw
  ball
  bolt
  cap
down (u.m.)
  drive (v.)
  - driven (u.m.)
driver
head
hook
jack
- lifted (u.m.)
nut
ship
# thread
  - threaded (u.m.)
  - turned (u.m.)
scroll
- back
head
work
scuttlebutt
scythe-shaped
sea
# base
- based (u.m.)
- bathed (u.m.)
beach
- beaten (u.m.)
bed
# bird
- blue (u.m.)
board
# boat
- born (u.m.)
borne
bound
- bred (u.m.)
coast
- deep (u.m.)
dog
-driven (u.m.)
drome
-encircled (u.m.)
fare (food)
fight
#floor
folk
food
front
girt
goer
going
hound
lane
#level
lift
#lion
mark
port
quake
#room
scape
#scout
scouting
shell
shine
shore
sick
side
stroke
#time (clock)
wall
weed
wing
worn
worthiness
-wrecked (u.m.)

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<td>ness</td>
<td>accelerometer</td>
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<td>plane</td>
<td>same</td>
<td>amplifier</td>
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<td>seat belt</td>
<td>reflexive prefix, use hyphen</td>
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<td>#cover -mile</td>
<td>sell</td>
<td>control</td>
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<td>second -class (u.m.) -degree (u.m.) -foot -guess (v.) hand (adv., u.m.) #hand (n.) #in#command -rate (u.m.) #sight -sighted (u.m.) Secret Service</td>
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<td>second -class (u.m.) -degree (u.m.) -foot -guess (v.) hand (adv., u.m.) #hand (n.) #in#command -rate (u.m.) #sight -sighted (u.m.) Secret Service</td>
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<td>seed bed cake</td>
<td>sell</td>
<td>mechanism</td>
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<td>case coat kin</td>
<td>off (n., u.m.) out (n., u.m.)</td>
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<td>stalk</td>
<td>semi (pref.) -armor-piercing (u.m.) -Christian, etc. -idleness -indirect, etc. annual, arid, etc. rest one word</td>
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<td>send off (n., u.m.) out (n., u.m.)</td>
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set -aside (n., u.m.) back (n., u.m.) bolt down (n., u.m.)
-fair (n.) head
-in (n., u.m.) off (n., u.m.)
-on (n., u.m.) over (n., u.m.)
-pin screw
-stitched (u.m.)
-to (n., u.m.)
-up (n., u.m.)

setter -forth -in -on -out -to -up

seven -branched (u.m.) fold
-penny (nail) score -shooter -up (n.)
severalfold
shade -giving (u.m.)
-grown (u.m.)
**shadow**
  boxing
  gram
  graph
  line
**shag**
  bark
  -haired (u.m.)
  rug
**shake**
  down (n., u.m.)
  out (n., u.m.)
  up (n., u.m.)
**shallow**
  -draft (u.m.)
  -headed (u.m.)
**shame**
  -crushed (u.m.)
  faced
**shank**
  bone
  mill
  shapeup (n., u.m.)
**share**
  bone
  broker
  cropper
  holder
  out (n., u.m.)
  ware
**sharp**
  -angled (u.m.)
  -cut (u.m.)
  -edged (u.m.)
  -freeze (u.m., v.)
  -freezer
  -looking (u.m.)
  naysayer
  -set (u.m.)
  shod
  shooter
  -tailed (u.m.)
  -witted (u.m.)
  shavetail
  shear
  pin
  waters
  shedhand
  sheep
  biter
  crook
dip
  dog
  faced
  farm
  fold
gate
  herder
  hook
  kill
  kneed (u.m.)
nose (apple)
  pen
  shank
  shear (v.)
  shearer (n.)
  shed
  stealer
  walk
  -white (u.m.)
  shirt
  -band
  #sleeve
  tail
  waist
  sheet
  block
  flood
  glass
  rock
  ways
  shell
  back
  burst
  fire
  fishery
  game
  hole
  -like
  shocked
  shelterbelt
  shield-shaped (u.m.)
  shilly-shally
  shin
  bone
  guard
  plaster
  shiner-up
  ship
  breaker
  broken
  broker
  builder
  lap
  mast
  owning
  -rigged (u.m.)
  shape
  side
  wreck
  shipping
  master
  room
  shore
  #bird
  #boat
  fast
  going
  leave
  side
  short
  -armed (u.m.)
  bread
  cake
  change (v.)
  changer
  circuit
  -circuited (u.m.)
  coming
  cut (n., u.m., v.)
  fall (n.)
  -fed (u.m.)
  hand (writing)
  -handed (u.m.)
  head (whale)
  horn (n., u.m.)
  -horned (u.m.)
  -lasting (u.m.)
  leaf (u.m.)
  -lived (u.m.)
  rib
  shoe
  black
  brush
  horn
  lace
  pack
  scraper
  shine
  store
  string
  tree
  shootoff (n., u.m.)
  shop
  folk
  lifter
  -made (u.m.)
  mark
  owner
  -soiled (u.m.)
  talk
  walker
  window
run (u.m.)  
sighted  
staff  
stop  
#term  
-term (u.m.)  
wave (radio)  
shot  
gun  
hole  
put  
star  
shoulder  
#belt  
#blade  
-high (u.m.)  
#strap  
show  
boat  
card  
case  
down (n., u.m.)  
off (n., u.m.)  
piece  
place  
room  
through  
-(printing) (n., u.m.)  
up (n., u.m.)  
shredout (n., u.m.)  
shroud  
-laid (u.m.)  
plate  
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.)  
shuttlecock  
sick  
bay  
bed  
#call  
#leave  
list  
room  
sickle-cell (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  
ote  
plate  
play  
saddle  
show  
slip  
splitting  
step  
stitch  
-stitched (u.m.)  
sway  
swipe  
track  
walk  
wall  
-wheeler  
winder  
sight  
hole  
read  
saver  
seeing  
setter  
sign  
off (n., u.m.)  
-on (n., u.m.)  
post  
up (n., u.m.)  
silico (c.f.)  
all one word  
silk  
#screen  
-stockinged (u.m.)  
works  
siltpan  
silver  
-backed (u.m.)  
beater  
-bright (u.m.)  
fish  
-gray (u.m.)  
-haired (u.m.)  
-Lead (u.m.)  
-leaved (u.m.)  
point (drawing)  
print  
tip  
-tongued (u.m.)  
top  
simon-pure (u.m.)  
simple  
-headed (u.m.)  
-minded (u.m.)  
-rooted (u.m.)  
-witted (u.m.)  
simulcast  
sin  
-born (u.m.)  
-bred (u.m.)  
sine#die  
single  
bar  
-breasted (u.m.)  
-decker  
-edged (u.m.)  
-handled  
hood  
-loader  
-minded (u.m.)  
-phase (u.m.)  
-seater  
stick  
#stitch  
tree  
singsong  
sink  
head  
hole  
Sino (c.f.)  
-Japanese, etc.  
sister  
-german  
hood  
-in-law  
sit  
down (n., u.m.)  
-downer  
-fast (n., u.m.)  
-in  
up (n., u.m.)  
sitter  
-by  
-in  
-out  
sitting#room  
sitz  
#bath
Compounding Examples

- jumper
  - laden (u.m.)
- pot
- screen
- stack
- smoking (n.)

- smooth
  - bore
  - browed (u.m.)
  - cast (u.m.)
  - mouthed (u.m.)
  - tongued (u.m.)
  - working (u.m.)

- snackbar

- snail
  - paced (u.m.)
  - slow (u.m.)
- snail’s pace

- snake
  - bite
  - bitten (u.m.)
  - eater
  - eyed (u.m.)
  - head
  - hole
  - pit

- snap
  - dragon
  - head
  - hook
  - on (n., u.m.)
  - out (n.)
  - ring
  - roll
  - shooter
  - shot
  - up (u.m.)

- snapper
  - back
  - up

- snipe
  - bill
  #eel

- snuffbox

- soft
  - ball

- snow
  - ball
  - bank
  - berg
  - blind
  #blindness
  - blink
  - block
  - blocked (u.m.)
  - blower
  - break
  - capped
  - choked (u.m.)
  - clad (u.m.)
  #cover
  - covered (u.m.)
  - drift
  - fall
  - field
  - flake
  - line
  - melt
  - melting (u.m.)
  - mobile
  - pack
  - pit
  - plow
  - scape
  - shade
  - shed
  - shine
  - shoe
  - sled
  - slide
  - slip
  - storm
  - suit
  - topped (u.m.)
  #water
  - white (u.m.)

- so
  - and-so
  - beit (n., conj.)
  - called (u.m.)
  - seeming (u.m.)
  - so

- soap
  - box
  - bubble
  - dish
  - flakes
  #opera
  - rock
  - stock
  - suds

- sob
  #sister
  #story

- sober
  - minded (u.m.)
  sides

- social
  #work
  #worker

- socio (c.f.)
  #house

- sod
  - buster
  - culture
  #house

- soda
  - jerk
  #pop
  #water

- sofa
  #bed
  #maker
  - making (u.m.)
  - ridden (u.m.)

- snake
  - boiled (u.m.)
  #coal
  #copy
  #drink
  #goods
  head
  - pedal (v.)
  - shelled (u.m.)
  - soap (nonliteral) (v.)
  - soaper (nonliteral) (n.)
  - spoken (u.m.)
  - tack
  - ware
  - wood

- sole
  - cutter
  - plate

- somato (c.f.)
  #water

- some
  - day
  - how
  - one (anyone)
  #one (distributive)
  - place (adv.)
  - time (adv., u.m.)
  #time (some time ago)
  - what

- son-in-law

- song
  - bird
  - fest
  - writer
  - sonobuoy

- sooth
  - fast
  - sayer

- sore
  - eyed (u.m.)

- snob
  - and-so
| footed (u.m.) | west | trap |
| head (n., u.m.) | soybean | up (n., u.m.) |
| sorry-looking (u.m.) | sow | spell |
| soul | back | binding |
| -deep (u.m.) | belly | check |
| mate | space | down (n., u.m.) |
| -searching (u.m.) | bar | -free (u.m.) |
| sick | -cramped (u.m.) | spend |
| sound | #key | -all (n.) |
| -absorbing (u.m.) | mark | thrift |
| #field | ship | spermato (c.f.) |
| film | #time | all one word |
| -minded (u.m.) | spade | spendro (c.f.) |
| off (n., u.m.) | -dug (u.m.) | all one word |
| track | foot | #occipital |
| #wave | -footed (u.m.) | rest one word |
| soup | -shaped (u.m.) |Spanish |
| bone | Spanish -American | -born (u.m.) |
| #bowl | -speaking (u.m.) | -sparking (u.m.) |
| #kitchen | spare | -bodied (u.m.) |
| #plate | #room | rib |
| spoon | spark | #plug (literal) |
| sour | #plug (nonliteral) | #time |
| belly | speakeasy (n.) | spend |
| bread | | -all (n.) |
| dough (n.) | spare | thrift |
| faced | -bodied (u.m.) | sperno (c.f.) |
| -natured (u.m.) | rib | -occipital |
| -sweet | #room | rest one word |
| source | spark | #key |
| book | #plug (literal) | #spending |
| #file | #plug (nonliteral) | #spending all one word |
| south | speare | spear |
| -born (u.m.) | cast | cast |
| bound | head | head |
| -central (u.m.) | -high (u.m.) | high |
| east | -shaped (u.m.) | shaped |
| going | spatio (c.f.) | spectro (c.f.) |
| lander | all one word | all one word |
| paw | speech | speech |
| #side | -bereft (u.m.) | speech |
| -sider | -read (v.) | speech |
| -southeast | speed | speed |
| | boating | boating |
| | letter | letter |
| legs | -legged (u.m.) | legs |
| shanks | spine | spine |
| bone | -broken (u.m.) | bone |
| -pointed (u.m.) | -pointed (u.m.) | -pointed (u.m.) |
| spino (c.f.) | -olivary | rest one word |
| spirit | -writing | spirit |
| -born (u.m.) | spit | spit |
| -broken (u.m.) | ball | ball |
| stick | splay | splay |
| #writing | footed | footed |
| mouthed | spleen | spleen |
| -born (u.m.) | -born (u.m.) | -born (u.m.) |
| stick | -swollen (u.m.) | -swollen (u.m.) |
| spleeno (c.f.) | -swollen (u.m.) | spleeno (c.f.) |
| all one word | split | split |
| -tongued (u.m.) | finger | finger |
| up (n., u.m.) | (crustacean) | (crustacean) |
| saw | fruit | fruit |
| #second | mouth | mouth |
| way | saw | saw |
| spin | saw | saw |
| back | #second | #second |
| #doctor (slang) | off | off |
| off | spoilsport | spoilsport |
| spindle | spondylo (c.f.) | spondylo (c.f.) |
| all one word | all one word | all one word |
| sponge | #bath | #bath |
Compounding Examples

- cake
- diver
  -diving (u.m.)
  -shaped (u.m.)

spongio (c.f.)
  all one word

spoolwinder

spoon
  -beaked (u.m.)
  -billed (u.m.)
  bread
  -fed (u.m.)
  -shaped (u.m.)
  ways

sporeformer

sporo (c.f.)
  all one word

sports
  #editor
  person
  wear
  writer

spot
  #check
  -checked (u.m.)
  -face (v.)
  light
  weld (v.)
  welded (u.m.)
  -welding (u.m.)
spray-washed (u.m.)

spread
  -eagle (u.m., v.)
  head
  out (n., u.m.)
  over (n., u.m.)
  -set (v.)
spring
  back
  (bookbinding)
  bok
  -born (u.m.)

  -clean (v.)
  #fever
  finger
  -grown (u.m.)
  -hurt
  head
  -plow (v.)
  -plowed (u.m.)
  tide (season)
  time
  trap
  spritsail

spur
  -clad (u.m.)
  -driven (u.m.)
  gall
  -galled (u.m.)
  -heeled (u.m.)

spy
  glass
  hole
  tower

square
  -bottomed (u.m.)
  -built (u.m.)
  -faced (u.m.)
  flipper
  head
  -headed
  #mile
  -rigged (u.m.)
  #root
  -set (u.m.)
  shooter

squeeze
  -in (n., u.m.)
  out (n., u.m.)
  up (n., u.m.)

  squirrel-headed
  (u.m.)

stake
  out (n.)

  -led
  -metal (u.m.)
  -shaped (u.m.)

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
  pipe
  point
  post
  still (n., u.m.)
  up (n., u.m.)

standard
  #bearer

#hour
  time

stag
  -handled (u.m.)
  -head
  -headed (u.m.)
  horn
  -homed (u.m.)
  hound
  hunter

stage
  coach
  hand
  #set
  -struck (u.m.)

stair
  case
  head
  step
  #well

stake
  head
  out (n.)

  stale-worn (u.m.)

stall
  -led (u.m.)
  -fed (u.m.)
  -feed (v.)

starchworks

#bred
#gauge
#time

staphylo (c.f.)
  all one word

star
  blind
  bright
  dust
  gazer
  -led (u.m.)
  light
  lit
  lite (gem)
  nose (mole)
  shake
  shine
  shoot
  -spangled (u.m.)
  stroke
  -studded (u.m.)
  #time

starchworks

state
  -aided (u.m.)
  #line
  -owned (u.m.)
  state
  hood
  -of-the-art (u.m.)

#quake
#room
#side
station\#house

\textit{stato} (c.f.)
\textit{all one word}

\textit{statute}
- barred (u.m.)
#book

\textit{stay}
- at-home (n., u.m.)
bar
bolt
boom
lace
log
pin
plow
sail
wire

\textbf{steam}
boating
car
-cooked (u.m.)
-driven (u.m.)
fitter
pipe
plant
-pocket (v.)
power (n.)
#powerplant
-propelled (u.m.)
roll (v.)
roller (u.m., v.)
ship
table
tightness
steamer\#line

\textbf{steel}
-blue (u.m.)
-bright (u.m.)
-cased (u.m.)
clad
-framed (u.m.)
-hard (u.m.)
head

plate
works
\textbf{steep}
-rising (u.m.)
-to (u.m.)
-up (u.m.)
-walled (u.m.)

\textbf{steeple}
chase
-high (u.m.)
jack
top

\textbf{stem}
head
post
sickness
winder
stencil-cutting (u.m.)

\textit{steno} (c.f.)
\textit{all one word}

\textbf{step}
aunt
child, etc.
dance
down (n., u.m.)
in (n., u.m.)
ladder
off (n., u.m.)
on (n., u.m.)
over (n., u.m.)
-up (n., u.m.)

\textbf{stepping}
-off (u.m.)
-out (u.m.)
stone

\textbf{stereo} (c.f.)
\textit{all one word}

\textbf{stern}
castle
-faced (u.m.)
-heavy (u.m.)
-looking (u.m.)
most

\textbf{post}
#wheel
-wheeler

\textit{sterno} (c.f.)
\textit{all one word}

\textbf{stetho} (c.f.)
\textit{all one word}

\textbf{stew}
pan
pot

\textbf{stick}
-at-it (n., u.m.)
fast (n.)
-in-the-mud (n., u.m.)
out (n., u.m.)
pin
-to-it-iveness (n.)
up (n., u.m.)

\textbf{sticker}
-in
-on
-up

\textbf{stiff}
-backed (u.m.)
-neck
-necked (u.m.)

\textbf{still}
-admired (u.m.)
birth
-born
-burn (v.)
-fish (v.)
-hunt (v.)
#life
-recurring (u.m.)
stand

\textbf{stink}
ball
bomb
bug
damp
pot

\textbf{stir}
about (n., u.m.)
fry
-up (n., u.m.)

\textbf{stitch}
down (n., u.m.)
up (n., u.m.)

\textbf{stock}
breeder
broker
#car
feeder
holding
jobber
judging
list
pile
pot
rack
raiser
-still (u.m.)
taker
truck
wright

\textbf{stoke}
hold
hole

\textbf{stomach}
#ache
-filling (u.m.)
#pump
-shaped (u.m.)
-sick (u.m.)
-weary (u.m.)

\textit{stomato} (c.f.)
\textit{all one word}

\textbf{stone}
biter
blind
brash
breaker
broke
brood
<table>
<thead>
<tr>
<th>Compounding Examples</th>
<th>wind</th>
<th>strap</th>
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<tbody>
<tr>
<td>cast</td>
<td>#window</td>
<td>-in (n., u.m.)</td>
</tr>
<tr>
<td>-cold (u.m.)</td>
<td>storyteller</td>
<td>out (n., u.m.)</td>
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<td>#crab</td>
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<td>-over (n., u.m.)</td>
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<td>crusher</td>
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<td>striker</td>
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<td>-out</td>
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<td>-over</td>
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<td>-eyed (u.m.)</td>
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<td>shot</td>
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<td>#wall (n.)</td>
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<tr>
<td>wall (u.m., v.)</td>
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<td>#writing</td>
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<td>stony</td>
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<tr>
<td>-eyed (u.m.)</td>
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<td>#land</td>
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<td>stop</td>
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<td>back (n.)</td>
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<td>block</td>
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<td>-loss (u.m.)</td>
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<td>off (n., u.m.)</td>
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<td>watch</td>
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<td>storage#room</td>
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<td>-beaten (u.m.)</td>
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<td>-laden (u.m.)</td>
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<td>-swept (u.m.)</td>
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<td>-tossed (u.m.)</td>
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<td>#trooper</td>
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<tr>
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<td>-face (v.)</td>
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<td>-legged (u.m.)</td>
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<td>-backed (u.m.)</td>
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### Compounding Examples

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<tr>
<th>stake through (n., u.m.) washer</th>
<th>bar dingle #gate #shift stock -swang tree</th>
<th>foremost gate head -heavy (u.m.) hook lamp pin pipe race spin stock -tied (u.m.) twister -up (n., u.m.) wheel wind</th>
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<tr>
<td>sweet bread -breathed (u.m.) brier faced heart meat mouthed -pickle (v.) -sour -sweet</td>
<td>switch back blade box gear plate plug rail tender switch bar tree</td>
<td>tailor -cut (u.m.) made (u.m.) -suited (u.m.)</td>
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<tr>
<td>sweetbread -breathed (u.m.) brier faced heart meat mouthed -pickle (v.) -sour -sweet</td>
<td>switch back blade box gear plate plug rail tender switch bar tree</td>
<td>take -all (n.) down (n., u.m.) -home (n., u.m.) -in (n., u.m.) off (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.)</td>
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<td>swell -butted (u.m.) head toad swelled-headed (u.m.)</td>
<td>table cloth -cut (u.m.) cutter -cutting (u.m.) -formed (u.m.) #linen #chair -eye -eyed (u.m.) -hooked (u.m.) sword -armed (u.m.) bearer #belt bill fishing play -shaped (u.m.) stick syn (pref.) all one word synchro cyclotron flash mesh tron Syro (c.f.) -Arabian, etc. phenician</td>
<td>taker -down -in -off -over -up</td>
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<td>well -butted (u.m.) head toad</td>
<td>table cloth -cut (u.m.) cutter -cutting (u.m.) -formed (u.m.) #linen #chair -eye -eyed (u.m.) -hooked (u.m.) sword -armed (u.m.) bearer #belt bill fishing play -shaped (u.m.) stick syn (pref.) all one word synchro cyclotron flash mesh tron Syro (c.f.) -Arabian, etc. phenician</td>
<td>tale bearer carrier teller talkfest talking-to (n.) tail boy (n.)</td>
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<td>swept back (n., u.m.) forward (n., u.m.) wing (n., u.m.)</td>
<td>table cloth -cut (u.m.) cutter -cutting (u.m.) -formed (u.m.) #linen #chair -eye -eyed (u.m.) -hooked (u.m.) sword -armed (u.m.) bearer #belt bill fishing play -shaped (u.m.) stick syn (pref.) all one word synchro cyclotron flash mesh tron Syro (c.f.) -Arabian, etc. phenician</td>
<td>tail boy (n.)</td>
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<td>switch back blade box gear plate plug rail tender switch bar tree</td>
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-built (u.m.)
-looking (u.m.)
tallow
-faced (u.m.)
-pale (u.m.)
tally
#board
#clerk
ho
#room
#sheet
tame
-grown (u.m.)
-looking (u.m.)
tan
bark
works
tangent
-cut (v.)
-saw (v.)
tangle
foot
-haired (u.m.)
tank
#car
farm
ship
town
tap
bolt
dance
hole
net
off (n., u.m.)
-riveted (u.m.)
tar
-brand (v.)
brush
-coal (u.m.)
-dipped (u.m.)
#paper
-paved (u.m.)
-pot
-roofed (u.m.)
works
tariff-protected (u.m.)
tarpaulin
-covered (u.m.)
#maker
-making (u.m.)
tarso (c.f.)
all one word
tarso (c.f.)
all one word
task
-force
-setter
tattletale
tauro (c.f.)
all one word
tax
-burdened (u.m.)
#collector
eater
-exempt (u.m.)
-free (u.m.)
gatherer
laden (u.m.)
paid
payer
#roll
-supported (u.m.)
taxi
auto
bus
cab
meter
stand
tea
ball
cake
cart
-colored (u.m.)
cup
dish
kettle
#party
-pot
room
-scented (u.m.)
spoon
taster
teamplay
tear
bomb
dimmed (u.m.)
down (n., u.m.)
drop
gas
-off (n., u.m.)
-out (n., u.m.)
pit
sheet
stain
-stained (u.m.)
teen
age (u.m.)
ager
teeter-totter
tele (c.f.)
-all one word
teleo (c.f.)
-all one word
tell
tale
truth
telo (c.f.)
all one word
tempest-protected (u.m.)
tempo (c.f.)
-occipital
rest one word
ten
fold
penny (nail)
pins	
tender
#boat
-faced (u.m.)
foot
-footed (u.m.)
footish
-handed (u.m.)
heart
-loin
-looking (u.m.)
tenement
-house

tent
-dotted (u.m.)
pole
-sheltered (u.m.)
#show
terra
#cotta
#firma
mara
terrace-fashion (u.m.)
test-fly (v.)
tetra (c.f.)
all one word
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<td>tick</td>
<td>#feed seed tacktoe tick tock</td>
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<td>back (n.) #bar #beam down (n., u.m.)</td>
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<td>-in (n., u.m.) -on (n., u.m.) -out (n., u.m.) pin -plater #rod #tack up (n., u.m.) tierlift (truck)</td>
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<td>eye #lily #shark -striped (u.m.)</td>
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<td>lipped rope -set (u.m.) -tie (v.)</td>
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<td>-built (u.m.) head -headed (u.m.)</td>
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<td>-honored (u.m.) keeper killer lag</td>
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<td>lock outs (n., u.m.) piece saver</td>
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<td>-stamp (v.) study table taker</td>
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<td>-bearing (u.m.) #can -capped (u.m.)</td>
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<td>-clad (u.m.) cup #fish (torpedo)</td>
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<td>foil horn kettle -lined (u.m.) man</td>
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<td>pan plate -plated (u.m.)</td>
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<td>#tire changer dresser fitter</td>
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<td>#gauge #iron -mile #rack shaper</td>
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<td>some tit</td>
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<td>bit #for#tat mouse</td>
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<td>titano (c.f.)</td>
<td>all one word</td>
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<td>tithe</td>
<td>book -free (u.m.) payer</td>
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<td>right title holder -holding (u.m.)</td>
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<td>tinsel</td>
<td>-bright (u.m.) -clad (u.m.) -covered (u.m.) #town</td>
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<td>tintblock (printing)</td>
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<td>tip</td>
<td>burn cart -in (n., u.m.) most</td>
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<td>off (n., u.m.) over (n., u.m.) staff</td>
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<td>stock tank -tap toe top -up (u.m.)</td>
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</table>
Compounding Examples

winner
-winning (u.m.)
to
-and-fro
-do (n.)
#wit

\[\text{toad} \]
back
-bellied (u.m.)
blind
fish
-green (u.m.)
stool

\[\text{tobacco} \]
#grower
-growing (u.m.)
#shop
toe
-cap
#dance
hold
-in (n., u.m.)
-mark (v.)
nail
plate
print
toil
-beaten (u.m.)
some
-stained (u.m.)
-weary (u.m.)
worn
toilet#room
toll
-bar
#bridge
#call
gate
gatherer
house
#line
payer
road

taker
tom
boy
cat
foolery
-tom
tommy
gun
rot
ton
-hour
-kilometer
-mile
-mileage
-mile-day
tone
-deaf (u.m.)
down (n., u.m.)
-producing (u.m.)
-up (n., u.m.)
tongue
-baited (u.m.)
-bound (u.m.)
-free (u.m.)
-lash (v.)
#lashing
play
-shaped (u.m.)
shot
sore
tack
tied
tip
#twister
-twisting (u.m.)
tool
-bag
#belt
box
builder
#chest
crib
dresser

fitter
#grinder
-grinding (u.m.)
head
holding
kit
mark
plate
post
rack
setter
shed
slide
stock

\[\text{tooth} \]
ache
#and#nail
-billed (u.m.)
brush
drawer
mark
-marked (u.m.)
paste
pick
plate
powder
puller
-pulling (u.m.)
-set (u.m.)
-shaped (u.m.)
some
wash
top
#brass
cap (n.)
-coat
cutter
#dog
-drain (v.)
#drawer
dress (v.)
-flight (u.m.)


\[\text{gallant (n., u.m.)} \]
-grant (v.)
hat
-hatted (u.m.)
-heavy
-kick
-knot
liner
-mark
milky
-most
-notch (nonliteral)
rail
rope
-sail
-secret (u.m.)
-shaped (u.m.)
-side (naut.)
soil
topo (c.f.)
all one word
topsy-turvy
torch
-bearer
#holder
lighted
lit
torpedo
#boat
#room
torquemeter
toss
-pot
-up (n., u.m.)
touch
-and#go
-back (n., u.m.)
-down (n., u.m.)
-hole
-me-not (n., u.m.)

\[\text{pan} \]
reader
| **stone** up (n., u.m.) | **tracheo** (c.f.)  
*all one word*  
**top**  
#trunk  
trellis-covered  
(u.m.) |
| --- | --- |
| **tough** -headed (u.m.)  
-looking (u.m.)  
-skinned (u.m.) | **tram** -borne (u.m.)  
**car**  
**rail**  
**road**  
**way**  
**trench** back  
**coat**  
**foot**  
#knife  
mouth  
#plow  
-plowed (u.m.) |
| **tow** away | **trans** (pref.)  
**alpine**  
**atlantic**  
-Canadian, etc.  
**pacific**  
**uranic**  
*rest one word*  
**tradespeople**  
**traffic-mile**  
**tragic** (c.f.)  
*all one word*  
**trialspeople**  
**tribe** (c.f.)  
*all one word*  
**trim** -cut (u.m.)  
-dressed (u.m.)  
-looking (u.m.)  
**triple** -acting (u.m.)  
-back (sofa)  
-branched (u.m.)  
-edged (u.m.)  
-fold  
#play  
-tailed (u.m.)  
**tree** (n.)  
**trolley**#line |
| -boat  
**head**  
**line**  
**mast**  
#net  
-netter  
**path**  
**rope**  
#truck | **trade**  
#board  
-in (n., u.m.)  
-laden (u.m.)  
-made (u.m.)  
-mark  
#name  
-off  
#union  
#wind  
**tradespeople**  
**traffic-mile**  
**tragico** (c.f.)  
*all one word*  
**trailspeople**  
**tribespeople**  
**tribo** (c.f.)  
*all one word*  
**trim** -cut (u.m.)  
-dressed (u.m.)  
-looking (u.m.)  
**triple** -acting (u.m.)  
-back (sofa)  
-branched (u.m.)  
-edged (u.m.)  
-fold  
#play  
-tailed (u.m.)  
**tree** (n.)  
**trolley**#line |
| **tower** -high (u.m.)  
-shaped (u.m.) | **trap**  
**door**  
**fall**  
**shoot**  
**trashrack**  
**travel** -bent (u.m.)  
-time  
-tired (u.m.)  
-worn (u.m.)  
**trawlnet**  
**tread**  
-mill  
**wheel**  
**treasure** -filled (u.m.)  
#house  
-laden (u.m.)  
**treaty** -breaker  
-sealed (u.m.)  
**tree** -ripe (u.m.)  
**scape**  
**stop**  
#plow  
**trolley**#line |
| **town** -bred (u.m.)  
#clerk  
#crier  
-dotted (u.m.)  
**folk**  
**gate**  
**going**  
**hall**  
**lot**  
**ship**  
**side**  
**site**  
**talk**  
-weary (u.m.) |
| **towns** fellow  
**people** | **toy**  
#dog  
-sized (u.m.)  
-town |
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<th>Compounding Examples</th>
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-striper
-suiter
-up (n., u.m.)
-way (u.m.)
-wheeler
tympano (c.f.)
all one word
type
case
cast
cutter
face
foundry
script
set
write (v.)
typho (c.f.)
all one word
typo (c.f.)
all one word
tyro (c.f.)
all one word
U
U
-boat
-cut
-magnet
-rail
-shaped
-tube
ultra (pref.)
-ambitious,
-atomic, etc.
-English, etc.
-high-frequency
-high-speed (u.m.)
#valorem, etc.
rest one word
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.)
rest one word
under
age (deficit)
age (younger)
(n., u.m.)
#cultivation
(tillage)
cultivation
(incorrect)
#secretary
-secretaryship
way
as prefix, one word
uni (c.f.)
-univalent
rest one word
union
-made (u.m.)
#shop
unit-set (u.m.)
up
-anchor (u.m., v.)
-and-coming
(u.m.)
#and#up
beat
coast
country
dip
end (v.)
front (n., u.m.)
grade
gradient
keep
lift
load
-over (u.m.)
rate
river
stairs
state
stream
swing
take
tight (n., u.m.)
#tight (v.)
-to-date (u.m.)
#to#date
town
trend
turn
wind
upper
case (printing)
#class
classman
crust (n., u.m.)
cut
#deck
most
urano (c.f.)
all one word
uretero (c.f.)
all one word
urethro (c.f.)
all one word
uro (c.f.)
all one word
user
#default
-defined
-friendly
#group
#interface
utero (c.f.)
all one word
V
V
-connection
-curve
-engine
-neck
-shaped
-type
vacant
-eyed (u.m.)
-looking (u.m.)
-mined (u.m.)
vagino (c.f.)
all one word
vainglorious
valve
-grinding (u.m.)
-in-head (u.m.)
van
-driver
-guard
-pool
vapor
-filled (u.m.)
-heating (u.m.)
#lock
vase-shaped (u.m.)
vaso (c.f.)
all one word
vegeto (c.f.)
all one word
vein
-mining (u.m.)
-streaked (u.m.)
vellum
-bound (u.m.)
-covered (u.m.)
vellum
-crillion (u.m.)
-draped (u.m.)
-green (u.m.)
-pile (u.m.)
venthole
ventri (c.f.)
all one word
Compounding Examples

ventro (c.f.)
all one word
vertebro (c.f.)
all one word
vesico (c.f.)
all one word
vibro (c.f.)
all one word
vice
#admiral
-admiralty
#consul
-consult
#governor
-governorship
#minister
-ministry
-presidency
#president
-president-elect
-rector
-rectorship
-regal
-regency
#regent
royal
#squad
-versa
#warden
videotape
Vietcong
view
finder
point
vile-natured (u.m.)
vine
-clad (u.m.)
-covered (u.m.)
dresser
growing
stalk
vinegar
-flavored (u.m.)
-hearted (u.m.)
-making (u.m.)
-tart (u.m.)
violet
-blue (u.m.)*
-colored (u.m.)
-eared (u.m.)
#ray
-rayed (u.m.)
#water
violin-shaped (u.m.)
vis-a-vis
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
voice
-capable
#mail
over (n.)
volleyball
volt
ammeter
-ampere
-coulomb
meter
ohmmeter
-second
volta (c.f.)
all one word
vote
-casting (u.m.)
getter
-getting (u.m.)
vow
-bound (u.m.)
braker
-pledged (u.m.)
vulvo (c.f.)
all one word
W
W
-engine
-shaped
-surface
-type
wage
#earner
-earning (u.m.)
#scale
worker
waist
band
belt
cloth
coat
-deep (u.m.)
-high (u.m.)
-line
waiting
#list
#man
#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
board
eyed

flower
-like
-painting (u.m.)
paper
plate
-sided (u.m.)

walled
-in (u.m.)
-up (u.m.)

war
#dance
-disabled (u.m.)
-famed (u.m.)
fare
head
horse (nonliteral)
like
monger
-made (u.m.)
-path
-plane
-ship
-swept (u.m.)
#time (clock)
#time (duration)

ward
heeler
robe
ship

warm
blooded
-clad (u.m.)
-up (n., u.m.)
warmed-over (u.m.)

warpsetter

wash
basin
bowl
board
cloth
-colored (u.m.)

day
down (n., u.m.)
in (n., u.m.)
off (n., u.m.)
out (n., u.m.)
pot
rag
#sale
stand
tray
trough
tub
up (n., u.m.)
washed
-out (u.m.)
-up (u.m.)
waste
basket
land
leaf
(bookbinding)
paper
site
word
watch
band
case
#chain
cry
dog
-free (u.m.)
glass
-tube
water
bag
bank
bearer
-bearing (u.m.)
-beaten (u.m.)
-bind (v.)
#blister
bloom
buck
color
colored (u.m.)
-cool (v)
-cooled (u.m.)
#cooler
course
craft
dog
-drinking (u.m.)
drop
fall
-filled (u.m.)
finder
flood
flow
fog
-free (u.m.)
front
gate
head
hole
horse
-inch
-laden (u.m.)
lane
leaf
#line
-lined (u.m.)
locked
log
#main
mark
melon
meter
plant
pot
power
proofing
quake
-rot (v.)
-scape
shed
shoot
-side
-soak (v.)
-soaked (u.m.)
-soluble (u.m.)
soup
stain
#table
tight
table
wall
works
worn
watt
-hour
meter
-second
wave
-cut (u.m.)
form
guide
-lashed (u.m.)
length
mark
meter
-moist (u.m.)
-on (n., u.m.)
-off (n., u.m.)
-swept (u.m.)
-worn (u.m.)
wax
bill
-billed (u.m.)
chandler
cloth
-coated (u.m.)
-headed (u.m.)
#paper
#stone
-yellow (u.m.)
way
-back (n., u.m.)
beam
bill
down (n., u.m.)
farer
fellow
going
laid
lay
mark
post
side
-sore (u.m.)
-up (n., u.m.)
-worn
weak
-backed (u.m.)
-eyed (u.m.)
handed
-kneed (u.m.)
minded
mouthed
weather
beaten
blown
-borne (u.m.)
brake
cock
glass
-going
-hardened (u.m.)
#house
-marked (u.m.)
most
proofing
-stain (v)
strip
-stripped (u.m.)
-worn
web
-fingered (u.m.)
-foot
-footed (u.m.)
-master
#press
Web
-site
wedge
-billed (u.m.)
 Compounding Examples

- shaped (u.m.)
  weed
    - choked (u.m.)
    - hidden (u.m.)
  hook
  killer

  week
    day
    end
    - ender
    - ending (u.m.)
    long (u.m.)
    - old (u.m.)

  weigh
    bridge
    - in (n., u.m.)
    lock
    out (n., u.m.)
    shaft

  well
    - being (n.)
    - beloved (u.m.)
    - born (u.m.)
    - bound (u.m.)
    - bred (u.m.)
    - clad (u.m.)
    - deserving (u.m.)
    - doer
    - doing (n., u.m.)
    - drained (u.m.)
    - drilling (u.m.)
    #field
    - grown (u.m.)
    head
    - headed (u.m.)
    hole
    - informed (u.m.)
    - known (u.m.)
    - looking (u.m.)
    - 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.)
  - thought-out (u.m.)
  - to-do (u.m.)
  - wisher
  - wishing (u.m.)
  - worn (u.m.)

  welterweight
  werewolf

  west
    bound
    - central (u.m.)
    # end
    - faced (u.m.)
    going
    most
    - northwest
    # side
    - sider

  wet
    # bar
    - cheeks (u.m.)
    - clean (v.)
    land
    - nurse (v.)
    pack
    wash

  whale
    back
    - backed (u.m.)
    bone
    - built (u.m.)
    - headed (u.m.)
    - mouthed (u.m.)
    ship

  wharf
    # boat

  hand
  head
  side

  what
    abouts (n.)
    ever
    - is it (n.)
    not (n.)
    soever
    - you may call it (n.)

  wheat
    cake
    - colored (u.m.)
    ear
    - fed (u.m.)
    field
    grower
    - rich (u.m.)
    stalk

  wheel
    band
    barrow
    base
    chair
    - cut (u.m.)
    going
    horse (nonliteral)
    # load
    - made (u.m.)
    plate
    race
    spin
    stitch
    - worn (u.m.)
    wright

  when
    ever
    - issued (u.m.)
    soever

  where
    abouts (n.)
    after

  as
  at
  by
  for
  fore
  from
  in
  in soever
  into
  of
  on
  over
  soever
  through
  to
  under
  upon
  with
  withal
  wherever

  which
    ever
    soever
  whiffle tree

  whip
    cord
    crack
    # graft (v.)
    # hand
    lash
    - marked (u.m.)
    post
    saw
    - shaped (u.m.)
    socket
    staff
    stalk
    stall
    stick
    stitch
    stock
    - tail (u.m.)
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-arm
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8. Punctuation

8.1. Punctuation is used to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to ensure exact interpretation. The GPO Style Manual can offer only 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 based on sentence structure.

8.2. The general principles governing the use of punctuation are: If it does not clarify the text it should be omitted; and, 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 reading and prevent misreading.

Apostrophes and possessives

8.3. The possessive case of a singular or plural noun not ending in s is formed by adding an apostrophe and s. The possessive case of a singular or plural noun ending in s or with an s sound is formed by adding an apostrophe only. Some irregular plurals require both an apostrophe and an s. (For possessives of italicized nouns, see rule 11.6.)

- boss’, bosses’
- child’s, children’s
- citizen’s, citizens’
- Congress’, Congresses’
- criterion’s, criteria’s
- Co.’s, Cos.’
- erratum’s, errata’s
- hostess’, hostesses’
- lady’s, ladies’
- man’s, men’s
- medium’s, media’s
- people’s, peoples’
- Essex’s, Essexes’
- Jones’, Joneses’
- Jesus’
- Mars’
- Dumas’
- Schmitz’

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

- comptroller general’s decision
- attorneys general’s appointments
- Mr. Brown of New York’s motion
- attorney at law’s fee
- John White, Jr.’s (no comma) account
8.5. Joint possession is indicated by placing an apostrophe on the last element of a series, while individual or alternative possession requires the use of an apostrophe on each element of a series.

soldiers and sailors’ home                     editor’s or proofreader’s opinion
Brown & Nelson’s store                        Clinton’s or Bush’s administration
men’s, women’s, and children’s clothing       Mrs. Smith’s and Mrs. Allen’s children
St. Michael’s Men’s Club                      the Army’s and the Navy’s work

8.6. In the use of an apostrophe in firm names, the names of organizations and institutions, the titles of books, and geographic names, the authentic form is to be followed. (Note use of “St.”)

Masters, Mates & Pilots’ Association          Johns Hopkins University
Dentists’ Supply Co. of New York              Hinds’ Precedents
International Ladies’ Garment Workers’ Union Harpers Ferry
Court of St. James’s                          Reader’s Digest
St. Peter’s Church                            Actor’s Equity Association
St. Elizabeths Hospital                       but Martha’s Vineyard

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

United States control                         teachers college
United Nations meeting                        merchants exchange
Southern States industries                    children’s hospital
Massachusetts laws                            Young Men’s Christian Association
Bureau of Ships report                        but
House of Representatives session               Veterans’ Administration
Teamsters Union                                (now Department of Veterans
editors handbook                              Affairs)
syrup producers manual                         Congress’ attitude
technicians guide                              but

8.8. Possessive pronouns do not take an apostrophe.

its                                      yours
ours                                     hers
their                                     whose
8.9. Possessive indefinite or impersonal pronouns require an apostrophe.

- each other’s books
- some others’ plans
- one’s home is his castle
- another’s idea
- someone’s guesstimate

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

- arm’s length
- attorney’s fees
- author’s alterations
- confectioner’s sugar
- cow’s milk
- distiller’s grain
- fuller’s earth
- miner’s inch
- printer’s ink
- traveler’s checks
- writer’s cramp

8.11. While an apostrophe is used to indicate possession and contractions, it is not generally necessary to use an apostrophe simply to show the plural form of most acronyms, initialisms, or abbreviations, except where clarity and sense demand such inclusion.

- 49ers
- TVers
- OKs
- MCing
- RIFing
- RIFs
- RIFed
- YWCAs
- ABCs
- 1920s
- IOUs
- 10s (thread)
- 4½s (bonds)
- 3s (golf)
- 2 by 4s
- IQs
- don’t (do not)
- I’ve (I have)
- it’s (it is/it has)
- ne’er (never)
- e’er (ever)
- class of ’08 (2008)
- spirit of ’76 (1776)
- not in her ’70s (age)
- better: in her seventies
- not during the ’90s
- better: during the 1990s or during the twenties
- but
- he never crosses his t’s
- she fails to dot her i’s
- a’s, &’s, 7’s
- watch your p’s and q’s
- are they l’s or 1’s
- the Oakland A’s
- a number of s’s
- his résumé had too many l’s
When the plural form of an acronym appears in parentheses, a lower case *s* is included within the parentheses.

(MPDs) (IPOs)
(MP3s) (SUVs)
(JPEGs)

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

Danl., *not* Dan’l
phone, *not* ’phone
coon, *not* ’coon
possum, *not* ’possum

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

twos, threes, sevens
ands, ifs, and buts
ins and outs
the haves and have-nots
ups and downs
whereas and wherefores
pros and cons

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

1 day’s labor (labor for 1 day)  for charity’s sake
12 days’ labor  for pity’s sake
2 hours’ traveltime  several billion dollars’ worth
a stone’s throw
2 weeks’ pay  but $10 billion worth

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

day labor (labor by the day)  State prison
quartermaster stores  State rights
8.16. For euphony, nouns ending in *s* or *ce* and followed by a word beginning with *s* form the possessive by adding an apostrophe only.

- for goodness’ sake
- Mr. Hughes’ service
- for old times’ sake
- for acquaintance’ sake
- for conscience’ sake

8.17. A possessive noun used in an adjective sense requires the addition of ’s.

- He is a friend of John’s.
- Stern’s is running a sale.

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

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

**Brackets**

Brackets, in pairs, are used—

8.19. In transcripts, congressional hearings, the Congressional Record, testimony in courtwork, etc., to enclose interpolations that are not specifically a part of the original quotation, such as a correction, explanation, omission, editorial comment, or a caution that an error is reproduced literally.

- We found this to be true at the Government Printing Office [GPO].
- Our conference [lasted] 2 hours.
- The general [Washington] ordered him to leave.
- The paper was as follows [reads]:
- I do not know. [Continues reading:]
- [Chorus of “Mr. Chairman.”]
- They fooled only themselves. [Laughter.]
- Our party will always serve the people [applause] in spite of the opposition [loud applause]. (If more than one bracketed interpolation, both are included within the sentence.)
- The Witness. He did it that way [indicating].
- Q. Do you know these men [handing witness a list]? The bill had not been paid. [Italic added.] or [Emphasis added.]
- The statue [sic] was on the statute books.
- The Witness. This matter is classified. [Deleted.]
- [Deleted.]
- Mr. Jones. Hold up your hands. [Show of hands.]
- Answer [after examining list]. Yes; I do.
- Q. [Continuing.]
- A. [Reads:]
A. [Interrupting.]
[Discussion off the record.]
[Pause.]
The Witness [interrupting]. It is known——
Mr. JONES [continuing]. Now let us take the next item.
Mr. SMITH [presiding]. Do you mean that literally?
Mr. JONES [interposing]. Absolutely.
[The matter referred to is as follows:]
The CHAIRMAN [to Mr. Smith].
The CHAIRMAN [reading]:
Mr. KELLEY [to the chairman]. From 15 to 25 percent.
[Objected to.]
[Mr. Smith nods.]
[Mr. Smith aside.]
[Mr. Smith makes further statement off the record.]
Mr. JONES [for Mr. Smith].
A Voice From AUDIENCE. Speak up.
SEVERAL VOICES. Quiet!

**8.20.** In bills, contracts, laws, etc., to indicate matter that is to be omitted.

**8.21.** In mathematics, to denote that enclosed matter is to be treated as a unit.

**8.22.** When matter in brackets makes more than one paragraph, start each paragraph with a bracket and place the closing bracket at end of last paragraph.

**Colon**
The colon is used——

**8.23.** Before a final clause that extends or amplifies preceding matter.

Give up conveniences; do not demand special privileges; do not stop work:
these are necessary while we are at war.

Railroading is not a variety of outdoor sport: it is service.

**8.24.** To introduce formally any matter that forms a complete sentence, question, or quotation.

The following question came up for discussion: What policy should be adopted?
She said: “I believe the time is now or never.” [When a direct quotation follows that has more than a few words.]
There are three factors, as follows: First, military preparation; second, industrial mobilization; and third, manpower.

8.25. After a salutation.

My Dear Sir:
Ladies and Gentlemen:
To Whom It May Concern:

8.26. In expressing clock time.

2:40 p.m.

8.27. After introductory lines in lists, tables, and leaderwork, if subentries follow.

Seward Peninsula:
Council district:
Northern Light Mining Co.
Wild Goose Trading Co.
Fairhaven district: Alaska Dredging Association (single subitem runs in).
Seward Peninsula: Council district (single subitem runs in):
Northern Light Mining Co.
Wild Goose Trading Co.

8.28. In Biblical and other citations.


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


8.30. To separate book titles and subtitles.

Financial Aid for College Students: Graduate
Germany Revisited: Education in the Federal Republic

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

U.S. Government Printing Office
Washington : 2008

8.32. In proportions.

Concrete mixed 5:3:1
but 5–2–1 or 5-2-1 (when so in copy)
8.33. In double colon as ratio sign.

1:2::3:6

**Comma**
The comma is used—

8.34. To separate two words or figures that might otherwise be misunderstood.

- Instead of hundreds, thousands came.
- Instead of 20, 50 came.
- December 7, 1941.
- In 2003, 400 men were dismissed.
- To John, Smith was very kind.
- What the difficulty is, is not known.

*but* He suggested that that committee be appointed.

8.35. Before a direct quotation of only a few words following an introductory phrase.

He said, “Now or never.”

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

Then we had much; now, nothing.

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

short, swift streams; *but* short tributary streams

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

Beset by the enemy, they retreated.


- Henry Smith, Jr., chairman
- Peter Johns, F.R.S., London
- Washington, DC, 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)
- Alexandria, VA’s waterfront
8.40. To set off parenthetic words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington. It must be remembered, however, that the Government had no guarantee. It is obvious, therefore, that this office cannot function. The atom bomb, which was developed at the Manhattan project, was first used in World War II. Their high morale might, he suggested, have caused them to put success of the team above the reputation of the college. The restriction is laid down in title IX, chapter 8, section 15, of the code. 

but The man who fell [restrictive clause] broke his back. The dam that gave way [restrictive clause] was poorly constructed. He therefore gave up the search.

8.41. 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. Jean’s sister, Joyce, was the eldest. (Jean had one sister.) but Jonathan’s brother Moses Taylor was appointed. (Jonathan had more than one brother.)

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

red, white, and blue
horses, mules, and cattle; but horses and mules and cattle
by the bolt, by the yard, or in remnants
a, b, and c
neither snow, rain, nor heat
2 days, 3 hours, and 4 minutes (series); but 70 years 11 months 6 days (age)

8.43. Before the conjunction in a compound sentence containing two or more independent clauses, each of which could have been written as a simple sentence.

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores. The boy went home alone, and his sister remained with the crowd.
8.44. After a noun or phrase in direct address.
   Senator, will the measure be defeated?
   Mr. Chairman, I will reply to the gentleman later.
   but Yes, sir; he did see it.
   No, ma’am; I do not recall.

8.45. After an interrogative clause, followed by a direct question.
   You are sure, are you not? You will go, will you not?

8.46. Between the title of a person and the name of an organization in the absence of the words of or of the.
   Chief, Division of Finance  colonel, 12th Cavalry Regiment
   chairman, Committee on  president, University of Virginia
   Appropriations

8.47. Inside closing quotation mark.
   He said “four,” not “five.”
   “Freedom is an inherent right,” he insisted.
   Items marked “A,” “B,” and “C,” inclusive, were listed.

8.48. To separate thousands and millions in numerical figures.
   4,230
   50,491
   1,250,000
   but 1,000,000,000 is more clearly illustrated as 1 billion

8.49. After the year in complete dates (month, day, year) within a sentence.
   The dates of September 11, 1993, to June 12, 1994, were erroneous.
   This was reflected in the June 13, 2007, report.
   but Production for June 2008 was normal.
   The 10 February 2008 deadline passed.

The comma is omitted—

8.50. Between superior figures or letters in footnote references.
   Numerous instances may be cited.\(^1\)\(^2\)
   Data are based on October production.\(^a\)\(^b\)

   East Rochester, OH 44625–9701

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

   June 2008                     150 B.C.
   22d of May 2008               Labor Day 2006
   February and March 2008       Easter Sunday 2006
   January, February, and March 2008  5 January 2006 (military usage)
   January 24 A.D. 2008; 15th of June  spring 2007
   A.D. 2008                     autumn 2007

8.53. Between the name and number of an organization.

   Columbia Typographical Union No. 101–12
   American Legion Post No. 33

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

   ½  500
   1.0947
   page 2632
   202–275–2303 (telephone number)
   1721–1727 St. Clair Avenue
   Executive Order 11242
   motor No. 189463
   1450 kilocycles; 1100 meters

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

   The Children’s Bureau’s booklet “Infant Care” continues to be a bestseller.

8.56. Before an ampersand (&).

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

8.57. Before abbreviations of compass directions.

   6430 Princeton Dr. SW.

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

   American Library Association Bulletin 34:238, April 1940.
8.59. Wherever possible without danger of ambiguity.

$2 gold
Executive Order No. 21
General Order No. 12; but General Orders, No. 12
Public Law 85–1
He graduates in the year 2010 (not the year 2,010)
My age is 30 years 6 months 12 days.
John Lewis 2d (or II)
Murphy of Illinois; Murphy of New York (where only last name is used)
Carroll of Carrollton; Henry of Navarre (person closely identified with place);
    but Clyde Leo Downs, of Maryland; President Levin, of Yale University
James Bros. et al.; but James Bros., Nelson Co., et al. (last element of series)

Dash
A 1-em dash is used—

8.60. To mark a sudden break or abrupt change in thought.

He said—and no one contradicted him—“The battle is lost.”
If the bill should pass—which God forbid!—the service will be wrecked.
The auditor—shall we call him a knave or a fool?—approved an inaccurate statement.

8.61. To indicate an interruption or an unfinished word or sentence. A 2-em dash is 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, colloquy must start as a paragraph.

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

Mr. Brown [reading]: “The report goes on to say that”—Observe this closely—“during the fiscal year * * *.”

8.62. Instead of commas or parentheses if the meaning may thus be clarified.

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.
8.63. Before a final clause that summarizes a series of ideas.
   Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

8.64. After an introductory phrase reading into the following lines and indicating repetition of such phrase.
   I recommend—
   That we submit them for review and corrections;
   That we then accept them as corrected; and
   That we also publish them.

8.65. With a preceding question mark, in lieu of a colon.
   How can you explain this?—“Fee paid, $5.”

8.66. To precede a credit line or a run-in credit or signature.
   Lay the proud usurpers low!
   Tyrants fall in every foe!
   Liberty’s in every blow!
   Let us do or die!
   —Robert Burns.

   Every man’s work shall be made manifest.—I Corinthians 3:13.
   This statement is open to question.—GERALD H. FORSYTHE.

8.67. After a run-in sidehead.

8.68. To separate run-in questions and answers in testimony.
   Q. Did he go?—A. No.

A 1-em dash is not used—

8.69. At the beginning of any line of type, except as shown in rule 8.66.

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

A 3-em dash is used—

8.71. In bibliographies to indicate repetition.
An en dash is used—

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

figures:
- 5–20 (bonds)
- 85–1—85–20 (Public laws. Note em dash between two elements with en dashes)
- 1–703–765–6593 (telephone number)
- 230–20–8030 (Social Security number)
- $15–$25 (range)

capital letters:
- WTOP–AM–FM–TV (radio and television stations)
- CBS–TV
- AFL–CIO (union merger)
- C–SPAN (satellite television)

figures and capitals:
- 6–A (exhibit identification)
- DC–14 (airplane)
- I–95 (interstate roadway)
- 4–H (Club)
- LK–66–A(2)–74 (serial number)

but Rule 13e–4
- section 12(a)–(b) (en dash used for the word “to”)
- ACF-Brill Motors Co. (hyphen with capital letters and a word)
- loran-C (hyphen with lowercase word and capital letter)
- MiG-25 (hyphen with mixed letters with figure)
- ALL-AMERICAN ESSAY CONTEST (hyphen in capitalized heading)
- Four Corners Monument, AZ-NM-UT-CO (hyphen with two-letter state abbreviations)

8.73. In the absence of the word *to* when denoting a span of time.

2005–2008 January–June Monday–Friday

An en dash is not used—

8.74. For *to* when the word *from* precedes the first of two related figures or expressions.

From June 1 to July 30, 2005; *not* from June 1–July 30, 2005

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

Between 2000 and 2008; *not* between 2000–08
Ellipses

8.76. Three asterisks (preferred form) or three periods, separated by en spaces, are used to denote an ellipsis within a sentence, at the beginning or end of a sentence, or in two or more consecutive sentences. To achieve faithful reproduction of excerpt material, editors using period ellipses should indicate placement of the terminal period in relation to an ellipsis at the end of a sentence. Note, in the following examples, the additional spacing necessary to clearly define commas and the terminal period when period ellipses are employed.

The Senate having tried Andrew Johnson, President of the United States, upon articles of impeachment exhibited against him by the House of Representatives, and two-thirds of the Senators present not having found him guilty of the charges contained in the second, third, and eleventh articles of impeachment, it is therefore

Ordered and adjudged. That the said Andrew Johnson, President of the United States be, and he is, acquitted of the charges in said articles made and set forth.

The Senate having tried Andrew Johnson * * * upon articles of impeachment * * * and two-thirds of the Senators present not having found him guilty of the charges * * *, it is therefore

Ordered and adjudged. That the said Andrew Johnson, President of the United States be * * * acquitted of the charges * * *.

The Senate having tried Andrew Johnson . . . upon articles of impeachment . . . and two-thirds of the Senators present not having found him guilty of the charges . . . , it is therefore

Ordered and adjudged. That the said Andrew Johnson, President of the United States be . . . acquitted of the charges . . . .

8.77. Ellipses are not overruled alone at the end of a paragraph.

8.78. When periods are not specifically requested for ellipses in copy that has both periods and asterisks, asterisks will be used.

8.79. A line of asterisks indicates an omission of one or more entire paragraphs. In 26½-pica or wider measure, a line of “stars” means seven asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. In measures less than 26½ picas, five asterisks are used. Quotation marks are not used on a line of asterisks in quoted matter. Where an ellipsis line ends a complete quotation, no closing quote is used.

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

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

8.82. Equalize spacing above and below an ellipsis line.

**Exclamation point**

8.83. 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.

  Who shouted, “All aboard!” [Note omission of question mark.]
  “Great!” he shouted. [Note omission of comma.]
  He acknowledged the fatal error!
  How breathtakingly beautiful!
  Timber!
  Mayday! Mayday!

8.84. In direct address, either to a person or a personified object, **O** is used without an exclamation point, or other punctuation; but if strong feeling is expressed, an exclamation point is placed at the end of the statement.

  O my friend, let us consider this subject impartially.
  O Lord, save Thy people!

8.85. In exclamations without direct address or appeal, **oh** is used instead of **O**, and the exclamation point is omitted.

  Oh, but the gentleman is mistaken.
  Oh dear; the time is so short.

**Hyphen**

The hyphen (a punctuation mark, not an element in the spelling of words) is used—

8.86. To connect the elements of certain compound words. (See Chapter 6 “Compounding Rules.”)
8.87. To indicate continuation of a word divided at the end of a line. (See Word Division, supplement to the Style Manual.)

8.88. Between the letters of a spelled word.

The Style Board changed New Jerseyite to New J-e-r-s-e-y-a-n.
A native of Halifax is a H-a-l-i-g-o-n-i-a-n.
The Chinese repressive action took place in T-i-a-n-a-n-m-e-n Square.

8.89. To separate elements of chemical formulas.

The hyphen, as an element, may be used—

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

Oakland’s - - bonic plague Richard Emory H - - - -

Parentheses

Parentheses are used—

8.91. To set off important matter not intended to be part of the main statement that is not a grammatical element of the sentence. In colloquy, brackets must be substituted.

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 1995 and 19 percent in 1996).

8.92. To enclose a parenthetic clause where the interruption is too great to be indicated by commas.

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

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

the Winchester (VA) Star; but the Star of Winchester, VA
Portland (OR) Chamber of Commerce; but Athens, GA, schools

8.94. To enclose letters or numbers designating items in a series, either at the 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.)
8.95. To enclose a figure inserted to confirm a written or printed statement given in words if double form is specifically requested.

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

8.96. A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

The specimen exhibits both phases (pl. 14, A, B).
The individual cavities show great variation. (See pl. 4.)

8.97. If a sentence contains more than one parenthetic reference, the one at the end is placed before the period.

This sandstone (see pl. 6) is in every county of the State (see pl. 1).

8.98. When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis; but, if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15(a). Classes, grades, and sizes.
15a. Classes, grades, and sizes.

8.99. 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 letter, the period is placed after the figure. However, if the figure is not repeated before each letter in parentheses and no period is used, space is inserted after the number if at least one other lettered subsection appears.

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 the letter in the first paragraph but not repeated with subsequent letters—
(b) The period is used after the figure only.
Sec. 12 (a) When no period is used and a letter in parentheses appears after a numbered item—
(b) Space must be used after the number if at least one other lettered subsection is shown.

8.100. Note position of the period relative to closing parenthesis:

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc.).
The vending stand sells a variety of items (sandwiches, beverages, cakes, etc. (sometimes ice cream)).
The vending stand sells a variety of items. (These include sandwiches, beverages, cakes, etc. (6).)

8.101. To enclose bylines in congressional work.

(By Harvey Hagman, archeological correspondent)

8.102. When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at the end of the last paragraph.

**Period**

The period is used—

8.103. After a declarative sentence that is not exclamatory or after an imperative sentence.

Stars are suns.

He was employed by Sampson & Co.

Do not be late.

On with the dance.

8.104. After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.

May we hear from you.

May we ask prompt payment.

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

<table>
<thead>
<tr>
<th>a. Bread well baked</th>
<th>1. Punctuate freely</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Meat cooked rare</td>
<td>2. Compound sparingly</td>
</tr>
<tr>
<td>c. Cubed apples stewed</td>
<td>3. Index thoroughly</td>
</tr>
</tbody>
</table>

8.106. Sometimes to indicate ellipsis.

8.107. After a run-in sidehead.

*Conditional subjunctive.*—The conditional subjunctive is required for all unreal and doubtful conditions.

2. **Peacetime preparation.**—a. The Chairman of the National Security Resources Board, etc.

2. **Peacetime preparation—Industrial mobilization plans.**—The Chairman of the National Security Resources Board, etc.

2. **Peacetime preparation.**—**Industrial mobilization.**—The Chairman of the National Security Resources Board, etc.
62. Determination of types.—a. Statement of characteristics.—Before types of equipment, etc.

Steps in planning for procurement.—(1) Determination of needs.—To plan for the procurement of such arms, etc.

62. Determination of types.—(a) Statement of characteristics.—Before, etc.

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

Note.—The source material was furnished.


8.108. Paragraphs and subparagraphs may be arranged according to the following scheme. 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. Outlines can begin with a capital Roman numeral.

A. The number of levels and the width of the column determine alignment and indention.

1. A set space (en space) following the identifier aids alignment.

a. Usually, typefaces and sizes are chosen to agree with the hierarchy of the head breakdowns.

(1) Aligning runover lines with the first word which follows the number or letter aids readability.

(a) It is important to vary (alternate) the use of letters and numbers in any outline.

(i) The lowercase Roman numerals (i), (ii), etc. may be used as parts of the outline or to identify subparts of any previous parts.

(aa) When absolutely necessary, double (or triple) lowercase letters may be used.

II. Where not needed, the capital Roman numerals may be discarded and the outline can begin with the letter A. As in any composition, consistency in indentions and order is essential.

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

13.75 percent 1.25 meters
$3.50 0.08 mile

8.110. In continental European languages, to indicate thousands.

1.317 72.190.175
8.111. After abbreviations, unless otherwise specified. (See Chapter 9, “Abbreviations and Letter Symbols.”)

After abbreviations, unless otherwise specified. (See Chapter 9, “Abbreviations and Letter Symbols.”)

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr.</td>
<td>RR.</td>
</tr>
<tr>
<td>fig.</td>
<td>but</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>m (meter)</td>
</tr>
<tr>
<td>NE. (Northeast)</td>
<td>kc (kilocycle)</td>
</tr>
<tr>
<td>SSE. (South-Southeast)</td>
<td>NY (New York)</td>
</tr>
</tbody>
</table>

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

Figure 1.—Schematic drawing.
Figure 1.—Continued.
but Figure 1 (without legend, no period)

8.113. After Article 1, Section 1, etc., at the beginning of paragraphs.

A center period is sometimes used—

8.114. To indicate multiplication. (Use of a multiplication sign is preferable.)

\[
\text{multiplication sign is preferable.}
\]

\[
a \times b
\]

The period is omitted—

8.115. After—

- Lines in title pages
- Center, side, and running heads; but is not omitted after run-in sideheads
- Continued lines
- Boxheads of tables
- Scientific, chemical, or other symbols

This rule does not apply to abbreviation periods.

8.116. After a quotation mark that is preceded by a period.

She said: “I believe the time is now or never.”

8.117. After letters used as names without specific designation.

Officer B, Subject A, Brand X, etc.
A said to B that all is well.
Mr. A told Mr. B that the case was closed.
Mr. X (for unknown or censored name).
but Mr. A. [for Mr. Andrews]. I do not want to go. 
Mr. K. [for Mr. King]. The meeting is adjourned.

8.118. After a middle initial which is merely a letter and not an abbrevia-
tion of a name.

Daniel D Tompkins
Ross T McIntire

but Harry S. Truman (President Truman’s preference)

8.119. After a short name which is not an abbreviation of the longer form.

Alex
Ed

Mac
Sam

8.120. After Roman numerals used as ordinals.

King George V
Apollo XII insignie

Super Bowl XLII

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

8.122. Explanatory matter should be set in 6 point type under leaders or
rules.

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

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

Question mark

The question mark is used—

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

Did he do it?
He did what?

Can the money be raised? is the question.

Who asked, “Why?” [Note single question mark.]

“Did you hurt yourself, my son?” she asked.

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

Can he do it? or you? or anyone?
8.126. To express doubt.
   He said the boy was 8(?) feet tall. (No space before question mark.)
   The statue(?) was on the statute books.
   The scientific identification Dorothia? was noted. (Roman “?”.)

Quotation marks
Quotation marks are used—

8.127. 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.’ ” (Note thin space between single and double
   closing quotes.)
   “John,” asked Henry, “why do you go?”

8.128. To enclose any matter following such terms as entitled, the word,
   the term, marked, designated, classified, named, endorsed, cited as,
   referred to as, or signed; however, quotation marks 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. 21.
   The check was endorsed “John Adamson.”
   It was signed “John.”
   but Beryllium is known as glucinium in some European countries.
   It was called profit and loss.
   The so-called investigating body.

8.129. To enclose titles of addresses, articles, awards, books, captions,
   editorials, essays, headings, subheadings, headlines, hearings, motion
   pictures and plays (including television and radio programs),
   operas, papers, short poems, reports, songs, studies, subjects, and
   themes. All principal words are to be capitalized.
   An address on “Uranium-235 in the Atomic Age”
   The article “Germany Revisited” appeared in the last issue.
   He received the “Man of the Year” award.
   “The Conquest of Mexico,” a published work (book)
   Under the caption “Long-Term Treasurys Rise”
   The subject was discussed in “Punctuation.” (chapter heading)
It will be found in “Part XI: Early Thought.”
The editorial “Haphazard Budgeting”
“Compensation,” by Emerson (essay)
“United States To Appoint Representative to U.N.” (heading for headline)
In “Search for Paradise” (motion picture); “South Pacific” (play)
A paper on “Constant-Pressure Combustion” was read.
“O Captain! My Captain!” (short poem)
The report “Atomic Energy: What It Means to the Nation”; but annual report
of the Public Printer
This was followed by the singing of “The Star-Spangled Banner.”
Under the subhead “Sixty Days of Turmoil” will be found * * *.
The subject (or theme) of the conference is “Peaceful Uses of Atomic Energy.”
also Account 5, “Management fees.”
Under the heading “Management and Operation.”
Under the appropriation “Building of ships, Navy.”

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

8.131. To enclose a letter or communication that bears both date and
signature.

8.132. To enclose misnomers, slang expressions, sobriquets, coined words,
or ordinary words used in an arbitrary way.

His report was “bunk.”
It was a “gentlemen’s agreement.”
The “invisible government” is responsible.
George Herman “Babe” Ruth.

but He voted for the lameduck amendment.

8.133. To close up 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 is used. A thin space is used to separate double and
single quotation marks.

Quotation marks are not used—

8.134. In poetry. The lines of a poem should align on the left, those that
rhyme taking the same indentation.

Why seek to scale Mount Everest,
Queen of the air?
Why strive to crown that cruel crest
And deathward dare?
Said Mallory of dauntless quest:

“Because it’s there.”

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

8.136. To enclose names of newspapers or magazines.

8.137. To enclose complete letters having date and signature.

8.138. To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carries quotation marks.

8.139. In indirect quotations.

Tell her yes. He could not say no.

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

8.141. 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.

Ruth said, “I think so.”

“The President,” he said, “will veto the bill.”

The trainman shouted, “All aboard!”

Who asked, “Why?”

The President suggests that “an early occasion be sought * * *.”

Why call it a “gentlemen’s agreement”?

8.142. 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 after the words “cadets, U.S. Coast Guard;”.

Change “February 1, 1983”, to “June 30, 2008”.

“Insert in lieu thereof ‘July 1, 1983,’.”

8.143. When occurring together, quotation marks should precede footnote reference numbers.

The commissioner claimed that the award was “unjustified.”

Kelly’s exact words were: “The facts in the case prove otherwise.”
8.144. Quotation marks should be limited, if possible, to three sets (double, single, double).

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

**Semicolon**

The semicolon is used—

8.145. To separate clauses containing commas.

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

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

Yes, sir; he did see it.
No, sir; I do not recall.

8.146. To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.
No; we received one-third.
It is true in peace; it is true in war.
War is destructive; peace, constructive.

8.147. To set off explanatory abbreviations or words that summarize or explain preceding matter.

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

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

The semicolon is not used—

8.148. Where a comma will suffice.

Offices are located in New York, NY, Chicago, IL, and Dallas, TX.
Single punctuation

8.149. Single punctuation should be used wherever possible without ambiguity.

124 U.S. 321 (no comma)
Sir: (no dash)
Joseph replied, “It is a worthwhile effort.” (no outside period)

Type

8.150. All punctuation marks, including parentheses, brackets, and superior reference figures, are set to match the type of the words which they adjoin. A lightface dash is used after a run-in boldface side-head followed by lightface matter. Lightface brackets, parentheses, or quotation marks shall be used when both boldface and lightface matter are enclosed.

Charts: C&GS 5101 (N.O. 18320), page 282 (see above); N.O. 93491 (Plan); page 271.
9. Abbreviations and Letter Symbols

9.1. Abbreviations and letter symbols are used to save space and to avoid distracting the reader by use of repetitious words or phrases.

9.2. The nature of the publication governs the extent to which abbreviations are used. In the text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Heads, legends, tables of contents, and indexes follow the style of the text.

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

9.4. Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.

9.5. In technical matter, symbols for units of measure should be used only with figures; similarly, many other abbreviations and symbols should not appear in isolation. For example, \textit{energy is measured in foot-pounds}, NOT \textit{energy is measured in ft\textcdot}lbs.

Capitals, hyphens, periods (points), and spacing

9.6. In general, an abbreviation follows the capitalization and hyphenation of the word or words abbreviated. It is followed by a period unless otherwise indicated.

\[ \text{c.o.d.} \quad \text{St.} \quad \text{but ft\textcdot}lb \]
9.7. Abbreviations and initials of a personal name with points are set without spaces. Abbreviations composed of contractions and initials or numbers, will retain space.

H.S.T. B.S., LL.D., Ph.D., B.Sc.
J.F.K. H.R. 116 (but S. 116, S. Con.
L.B.J. Res. 116)
U.N. A.B. Secrest, D.D.S.
A.F. of L.-CIO (AFL–CIO
preferred) but
A.D., B.C. AT&T
e.s.t. Texas A&M
i.e., e.g. (but op. cit.) R&D

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

VFW TVA ARC
NLRB AFL–CIO ASTM

Geographic terms

9.9. United States must be spelled out when appearing in a sentence containing the name of another country. The abbreviation U.S. 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; and covers and title pages.

U.S. Government
U.S. Congress
U.S. Department of Health and Human Services
U.S. district court
U.S. Supreme Court (but Supreme Court of the United States)
U.S. Army (but Army of the United States)
U.S. monitor *Nantucket*
U.S.-NATO assistance
U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.

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

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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. foreign policy</td>
<td>United States Steel Corp.</td>
</tr>
<tr>
<td>U.S. farm-support program</td>
<td>(legal title)</td>
</tr>
<tr>
<td>U.S. attorney</td>
<td>Foreign policy of the United States</td>
</tr>
<tr>
<td>U.S. citizen</td>
<td>United States</td>
</tr>
<tr>
<td>United States Code (official title)</td>
<td>not Temperatures vary in the U.S.</td>
</tr>
</tbody>
</table>

9.11. The names of foreign countries are not abbreviated, with the exception of the former U.S.S.R., which is abbreviated due to its length.

9.12. In other than formal usage as defined in rule 9.9, all States of the United States, Puerto Rico, and the Virgin Islands are abbreviated immediately following any capitalized geographic term, including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, memorial, seashore, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

<table>
<thead>
<tr>
<th>Location</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prince George’s County, MD</td>
<td>Arlington National Cemetery, VA</td>
</tr>
<tr>
<td>Mount Rainier National Forest, WA</td>
<td>Aberdeen Proving Ground, MD</td>
</tr>
<tr>
<td>Stone Mountain, GA</td>
<td>Baltimore-Washington</td>
</tr>
<tr>
<td>National Naval Medical Center, Bethesda, MD</td>
<td>International Airport, MD</td>
</tr>
<tr>
<td>National Naval Medical Center, Bethesda, MD</td>
<td>Redstone Arsenal, AL</td>
</tr>
<tr>
<td>Mark Twain National Wildlife Refuge, IL-IA-MO (note use of hyphens here)</td>
<td>but Leavenworth freight yards, Kansas</td>
</tr>
<tr>
<td>Richmond, VA</td>
<td>Altoona sidetrack, Wisconsin</td>
</tr>
</tbody>
</table>

9.13. The Postal Service style of two-letter State, Province, and freely associated State abbreviations is to be used.
### United States

[Including freely associated States]

<table>
<thead>
<tr>
<th>State</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>AL</td>
</tr>
<tr>
<td>Alaska</td>
<td>AK</td>
</tr>
<tr>
<td>American Samoa</td>
<td>AS</td>
</tr>
<tr>
<td>Arizona</td>
<td>AZ</td>
</tr>
<tr>
<td>Arkansas</td>
<td>AR</td>
</tr>
<tr>
<td>California</td>
<td>CA</td>
</tr>
<tr>
<td>California</td>
<td></td>
</tr>
<tr>
<td>Colorado</td>
<td>CO</td>
</tr>
<tr>
<td>Connecticut</td>
<td>CT</td>
</tr>
<tr>
<td>Delaware</td>
<td>DE</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>DC</td>
</tr>
<tr>
<td>Federated States of Micronesia</td>
<td>FM</td>
</tr>
<tr>
<td>Florida</td>
<td>FL</td>
</tr>
<tr>
<td>Georgia</td>
<td>GA</td>
</tr>
<tr>
<td>Guam</td>
<td>GU</td>
</tr>
<tr>
<td>Hawaii</td>
<td>HI</td>
</tr>
<tr>
<td>Idaho</td>
<td>ID</td>
</tr>
<tr>
<td>Illinois</td>
<td>IL</td>
</tr>
<tr>
<td>Indiana</td>
<td>IN</td>
</tr>
<tr>
<td>Iowa</td>
<td>IA</td>
</tr>
<tr>
<td>Kansas</td>
<td>KS</td>
</tr>
<tr>
<td>Kentucky</td>
<td>KY</td>
</tr>
<tr>
<td>Louisiana</td>
<td>LA</td>
</tr>
<tr>
<td>Maine</td>
<td>ME</td>
</tr>
<tr>
<td>Marshall Islands</td>
<td>MH</td>
</tr>
<tr>
<td>Maryland</td>
<td>MD</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>MA</td>
</tr>
<tr>
<td>Michigan</td>
<td>MI</td>
</tr>
<tr>
<td>Minnesota</td>
<td>MN</td>
</tr>
<tr>
<td>Mississippi</td>
<td>MS</td>
</tr>
<tr>
<td>Missouri</td>
<td>MO</td>
</tr>
<tr>
<td>Montana</td>
<td>MT</td>
</tr>
<tr>
<td>Nebraska</td>
<td>NE</td>
</tr>
<tr>
<td>Nevada</td>
<td>NV</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>NH</td>
</tr>
<tr>
<td>New Jersey</td>
<td>NJ</td>
</tr>
<tr>
<td>New Mexico</td>
<td>NM</td>
</tr>
<tr>
<td>New York</td>
<td>NY</td>
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<tr>
<td>North Carolina</td>
<td>NC</td>
</tr>
<tr>
<td>North Dakota</td>
<td>ND</td>
</tr>
<tr>
<td>Northern Mariana</td>
<td></td>
</tr>
<tr>
<td>Ohio</td>
<td>OH</td>
</tr>
<tr>
<td>Oklahoma</td>
<td>OK</td>
</tr>
<tr>
<td>Oregon</td>
<td>OR</td>
</tr>
<tr>
<td>Palau</td>
<td>PW</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>PA</td>
</tr>
<tr>
<td>Puerto Rico</td>
<td>PR</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>RI</td>
</tr>
<tr>
<td>South Carolina</td>
<td>SC</td>
</tr>
<tr>
<td>South Dakota</td>
<td>SD</td>
</tr>
<tr>
<td>Tennessee</td>
<td>TN</td>
</tr>
<tr>
<td>Texas</td>
<td>TX</td>
</tr>
<tr>
<td>Utah</td>
<td>UT</td>
</tr>
<tr>
<td>Vermont</td>
<td>VT</td>
</tr>
<tr>
<td>Virginia</td>
<td>VA</td>
</tr>
<tr>
<td>Washington</td>
<td>WA</td>
</tr>
<tr>
<td>West Virginia</td>
<td>WV</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>WI</td>
</tr>
<tr>
<td>Wyoming</td>
<td>WY</td>
</tr>
</tbody>
</table>

### Canada

<table>
<thead>
<tr>
<th>Province</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta</td>
<td>AB</td>
</tr>
<tr>
<td>British Columbia</td>
<td>BC</td>
</tr>
<tr>
<td>Manitoba</td>
<td>MB</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>NB</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>NL</td>
</tr>
<tr>
<td>Northwest Territories</td>
<td>NT</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>NS</td>
</tr>
<tr>
<td>Nunavut</td>
<td>NU</td>
</tr>
<tr>
<td>Ontario</td>
<td>ON</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>PE</td>
</tr>
<tr>
<td>Quebec</td>
<td>QC</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>SK</td>
</tr>
<tr>
<td>Yukon</td>
<td>YT</td>
</tr>
</tbody>
</table>

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

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

### Addresses

9.16. Words such as *Street, Avenue, Place, Road, Square, Boulevard, Terrace, Drive, Court, and Building*, following a name or number, are abbreviated in footnotes, sidenotes, tables, leaderwork, and lists.

9.17. In addresses, a single period is used with the abbreviations *NW, SW, NE, SE* (indicating sectional divisions of cities) following name or number. *North, South, East, and West* are spelled out at all times.
9.18. The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, lists, or leaderwork.

14th Street Bridge

9.19. The words *County*, *Fort*, *Mount*, *Point*, and *Port* are not abbreviated. *Saint* (St.) and *Sainte* (Ste.) should be abbreviated.

**Descriptions of tracts of land**

9.20. If fractions are spelled out in land descriptions, *half* and *quarter* are used (not one-half or one-quarter).

south half of T. 47 N., R. 64 E.

9.21. In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

- SE¼, NW¼, sec. 4, T. 12 S., R. 15 E., of the Boise Meridian
- lot 6, NE¼ sec. 4, T. 6 N., R. 1 W.
- N½ 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, W½E½, W½, and W½SE¼SE¼ sec. 32 (with or without a township number)

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

**Names and titles**

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

<table>
<thead>
<tr>
<th>Al</th>
<th>Ben</th>
<th>Fred</th>
<th>Walt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex</td>
<td>Ed</td>
<td>Sam</td>
<td>Will</td>
</tr>
</tbody>
</table>

9.24. In signatures, an effort should be made to retain the exact form used by the signer.

George Wythe
Geo. Taylor

9.25. In company and other formal names, if it is not necessary to preserve the full legal title, such forms as *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and © are used. *Association* and *Manufacturing* are not abbreviated.
Radio Corp. of America  Electronics Manufacturing Co.
Aluminum Co. of America  Texas College of Arts & Industries
Jones Bros. & Co.  Baltimore & Ohio Railroad
American Telephone & Telegraph Co.  Mine, Mill & Smelter Workers
Norton Enterprises, Inc.  but
Maryland Steamship Co., Ltd.  Little Theater Company
Chesapeake & Delaware Canal  Senate Banking, Housing and Urban Affairs Committee
Fairmount Building & Loan Association


Commodity Credit Corporation
Federal Savings and Loan Insurance Corporation
Pension Benefit Guaranty Corporation

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

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

Gilbert and Sullivan  Currier and Ives

9.29. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by first or given name or initial; but *Mr., Mrs., Miss, Ms., M., MM., Messrs., Mlle., Mme., and Dr.* are abbreviated with or without first or given name or initial.

United States military titles and abbreviations

**Officer rank**

Officer ranks in the United States military consist of commissioned officers and warrant officers. The commissioned ranks are the highest in the military. These officers hold presidential commissions and are confirmed at their ranks by the Senate. Army, Air Force, and Marine Corps officers are called company grade officers in the pay grades of O–1 to O–3, field grade
officers in pay grades O–4 to O–6, and general officers in pay grades O–7 and higher. The equivalent officer groupings in the Navy are called junior grade, mid-grade, and flag.

Warrant officers hold warrants from their service secretary and are specialists and experts in certain military technologies or capabilities. The lowest ranking warrant officers serve under a warrant, but they receive commissions from the President upon promotion to chief warrant officer 2. These commissioned warrant officers are direct representatives of the President of the United States. They derive their authority from the same source as commissioned officers but remain specialists, in contrast to commissioned officers, who are generalists. There are no warrant officers in the Air Force.

<table>
<thead>
<tr>
<th>Army</th>
<th>Navy Coast Guard</th>
<th>Marines</th>
<th>Air Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>General of the Army</td>
<td>Fleet Admiral</td>
<td>General of the Air Force</td>
<td></td>
</tr>
<tr>
<td>(Reserved for wartime only)</td>
<td>(Reserved for wartime only)</td>
<td>(Reserved for wartime only)</td>
<td></td>
</tr>
<tr>
<td>O10</td>
<td>General GEN</td>
<td>Admiral ADM</td>
<td>General Gen.</td>
</tr>
<tr>
<td></td>
<td>Army Chief of Staff</td>
<td>Chief of Naval Operations and</td>
<td>Commandant of the Marine Corps</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commandant of the Coast Guard</td>
<td></td>
</tr>
<tr>
<td>O9</td>
<td>Lieutenant General LTG</td>
<td>Vice Admiral VADM</td>
<td>Lieutenant General Lt. Gen.</td>
</tr>
<tr>
<td>O8</td>
<td>Major General MG</td>
<td>Rear Admiral Upper Half RADM</td>
<td>Major General Maj. Gen.</td>
</tr>
<tr>
<td>O7</td>
<td>Brigadier General BG</td>
<td>Rear Admiral Lower Half RADM</td>
<td>Brigadier General Brig. Gen.</td>
</tr>
<tr>
<td>O6</td>
<td>Colonel COL</td>
<td>Captain CAPT</td>
<td>Colonel Col.</td>
</tr>
<tr>
<td>O5</td>
<td>Lieutenant Colonel LTC</td>
<td>Commander CDR</td>
<td>Lieutenant Colonel Lt. Col.</td>
</tr>
<tr>
<td>O4</td>
<td>Major MAJ</td>
<td>Lieutenant Commander LCDR</td>
<td>Major Maj.</td>
</tr>
<tr>
<td>O3</td>
<td>Captain CPT</td>
<td>Lieutenant LT</td>
<td>Captain Capt.</td>
</tr>
</tbody>
</table>
Service members in pay grades E–1 through E–3 are usually either in some kind of training status or on their initial assignment. The training includes the basic training phase where recruits are immersed in military culture and values and are taught the core skills required by their service component.

Basic training is followed by a specialized or advanced training phase that provides recruits with a specific area of expertise or concentration. In the Army and Marines, this area is called a military occupational specialty; in the Navy it is known as a rate; and in the Air Force it is simply called an Air Force specialty.

Leadership responsibility significantly increases in the mid-level enlisted ranks. This responsibility is given formal recognition by use of the terms noncommissioned officer and petty officer. An Army sergeant, an Air Force staff sergeant, and a Marine corporal are considered NCO ranks. The Navy NCO equivalent, petty officer, is achieved at the rank of petty officer third class.


### Enlisted rank

<table>
<thead>
<tr>
<th>Army</th>
<th>Navy Coast Guard</th>
<th>Marines</th>
<th>Air Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>O2 First Lieutenant 1LT</td>
<td>Lieutenant Junior Grade LTJG</td>
<td>First Lieutenant 1st Lt.</td>
<td>First Lieutenant 1st Lt.</td>
</tr>
<tr>
<td>O1 Second Lieutenant 2LT</td>
<td>Ensign ENS</td>
<td>Second Lieutenant 2nd Lt.</td>
<td>Second Lieutenant 2nd Lt.</td>
</tr>
<tr>
<td>W5 Chief Warrant Officer CW5</td>
<td>Chief Warrant Officer CWO5</td>
<td>Chief Warrant Officer 5 CWO5</td>
<td>NO WARRANT</td>
</tr>
<tr>
<td>W4 Chief Warrant Officer 4 CW4</td>
<td>Chief Warrant Officer 4 CWO4</td>
<td>Chief Warrant Officer 4 CWO4</td>
<td>NO WARRANT</td>
</tr>
<tr>
<td>W3 Chief Warrant Officer 3 CW3</td>
<td>Chief Warrant Officer 3 CWO3</td>
<td>Chief Warrant Officer 3 CWO3</td>
<td>NO WARRANT</td>
</tr>
<tr>
<td>W2 Chief Warrant Officer 2 CW2</td>
<td>Chief Warrant Officer 2 CWO2</td>
<td>Chief Warrant Officer 2 CWO2</td>
<td>NO WARRANT</td>
</tr>
<tr>
<td>W1 Warrant Officer 1 WO1</td>
<td>Warrant Officer 1 WO1</td>
<td>Warrant Officer 1 WO</td>
<td>NO WARRANT</td>
</tr>
</tbody>
</table>
At the E–8 level, the Army, Marines, and Air Force have two positions at the same pay grade. Whether one is, for example, a senior master sergeant or a first sergeant in the Air Force depends on the person’s job. The same is true for the positions at the E–9 level. Marine Corps master gunnery sergeants and sergeants major receive the same pay but have different responsibilities. E–8s and E–9s have 15 to 30 years on the job, and are commanders’ senior advisers for enlisted matters.

A third E–9 element is the senior enlisted person of each service. The sergeant major of the Army, the sergeant major of the Marine Corps, the master chief petty officer of the Navy, and the chief master sergeant of the Air Force are the spokespersons of the enlisted force at the highest levels of their services.

<table>
<thead>
<tr>
<th></th>
<th>Army</th>
<th>Navy Coast Guard</th>
<th>Marines</th>
<th>Air Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>E9</td>
<td>Sergeant Major of the Army (SMA)</td>
<td>Master Chief Petty Officer of the Navy (MCPON) and Coast Guard (MCPOCG)</td>
<td>Sergeant Major of the Marine Corps (SgtMajMC)</td>
<td>Chief Master Sergeant of the Air Force (CMSAF)</td>
</tr>
<tr>
<td>E9</td>
<td>Sergeant Major (SGM)</td>
<td>Command Sergeant Major (CSM)</td>
<td>Master Chief Petty Officer (MCPO)</td>
<td>Command Sergeant Major (CCSM)</td>
</tr>
<tr>
<td>E8</td>
<td>Master Sergeant (MSG)</td>
<td>First Sergeant (MSG)</td>
<td>Senior Chief Petty Officer (SCPO)</td>
<td>First Sergeant (SMG)</td>
</tr>
<tr>
<td>E7</td>
<td>Sergeant First Class (SFC)</td>
<td>Chief Petty Officer (CPO)</td>
<td>Gunner Sergeant (GySgt)</td>
<td>First Sergeant (CPO)</td>
</tr>
<tr>
<td>E6</td>
<td>Staff Sergeant (SSG)</td>
<td>Petty Officer First Class (PO1)</td>
<td>Staff Sergeant (SSgt)</td>
<td>Technical Sergeant (TSgt)</td>
</tr>
<tr>
<td>E5</td>
<td>Sergeant (SGT)</td>
<td>Petty Officer Second Class (PO2)</td>
<td>Sergeant (Sgt)</td>
<td>Staff Sergeant (SSgt)</td>
</tr>
<tr>
<td>E4</td>
<td>Corporal (CPL)</td>
<td>Specialist (SPC)</td>
<td>Petty Officer Third Class (PO3)</td>
<td>Senior Airman (SrA)</td>
</tr>
<tr>
<td></td>
<td>Army</td>
<td>Navy Coast Guard</td>
<td>Marines</td>
<td>Air Force</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------</td>
<td>------------------</td>
<td>-----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>E3</td>
<td>Private First Class (PFC)</td>
<td>Seaman (SN)</td>
<td>Lance Corporal</td>
<td>Airman First Class (A1C)</td>
</tr>
<tr>
<td>E2</td>
<td>Private E–2 (PV2)</td>
<td>Seaman Apprentice (SA)</td>
<td>Private First Class (PFC)</td>
<td>Airman (Amn)</td>
</tr>
<tr>
<td>E1</td>
<td>Private</td>
<td>Seaman Recruit (SR)</td>
<td>Private</td>
<td>Airman Basic</td>
</tr>
</tbody>
</table>


9.30. Spell out Senator, Representative, and commandant.

9.31. Unless preceded by the, abbreviate Honorable, Reverend, and Monsignor when followed by the first name, initials, or title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root
the Honorable John Roberts, John Paul Stevens, and Ruth Bader Ginsberg
Rev. Martin Luther King, Jr.; the Reverend Dr. King; Rev. Dr. King; Reverend
King (not Rev. King, nor the Reverend King)
Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman; Very Rev. Henry
Boyd; the Very Reverend Henry Boyd
Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

9.32. The following and similar forms are used after a name:

Esq., Jr., Sr.

2d, 3d (or II, III) (not preceded by comma)

Degrees: LL.D., M.A., Ph.D., etc.

Fellowships, orders, etc.: FSA Scot, F.R.S., K.C.B., C.P.A., etc.

9.33. The abbreviation Esq. and other titles such as Mr., Mrs., and Dr., should not appear with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., not Mr. John L. Smith, Esq., nor John L. Smith, Esq., A.M.;
buts James A. Jones, Jr., Esq.

Ford Maddox, A.B., Ph.D., not Mr. Ford Maddox, A.B., Ph.D.

George Gray, M.D., not Mr. George Gray, M.D., nor Dr. George Gray, M.D.

Dwight A. Bellinger, D.V.M.

9.34. Sr. and Jr. should not be used without first or given name or initials, but may be used in combination with any title.

A.K. Jones, Jr., or Mr. Jones, Junior, not Jones, Jr., nor Jones, Junior
President J. B. Nelson, Jr.
Abbreviations and Letter Symbols

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

T.E. Holt, C.S.C., S.T.Lr., LL.D., Ph.D.
Samuel J. Deckelbaum, P.M.

9.36. Academic degrees standing alone may be abbreviated.

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

9.37. In addresses, signatures, lists of names, and leaderwork but not in tables nor in centerheads, Mr., Mrs., and other titles preceding a name, and Esq., Jr., Sr., 2d, and 3d following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase.

Parts of publications

9.38. The following abbreviations are used for parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, list of references, tables, and leaderwork, when followed by figures, letters, or Roman numerals.

app., apps. (appendix, appendixes)
art., arts. (article, articles)
bull., bulls. (bulletin, bulletins)
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)
subpt., subpts. (subpart, subparts)
subsec., subsecs. (subsection, subsections)
supp., supps. (supplement, supplements)
vol., vols. (volume, volumes)
9.39. The word *article* and the word *section* are abbreviated when appearing at the beginning of a paragraph and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

*Art. 2; Sec. 2; etc.; but Article 1; Section 1
Art. II; Sec. II; etc.; but Article I; Section I*

9.40. At the beginning of a legend, the word *figure* preceding the legend number is not abbreviated.

**Figure 4.—Landscape.**

**Terms relating to Congress**

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

- 106th Cong., 1st sess.
- 1st sess., 106th Cong.
- Public Law 84, 102d Cong.
- Private Law 68, 102d Cong.

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

- H.R. 416 (House bill)
- S. 116 (Senate bill)
- The examples above may be abbreviated or spelled out in text.
- H. Res. 5 (House resolution)
- H. Con. Res. 10 (House concurrent resolution)
- H.J. Res. 21 (House joint resolution)
- S. Res. 50 (Senate resolution)
- S. Con. Res. 17 (Senate concurrent resolution)
- S.J. Res. 45 (Senate joint resolution)
- H. Conf. Rept. 10 (House conference report)
- H. Doc. 35 (House document)
- S. Doc. 62 (Senate document)
- H. Rept. 214 (House report)
- S. Rept. 410 (Senate report)
- Ex. Doc. B (Executive document)
- Ex. F (92d Cong., 2d sess.)
- Ex. Rept. 9 (92d Cong., 1st sess.)
- Misc. Doc. 16 (miscellaneous document)
- Public Res. 47
9.43. References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated.

Stat. L. (Statutes at Large)

but Public Law 85–1; Private Law 68

Calendar divisions

9.44. Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, sidenotes, and in bibliographies. (See examples, rule 9.45.) *May, June,* and *July* are always spelled out. In narrow columns in tables, however, the names of months may be abbreviated even if standing alone. Preferred forms follow:

|------|------|------|

9.45. In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Congressional Record, Sept. 25, 2007)
[From the New York Times, Mar. 4, 2008]
[From the Mar. 4 issue]
On Jan. 25 (we had commenced on Dec. 26, 2005) the work was finished. (In footnotes, tables, leaderwork, and sidenotes)
On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 2006). (Text, but with citation in parentheses)

but On January 25 (we had commenced on December 26, 2008) the work was finished. (Not a citation or reference in text)

9.46. Weekdays are not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Thurs.</td>
<td>Sat.</td>
</tr>
<tr>
<td>Tues.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Time zones

9.47. The following forms are to be used when abbreviating names of time zones:

- AKDT—Alaska daylight time
- AKST—Alaska standard time
- AKT—Alaska time (implies standard or daylight time)
- AST—Atlantic standard time
- AT—Atlantic time
- CDT—central daylight time
- CST—central standard time
- CT—central time
- DST—daylight saving (no “s”) time
- EDT—eastern daylight time
- EST—eastern standard time
- ET—eastern time
- GCT—Greenwich civil time
- GMAT—Greenwich mean astronomical time
- GMT—Greenwich mean time
- HDT—Hawaii-Aleutian daylight time (not observed in HI)
- HST—Hawaii-Aleutian standard time
- LST—local standard time
- MDT—mountain daylight time
- MST—mountain standard time
- MT—mountain time
- PDT—Pacific daylight time
- PST—Pacific standard time
- PT—Pacific time
- UTC—coordinated universal time

Acronyms and coined words

9.48. To obtain uniform treatment in the formation of acronyms and coined words, apply the formulas that follow:

Use all capital letters when only the first letter of each word or selected words is used to make up the symbol:

- APPR (Army package power reactor)
- EPCOT (Experimental Prototype Community of Tomorrow)
- MAG (Military Advisory Group)
- MIRV (multiple independently targetable reentry vehicle)
- SALT (strategic arms limitation talks); (avoid SALT talks)
- STEP (supplemental training and employment program)

Use all capital letters where first letters of prefixes and/or suffixes are utilized as part of established expressions:

- CPR (cardiopulmonary resuscitation)
- ESP (extrasensory perception)
- FLIR (forward-looking infrared)

Copy must be followed where an acronym or abbreviated form is copyrighted or established by law:

- ACTION (agency of Government; not an acronym)
- MarAd (Maritime Administration)
- NACo (National Association of Counties)
- MEDLARS (Medical Literature Analysis and Retrieval System)

Use caps and lowercase when proper names are used in shortened form, any word
of which uses more than the first letter of each word:

Conrail (Consolidated Rail Corporation)
Pepco (Potomac Electric Power Co.)
Inco (International Nickel Co.)
Aramco (Arabian-American Oil Co.)
Unprofor (United Nations Protection Force)

Use lowercase in common-noun combinations made up of more than the first letter of lowercased words:

loran (long-range navigation)
sonar (sound navigation ranging)
secant (separation control of aircraft by nonsynchronous techniques)

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

**Terms of measure**

9.50. Compass directions are abbreviated as follows:

<table>
<thead>
<tr>
<th></th>
<th>S.</th>
<th>ESE.</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NE.</td>
<td>NNW.</td>
<td>10° N. 25° W.</td>
</tr>
<tr>
<td>E.</td>
<td>W.</td>
<td>NW. by N. ¼ W.</td>
</tr>
<tr>
<td>SW.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.51. The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33’05” N. long. 13°21’10” E.

9.52. Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

9.53. Temperature and gravity are expressed in figures. When the degree mark is used, it must appear closed up to the capital letter, not against the figures. Note the following related abbreviations and letter symbols and their usages:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>abs, absolute</td>
<td>API, American Petroleum Institute</td>
</tr>
<tr>
<td>°C,1</td>
<td>degree Celsius</td>
</tr>
<tr>
<td>°F</td>
<td>degree Fahrenheit</td>
</tr>
<tr>
<td>°R</td>
<td>degree Rankine</td>
</tr>
<tr>
<td>K</td>
<td>kelvin</td>
</tr>
<tr>
<td>K</td>
<td>TWAD, Twaddell</td>
</tr>
<tr>
<td>°API</td>
<td>American Petroleum Institute</td>
</tr>
</tbody>
</table>

1 Without figures preceding it, °C or °F should be used only in boxhead and over figure columns in tables.
2 Preferred form (superseding Centigrade).
9.54. References to meridian in statements of time are abbreviated as follows:

- 10 a.m. (*not* 10:00 a.m.)
- 2:30 p.m.
- 12 p.m. (12 noon)
- 12 a.m. (12 midnight)

9.55. The word *o’clock* is not used with abbreviations of time.

*not* 10 o’clock p.m.

9.56. Metric unit letter symbols are set lowercase roman unless the unit name has been derived from a proper name, in which case the first letter of the symbol is capitalized (for example Pa for pascal and W for watt). The exception is the letter L for liter. The same form is used for singular and plural. The preferred symbol for *cubic centimeter* is $cm^3$; use $cc$ only when requested.

A space is used between a figure and a unit symbol except in the case of the symbols for degree, minute, and second of plane angle.

<table>
<thead>
<tr>
<th>3 m</th>
<th>45 mm</th>
<th>25 °C</th>
<th>but 33°15'21&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefixes for multiples and submultiples</td>
<td>Metric units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>exa ($10^{18}$)</td>
<td>d</td>
<td>deci ($10^{-1}$)</td>
</tr>
<tr>
<td>P</td>
<td>peta ($10^{15}$)</td>
<td>c</td>
<td>centi ($10^{-2}$)</td>
</tr>
<tr>
<td>T</td>
<td>tera ($10^{12}$)</td>
<td>m</td>
<td>milli ($10^{-3}$)</td>
</tr>
<tr>
<td>G</td>
<td>giga ($10^{9}$)</td>
<td>μ</td>
<td>micro ($10^{-6}$)</td>
</tr>
<tr>
<td>M</td>
<td>mega ($10^{6}$)</td>
<td>n</td>
<td>nano ($10^{-9}$)</td>
</tr>
<tr>
<td>k</td>
<td>kilo ($10^{3}$)</td>
<td>p</td>
<td>pico ($10^{-12}$)</td>
</tr>
<tr>
<td>h</td>
<td>hecto ($10^{2}$)</td>
<td>f</td>
<td>femto ($10^{-15}$)</td>
</tr>
<tr>
<td>da</td>
<td>deka ($10$)</td>
<td>a</td>
<td>atto ($10^{-18}$)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Length</strong></th>
<th><strong>Area</strong></th>
<th><strong>Volume</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>km</td>
<td>km$^2$</td>
<td>km$^3$</td>
</tr>
<tr>
<td>hm</td>
<td>hm$^2$</td>
<td>hm$^3$</td>
</tr>
<tr>
<td>dam</td>
<td>dam$^2$</td>
<td>dam$^3$</td>
</tr>
<tr>
<td>m</td>
<td>m$^2$</td>
<td>m$^3$</td>
</tr>
<tr>
<td>dm</td>
<td>dm$^2$</td>
<td>dm$^3$</td>
</tr>
<tr>
<td>cm</td>
<td>cm$^2$</td>
<td>cm$^3$</td>
</tr>
<tr>
<td>mm</td>
<td>mm$^2$</td>
<td>mm$^3$</td>
</tr>
</tbody>
</table>
Abbreviations and Letter Symbols

<table>
<thead>
<tr>
<th>Weight</th>
<th>Land area</th>
<th>Capacity of containers</th>
</tr>
</thead>
<tbody>
<tr>
<td>kg</td>
<td>ha</td>
<td>kL</td>
</tr>
<tr>
<td>hg</td>
<td>a</td>
<td>hL</td>
</tr>
<tr>
<td>dag</td>
<td>acre</td>
<td>daL</td>
</tr>
<tr>
<td>g</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>dg</td>
<td></td>
<td>dL</td>
</tr>
<tr>
<td>cg</td>
<td></td>
<td>cL</td>
</tr>
<tr>
<td>mg</td>
<td></td>
<td>mL</td>
</tr>
<tr>
<td>μg</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.57. A similar form of abbreviation applies to any unit of the metric system.

A  ampere       V  volt       mF  millifarad
VA voltampere   W  watt       mH  millihenry
F  farad        kc kilocycle μF microfarad (one-
H  Henry        kV kilovolt millionth of a farad)
Hz  Hertz       kVA kilovoltampere
J  joule        kW kilowatt  |

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

<table>
<thead>
<tr>
<th>Length</th>
<th>Area and volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>inch</td>
</tr>
<tr>
<td>ft</td>
<td>foot</td>
</tr>
<tr>
<td>yd</td>
<td>yard</td>
</tr>
<tr>
<td>mi</td>
<td>mile (statute)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Weight</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>yr</td>
<td>gr grain</td>
<td>gill (not abbreviated)</td>
</tr>
<tr>
<td>mo</td>
<td>dr dram</td>
<td>pt pint</td>
</tr>
<tr>
<td>d</td>
<td>oz ounce</td>
<td>qt quart</td>
</tr>
<tr>
<td>h</td>
<td>lb pound</td>
<td>gal gallon</td>
</tr>
<tr>
<td>min</td>
<td>cwt hundredweight</td>
<td>pk peck</td>
</tr>
<tr>
<td>s</td>
<td>dwt pennyweight</td>
<td>bu bushel</td>
</tr>
<tr>
<td></td>
<td>but t metric ton (tonne)</td>
<td></td>
</tr>
</tbody>
</table>

9.59. In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows:

\[5^\text{h}3^\text{m}9^\text{s}\]  \[4.5^\text{h}\]
Money

9.60. The following are some of the abbreviations and symbols used for indicating money:

(For the abbreviations of other terms indicating currency, see the table “Currency” in Chapter 17 “Useful Tables.”)

$, dol (dollar)  Mex $2,650

c, ct, ¢ (cent, cents)  P (peso)

TRL175 (Turkish)  £ (pound)

USD15,000  d (pence)

€ (euro)

Use “USD” if omission would result in confusion.

Standard word abbreviations

9.61. If abbreviations are required, use these forms:

2,4D (insecticide)  AFL–CIO—American Federation of Labor and Congress of Industrial Organizations

3d—third  AID—Agency for International Development

4˚—quarto  AIDS—acquired immunodeficiency syndrome

8˚—octavo  a.k.a.—also known as

A1 (rating)  A.L.R.—American Law Reports

A.A.—Alcoholics Anonymous  AM—amplitude modulation (no periods)

AARP—American Association of Retired Persons  A.M.—(anno mundi) in the year of the world

abbr.—abbreviation  A.M. or M.A.—master of arts

abs.—abstract  a.m.—(ante meridiem) before noon

acct.—account  Am. Repts.—American Reports

ACDA—Arms Control and Disarmament Agency  Amtrak—National Railroad Passenger Corporation

ACTH—adrenocorticotropic hormone  AMVETS—American Veterans of World War II; Amvet(s) (individual)

A.D.—(anno Domini) in the year of our Lord (A.D. 937)  antilog—antilogarithm (no period)

ADDH—attention deficit disorder with hyperactivity  AOA—Administration on Aging

ADHD—attention deficit hyperactivity disorder  API—American Petroleum Institute

AEF—American Expeditionary Forces  AEF—Air Force Base
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>APO</td>
<td>Army post office (no periods)</td>
</tr>
<tr>
<td>App. D.C.</td>
<td>District of Columbia Appeal Cases</td>
</tr>
<tr>
<td>App. Div.</td>
<td>Appellate Division</td>
</tr>
<tr>
<td>APPR</td>
<td>Army package power reactor</td>
</tr>
<tr>
<td>approx.</td>
<td>approximately</td>
</tr>
<tr>
<td>ARC</td>
<td>American Red Cross</td>
</tr>
<tr>
<td>ARS</td>
<td>Agricultural Research Service</td>
</tr>
<tr>
<td>ASCS</td>
<td>Agricultural Stabilization and Conservation Service</td>
</tr>
<tr>
<td>ASME</td>
<td>American Society of Mechanical Engineers</td>
</tr>
<tr>
<td>A.S.N.</td>
<td>Army service number</td>
</tr>
<tr>
<td>ASTM</td>
<td>American Society for Testing and Materials</td>
</tr>
<tr>
<td>ATM</td>
<td>Automatic teller machine</td>
</tr>
<tr>
<td>Atl.</td>
<td>Atlantic Reporter; A.2d, Atlantic Reporter, second series</td>
</tr>
<tr>
<td>AUS</td>
<td>Army of the United States</td>
</tr>
<tr>
<td>Ave.</td>
<td>Avenue</td>
</tr>
<tr>
<td>AWACS</td>
<td>Airborne warning and control system</td>
</tr>
<tr>
<td>AWOL</td>
<td>Absent without leave</td>
</tr>
<tr>
<td>B.A. or A.B.</td>
<td>Bachelor of arts</td>
</tr>
<tr>
<td>BBB</td>
<td>Better Business Bureau</td>
</tr>
<tr>
<td>B.C.</td>
<td>Before Christ (1200 B.C.)</td>
</tr>
<tr>
<td>B.C.E.</td>
<td>Before Common Era</td>
</tr>
<tr>
<td>BCG</td>
<td>(Bacillus Calmette-Guerin) antituberculosis vaccine</td>
</tr>
<tr>
<td>bf.</td>
<td>Boldface</td>
</tr>
<tr>
<td>BGN</td>
<td>Board on (not of) Geographic Names</td>
</tr>
<tr>
<td>BIA</td>
<td>Bureau of Indian Affairs</td>
</tr>
<tr>
<td>BIS</td>
<td>Bank for International Settlements</td>
</tr>
<tr>
<td>Blatch. Pr. Cas.</td>
<td>Blatchford's Prize Cases</td>
</tr>
<tr>
<td>Bldg.</td>
<td>Building</td>
</tr>
<tr>
<td>B. Lit(t). or Lit(t).B.</td>
<td>Bachelor of literature</td>
</tr>
<tr>
<td>BLM</td>
<td>Bureau of Land Management</td>
</tr>
<tr>
<td>BLS</td>
<td>Bureau of Labor Statistics</td>
</tr>
<tr>
<td>Blvd.</td>
<td>Boulevard</td>
</tr>
<tr>
<td>b.o.</td>
<td>Buyer's option</td>
</tr>
<tr>
<td>B.S. or B.Sc.</td>
<td>Bachelor of science</td>
</tr>
<tr>
<td>c. and s.c.</td>
<td>Caps and small caps</td>
</tr>
<tr>
<td>ca.</td>
<td>(circa) about</td>
</tr>
<tr>
<td>ca.</td>
<td>Centiare</td>
</tr>
<tr>
<td>CACM</td>
<td>Central American Common Market</td>
</tr>
<tr>
<td>CAD</td>
<td>Computer-aided design</td>
</tr>
<tr>
<td>CAP</td>
<td>Civil Air Patrol</td>
</tr>
<tr>
<td>CARE</td>
<td>Cooperative for American Remittances to Everywhere, Inc.</td>
</tr>
<tr>
<td>CAT scan</td>
<td>Computerized axial tomography</td>
</tr>
<tr>
<td>C.C.A.</td>
<td>Circuit Court of Appeals</td>
</tr>
<tr>
<td>CCC</td>
<td>Commodity Credit Corporation</td>
</tr>
<tr>
<td>CCITT</td>
<td>Consultative Committee for International Telegraphy and Telephony</td>
</tr>
<tr>
<td>C.Cls.</td>
<td>Court of Claims</td>
</tr>
<tr>
<td>C.Cls.R.</td>
<td>Court of Claims Reports</td>
</tr>
<tr>
<td>C.C.P.A.</td>
<td>Court of Customs and Patents Appeals</td>
</tr>
<tr>
<td>CCR</td>
<td>Commission on Civil Rights</td>
</tr>
<tr>
<td>CDC</td>
<td>Centers for Disease Control and Prevention</td>
</tr>
<tr>
<td>C.E.</td>
<td>Common Era</td>
</tr>
<tr>
<td>CEA</td>
<td>Council of Economic Advisers</td>
</tr>
<tr>
<td>cf.</td>
<td>(Confer) compare or see</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CHAMPUS</td>
<td>Civilian Health and Medical Program of the Uniformed Services</td>
</tr>
<tr>
<td>CIA</td>
<td>Central Intelligence Agency</td>
</tr>
<tr>
<td>CIC</td>
<td>Counterintelligence Corps</td>
</tr>
<tr>
<td>C.J.</td>
<td>(Corpus Juris) body of law; Chief Justice</td>
</tr>
</tbody>
</table>
CNN—Cable News Network
CO—commanding officer
Co.—company (commercial)
c.o.d.—cash on delivery
COLA—cost-of-living adjustment
Comp. Dec.—Comptroller’s Decisions (Treasury)
Comp. Gen.—Comptroller General Decisions
con.—continued
conelrad—control of electromagnetic radiation (civil defense)
Conus—continental United States
Corp.—corporation (commercial)
cos—cosine (no period)
cosh—hyperbolic cosine (no period)
cot—cotangent (no period)
coth—hyperbolic cotangent (no period)
c.p.—chemically pure
C.P.A.—certified public accountant
CPI—Consumer Price Index
CPR—cardiopulmonary resuscitation
cr.—credit; creditor
C-SPAN—Cable Satellite Public Affairs Network
csc—cosecant (no period)
csch—hyperbolic cosecant (no period)
Ct.—court
Dall.—Dallas (U.S. Supreme Court Reports)
DAR—Daughters of the American Revolution
d.b.a.—doing business as
d.b.h.—diameter at breast height
D.D.—doctor of divinity
D.D.S.—doctor of dental surgery
DDT—dichlorodiphenyltrichloroethane
DHS—Department of Homeland Security
Dist. Ct.—District Court
D.Lit(t). or Lit(t).D.—doctor of literature
DNC—Domestic Names Committee (BGN)
do.—(ditto) the same
DOC—Department of Commerce
DOD—Department of Defense
DOE—Department of Energy
DOJ—Department of Justice
DOL—Department of Labor
DOS—Department of State
DOT—Department of Transportation
DP—displaced person (no period)
D.P.H.—doctor of public health
D.P.Hy.—doctor of public hygiene
DPT—diphtheria, pertussis, tetanus inoculation
dr.—debit; debtor
Dr.—doctor; drive
d.s.t.—daylight saving (no “s”) time
D.V.M.—doctor of veterinary medicine
E.—east
EDGAR—Electronic Data Gathering, Analysis and Retrieval (SEC)
EEOC—Equal Employment Opportunity Commission
EFTA—European Free Trade Association
EFTS—electronic funds transfer system
e.g.—(exempli gratia) for example
EHF—extremely high frequency
emcee—master of ceremony
e.o.m.—end of month
EOP—Executive Office of the President
EPA—Environmental Protection Agency
et al.—(et alii) and others
et seq.—(et sequentia) and the following
etc.—(et cetera) and so forth
EU—European Union
Euratom—European Atomic Energy Community
Euro—currency (common)
Eurodollars—U.S. dollars used to finance foreign trade
Ex. Doc. (with letter)—executive document
Ex-Im Bank—Export-Import Bank of the United States
f., ff.—and following page (pages)
FAA—Federal Aviation Administration
FACS—Faculty of the American College of Surgeons
FAO—Food and Agriculture Organization
f.a.s.—free alongside ship
FAS—Foreign Agricultural Service
FBI—Federal Bureau of Investigation
FCA—Farm Credit Administration
FCC—Federal Communications Commission
FCIC—Federal Crop Insurance Corporation
FCSC—Foreign Claims Settlement Commission
FDA—Food and Drug Administration
FDIC—Federal Deposit Insurance Corporation
FDLP—Federal Depository Library Program
Fed.—Federal Reporter; F.3d, Federal Reporter, third series
FEOF—Foreign Exchange Operations Fund
FHA—Federal Housing Administration
FmHA—Farmers Home Administration
FHLBB—Federal Home Loan Bank Board
FHWA—Federal Highway Administration
FICA—Federal Insurance Contributions Act
FLSA—Fair Labor Standards Act
FM—frequency modulation
FMC—Federal Maritime Commission
FMCS—Federal Mediation and Conciliation Service
FNMA—Federal National Mortgage Association (Fannie Mae)
FNS—Food and Nutrition Service
f°—folio
f.o.b.—free on board
FPC—Federal Power Commission
FPO—fleet post office (no periods)
FR—Federal Register (publication)
FRG—Federal Republic of Germany
FRS—Federal Reserve System
FS—Forest Service
FSLIC—Federal Savings and Loan Insurance Corporation
FSS—Federal Supply Service
F.Supp.—Federal Supplement
FTC—Federal Trade Commission
FWS—Fish and Wildlife Service
GAO—Government Accountability Office
GATT—General Agreement on Tariffs and Trade
GDR—German Democratic Republic
GI—general issue; Government issue
GIS—Geographic Information System
G.M.&S.—general, medical, and surgical
GNMA—Government National Mortgage Association
(Ginnie Mae)
GNP—gross national product
Gov.—Governor
GPO—Government Printing Office
GPS—Global Positioning System
gr. wt.—gross weight
GSA—General Services Administration
GSE—Government-Sponsored Enterprise
H.C.—House of Commons
H. Con. Res. (with number)—House concurrent resolution
H. Doc. (with number)—House document
hazmat—hazardous material
HDTV—high definition television
HE—high explosive (no periods)
HF—high frequency (no periods)
HHS—Health and Human Services (Department of)
HIV—human immunodeficiency virus
H.J. Res. (with number)—House joint resolution
HMO—health-maintenance organization
HOV—high-occupancy vehicle
How.—Howard (U.S. Supreme Court Reports)
H.R. (with number)—House bill
H. Rept. (with number)—House report
H. Res. (with number)—House resolution
HUD—Housing and Urban Development (Department of)
IADB—Inter-American Defense Board
IAEA—International Atomic Energy Agency
ibid.—(ibidem) in the same place
ICBM—intercontinental ballistic missile
id.—(idem) the same
IDA—International Development Association
IDE—integrated drive electronics
i.e.—(id est) that is
IEEE—Institute of Electrical and Electronic Engineers
IF—intermediate frequency (no periods)
IFC—International Finance Corporation
IMCO—Intergovernmental Maritime Consultative Organization
IMF—International Monetary Fund
Insp. Gen. (also IG)—inspector general
Interpol—International Criminal Police Organization
IOU—I owe you
IQ—intelligence quotient
IRA—individual retirement account
IRBM—intermediate range ballistic missile
IRE—Institute of Radio Engineers
IRO—International Refugee Organization
IRS—Internal Revenue Service
ISO—International Standards Organization
ITO—International Trade Organization
ITU—International Telecommunications Union
JAG—Judge Advocate General
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>jato</td>
<td>jet-assisted takeoff</td>
</tr>
<tr>
<td>J.D.</td>
<td>(jurum or juris doctor) doctor of laws</td>
</tr>
<tr>
<td>JOBS</td>
<td>Job Opportunities in the Business Sector</td>
</tr>
<tr>
<td>JIT</td>
<td>just in time</td>
</tr>
<tr>
<td>Jpn.</td>
<td>Japan or Japanese where necessary to abbreviate</td>
</tr>
<tr>
<td>Jr.</td>
<td>junior</td>
</tr>
<tr>
<td>LAFTA</td>
<td>Latin American Free Trade Association</td>
</tr>
<tr>
<td>lat.</td>
<td>latitude</td>
</tr>
<tr>
<td>LC</td>
<td>Library of Congress</td>
</tr>
<tr>
<td>LCD</td>
<td>liquid crystal display</td>
</tr>
<tr>
<td>lc.</td>
<td>lowercase</td>
</tr>
<tr>
<td>L.Ed.</td>
<td>Lawyer’s edition (U.S. Supreme Court Reports)</td>
</tr>
<tr>
<td>liq.</td>
<td>liquid</td>
</tr>
<tr>
<td>If.</td>
<td>lightface</td>
</tr>
<tr>
<td>LF</td>
<td>low frequency</td>
</tr>
<tr>
<td>LL.B.</td>
<td>bachelor of laws</td>
</tr>
<tr>
<td>LL.D.</td>
<td>doctor of laws</td>
</tr>
<tr>
<td>loc. cit.</td>
<td>(loco citato) in the place cited</td>
</tr>
<tr>
<td>log (no period)</td>
<td>logarithm</td>
</tr>
<tr>
<td>long.</td>
<td>longitude</td>
</tr>
<tr>
<td>loran (no periods)</td>
<td>long-range navigation</td>
</tr>
<tr>
<td>lox (no periods)</td>
<td>liquid oxygen</td>
</tr>
<tr>
<td>LPG</td>
<td>liquefied petroleum gas</td>
</tr>
<tr>
<td>Ltd.</td>
<td>limited</td>
</tr>
<tr>
<td>Lt. Gov.</td>
<td>lieutenant governor</td>
</tr>
<tr>
<td>M</td>
<td>money supply: M1, M2, etc.</td>
</tr>
<tr>
<td>M</td>
<td>monsieur; MM., messieurs</td>
</tr>
<tr>
<td>m.</td>
<td>(meridies) noon</td>
</tr>
<tr>
<td>M</td>
<td>more</td>
</tr>
<tr>
<td>MAC</td>
<td>Military Airlift Command</td>
</tr>
<tr>
<td>MAG</td>
<td>Military Advisory Group</td>
</tr>
<tr>
<td>MarAd</td>
<td>Maritime Administration</td>
</tr>
<tr>
<td>MC</td>
<td>Member of Congress (emcee, master of ceremonies)</td>
</tr>
<tr>
<td>M.D.</td>
<td>doctor of medicine</td>
</tr>
<tr>
<td>MDAP</td>
<td>Mutual Defense Assistance Program</td>
</tr>
<tr>
<td>MediCal</td>
<td>Medicaid California</td>
</tr>
<tr>
<td>memo</td>
<td>memorandum</td>
</tr>
<tr>
<td>MF</td>
<td>medium frequency; microfiche</td>
</tr>
<tr>
<td>MFN</td>
<td>most favored nation</td>
</tr>
<tr>
<td>MIA</td>
<td>missing in action (plural MIA's)</td>
</tr>
<tr>
<td>MIRV</td>
<td>multiple independently targetable reentry vehicle</td>
</tr>
<tr>
<td>Misc. Doc. (with number)</td>
<td>miscellaneous document</td>
</tr>
<tr>
<td>Mlle.</td>
<td>mademoiselle</td>
</tr>
<tr>
<td>Mme.</td>
<td>madam</td>
</tr>
<tr>
<td>Mmes.</td>
<td>mesdames</td>
</tr>
<tr>
<td>mo.</td>
<td>month</td>
</tr>
<tr>
<td>MOS</td>
<td>military occupational specialty</td>
</tr>
<tr>
<td>M.P.</td>
<td>Member of Parliament</td>
</tr>
<tr>
<td>MP</td>
<td>military police</td>
</tr>
<tr>
<td>Mr.</td>
<td>mister (plural Messrs.)</td>
</tr>
<tr>
<td>MRI</td>
<td>magnetic resonance imaging</td>
</tr>
<tr>
<td>Mrs.</td>
<td>mistress</td>
</tr>
<tr>
<td>Ms.</td>
<td>feminine title (plural Mses.)</td>
</tr>
<tr>
<td>M.S.</td>
<td>master of science</td>
</tr>
<tr>
<td>MS.</td>
<td>MSS., manuscript, manuscripts</td>
</tr>
<tr>
<td>MSC</td>
<td>Military Sealift Command</td>
</tr>
<tr>
<td>Msgr.</td>
<td>monsignor</td>
</tr>
<tr>
<td>m.s.l.</td>
<td>mean sea level</td>
</tr>
<tr>
<td>MSNBC</td>
<td>Microsoft National Broadcasting Co.</td>
</tr>
<tr>
<td>MTN</td>
<td>multilateral trade negotiations</td>
</tr>
<tr>
<td>N.</td>
<td>north</td>
</tr>
<tr>
<td>NA</td>
<td>not available; not applicable</td>
</tr>
<tr>
<td>NACo.</td>
<td>National Association of Counties</td>
</tr>
<tr>
<td>NAFTA</td>
<td>North American Free Trade Agreement</td>
</tr>
</tbody>
</table>
NAS—National Academy of Sciences
NASA—National Aeronautics and Space Administration
NATO—North Atlantic Treaty Organization
NCUA—National Credit Union Administration
NE.—northeast
n.e.c.—not elsewhere classified
n.e.s.—not elsewhere specified
net wt.—net weight
N.F.—National Formulary
NFAH—National Foundation on the Arts and the Humanities
NIH—National Institutes of Health
NIST—National Institute of Standards and Technology
n.l.—natural log or logarithm
NLRB—National Labor Relations Board
NNTP—Network News Transfer Protocol
No.—Nos., number, numbers
NOAA—National Oceanic and Atmospheric Administration
n.o.i.b.n.—not otherwise indexed by name
n.o.p.—not otherwise provided (for)
n.o.s.—not otherwise specified
NOVS—National Office of Vital Statistics
NPS—National Park Service
NRC—Nuclear Regulatory Commission
NS—nuclear ship
NSA—National Security Agency
NSC—National Security Council
NSF—National Science Foundation
n.s.k.—not specified by kind
n.s.p.f.—not specifically provided for
NW.—northwest
OAPEC—Organization of Arab Petroleum Exporting Countries
OAS—Organization of American States
OASDHI—Old-Age, Survivors, Disability, and Health Insurance Program
OASI—Old-Age and Survivors Insurance
OCD—Office of Civil Defense
OD—officer of the day
OD—overdose; Odd, overdosed
O.D.—doctor of optometry
OECD—Organization for Economic Cooperation and Development
OK—Oked, Oking, Oks
OMB—Office of Management and Budget
op. cit.—(opere citato) in the work cited
OPEC—Organization of Petroleum Exporting Countries
OSD—Office of the Secretary of Defense
OTC—Organization for Trade Cooperation
PA—public address system
Pac.—Pacific Reporter; P.2d, Pacific Reporter, second series
PAC—political action committee (plural PAC’s)
Passed Asst. Surg.—passed assistant surgeon
PBS—Public Building Service
PCV—Peace Corps Volunteer
Abbreviations and Letter Symbols

Pet.—Peters (U.S. Supreme Court Reports)
Ph.—phenyl
Phar.D.—doctor of pharmacy
Ph.B. or B.Ph.—bachelor of philosophy
Ph.D. or D.Ph.—doctor of philosophy
Ph.G.—graduate in pharmacy
PHS—Public Health Service
PIN—personal identification number
Pl.—place
p.m.—(post meridiem) after noon
P.O. Box (with number)—but post office box (in general sense)
POP—Point of Presence; Post Office Protocol
POW—prisoner of war (plural POWs)
PTSD—post-traumatic-stress disorder
Private Res. (with number)—private resolution
Prof.—professor
pro tem—(pro tempore) temporarily
P.S.—(post scriptum) postscript; public school (with number)
PTA—parent-teachers’ association
Public Res. (with number)—public resolution
PX—post exchange
QT—on the quiet
racon—radar beacon
radar—radio detection and ranging
R&D—research and development
rato—rocket-assisted takeoff
Rd.—road
RDT&E—research, development, testing, and evaluation
REA—Rural Electrification Administration
Rev.—reverend
Rev. Stat.—Revised Statutes
RF—radiofrequency
R.F.D.—rural free delivery
Rh—Rhesus (blood factor)
RIF—reduction(s) in force; RIFed, RIFing, RIFs
R.N.—registered nurse
ROTC—Reserve Officers’ Training Corps
RR.—railroad
RRB—Railroad Retirement Board
Rt. Rev.—right reverend
Ry.—railway
S.—south; Senate bill (with number)
SAC—Strategic Air Command
SAE—Society of Automotive Engineers
S&L(s)—savings and loan(s)
SALT—strategic arms limitation talks
SAR—Sons of the American Revolution
SBA—Small Business Administration
sc.—(scilicet) namely (see also ss)
s.c.—small caps
S. Con. Res. (with number)—Senate concurrent resolution
s.d.—(sine die) without date
SDI—Strategic Defense Initiative
S. Doc. (with number)—Senate document
SE.—southeast
SEATO—Southeast Asia Treaty Organization
SEC—Securities and Exchange Commission
sec—secant
sech—hyperbolic secant
2d—second
SHF—superhigh frequency
shoran—short range (radio)
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>USNR—U.S. Naval Reserve</td>
<td>w.a.e.—when actually employed</td>
</tr>
<tr>
<td>U.S.P.—United States Pharmacopeia</td>
<td>Wall.—Wallace (U.S. Supreme Court Reports)</td>
</tr>
<tr>
<td>USPS—U.S. Postal Service</td>
<td>wf—wrong font</td>
</tr>
<tr>
<td>U.S.S.—U.S. Senate v. or vs.—(versus) against</td>
<td>Wheat.—Wheaton (U.S. Supreme Court Reports)</td>
</tr>
<tr>
<td>VA—Department of Veterans Affairs</td>
<td>WHO—World Health Organization</td>
</tr>
<tr>
<td>VAT—value added tax</td>
<td>WIPO—World Intellectual Property Organization</td>
</tr>
<tr>
<td>VCR—video cassette recorder</td>
<td>WMAL—WRC, etc., radio stations</td>
</tr>
<tr>
<td>VHF—very high frequency</td>
<td>w.o.p.—without pay</td>
</tr>
<tr>
<td>VIP—very important person</td>
<td>Yale L.J.—Yale Law Journal</td>
</tr>
<tr>
<td>viz—(videlicet) namely</td>
<td>ZIP Code—Zone Improvement</td>
</tr>
<tr>
<td>VLF—very low frequency</td>
<td>Plan Code (Postal Service)</td>
</tr>
<tr>
<td>VTR—video tape recording</td>
<td>ZIP+4—9-digit ZIP Code</td>
</tr>
<tr>
<td>W.—west</td>
<td></td>
</tr>
</tbody>
</table>

**Standard letter symbols for units of measure**

9.62. The same form is used for singular and plural senses.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>ampere</td>
</tr>
<tr>
<td>Å</td>
<td>angstrom</td>
</tr>
<tr>
<td>a</td>
<td>are</td>
</tr>
<tr>
<td>a</td>
<td>atto (prefix, one-quintillionth)</td>
</tr>
<tr>
<td>aA</td>
<td>attoampere</td>
</tr>
<tr>
<td>abs</td>
<td>absolute (temperature and gravity)</td>
</tr>
<tr>
<td>ac</td>
<td>alternating current</td>
</tr>
<tr>
<td>AF</td>
<td>audiofrequency</td>
</tr>
<tr>
<td>Ah</td>
<td>ampere-hour</td>
</tr>
<tr>
<td>A/m</td>
<td>ampere per meter</td>
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<td>AM</td>
<td>amplitude modulation</td>
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<tr>
<td>asb</td>
<td>apostilb</td>
</tr>
<tr>
<td>At</td>
<td>ampere-turn</td>
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<tr>
<td>at</td>
<td>atmosphere, technical</td>
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<td>atm</td>
<td>atmosphere</td>
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<tr>
<td>at wt</td>
<td>atomic weight</td>
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<tr>
<td>au</td>
<td>astronomical units</td>
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<tr>
<td>avdp</td>
<td>avoirdupois</td>
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<tr>
<td>b</td>
<td>barn</td>
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<tr>
<td>B</td>
<td>bel</td>
</tr>
<tr>
<td>b</td>
<td>bit</td>
</tr>
<tr>
<td>bbl</td>
<td>barrel</td>
</tr>
<tr>
<td>bbl/d</td>
<td>barrel per day</td>
</tr>
<tr>
<td>Bd</td>
<td>baud</td>
</tr>
<tr>
<td>bd. ft.</td>
<td>board foot (obsolete); use fbm</td>
</tr>
<tr>
<td>Bé</td>
<td>Baumé</td>
</tr>
<tr>
<td>Bev</td>
<td>(obsolete); see GeV</td>
</tr>
<tr>
<td>Bhn</td>
<td>Brinell hardness number</td>
</tr>
<tr>
<td>bhp</td>
<td>brake horsepower</td>
</tr>
<tr>
<td>bm</td>
<td>board measure</td>
</tr>
<tr>
<td>bp</td>
<td>boiling point</td>
</tr>
<tr>
<td>Btu</td>
<td>British thermal unit</td>
</tr>
<tr>
<td>bu</td>
<td>bushel</td>
</tr>
<tr>
<td>c</td>
<td>¢, ct; cent(s)</td>
</tr>
<tr>
<td>c</td>
<td>centi (prefix, one-hundredth)</td>
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<tr>
<td>C</td>
<td>coulomb</td>
</tr>
<tr>
<td>ºC</td>
<td>degree Celsius</td>
</tr>
<tr>
<td>cal</td>
<td>calorie (also: cal&lt;T, International Table; cal&lt;th—thermochemical)</td>
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<tr>
<td>cd/in²</td>
<td>candela per square inch</td>
</tr>
<tr>
<td>cd/m²</td>
<td>candela per square meter</td>
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<tr>
<td>cg</td>
<td>centigram</td>
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<tr>
<td>cd•h</td>
<td>candela-hour</td>
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<td>Ci</td>
<td>curie</td>
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<tr>
<td>cL</td>
<td>centiliter</td>
</tr>
<tr>
<td>cm</td>
<td>centimeter</td>
</tr>
<tr>
<td>c/m</td>
<td>cycles per minute</td>
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</tbody>
</table>
cm²—square centimeter
 cm³—cubic centimeter
 cmil—circular mil
 cp—candlepower
cP—centipoise
cSt—centistokes
cwt—hundredweight
 D—darcy
d—day
d—deci (prefix, one-tenth)
d—pence
da—deka (prefix, 10)
dag—dekagram
daL—dekaliter
dam—dekameter
dam²—square dekameter
dam³—cubic dekameter
dB—decibel
dBu—decibel unit
dc—direct current
dg—decigram
dl—deciliter
dm—decimeter
dm²—square decimeter
dm³—cubic decimeter
dol—dollar
doz—dozen
dr—dram
dwt—deadweight tons
dwt—pennyweight
dyn—dyne
EHF—extremely high frequency
 emf—electromotive force
 emu—electromagnetic unit
 erg—erg
 esu—electrostatic unit
 eV—electronvolt
°F—degree Fahrenheit
 F—farad
 f—femto (prefix, one-quadrillionth)
 fbm—board foot; board foot measure
 fc—footcandle
 fL—footlambert
 fm—femtometer
 FM—frequency modulation
 ft—foot
 ft²—square foot
 ft³—cubic foot
 ftH₂O—conventional foot of water
 ft•lb—foot-pound
 ft•lbf—foot-pound force
 ft/min—foot per minute
 ft²/min—square foot per minute
 ft³/min—cubic foot per minute
 ft²pdl—foot poundal
 ft/s—foot per second
 ft²/s—square foot per second
 ft²/s—cubic foot per second
 ft/s²—foot per second squared
 ft/s³—foot per second cubed
 G—gauss
 G—giga (prefix, 1 billion)
g—gram; acceleration of gravity
 Gal—gal cm/s²
gal—gallon
gal/min—gallons per minute
gal/s—gallons per second
 GB—gigabyte
 Gb—gilbert
 g/cm³—gram per cubic centimeter
 GeV—gigaelectronvolt
 GHz—gigahertz (gigacycle per second)
grain; gross
 h—hecto (prefix, 100)
 H—henry
 h—hour
 ha—hectare
 HF—high frequency
 hg—hectogram
 hL—hectoliter
 hm—hectometer
 hm²—square hectometer
 hm³—cubic hectometer
 hp—horsepower
 hph—horsepower-hour
 Hz—hertz (cycles per second)
id—inside diameter
 ihp—indicated horsepower
Abbreviations and Letter Symbols

- in—inch
- in²—square inch
- in³—cubic inch
- in/h—inch per hour
- inH₂O—conventional inch of water
- inHg—conventional inch of mercury
- in-lb—inch-pound
- in/s—inch per second
- J—joule
- J/K—joule per kelvin
- K—kayser
- K—kelvin (use without degree symbol)
- k—kilo (prefix, 1,000)
- k—thousand (7k=7,000)
- kc—kilocycle; see also kHz (kilohertz), kilocycles per second
- kcal—kilocalorie
- keV—kiloelectronvolt
- kG—kilogauss
- kg—kilogram
- kgf—kilogram-force
- kHertz—kilohertz (kilocycles per second)
- kL—kiloliter
- kibf—kipound-force
- km—kilometer
- km²—square kilometer
- km³—cubic kilometer
- km/h—kilometer per hour
- kn—knot (speed)
- kΩ—kilohm
- kt—kiloton; carat
- kV—kilovolt
- kWA—kilovoltampere
- kvar—kilovar
- kW—kilowatt
- kWh—kilowatthour
- L—lambert
- L—liter
- lb—pound
- lb ap—apothecary pound
- lb—avoirdupois pound
- lbf—pound-force
- lb/ft—pound-force foot
- lb/ft³—pound-force per cubic foot
- lb/in²—pound-force per square inch (see psi)
- lb/ft²—pound per square foot
- lb/ft³—pound per cubic foot
- lct—long calcined ton
- ldt—long dry ton
- LF—low frequency
- lin ft—linear foot
- l/m—lines per minute
- lm—lumen
- lm/ft²—lumen per square foot
- lm/m²—lumen per square meter
- lm/s—lumen second
- lW—lumen per watt
- l/s—lines per second
- L/s—liter per second
- lx—lux
- M—mega (prefix, 1 million)
- M—million (3 M=3 million)
- m—meter
- m—milli (prefix, one-thousandth)
- M1—monetary aggregate
- m²—square meter
- m³—cubic meter
- μ—micro (prefix, one-millionth)
- μm—micrometer
- mA—milliampere
- μA—microampere
- MB—megabyte
- mbar—millibar
- μbar—microbar
- Mc—megacycle; see also MHz
- (megahertz), megacycles per second
- mc—millicycle; see also mHz
- (millihertz), millicycles per second
- mD—millidarcy
- meq—milliquivalent
- MeV—megaelectronvolts
- mF—millifarad
- μF—microfarad
mG—milligauss
mg—milligram
μg—microgram
Mgal/d—million gallons per day
mH—millihenry
MHz—megahertz
mHz—millihertz
mi—mile (statute)
mi²—square mile
mi/gal—mile(s) per gallon
mi/h—mile(s) per hour
mil—mil
min—minute (time)
μin—microinch
mL—milliliter
mm—millimeter
mm²—square millimeter
mm³—cubic millimeter
μm²—square micrometer
μm³—cubic micrometer
μm—micromicron (use of compound prefixes obsolete; use pm, picometer)
μμF—micromicrofarad (use of compound prefixes obsolete; use pF)
mmHg—conventional millimeter of mercury
mΩ—megohm
mo—month
mol—mole (unit of substance)
mol wt—molecular weight
mp—melting point
ms—millisecond
μs—microsecond
Mt—megaton
mV—millivolt
μV—microvolt
MW—megawatt
mW—milliwatt
μW—microwatt
MWd/t—megawatt-days per ton
Mx—maxwell
n—nano (prefix, one-billionth)
N—newton
nA—nanoampere
nF—nanofarad
N•m—newton meter
N/m²—newton per square meter
nmi—nautical mile
Np—neper
ns—nanosecond
N•s/m²—newton second per square meter
nt—nit
od—outside diameter
Oe—oersted (use of A/m, amperes per meter, preferred)
oz—ounce (avoirdupois)
p—pico (prefix, one-trillionth)
P—poise
Pa—pascal
pA—picoampere
pct—percent
pdl—poundal
pF—picofarad (micromicrofarad, obsolete)
pF—water-holding energy
pH—hydrogen-ion concentration
ph—phot; phase
pk—peck,
p/m—parts per million
ps—picosecond
psi—pounds per square inch
pt—pint
pW—picowatt
qt—quart
quad—quadrillion (10¹⁵)
°R—rankine
°R—roentgen
R—degree rankine
R—degree reaumur
rad—radian
rd—rad
rem—roentgen equivalent man
r/min—revolutions per minute
rms—root mean square
Abbreviations and Letter Symbols

9.63. When Latin abbreviations are used, follow this list.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
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<tr>
<td>a.—</td>
<td>annum, year; ante, before</td>
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<tr>
<td>A.A.C.—</td>
<td>anno ante, Christum in the year before Christ</td>
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<tr>
<td>A.A.S.—</td>
<td>Academiae Americanae Socius, Fellow of the American Academy [Academy of Arts and Sciences]</td>
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<tr>
<td>A.B.—</td>
<td>artium bacalaureus, bachelor of arts</td>
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<tr>
<td>ab init.—</td>
<td>ab initio, from the beginning</td>
</tr>
<tr>
<td>abs. re.—</td>
<td>absente reo, the defendant being absent</td>
</tr>
<tr>
<td>A.C.—</td>
<td>ante Christum, before Christ</td>
</tr>
<tr>
<td>A.D.—</td>
<td>anno Domini, in the year of our Lord</td>
</tr>
<tr>
<td>a.d.—</td>
<td>ante diem, before the day</td>
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<tr>
<td>ad fin.—</td>
<td>ad finem, at the end, to one end</td>
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<tr>
<td>ad h.l.—</td>
<td>ad hunc locum, to this place, on this passage</td>
</tr>
<tr>
<td>ad inf.—</td>
<td>ad infinitum, to infinity</td>
</tr>
<tr>
<td>ad init.—</td>
<td>ad initium, at the beginning</td>
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<tr>
<td>ad int.—</td>
<td>ad interim, in the meantime</td>
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<tr>
<td>ad lib.—</td>
<td>ad libitum, at pleasure</td>
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<tr>
<td>ad loc.—</td>
<td>ad locum, at the place</td>
</tr>
<tr>
<td>ad val.—</td>
<td>ad valorem, according to</td>
</tr>
<tr>
<td>A.I.—</td>
<td>anno inventionis, in the year of the discovery</td>
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<tr>
<td>al.—</td>
<td>alia, alii, other things, other persons</td>
</tr>
<tr>
<td>A.M.—</td>
<td>anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a.m., ante meridiem, before noon</td>
</tr>
<tr>
<td>an.—</td>
<td>anno, in the year; ante, before</td>
</tr>
<tr>
<td>ann.—</td>
<td>annales, annals; anni, years</td>
</tr>
<tr>
<td>A.R.S.S.—</td>
<td>Antiquariorum Regiae Societatis Socius, Fellow of the Royal Society of Antiquaries</td>
</tr>
</tbody>
</table>
A.U.C.—anno urbis conditae, ab urbe conolita, in [the year from] the building of the City [Rome], 753 B.C.

B.A.—baccalaureus artium, bachelor of arts

B. Sc.—baccalaureus scientiae, bachelor of science

C.—centum, a hundred; condemno, I condemn, find guilty

c.—circa, about

cent.—centum, a hundred

cf.—confer, compare

C.M.—chirurgiae magister, master of surgery

coch.—cochlear, a spoon, spoonful

coch. amp.—cochlear amplum, a tablespoonful

coch. mag.—cochlear magnum, a large spoonful

coch. med.—cochlear medium, a dessert spoonful

coch. parv.—cochlear parvum, a teaspoonful

con.—contra, against; conjunx, wife

C.P.S.—custos privati sigilli, keeper of the privy seal

C.S.—custos sigilli, keeper of the seal

cwt.—c. for centum, wt. for weight, hundredweight

D.—Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give

D.D.—divinitatis doctor, doctor of divinity

D.G.—Dei gratia, by the grace of God; Deo gratias, thanks to God

D.N.—Dominus noster, our Lord

D. Sc.—doctor scientiae, doctor of science

d.s.p.—decessit sine prole, died without issue

D.V.—Deo volente, God willing

dwt.—d. for denarius, wt. for weight pennyweight

e.g.—exempli gratia, for example

et al.—et alibi, and elsewhere; et alii, or aliae, and others

etc.—et cetera, and others, and so forth

et seq.—et sequentes, and those that follow

et ux.—et uxor, and wife

F.—filius, son

f.—fiat, let it be made; forte, strong

fac.—factum similis, facsimile, an exact copy

fasc.—fasciculus, a bundle

fl.—fl ores, flowers; fl oruit, flourished; fluidus, fluid

f.r.—folio recto, right-hand page

F.R.S.—Fraternitatis Regiae Socius, Fellow of the Royal Society

f.v.—folio verso, on the back of the leaf

guttat.—guttatim, by drops

gutt.—guttarium

H.—hora, hour

h.a.—hoc anno, in this year; hujus anni, this year’s

hab. corp.—habeas corpus, have the body—a writ

h.e.—hic est, this is; hoc est, that is

h.m.—hoc mense, in this month; huius mensis, this month’s

h.q.—hoc quaere, look for this

H.R.I.P.—hic requiescat in pace, here rests in peace

H.S.—hic sepultus, here is buried; hic situs, here lies; h.s., hoc sensu, in this sense

H.S.S.—Historiae Societatis Socius, Fellow of the Historical Society

h.t.—hoc tempore, at this time; hoc titulo, in or under this title

I.—Idus, the Ides; i., id, that; immortalis, immortal

ib. or ibid.—ibidem, in the same place

id.—idem, the same

i.e.—id est, that is
imp.—imprimatur, sanction, let it be printed
I.N.D.—in nomine Dei, in the name of God
in f.—in fine, at the end
inf.—infra, below
init.—initio, in the beginning
in lim.—in limine, on the threshold, at the outset
in loc.—in loco, in its place
in loc. cit.—in loco citato, in the place cited
in pr.—in principio, in the beginning
in trans.—in transitu, on the way
i.q.—idem quod, the same as
i.q.e.d.—id quod erat demonstrandum, what was to be proved
J.—judex, judge
J.C.D.—juris civilis doctor, doctor of civil law
J.D.—jurum or juris doctor, doctor of laws
J.U.D.—juris utriusque doctor, doctor of both civil and canon law
L.—liber, a book; locus, a place
£—libra, pound; placed before figures thus £10; if l., to be placed after, as 401.
L.A.M.—liberalium artium magister, master of the liberal arts
L.B.—baccalaureus literarum, bachelor of letters
lb.—libra, pound (singular and plural)
L.H.D.—literarum humaniorum doctor, doctor of the more humane letters
Litt. D.—literarum doctor, doctor of letters
LL.B.—legum baccalaureus, bachelor of laws
LL.D.—legum doctor, doctor of laws
LL.M.—legum magister, master of laws
loc. cit.—loco citato, in the place cited
loq.—loquitur, he, or she, speaks
L.S.—locus sigilli, the place of the seal
l.s.c.—loco supra citato, in the place above cited
£ s. d.—librae, solidi, denarii, pounds, shillings, pence
M.—magister, master; manipulus, handful; medicinae, of medicine; m., meridies, noon
M.A.—magister artium, master of arts
M.B.—medicinae baccalaureus, bachelor of medicine
M. Ch.—magister chirurgiae, master of surgery
M.D.—medicinae doctor, doctor of medicine
m.m.—mutatis mutandis, with the necessary changes
m.n.—mutato nomine, the name being changed
MS.—manuscriptum, manuscript; MSS., manuscripta, manuscripts
Mus. B.—musicae baccalaureus, bachelor of music
Mus. D.—musicae doctor, doctor of music
Mus. M.—musicae magister, master of music
N.—Nepos, grandson; nomen, name; nomina, names; noster, our; n., natus, born; nocte, at night
N.B.—nota bene, mark well
ni. pri.—nisi prius, unless before
nob.—nobis, for (or on) our part
nol. pros.—nolle prosequi, will not prosecute
non cul.—non culpabilis, not guilty
n.l.—non licet, it is not permitted; non liquet, it is not clear; non longe, not far
non obs.—non obstante, notwithstanding
non pros.—non prosequitur, he does not prosecute
non seq.—non sequitur, it does not follow logically
O.—octarius, a pint
ob.—obit, he, or she, died; obiter, incidentally
ob. s.p.—obit sine prole, died without issue
o.c.—opere citato, in the work cited
op.—opus, work; opera, works
op. cit.—opere citato, in the work cited
P.—papa, pope; pater, father; pontifex, bishop; populus, people; p., partim, in part; per, by, for; pius, holy; pondere, by weight; post, after; primus, first; pro, for
p.a.—or per ann., per annum, yearly; pro anno, for the year
p. ae.—partes aequales, equal parts
pass.—passim, everywhere
percent.—per centum, by the hundred
pil.—pilula, pill
Ph. B.—philosophiae baccalaureus, bachelor of philosophy
P.M.—post mortem, after death
p.m.—post meridiem, afternoon
pro tem.—pro tempore, for the time being
prox.—proximo, in or of the next [month]
P.S.—postscriptum, postscript; P.SS., postscripta, postscripts
q.d.—quasi dicit, as if one should say; quasi dictum, as if said; quasi dixisset, as if he had said
q.e.—quod est, which is
Q.E.D.—quod erat demonstrandum, which was to be demonstrated
Q.E.F.—quod erat faciendum, which was to be done
Q.E.I.—quod erat inveniendum, which was to be found out
q.l.—quantum libet, as much as you please
q. pl.—quantum placet, as much as seems good
q.s.—quantum sufficit, sufficient quantity
q.v.—quantum vis, as much as you will; quem, quam, quod vide, which see; q. v., quos, quas, or quae vide, which see (plural)
R.—regina, queen; recto, right-hand page; respublica, commonwealth
R.—recipe, take
R.I.P.—requiescat, or requiescant, in peace, may he, she, or they, rest in peace
R.P.D.—rerum politicarum doctor, doctor of political science
R.S.S.—Regiae Societatis Sodalis, Fellow of the Royal Society
S.—sepultus, buried; situs, lies; societas, society; socius or sodalis, fellow; s., semi, half; solidus, shilling
s.a.—sine anno, without date; secundum artem, according to art
S.A.S.—Societatis Antiquariorum Socius, Fellow of the Society of Antiquaries
sc.—scilicet, namely; sculpit, he, or she, carved or engraved it
Sc. B.—scientiae baccalaureus, bachelor of science
Sc. D.—scientiae doctor, doctor of science
S.D.—salutem dicit, sends greetings
s.d.—sine die, indefinitely
sec.—secundum, according to
sec. leg.—secundum legem, according to law
sec. nat.—secundum naturam, according to nature, or naturally
sec. reg.—secundum regulam, according to rule
seq.—sequens, sequentes, sequentia, the following
S.H.S.—Societatis Historiae Socius, Fellow of the Historical Society
s.h.v.—sub hac voce or sub hoc verbo, under this word
s.l.n.—sine loco, anno, vel nomine, without place, date, or name
s.l.p.—sine legitima prole, without lawful issue
s.m.p.—sine mascula prole, without male issue
s.n.—sine nomine, without name
s.p.—sine prole, without issue
S.P.A.S.—Societatis Philosophiae Americanae Socius, Fellow of the American Philosophical Society
s.p.s.—sine prole superstite, without surviving issue
S.R.S.—Societatis Regiae Socius or Sodalis, Fellow of the Royal Society
ss—scilicet, namely (in law)
S.S.C.—Societas Sanctae Crucis, Society of the Holy Cross
stat.—statim, immediately
S.T.B.—sacrae theologiae baccalaureus, bachelor of sacred theology
S.T.D.—sacrae theologiae doctor, doctor of sacred theology
S.T.P.—sacrae theologiae professor, professor of sacred theology
sub.—subaudi, understand, supply
sup.—supra, above
t. or temp.—tempore, in the time of
tal. qual.—talis qualis, just as they come; average quality
U.J.D.—utriusque juris doctor, doctor of both civil and canon law
ult.—ultimo, last month (may be abbreviated in writing but should be spelled out in printing)
ung.—unguentum, ointment
u.s.—ubi supra, in the place above mentioned
ut dict.—ut dictum, as directed
ut sup.—ut supra, as above
ux.—uxor, wife
v.—versus, against; vide, see; voce, voice, word
v. —— a., vixit —— annos—lived [so many] years
verb. sap.—verbum [satis] sapienti, a word to the wise suffices
v.g.—verbi gratia, for example
viz—videlicet, namely
v.s.—vide supra, see above

Information technology acronyms and initialisms

9.64. If abbreviations are required, use these forms:

AARP—Apple Address Resolution Protocol
ABLS—Automated Bid List System
ABM—asynchronous balanced mode
ACES—access certificates for electronic services
ACP—Access Content Package
ACS—Access Content Storage
ACSIS—Acquisition, Classification, and Shipment Information System
AES—advanced encryption standard
AIFF—audio interchange file format
AIP—Archival Information Package
AIS—Archival Information Storage
ANSI—American National Standards Institute
AP—access processor
ARK—archival resource key
ARP—address resolution protocol
ASCII—American Standard Code for Information Interchange
ASP—application service provider
BAC—billing address code
BBS—bulletin board service
BPEL—business process execution language
BPI—business process information
BPS—business process storage
CA—certification authority
CCSDS—Consultative Committee for Space Data Systems
CD—compact disk
CDN—content delivery network
CDR—critical design review
CD–ROM—compact disk read only memory
CE—content evaluator
CFR—Code of Federal Regulations
CGP—Catalog of U.S. Government Publications
CMS—content management system
CMYK—cyan, magenta, yellow, black
CO—content originator
COOP—continuity of operations plan
CP—content processor
CPI—content packet information
CRC—cyclic redundancy checks
CSV—comma separated variable
DBMS—database management system
DES—data encryption standard
DIP—Dissemination Information Package
DMI—desktop management interface
DNS—domain name system
DO—digital objects
DOI—Digital Object Identifier
DoS—denial of service
DPI—dots per inch
DSR—deployment system review
DSSL—document style and semantics language
DVD—digital versatile disc
EA—enterprise architecture
EAD—encoded archival description
EAC—estimate at completion
EAP—enterprise application platform
EBCDIC—Extended Binary Coded Decimal Interchange Code
ePub—Electronic Publishing Section
FAQ—frequently asked question
FBCA—Federal Bridge Certificate Authority
FDDI—fiber distributed data interface
FDLP—Federal Depository Library Program
FDsys—Federal Digital System
FICC—Federal Identity Credentialing Committee
FIFO—first in first out
FIPS—Federal Information Processing Standard
FOB—free on board
FOSI—format output specification instance
FTP—file transfer protocol
GAP—GPO Access Package
GDI—graphical device interface
GFE—government furnished equipment
GFI—government furnished information
GGP—gateway-to-gateway protocol
GIF—graphics interchange format
GILS—Government Information Locator Service
GUI—graphical user interface
HDTV—high definition television
HMAC—key hashed message authentication code
HSM—hardware security module
HTML—hypertext markup language
HTTP—hypertext transfer protocol
Hz—Hertz
ICMP—internet control message protocol
ID—Information Dissemination
IDD—interface design description
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>IEEE</td>
<td>Institute of Electronics and Electrical Engineers</td>
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<tr>
<td>IETF</td>
<td>Internet Engineering Task Force</td>
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<tr>
<td>ILS</td>
<td>Integrated Library System</td>
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<tr>
<td>IP</td>
<td>Internet protocol</td>
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<td>IPR</td>
<td>Internal progress review</td>
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<td>IPSEC</td>
<td>Internet protocol security</td>
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<tr>
<td>ISO</td>
<td>International Organization for Standardization</td>
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<tr>
<td>ISP</td>
<td>Internet service provider</td>
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<td>ISSN</td>
<td>International Standard Serial Number</td>
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<tr>
<td>IT</td>
<td>Information technology</td>
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<tr>
<td>ITU</td>
<td>International Telecommunications Union</td>
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<tr>
<td>JDF</td>
<td>Job Definition Format</td>
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<tr>
<td>JPEG</td>
<td>Joint Photographic Experts Group</td>
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<tr>
<td>LAN</td>
<td>Local area network</td>
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<tr>
<td>LDAP</td>
<td>Lightweight directory access protocol</td>
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<tr>
<td>LPI</td>
<td>Lines per inch</td>
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<tr>
<td>MAC</td>
<td>Message authentication code</td>
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<tr>
<td>MARC</td>
<td>Machine Readable Cataloging</td>
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<tr>
<td>METS</td>
<td>Metadata Encoding and Transmission Standard</td>
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<tr>
<td>MHz</td>
<td>Megahertz</td>
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<tr>
<td>MIME</td>
<td>Multipurpose internet mail extensions</td>
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<tr>
<td>MIPS</td>
<td>Millions of instructions per second</td>
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<tr>
<td>MMAR</td>
<td>Materials Management Procurement Regulation</td>
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<tr>
<td>MODS</td>
<td>Metadata Object Descriptive Schema</td>
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<tr>
<td>MPCF</td>
<td>Marginally punched continuous forms</td>
</tr>
<tr>
<td>NAT</td>
<td>Network address translation</td>
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<tr>
<td>NDIIPP</td>
<td>National Digital Information Infrastructure and Preservation Program</td>
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<tr>
<td>NFC</td>
<td>National Finance Center</td>
</tr>
<tr>
<td>NIST</td>
<td>National Institute of Standards and Technology</td>
</tr>
<tr>
<td>NNTP</td>
<td>Network news transfer protocol</td>
</tr>
<tr>
<td>OAI</td>
<td>Open Archives Initiative</td>
</tr>
<tr>
<td>OAI–PMH</td>
<td>Open Archives Initiative Protocol for Metadata Harvesting</td>
</tr>
<tr>
<td>OAIS</td>
<td>Open Archival Information Systems</td>
</tr>
<tr>
<td>OCLC</td>
<td>Online Computer Library Center</td>
</tr>
<tr>
<td>OCR</td>
<td>Optical character recognition</td>
</tr>
<tr>
<td>OLTP</td>
<td>Online transaction processing</td>
</tr>
<tr>
<td>PRONOM</td>
<td>Practical Online Compendium of File Formats</td>
</tr>
<tr>
<td>PTR</td>
<td>Program tracking report</td>
</tr>
<tr>
<td>PURL</td>
<td>Persistent uniform resource locator</td>
</tr>
<tr>
<td>RAID</td>
<td>Redundant array of inexpensive disks</td>
</tr>
<tr>
<td>RAM</td>
<td>Random access memory</td>
</tr>
<tr>
<td>RFC</td>
<td>Request for comments</td>
</tr>
<tr>
<td>RGB</td>
<td>Red, green, blue</td>
</tr>
<tr>
<td>RI</td>
<td>Representation information</td>
</tr>
<tr>
<td>RMA</td>
<td>Reliability, maintainability, availability</td>
</tr>
<tr>
<td>RPC</td>
<td>Remote procedure call</td>
</tr>
<tr>
<td>RSA</td>
<td>Rivest, Shamir, Adleman (public key decryption algorithm)</td>
</tr>
<tr>
<td>RTF</td>
<td>Rich text format</td>
</tr>
<tr>
<td>RVTM</td>
<td>Requirements verification traceability matrix</td>
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<td>SAML</td>
<td>Security assertion markup language</td>
</tr>
<tr>
<td>SDLC</td>
<td>Software/system development life cycle</td>
</tr>
<tr>
<td>SDR</td>
<td>System design review</td>
</tr>
<tr>
<td>Section 508</td>
<td>Section 508 of the Rehabilitation Act</td>
</tr>
<tr>
<td>SGML</td>
<td>Standard generalized markup language</td>
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<tr>
<td>SHA</td>
<td>Secure hash algorithm</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>SIP</td>
<td>Submission Information Package</td>
</tr>
<tr>
<td>SLIP</td>
<td>serial line internet protocol</td>
</tr>
<tr>
<td>SMP</td>
<td>storage management processor</td>
</tr>
<tr>
<td>SMS</td>
<td>storage management system</td>
</tr>
<tr>
<td>SMTP</td>
<td>simple mail transfer protocol</td>
</tr>
<tr>
<td>SNMP</td>
<td>simple network management protocol</td>
</tr>
<tr>
<td>SPA</td>
<td>simplified purchase agreement</td>
</tr>
<tr>
<td>SSL</td>
<td>secure sockets layer</td>
</tr>
<tr>
<td>SSP</td>
<td>system security plan</td>
</tr>
<tr>
<td>SSR</td>
<td>software specification review</td>
</tr>
<tr>
<td>TDES</td>
<td>Triple Data Encryption Standard</td>
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<tr>
<td>TIFF</td>
<td>tagged image file format</td>
</tr>
<tr>
<td>TLS</td>
<td>transport layer security</td>
</tr>
<tr>
<td>UDP</td>
<td>user datagram protocol</td>
</tr>
<tr>
<td>URL</td>
<td>uniform resource locator</td>
</tr>
<tr>
<td>URN</td>
<td>uniform resource name/number</td>
</tr>
<tr>
<td>VLAN</td>
<td>virtual local area network</td>
</tr>
<tr>
<td>VPN</td>
<td>virtual private network</td>
</tr>
<tr>
<td>VRML</td>
<td>virtual reality modeling language</td>
</tr>
<tr>
<td>W3C</td>
<td>World Wide Web Consortium</td>
</tr>
<tr>
<td>WAIS</td>
<td>wide area information service</td>
</tr>
<tr>
<td>WAN</td>
<td>wide area network</td>
</tr>
<tr>
<td>WAP</td>
<td>wireless application protocol</td>
</tr>
<tr>
<td>WAV</td>
<td>waveform audio format</td>
</tr>
<tr>
<td>WIP</td>
<td>work in process</td>
</tr>
<tr>
<td>WML</td>
<td>wireless markup language</td>
</tr>
<tr>
<td>WMS</td>
<td>workflow management system</td>
</tr>
<tr>
<td>WWW</td>
<td>World Wide Web</td>
</tr>
<tr>
<td>WYSIWYG</td>
<td>what you see is what you get</td>
</tr>
<tr>
<td>XML</td>
<td>extensible markup language</td>
</tr>
<tr>
<td>XMLDsig</td>
<td>xml signature</td>
</tr>
<tr>
<td>XMLENC</td>
<td>xml encryption</td>
</tr>
</tbody>
</table>
10. Signs and Symbols

10.1. The increased use of signs and symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

10.2. Certain symbols are 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 +, −, ±, ×, ÷).

10.3. 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.

\[
i–vii+1–288 \text{ pages} \quad \text{Early June} \times \text{Bright} \quad (\text{crossed with})
\]
\[
\text{The equation } A + B \times 4 \quad (\text{magnification})
\]
\[
\text{The result is } 4 \times 4 \quad \text{miles} \div \text{gallons}
\]
\[
20,000 \pm 5,000
\]

Symbols with figures

10.4. In technical publications the degree mark is used in lieu of the word degree following a figure denoting measurement.

10.5. Following a figure, the spelled form is preferred. The percent symbol is used in areas where space will not allow the word percent to be used.

   In that period the price rose 12, 15, and 19 percent.
   \textit{not} In that period the price rose 12 percent, 15 percent, and 19 percent.

10.6. Any symbol set close up to figures, such as the degree mark, number mark, dollar mark, or cent mark, is used before or after each figure in a group or series.

\[
\$5 \text{ to } \$8 \text{ price range} \quad \text{but}
\]
\[
5’–7’ \text{ long, not } 5–7’ \text{ long}
\]
\[
3¢ \text{ to } 5¢ \text{ (no spaces)} \quad \text{§ 12 (thin space)}
\]
\[
\pm 2 \text{ to } \pm 7; 2°\pm1°
\]
\[
#61 \text{ to } #64 \quad 45 \text{ to } 65° \text{ F not } 45° \text{ to } 65° \text{ F}
\]
Letter symbols
10.7. Letter symbols are set in italic (see rule 10.8) or in roman (see rule 9.56) without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning.

Equations
10.8. In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.

10.9. If an equation or a mathematical expression needs to be divided, break before $+$, $-$, $=$, etc. However, the equal sign is to clear on the left of other beginning mathematical signs.

10.10. A short equation in text should not be broken at the end of a line. Space out the line so that the equation will begin on the next line; or better, center the equation on a line by itself.

10.11. An equation too long for one line is set flush left, the second half of the equation is set flush right, and the two parts are balanced as nearly as possible.

10.12. Two or more equations in a series are aligned on the equal signs and centered on the longest equation in the group.

10.13. Connecting words of explanation, such as hence, therefore, and similarly, are set flush left either on the same line with the equation or on a separate line.

10.14. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

10.15. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are aligned on the left.
### Chemical symbols

10.16. The names and symbols listed below are approved by the International Union of Pure and Applied Chemistry. They are set in roman without periods.

<table>
<thead>
<tr>
<th>Element</th>
<th>Symbol</th>
<th>Atomic No.</th>
<th>Element</th>
<th>Symbol</th>
<th>Atomic No.</th>
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</thead>
<tbody>
<tr>
<td>Actinium</td>
<td>Ac</td>
<td>89</td>
<td>Mendelevium</td>
<td>Md</td>
<td>101</td>
</tr>
<tr>
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<td>Al</td>
<td>13</td>
<td>Mercury</td>
<td>Hg</td>
<td>80</td>
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<td>Americium</td>
<td>Am</td>
<td>95</td>
<td>Molybdenum</td>
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<td>Sb</td>
<td>51</td>
<td>Neodymium</td>
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<td>18</td>
<td>Neon</td>
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<td>56</td>
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<td>97</td>
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<td>107</td>
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<td>5</td>
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<td>46</td>
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<td>48</td>
<td>Platinum</td>
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<td>Plutonium</td>
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<td>Cm</td>
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<td>Rhenium</td>
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<td>Roentgenium</td>
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<td>Ruthenium</td>
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</table>
Standardized symbols

10.17. Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

Signs and symbols

10.18. The following list contains some signs and symbols frequently used in printing. The forms and style of many symbols vary with the method of reproduction employed. It is important that editors and writers clearly identify signs and symbols when they appear within a manuscript.

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<thead>
<tr>
<th>ACENTS</th>
<th>ARROWS</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
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<td>→ direction</td>
<td>• No. 1 6 pt. code dot</td>
</tr>
<tr>
<td>breve</td>
<td>← direction</td>
<td>• No. 2 8 pt. code dot</td>
</tr>
<tr>
<td>cedilla</td>
<td>↑ direction</td>
<td>• No. 3 10 pt. code dot</td>
</tr>
<tr>
<td>circumflex</td>
<td>↓ direction</td>
<td>• No. 4 8 pt. code dot</td>
</tr>
<tr>
<td>dieresis</td>
<td>bold arrow</td>
<td>• No. 4 10 pt. code dot</td>
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<tr>
<td>grave</td>
<td>open arrow</td>
<td>— No. 1 6 pt. code dash</td>
</tr>
<tr>
<td>macron</td>
<td>reversible reaction</td>
<td>— No. 2 8 pt. code dash</td>
</tr>
<tr>
<td>tilde</td>
<td></td>
<td>— No. 3 10 pt. code dash</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CIRCLED SYMBOLS</th>
<th>DECORATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>angle in circle</td>
<td>bold cross</td>
</tr>
<tr>
<td>circle with parallel rule</td>
<td>cross patte</td>
</tr>
<tr>
<td>triangle in circle</td>
<td>cross patte</td>
</tr>
<tr>
<td>dot in circle</td>
<td>cross patte</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTRICAL</th>
<th>CHEMICAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>reluctance</td>
<td>°C, °F, °K</td>
</tr>
<tr>
<td>reaction goes both</td>
<td>minim</td>
</tr>
<tr>
<td>right and left</td>
<td>exchange</td>
</tr>
<tr>
<td>up and down</td>
<td>° gas</td>
</tr>
<tr>
<td>reversible</td>
<td>&quot; ohm; omega</td>
</tr>
<tr>
<td>direction of flow;</td>
<td>MΩ, MΩ, mΩ</td>
</tr>
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<td>yields</td>
<td>angle</td>
</tr>
<tr>
<td>direct current</td>
<td>angular frequency</td>
</tr>
<tr>
<td>electrical current</td>
<td>solid angle; omega</td>
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<td>reversible reaction</td>
<td></td>
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<td>alternating current</td>
<td></td>
</tr>
<tr>
<td>reversible reaction</td>
<td></td>
</tr>
<tr>
<td>beginning at left</td>
<td></td>
</tr>
<tr>
<td>reversible reaction</td>
<td></td>
</tr>
<tr>
<td>beginning at right</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPASS</th>
<th>DECORATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>degree</td>
<td>magnetic flux; phi</td>
</tr>
<tr>
<td>degree with period</td>
<td>dielectric flux;</td>
</tr>
<tr>
<td>minute</td>
<td>electrostatic flux;</td>
</tr>
<tr>
<td>minute with period</td>
<td>psi</td>
</tr>
<tr>
<td>second</td>
<td>conductivity;</td>
</tr>
<tr>
<td>second with period</td>
<td>gamma</td>
</tr>
</tbody>
</table>
\( \rho \) resistivity; rho
\( \Lambda \) equivalent conductivity
\( \text{HP} \) horsepower

**MATHEMATICAL**

\( \div \) vinculum (above letters)
\( \div \) geometrical proportion
\( \parallel \) parallel
\( || \) parallels
\( \neq \) not parallells
\( | \) absolute value
\( : \) multiplied by
\( : \) is to; ratio
\( \div \) divided by
\( \therefore \) therefore; hence
\( \because \) because
\( \propto \) proportion; as
\( \ll \) is dominated by
\( > \) greater than
\( \geq \) greater than or equal to
\( > \) greater than or equal to
\( < \) greater than or less than
\( < \) is not greater than
\( \leq \) less than
\( \leq \) less than
\( \leq \) less than or greater than
\( \neq \) is not less than
\( < \) less than or equal to
\( < \) less than or equal to
\( \geq \) greater than or equal to
\( \geq \) equal to or less than
\( \leq \) is not greater than equal to or less than
\( \leq \) equal to or greater than
\( \leq \) is not less than equal to or greater than
\( \parallel \) equilateral
\( \perp \) perpendicular to
\( \therefore \) assertion sign
\( \approx \) approaches

\( \equiv \) approaches a limit
\( \sqrt{\ } \) equal angles
\( \approx \) not equal to
\( \equiv \) identical with
\( \approx \) not identical with
\( \equiv \) score
\( \approx \) or \( \cong \) nearly equal to
\( \equiv \) equal to
\( \approx \) difference
\( \congruent \) perspective to
\( \congruent \) congruent to approximately equal
\( \approx \) difference between
\( \congruent \) geometrically equivalent to
\( \subseteq \) included in
\( \subset \) excluded from
\( \subseteq \) is contained in
\( \cup \) logical sum or union
\( \cap \) logical product or intersection
\( \sqrt{\ } \) radical
\( \sqrt{\ } \) root
\( \sqrt{\ } \) square root
\( \sqrt{\ } \) cube root
\( \sqrt{\ } \) fourth root
\( \sqrt{\ } \) fifth root
\( \sqrt{\ } \) sixth root
\( \pi \) pi
\( e \) base (2.718) of natural system of logarithms; epsilon
\( e \) is a member of; di-electric constant; mean error; epsilon
\( + \) plus
\( + \) bold plus
\( - \) minus
\( - \) bold minus
\( / \) shilling; slash; virgule
\( \pm \) plus or minus
\( + \) minus or plus
\( \times \) multiplied by
\( \equiv \) bold equal
\# number
\( \% \) percent
\( \int \) integral
\( \int \) single bond
\( \int \) single bond
\( \int \) single bond

**MEASURE**

\( \text{lb} \) pound
\( \text{lb} \) pound
\( \text{d} \) dram
\( \text{fl oz} \) fluid dram
\( \text{oz} \) ounce
\( \text{fl oz} \) fluid ounce
\( \text{pint} \) pint

**MISCELLANEOUS**

\( \$ \) section
\( \dagger \) dagger
\( \ddagger \) double dagger
\( \% \) account of
\( \% \) care of
\( \approx \) paragraph
\( \text{A} \) Anglo-Saxon
\( \text{C} \) center line
\( \text{S} \) conjunction
\( \perp \) perpendicular to
\( \ast \) or "ditto"
\( \alpha \) variation
\( \text{R} \) recipe
\( \text{M} \) move right
\( \text{L} \) move left
\( " \) or " or " annual
\( " \) or " or " biennial
\( \text{E} \) element of
\( \text{S} \) scruple
\( f \) function
\( ! \) exclamation mark
\( + \) plus in square
\( \text{A} \) perennial
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MISCELLANEOUS—Con.

\( \phi \) diameter
\( \xi \) mean value of c
\( U \) mathmodifier
\( \subset \) mathmodifier
\( \odot \) dot in square
\( \triangle \) dot in triangle
\( \% \) station mark
\( @ \) at

MONEY

¢ cent
¥ yen
£ pound sterling
‰ mills

MUSIC

natural
flat
sharp

PLANETS

♀ Mercury
♂ Venus
Earth
♂ Mars
♀ Jupiter
♂ Saturn
♀ Uranus
♀ Neptune
♀ Pluto
♂ dragon’s head, ascending node
♀ dragon’s tail, descending node
♂ conjunction
♀ opposition
♂ or ♂ Sun
♀ Sun’s lower limb
♂ Sun’s upper limb
♂ solar corona
♀ solar halo
♂ Moon
♀ new Moon
♂ first quarter
♀ first quarter
♂ third quarter
♀ last quarter
♂ last quarter
♀ last quarter
♂ full Moon
♀ full Moon

PLANETS—Con.

☉ eclipse of Moon
☉ lunar halo
☉ lunar corona
♀ Ceres
♂ Juno

S PUNCTUATION

[] braces
[ ] brackets
( ) parentheses
( ) square parentheses; angle brackets
Spain open quote
Spain open quote

SEX

♂ or ♀ male
♂ male, in charts
♀ female
♀ female, in charts
♀ hermaphrodite

SHAPES

◆ solid diamond
◇ open diamond
○ circle
▲ solid triangle
△ triangle
□ square
■ solid square
▱ parallelogram
□ rectangle
◿ double rectangle
★ solid star
☆ open star
∟ right angle
∠ angle
✓ check
✓ check
♀ German ss
♂ italic German ss
♀ solid index
♂ solid index
♀ index
♂ index

GEOLOGIC SYSTEMS ¹

Q Quaternary
T Tertiary
K Cretaceous

J Jurassic
R Triassic
P Permian
P Pennsylvanian
M Mississippian
D Devonian
S Silurian
O Ordovician
C Cambrian
PЄ Precambrian
C Carboniferous

VERTICAL

|5 5 unit vertical
|8 8 point vertical
|9 9 unit vertical

WEATHER

T thunder
⊗ thunderstorm; sheet lightning
≪ sheet lightning
↓ precipitate
💧 rain
← floating ice crystals
→ ice needles
▲ hail
⊗ sleet
≈ glazed frost
★ hoarfrost
✓ frostwork
± snow or sleet
⊗ snow on ground
⇒ drifting snow (low)
≡ fog
∞ haze
△ Aurora

ZODIAC

♀ Aries; Ram
♂ Taurus; Bull
♂ Gemini; Twins
♂ Cancer; Crab
♀ Leo; Lion
♀ Virgo; Virgin
♀ Libra; Balance
♀ Scorpio; Scorpion
♀ Sagittarius; Archer
♀ Capricornus; Goat
♀ Aquarius; Water bearer
♀ Pisces; Fishes

¹ Standard letter symbols used by the Geological Survey on geologic maps. Capital letter indicates the system and one or more lowercased letters designate the formation and member where used.
11. Italic
(See also Chapter 9 “Abbreviations and Letter Symbols” and Chapter 16 “Datelines, Addresses, and Signatures”)

11.1. Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italics defeats this purpose and should be restricted.

Emphasis, foreign words, and titles of publications
11.2. Italic is not used for mere emphasis, foreign words, or the titles of publications.

11.3. In nonlegal work, ante, post, infra, and supra are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations id., ibid., op. cit., et seq., and other foreign words, phrases, and their abbreviations, are printed in roman.

11.4. When “emphasis in original,” “emphasis supplied,” “emphasis added,” or “emphasis ours” appears in copy, it should not be changed; but “underscore supplied” should be changed to “italic supplied.” Therefore, when emphasis in quoted or extracted text is referred to by the foregoing terms, such emphasized text must be reflected and set in italic.

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

Names of aircraft, vessels, and spacecraft
11.6. The names of aircraft, vessels, and manned spacecraft are italicized unless otherwise indicated. In lists set in columns and in stubs and reading columns of tables consisting entirely of such names, they will be set in roman. Missiles and rockets will be set in caps and lowercase and will not be italicized.
11.7. Names of vessels are quoted in matter printed in other than lowercase roman, even if there is italic type available in the series.

*Sinking of the “Lusitania”*  
*Sinking of the “Lusitania”*

**Names of legal cases**

11.8. The names of legal cases are italicized, except for the v., which is always set in lowercase. When requested, the names of such cases may be set in roman with an italic v. In matter set in italic, legal cases are set in roman with the v. being set roman.

*“The Hornet” and “The Hood,”*  
124 F.2d 45 

*Smith v. Brown et al.*  

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

*Smith Bros. case, supra*  

*Smith Bros. case*  

As cited in *Smith Bros.*

**MV (motor vessel) Havtroll**  

**Apollo 13, Atlantis** (U.S. spaceships)  

**West Virginia** class or type  

**the Missouri’s (roman “s”) turret**  

**the U–7’s (roman “s”) deck**

**but**  

**Air Force One** (President’s plane)  

**B–50** (type of plane)  

**DD–882**  

**LST–1155**  

**MiG; MiG–35**  

**PT–109**  

**F–22 Raptor**  

**F–117 Nighthawk** (Stealth fighter)  

**A–10 Thunderbolt**

SMITH V. BROWN ET AL. (heading)  

SMITH v. BROWN ET AL. (heading)  

Durham rule  

Brown decision  

John Doe v. Richard Roe  

but John Doe against Richard Roe, the Cement case.
Scientific names

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

*A.s. perpallidus*
*Dorothia? sp. (roman “?”)*
*Tsuga canadensis*
*Cypripedium parviflorum var. pubescens*
the genera *Quercus* and *Liriodendron*
the family Leguminosae; the family Nessiteras rhombopteryx
*Measurements of specimens of Cyanoderma erythroptera neocara*

11.10. Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or boldface, even if there is italic type available in the series.

Words and letters

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

*Resolved, That (resolution)*
*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That*
*[To be continued] (centered; no period)*
*[Continued from p. 3] (centered; no period)*
*see also Mechanical data (index entry)*

11.12. All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized. In italic matter, roman letters are used. Chemical symbols (even in italic matter) and certain other standardized symbols are set in roman.

*nth degree; x dollars*
*D=0.025V_{m}^{2.7}=0.042/G–1V_{m}^{2.7}*
*5Cu_{2}S_{2}(Cu,Fe,Zn)S_{2}Sb_{2}S_{3}O_{4}
11.13. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

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

11.15. Letters (a), (b), (c), etc., and a, b, c, etc., used to indicate sections or paragraphs, are italicized in general work but not in laws or other legal documents.

11.16. Internet Web sites and email addresses should be set in roman.
12. Numerals
(See also Chapter 13 “Tabular Work” and Chapter 14 “Leaderwork”)

12.1. Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons, numbers are spelled out in certain instances, except in FIC & punc. and Fol. Lit. matter.

12.2. The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

12.3. Arabic numerals are preferable to Roman numerals.

Numbers expressed in figures

12.4. A figure is used for a single number of 10 or more with the exception of the first word of the sentence. (See also rules 12.9 and 12.23.)

- 50 ballots
- 24 horses
- nearly 13 buckets
- 10 guns
- about 40 men
- 10 times as large

Numbers and numbers in series

12.5. When 2 or more numbers appear in a sentence and 1 of them is 10 or larger, figures are used for each number. (See supporting rule 12.6.)

- Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.  
  *but* Each of nine major commodities (five metal and four nonmetal) was in supply.
- Petroleum came from 16 fields, of which 8 were discovered in 1956.  
  *but* Petroleum came from nine fields, of which eight were discovered in 1956.
- That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.  
  *but* That man has three suits, two pairs of shoes, and four hats.
- Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.  
  *but* Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.
- There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 20 carpenters. (See rule 12.21.)
There were three six-room houses, five four-room houses, and three two-
room cottages, and they were built by nine carpenters.

*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 that can be done.

### 12.6.

A unit of measurement, time, or money (as defined in rule 12.9),
which is always expressed in figures, does not affect the use of fig-
ures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.
Each of the 15 girls earned 75 cents an hour.
A team of four men ran the 1-mile relay in 3 minutes 20 seconds.
This usually requires from two to five washes and a total time of 2 to 4 hours.
This usually requires 9 to 12 washes and a total time of 2 to 4 hours.
The contractor, one engineer, and one surveyor inspected the 1-mile road.

*but* There were two six-room houses, three four-room houses, and four two-room
cottages, and they were built by nine workers in thirty 5-day weeks. (See
rule 12.21.)

### 12.7.

Figures are used for serial numbers.

<table>
<thead>
<tr>
<th>Bulletin 725</th>
<th>290 U.S. 325</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document 71</td>
<td>Genesis 39:20</td>
</tr>
<tr>
<td>pages 352–357</td>
<td>202–512–0724 (telephone number)</td>
</tr>
<tr>
<td>lines 5 and 6</td>
<td>the year 2001</td>
</tr>
<tr>
<td>paragraph 1</td>
<td>1721–1727 St. Clair Avenue</td>
</tr>
<tr>
<td>chapter 2</td>
<td><em>but</em> Letters Patent No. 2,189,463</td>
</tr>
</tbody>
</table>

### 12.8.

A colon preceding figures does not affect their use.

The result was as follows: 12 voted yea, 4 dissented.
The result was as follows: nine voted yea, seven dissented.

### Measurement and time

#### 12.9.

Units of measurement and time, actual or implied, are expressed in
figures.

**a. Age:**

6 years old

52 years 10 months 6 days

*at the age of 3 (years implied)*
b. Clock time (see also Time):

4:30 p.m.; half past 4
10 o’clock or 10 p.m. (not 10 o’clock p.m.; 2 p.m. in the afternoon; 10:00 p.m.)
12 p.m. (12 noon)
12 a.m. (12 midnight)
4\textsuperscript{30\textdegree} or 4.5\textsuperscript{h}, in scientific work, if so written in copy
0025, 2359 (astronomical and military time)
08:31:04 (stopwatch reading)

c. Dates:

9/11 (referring to the attack on the United States that occurred on September 11, 2001)
June 1985 (not June, 1985); June 29, 1985 (not June 29th, 1985)
March 6 to April 15, 1990 (not March 6, 1990, to April 15, 1990)
May, June, and July 1965 (but June and July 1965)
15 April 1951; 15–17 April 1951 (military)
4th of July (but Fourth of July, meaning the holiday)
the 1st [day] of the month (but the last of April or the first [part] of May, not referring to specific days)
in the year 2000 (not 2,000)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1900–11, 1906–38, 1931–32, 1801–2, 1875–79 are used (but upon change of century, 1895–1914 and to avoid multiple ciphers together, 2000–2001). 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.); C.E. and B.C.E. follow the year.

d. Decimals: In text a cipher should be supplied before a decimal point if there is no whole unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch; 1.25 inches
silver 0.900 fine
specific gravity 0.9547
gauge height 10.0 feet

but .30 caliber (meaning 0.30 inch, bore of small arms); 30 calibers (length)
e. Use spaces to separate groups of three digits in a decimal fraction. (See rule 12.27.)

0.123 456 789; but 0.123

f. Degrees, etc. (spaces omitted):

longitude 77°04'06'' E.  but two degrees of justice; 12
35°30'; 35°30' N.  but degrees of freedom
a polariscopic test of 85°
an angle of 57°
strike N. 16° E.
dip 47° W. or 47° N. 31° W.
25.5' (preferred) also 25'.5

30 Fahrenheit degrees

h. Market quotations:

4½ percent bonds  gold is 109
Treasury bonds sell at 95  wheat at 2.30
Metropolitan Railroad, 109 sugar, .03; not 0.03
Dow Jones average of 10500.76

i. Mathematical expressions:

multiplied by 3  a factor of 2

divided by 6  square root of 4

j. Measurements:

7 meters  3 ems
about 10 yards  20/20 (vision)
8 by 12 inches  30/30 (rifle)
8- by 12-inch page 12-gauge shotgun
2 feet by 1 foot 8 inches by 1 foot 3

inches 2,500 horsepower

2 by 4 (lumber) (not 2 x 4 or 2x4) 6-pounder
1½ miles  80 foot-pounds
6 acres  10s (for yarns and threads)
9 bushels  f/2.5 (lens aperture)
1 gallon
but

tenpenny nail
twelve
fourfold
ten
three-ply
thirty-four
five votes
six

k. Money:

$3.65; $0.75; 75 cents; 0.5 cent
$3 (not $3.00) per 200 pounds
75 cents apiece
Rs32,25,644 (Indian rupees)
2.5 francs or fr2.5
65 yen
P$265

but

two pennies
three quarters
one half
six bits, etc.

l. Percentage:

12 percent; 25.5 percent; 0.5 percent
(or one-half of 1 percent)
thirty-four one hundredths of
1 percent
3.65 bonds; 3.65s; 5–20 bonds;
5–20s; 4½s; 3s

50–50 (colloquial expression)
5 percentage points
a 1,100-percent increase, or an
1100-percent increase

m. Proportion:

1 to 4
1:62,500
1–3–5

n. Time (see also Clock time):

but

6 hours 8 minutes 20 seconds
10 years 3 months 29 days
7 minutes
8 days
4 weeks
1 month
3 fiscal years; third fiscal year
1 calendar year
millennium
FY 2010

four centuries
three decades
three quarters (9 months)
statistics of any one year
in a year or two
four afternoons
one-half hour
the eleventh hour
FY10
o. Unit modifiers:

- 5-day week
- 8-year-old wine
- 8-hour day
- 10-foot pole
- ½-inch pipe
- 5-foot-wide entrance
- 10-million-peso loan

p. Vitamins:

- B12, B1, A1, etc.

**Ordinal numbers**

12.10. Except as indicated in rules 12.11 and 12.19, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th*. In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times. Military units are expressed in figures at all times when not the beginning of a sentence, except *Corps*. (For ordinals in addresses, see rule 12.13.)

- 29th of May, *but* May 29
- First Congress; 102d Congress
- ninth century; 21st century
- Second Congressional District; 20th Congressional District
- seventh region; 17th region
- 323d Fighter Wing
- 12th Regiment
- 9th Naval District
- 7th Fleet
- 7th Air Force
- 7th Task Force

- eighth parallel; 38th parallel
- fifth ward; 12th ward
- ninth birthday; 66th birthday
- first grade; 11th grade
- 1st Army
- 1st Cavalry Division
- *but*
- XII Corps (Army usage)
- Court of Appeals for the Tenth Circuit
- Seventeenth Decennial Census (title)

12.11. When ordinals appear in juxtaposition and one of them is *10th* or more, figures are used for such ordinal numbers.

- This legislation was passed in the 1st session of the 102d Congress.
- He served in the 9th and 10th Congresses.
From the 1st to the 92d Congress.
Their children were in 1st, 2d, 3d, and 10th grades.
We read the 8th and 12th chapters.
but The district comprised the first and second precincts.
He represented the first, third, and fourth regions.
The report was the sixth in a series of 14.

12.12. Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 12.4, 12.5, and 12.24.)

The fourth group contained three items.
The fourth group contained 12 items.
The 8th and 10th groups contained three and four items, respectively.
The eighth and ninth groups contained 9 and 12 items, respectively.

12.13. Beginning with 10th, figures are used in text matter for numbered streets, avenues, etc. However, figures are used at all times and street, avenue, etc. are abbreviated in sidenotes, tables, leaderwork, and footnotes to tables and leaderwork.

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

Punctuation
12.14. The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

Chemical formulas
12.15. In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol.

\[ 6\text{PbS} \cdot (\text{Ag}_{\text{Cu}})_2 \cdot S \cdot 2\text{As}_2\text{S}_3\text{O}_4 \]
Numbers spelled out

12.16. Spell out numbers at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures. (See rule 12.25 for related numbers.)

Five years ago * * *; not 5 years ago * * *
Five hundred fifty men hired * * *; not 550 men hired * * *
“Five-Year Plan Announced”; not “5-Year Plan Announced” (head)
The year 2065 seems far off * * *; not 2065 seems far off * * *
Workers numbering 207,843 * * *; not 207,843 workers * * *
Benefits of $69,603,566 * * *; not $69,603,566 worth of benefits * * *

1958 report change to the 1958 report
$3,000 budgeted change to the sum of $3,000 budgeted
4 million jobless change to jobless number 4 million

12.17. In verbatim testimony, hearings, transcripts, and question-and-answer matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 2008), sums of money, decimals, street numbers, and for numerical expressions beginning with 101.

Mr. Birch, Junior. 2008 was a good year.
Mr. Bell. $1 per share was the return. Two dollars in 1956 was the alltime high. Two thousand ten may be another story.
Colonel Davis. 92 cents.
Mr. Smith. 12.8 people.
Mr. Jones. 1240 Pennsylvania Avenue NW., Washington, DC 20004.
Mr. Smith. Ninety-eight persons.
Q. 101 years? But Q. One hundred years?
A. 200 years.
Mr. Smith. Ten-year average would be how much?

12.18. A spelled-out number should not be repeated in figures, except in legal documents. In such instances use these forms:

five (5) dollars, not five dollars (5)
ten dollars ($10), not ten ($10) dollars
12.19. Numbers appearing as part of proper names, used in a hypothetical or inexact sense, or mentioned in connection with serious and dignified subjects such as Executive orders, legal proclamations, and in formal writing are spelled out.

<table>
<thead>
<tr>
<th>Proper Name</th>
<th>Spelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Rivers, PA, Fifteenmile Creek, etc.</td>
<td>three score years and ten</td>
</tr>
<tr>
<td>the Thirteen Original States</td>
<td>Ten Commandments</td>
</tr>
<tr>
<td>in the year two thousand eight</td>
<td>Air Force One (Presidential plane)</td>
</tr>
<tr>
<td>the One Hundred Tenth Congress</td>
<td>back to square one</td>
</tr>
<tr>
<td>millions for defense but not one cent for tribute</td>
<td>behind the eight ball</td>
</tr>
<tr>
<td></td>
<td>our policy since day one</td>
</tr>
</tbody>
</table>

12.20. If spelled out, whole numbers should be set in the following form:

two thousand twenty
one thousand eight hundred fifty
one hundred fifty-two thousand three hundred five
eighteen hundred fifty (serial number)

When spelled out, any number containing a fraction or piece of a whole should use the word “and” when stating the fraction or piece:

- sixty-two dollars and four cents
- ninety-nine and three-tenths degrees
- thirty-three and seventy-five one-hundredths shares

12.21. Numbers below 100 preceding a compound modifier containing a figure are spelled out.

<table>
<thead>
<tr>
<th>Spelling</th>
<th>Spelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>two ¾-inch boards</td>
<td>but</td>
</tr>
<tr>
<td>twelve 6-inch guns</td>
<td>120 8-inch boards</td>
</tr>
<tr>
<td>two 5-percent discounts</td>
<td>three four-room houses</td>
</tr>
</tbody>
</table>

12.22. Indefinite expressions are spelled out.

<table>
<thead>
<tr>
<th>Spelling</th>
<th>Spelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>the seventies; the early seventies; but the early 1870s or 1970s</td>
<td>midtwenties (age, years, money)</td>
</tr>
<tr>
<td>in his eighties, not his ’80’s nor 80’s</td>
<td>a thousand and one reasons</td>
</tr>
<tr>
<td>between two and three hundred horses (better between 200 and 300 horses)</td>
<td>but</td>
</tr>
<tr>
<td>twelvefold; thirteenfold; fortyfold; hundredfold; twentyfold to thirtyfold</td>
<td>1 to 3 million</td>
</tr>
<tr>
<td></td>
<td>mid-1971; mid-1970s</td>
</tr>
<tr>
<td></td>
<td>40-odd people; nine-odd people</td>
</tr>
<tr>
<td></td>
<td>40-plus people</td>
</tr>
<tr>
<td></td>
<td>100-odd people</td>
</tr>
<tr>
<td></td>
<td>3½-fold; 250-fold; 2.5-fold; 41-fold</td>
</tr>
</tbody>
</table>
Words such as *nearly, about, around, approximately*, etc., do not reflect indefinite expressions.

The bass weighed about 6 pounds.
She was nearly 8 years old.

12.23. Except as indicated in rules 12.5 and 12.9, a number less than 10 is spelled out within a sentence.

<table>
<thead>
<tr>
<th>six horses</th>
<th>but</th>
</tr>
</thead>
<tbody>
<tr>
<td>five wells</td>
<td>3½ cans</td>
</tr>
<tr>
<td>eight times as large</td>
<td>2½ times or 2.5 times</td>
</tr>
</tbody>
</table>

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

The following are guides to treatment of figures as submitted in copy. If copy reads—

- $12,000,000, *change to* $12 million
- 2,750,000,000 dollars, *change to* $2,750 million
- 2.7 million dollars, *change to* $2.7 million
- 2⅛ million dollars, *change to* $2⅛ million
- two and one-half million dollars, *change to* $2½ million
- a hundred cows, *change to* 100 cows
- a thousand dollars, *change to* $1,000
- a million and a half, *change to* 1½ million
- two thousand million dollars, *change to* $2,000 million
- less than a million dollars, *change to* less than $1 million

*but* $2,700,000, *do not convert* to $2.7 million

*also* $10 to $20 million; 10 or 20 million; between 10 and 20 million

- 4 million of assets
- amounting to 4 million
- $1,270,000
- $1,270,200,000
- $2⅛ billion; $2.75 billion; $2,750 million
- $500,000 to $1 million
300,000; not 300 thousand
$\frac{1}{2}$ billion to $1\frac{1}{4}$ billion (note full figure with second fraction); $1\frac{1}{4}$ to $1\frac{1}{2}$ billion
three-quarters of a billion dollars
5 or 10 billion dollars’ worth

12.25. Related numbers appearing at the beginning of a sentence, separated by no more than three words, are treated alike.
Fifty or sixty more miles away is snowclad Mount Everest.
Sixty and, quite often, seventy listeners responded.
but Fifty or, in some instances, almost 60 applications were filed.

Fractions
12.26. Mixed fractions are always expressed in figures. Fractions standing alone, however, or if followed by of a or of an, are generally spelled out. (See also rule 12.28.)

<table>
<thead>
<tr>
<th>Fraction</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>three-fourths of an inch; not $\frac{3}{4}$ inch nor $\frac{3}{4}$ of an inch</td>
<td>two one-hundredths</td>
</tr>
<tr>
<td>one-half inch</td>
<td>one-thousandth</td>
</tr>
<tr>
<td>one-half of a farm; not $\frac{1}{2}$ of a farm</td>
<td>five one-thousandths</td>
</tr>
<tr>
<td>one-fourth inch</td>
<td>thirty-five one-thousandths</td>
</tr>
<tr>
<td>seven-tenths of 1 percent</td>
<td>$\frac{7}{10}$ to 1% pages</td>
</tr>
<tr>
<td>three-quarters of an inch</td>
<td>$\frac{3}{4}$-inch pipe</td>
</tr>
<tr>
<td>half an inch</td>
<td>$\frac{1}{2}$-inch-diameter pipe</td>
</tr>
<tr>
<td>a quarter of an inch</td>
<td>3½ cans</td>
</tr>
<tr>
<td>one-tenth portion</td>
<td>2½ times</td>
</tr>
<tr>
<td>one-hundredth</td>
<td></td>
</tr>
</tbody>
</table>

12.27. Fractions ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, $\frac{5}{8}$, $\frac{7}{8}$, $\frac{1}{2954}$) or full-sized figures with the shilling mark (1/4, 1/2954) may be used only when either is specifically requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals. (See rule 12.9e.)

12.28. Fractions are used in a unit modifier.

- ½-inch pipe; not one-half-inch pipe
- ¼-mile run
- ⅜-point rise
### Roman numerals

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

#### Numerals

<table>
<thead>
<tr>
<th>Numeral</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1</td>
</tr>
<tr>
<td>II</td>
<td>2</td>
</tr>
<tr>
<td>III</td>
<td>3</td>
</tr>
<tr>
<td>IV</td>
<td>4</td>
</tr>
<tr>
<td>V</td>
<td>5</td>
</tr>
<tr>
<td>VI</td>
<td>6</td>
</tr>
<tr>
<td>VII</td>
<td>7</td>
</tr>
<tr>
<td>VIII</td>
<td>8</td>
</tr>
<tr>
<td>IX</td>
<td>9</td>
</tr>
<tr>
<td>X</td>
<td>10</td>
</tr>
<tr>
<td>XV</td>
<td>15</td>
</tr>
<tr>
<td>XIX</td>
<td>19</td>
</tr>
<tr>
<td>XX</td>
<td>20</td>
</tr>
<tr>
<td>XXV</td>
<td>25</td>
</tr>
<tr>
<td>XXX</td>
<td>30</td>
</tr>
<tr>
<td>XXXIX</td>
<td>39</td>
</tr>
<tr>
<td>L</td>
<td>50</td>
</tr>
<tr>
<td>LX</td>
<td>60</td>
</tr>
<tr>
<td>LXV</td>
<td>65</td>
</tr>
<tr>
<td>LXX</td>
<td>70</td>
</tr>
<tr>
<td>LXXX</td>
<td>80</td>
</tr>
<tr>
<td>LXXXXV</td>
<td>85</td>
</tr>
<tr>
<td>LXXXX</td>
<td>90</td>
</tr>
<tr>
<td>LXXXXIX</td>
<td>95</td>
</tr>
<tr>
<td>C</td>
<td>100</td>
</tr>
<tr>
<td>CL</td>
<td>150</td>
</tr>
<tr>
<td>CC</td>
<td>200</td>
</tr>
<tr>
<td>CCC</td>
<td>300</td>
</tr>
<tr>
<td>CD</td>
<td>400</td>
</tr>
<tr>
<td>D</td>
<td>500</td>
</tr>
<tr>
<td>DC</td>
<td>600</td>
</tr>
<tr>
<td>DCC</td>
<td>700</td>
</tr>
<tr>
<td>DCCC</td>
<td>800</td>
</tr>
<tr>
<td>CM</td>
<td>900</td>
</tr>
<tr>
<td>M</td>
<td>1,000</td>
</tr>
<tr>
<td>MD</td>
<td>1,500</td>
</tr>
<tr>
<td>MM</td>
<td>2,000</td>
</tr>
<tr>
<td>MMM</td>
<td>3,000</td>
</tr>
<tr>
<td>MMMM</td>
<td>4,000</td>
</tr>
<tr>
<td>MMMM</td>
<td>5,000</td>
</tr>
<tr>
<td>MMMM</td>
<td>10,000</td>
</tr>
<tr>
<td>MMMMM</td>
<td>10,000</td>
</tr>
</tbody>
</table>

#### Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDC</td>
<td>1600</td>
</tr>
<tr>
<td>MDCC</td>
<td>1700</td>
</tr>
<tr>
<td>MDCCC</td>
<td>1800</td>
</tr>
<tr>
<td>MCM</td>
<td>1900</td>
</tr>
<tr>
<td>MCMX</td>
<td>1910</td>
</tr>
<tr>
<td>MCMXX</td>
<td>1920</td>
</tr>
<tr>
<td>MCMXXX</td>
<td>1930</td>
</tr>
<tr>
<td>MCMXLI</td>
<td>1940</td>
</tr>
<tr>
<td>MCMXL</td>
<td>1950</td>
</tr>
<tr>
<td>MCMXIX</td>
<td>1960</td>
</tr>
</tbody>
</table>
13. Tabular Work
(See also Chapter 9 “Abbreviations and Letter Symbols” and Chapter 14 “Leaderwork”)

13.1. The object of a table is to present in a concise and orderly manner information that cannot be presented as clearly in any other way.

13.2. Tabular material should be kept as simple as possible, so that the meaning of the data can be easily grasped by the user.

13.3. Tables shall be set without down (vertical) rules when there is at least an em space between columns, except where: (1) In GPO’s judgment down rules are required for clarity; or (2) the agency has indicated on the copy they are to be used. The mere presence of down rules in copy or enclosed sample is not considered a request that down rules be used. The publication dictates the type size used in setting tables. Tabular work in the Congressional Record is set 6 on 7. The balance of congressional tabular work sets 7 on 8.

Abbreviations

13.4. To avoid burdening tabular text, commonly known abbreviations are used in tables. Metric and unit-of-measurement abbreviations are used with figures.

13.5. The names of months (except May, June, and July) when followed by the day are abbreviated.

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

13.7. Abbreviate the words United States if preceding the word Government, the name of any Government organization, or as an adjective generally.

13.8. Use the abbreviations RR. and Ry. following a name, and SS, MS, etc., preceding a name.

13.9. Use lat. and long. with figures.

13.10. Abbreviate, when followed by figures, the various parts of publications, as article, part, section, etc.

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

13.13. Periods are not used after abbreviations followed by leaders.

**Bearoff**

13.14. An en space is used for all bearoffs.

13.15. In a crowded table, when down rules are necessary, the bearoff may be reduced in figure columns.

13.16. Fractions are set flush right to the bearoff of the allotted column width, and not aligned.

13.17. Mathematical signs, parentheses, fractions, and brackets are set with a normal bearoff.

**Boxheads**

13.18. Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the matter following.


13.20. Boxheads are set solid, even in leaded tables.

13.21. Boxheads are centered horizontally and vertically.

**Down-rule style (see Rule 13.3)**

<table>
<thead>
<tr>
<th>Sex and age</th>
<th>Employed boys and girls whose work records were obtained</th>
<th>Time of year at beginning work [depth of this box does not influence the depth of box on left]</th>
<th>June to August</th>
<th>September to May</th>
<th>Not reported</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>Number</td>
<td>Number</td>
<td>Number</td>
<td>Distribution (percent)</td>
</tr>
<tr>
<td>Boys (12 to 14)</td>
<td>3,869</td>
<td>45.5</td>
<td>1,415</td>
<td>9.6</td>
<td>2,405</td>
</tr>
</tbody>
</table>
**No-down-rule style (preferred)**

**Table 9.**—Mine production of gold, silver, copper, lead, and zinc in 2008

<table>
<thead>
<tr>
<th>Class of material</th>
<th>Gold (fine ounces)</th>
<th>Silver (fine ounces)</th>
<th>Copper (pounds)</th>
<th>Lead (pounds)</th>
<th>Zinc (pounds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concentrate shipped to smelters and recoverable metals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copper</td>
<td>220,346</td>
<td>763</td>
<td>70,357</td>
<td>14,242,346</td>
<td>9,950</td>
</tr>
<tr>
<td>Lead</td>
<td>3,931</td>
<td>392</td>
<td>48,326</td>
<td>72,500</td>
<td>5,044,750</td>
</tr>
<tr>
<td>Zinc</td>
<td>25,159</td>
<td>269</td>
<td>41,078</td>
<td>263,400</td>
<td>581,590</td>
</tr>
<tr>
<td>Total:</td>
<td>249,436</td>
<td>1,424</td>
<td>159,756</td>
<td>14,578,246</td>
<td>5,636,290</td>
</tr>
<tr>
<td>2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>367,430</td>
<td>1,789</td>
<td>432,122</td>
<td>10,622,155</td>
<td>13,544,875</td>
</tr>
<tr>
<td>Crude material shipped to smelters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry gold, dry gold-silver ore</td>
<td>134</td>
<td>52</td>
<td>2,839</td>
<td>2,200</td>
<td></td>
</tr>
<tr>
<td>Copper:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crude ore</td>
<td>107,270</td>
<td>844</td>
<td>39,861</td>
<td>2,442,882</td>
<td>124,100</td>
</tr>
<tr>
<td>Slag</td>
<td>421</td>
<td>10</td>
<td>165</td>
<td>285,421</td>
<td></td>
</tr>
<tr>
<td>Lead</td>
<td>528</td>
<td>12</td>
<td>1,693</td>
<td>5,950</td>
<td>110,870</td>
</tr>
<tr>
<td>Mill cleanings (lead-zinc)</td>
<td>31</td>
<td></td>
<td>254</td>
<td>1,450</td>
<td>8,100</td>
</tr>
<tr>
<td>Total:</td>
<td>125,749</td>
<td>919</td>
<td>45,444</td>
<td>30,375,754</td>
<td>249,710</td>
</tr>
<tr>
<td>2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>166,184</td>
<td>1,042</td>
<td>47,176</td>
<td>41,601,845</td>
<td>497,125</td>
</tr>
</tbody>
</table>

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

13.23. Column numbers or letters in parentheses may be set under boxheads and are separated by one line space below the deepest head. (If alignment of parentheses is required within the table, use brackets in boxhead.) These column references align across the table. Units of quantity are set in parentheses within boxheads.

<table>
<thead>
<tr>
<th>States</th>
<th>Department of Agriculture</th>
<th>Department of Commerce</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Commodity Credit Corporation, value of commodities donated</td>
<td>Disaster loans, etc. (payments to assist States in furnishing hay in droughtstricken areas)</td>
</tr>
<tr>
<td></td>
<td>Special school milk program</td>
<td>Bureau of Public Roads: Highway construction</td>
</tr>
<tr>
<td></td>
<td>Value of commodities distributed within States</td>
<td>Civil Aeronautics Administration—Federal airport program—regular grants</td>
</tr>
<tr>
<td></td>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td>Alabama</td>
<td>$4,730,154</td>
<td>$1,520,362</td>
</tr>
<tr>
<td>Alaska</td>
<td>393,484</td>
<td>269,274</td>
</tr>
<tr>
<td>Arizona</td>
<td>4,545,983</td>
<td>823,136</td>
</tr>
</tbody>
</table>

13.24. Leaders may be supplied in a column consisting entirely of symbols or years or dates or any combination of these.
Centerheads, flush entries, and subentries

13.25. Heads follow the style of the tables as to the use of figures and abbreviations.

13.26. 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.

| 25 | Miscellaneous: Powerplant equipment | $245,040.37 |
| 26 | Roads, railroads, and bridges | 275,900.34 |
| Total | | 520,940.71 |

TRANSMISSION PLANT

| 42 | Structures and improvements | 26,253.53 |
| 43 | Station equipment | 966,164.41 |
| Total | | 992,417.94 |

GENERAL PLANT

General plant:

Norris | 753,248.97 |
Other | 15,335.81 |
| Total | 768,584.78 |

Grand total | 2,281,943.43 |

13.27. In reading columns if the centerhead clears the reading matter below by at least an em, the space is omitted; if it clears by less than an em, a space is used. If an overrun, rule, etc., in another column, or in the same column, creates a blank space above the head, the extra space is not added.

13.28. Units of quantity and years used as heads in reading and figure columns are set in italic with space above but no space below.

No-down-rule style (preferred)
The rules are used here to aid readability.

| 2007 | | | | |
| 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 | Apr. 2 | 40.9 | 15 | July 9 | 46.6 | 17 |
| Apr. 28 | 47.7 | 13 | May 8 | 46.5 | 15 | July 24 | 45.9 | 16 |
| Aug. 6 | | | | | | | |

| 2008 | | | | |
| Jan. 3 | 43.9 | 15 | Apr. 2 | 47.7 | 13 | Aug. 6 | 46.5 | 16 |
Down-rule style (see Rule 13.3)

<table>
<thead>
<tr>
<th>Date</th>
<th>Ciphers</th>
<th>2007</th>
<th>Jan. 16</th>
<th>May 8</th>
<th>2008</th>
<th>Aug. 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 1</td>
<td>35.6</td>
<td>15</td>
<td>45.2</td>
<td>15</td>
<td>46.5</td>
<td>15</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>45.0</td>
<td>15</td>
<td>50.2</td>
<td>15</td>
<td>45.1</td>
<td>18</td>
</tr>
<tr>
<td>Nov. 14</td>
<td>40.9</td>
<td>18</td>
<td>43.4</td>
<td>15</td>
<td>47.1</td>
<td>14</td>
</tr>
<tr>
<td>Dec. 24</td>
<td>41.7</td>
<td>15</td>
<td>45.6</td>
<td>15</td>
<td>48.2</td>
<td>16</td>
</tr>
<tr>
<td>Mar. 19</td>
<td>42.7</td>
<td>15</td>
<td>45.2</td>
<td>15</td>
<td>46.6</td>
<td>17</td>
</tr>
<tr>
<td>Apr. 2</td>
<td>40.9</td>
<td>15</td>
<td>47.1</td>
<td>13</td>
<td>45.9</td>
<td>16</td>
</tr>
<tr>
<td>Apr. 28</td>
<td>47.7</td>
<td>13</td>
<td>50.2</td>
<td>15</td>
<td>12.6</td>
<td></td>
</tr>
</tbody>
</table>

Ciphers

13.29. 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. The cipher repeats in mixed units before decimals unless the group totals.

<table>
<thead>
<tr>
<th>Date</th>
<th>Ciphers</th>
<th>2007</th>
<th>Jan. 16</th>
<th>May 8</th>
<th>2008</th>
<th>Aug. 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>+26.4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1+0.7</td>
<td>27.1+</td>
</tr>
<tr>
<td>February</td>
<td>+66.7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>65.8+</td>
</tr>
<tr>
<td>March</td>
<td>+143.1</td>
<td>+2.6</td>
<td>-7.5</td>
<td>0</td>
<td>0</td>
<td>150.6</td>
</tr>
</tbody>
</table>

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

13.31. Where column consists of single decimal, supply a cipher on the right unless the decimal is a cipher.

<table>
<thead>
<tr>
<th>Ciphers</th>
<th>2007</th>
<th>Jan. 16</th>
<th>May 8</th>
<th>2008</th>
<th>Aug. 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13.32. Where column has mixed decimals of two or more places, do not supply ciphers but follow copy.

<table>
<thead>
<tr>
<th>Ciphers</th>
<th>2007</th>
<th>Jan. 16</th>
<th>May 8</th>
<th>2008</th>
<th>Aug. 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.22453</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.263</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4567</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13.33. Copy is followed in the use of the word None or a cipher to indicate None in figure columns. If neither one appears in the copy, leaders are inserted, unless a clear is specifically requested.
13.34. In columns of figures under the heading £ s d, if a whole number of pounds is given, one cipher is supplied under s and one under d; if only shillings are given, one cipher is supplied under d.

13.35. In columns of figures under Ft In, if only feet are given, supply cipher under In; if only inches are given, clear under Ft; if ciphers are used for None, place one cipher under both Ft and In.

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

Continued heads

13.37. In continued lines an em dash is used between the head and the word Continued. No period is carried after a continued line.

13.38. Continued heads over tables will be worded exactly like the table heading. Notes above tables are repeated; footnote references are repeated in boxheads and in continued lines.

Dashes or rules

13.39. Rules are not carried in reading columns or columns consisting of serial or tracing numbers, but are carried through all figure columns.

13.40. Parallel rules are used to cut off figures from other figures below that are added or subtracted; also, generally, above a grand total.

Ditto (do.)

13.41. The abbreviation do. is used to indicate that the previous line is being repeated instead of repeating the line, verbatim, over and over. It is used in reading columns only, lowercased and preceded by leaders (6 periods) when there is matter in preceding column. If ditto marks are requested, closing quotes will be used.

13.42. Capitalize Do. in the first and last columns. These are indented 1 or 2 ems, depending on the length of the word being repeated, or the width of the column; the situation will determine as it is encountered.
13.43. In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.

13.44. *Do.* is not used—

1. In a figure or symbol column (tracing columns are figure columns);
2. In the first line under a centerhead in the column in which the centerhead occurs;
3. Under a line of leaders or a rule;
4. Under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated);
5. Under an abbreviated unit of quantity or other abbreviations; or
6. Under words of three letters or less.

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

13.46. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.*

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

13.48. In a first and/or last column 6 ems or less in width, a 1-em space is used before *Do.* In all other columns 6 ems or less in width, six periods are used. Bearoff is not included.

13.49. In a first and/or last column more than 6 ems in width, 2 ems of space are used before *Do.* In all other columns more than 6 ems in width, six periods are used. Bearoff space is not included. If the preceding line is indented, the indentation of *Do.* is increased accordingly.

13.50. *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by six periods which are indented to align with item above.
Dollar mark

13.51. The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.

13.52. In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.

13.53. If several sums of money are grouped together, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

<table>
<thead>
<tr>
<th></th>
<th>1958</th>
<th>1967</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water supply available (gallons)</td>
<td>4,000,000</td>
<td>3,000,000</td>
</tr>
<tr>
<td>Wheat production (bushels)</td>
<td>9,000,000</td>
<td>8,000,000</td>
</tr>
<tr>
<td><strong>Operations:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water-dispatching operations</td>
<td>$442,496</td>
<td>$396,800</td>
</tr>
<tr>
<td>Malaria control</td>
<td>571,040</td>
<td>426,600</td>
</tr>
<tr>
<td>Plant protection</td>
<td>134,971</td>
<td>58,320</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,148,507</td>
<td>881,720</td>
</tr>
<tr>
<td>Number of plants</td>
<td>642</td>
<td>525</td>
</tr>
<tr>
<td>Percent of budget</td>
<td>96.8</td>
<td>78.8</td>
</tr>
</tbody>
</table>

**Note.**—Preliminary figures.
**Source:** U.S. Department of Commerce, Bureau of the Census.

13.54. In a double money column, dollar marks are used in the first group of figures only; en dashes are aligned.

- $7–$9
- 10–12
- 314–316
- 1,014–1,016

13.55. The dollar mark is omitted from a first item consisting of a cipher.

<table>
<thead>
<tr>
<th></th>
<th>but $0.12</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$300</td>
</tr>
<tr>
<td>500</td>
<td>700</td>
</tr>
<tr>
<td></td>
<td>23.18</td>
</tr>
</tbody>
</table>

13.56. The dollar mark should be repeated in stub or reading columns.

<table>
<thead>
<tr>
<th></th>
<th>$0 to $0.99</th>
<th>$1 to $24</th>
<th>$25 to $49</th>
<th>$50 to $74</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$0.10–$0.99
$1.00–$2.49
$2.50–$4.99
$5.00–$7.49
**Figure columns**

13.57. Figures align on the right, with an en space bearoff. There is no bearoff on leaders.

13.58. In a crowded table the bearoff may be reduced in figure columns only. It is preferable to retain the bearoff.

13.59. Figures in parentheses align.

13.60. In double rows of figures in a single column, connected by a dash, a plus, or minus sign, and in dates appearing in the form 9–4–08, the dashes or signs can be aligned.

13.61. Plus or minus signs at the left of figures are placed against the figures regardless of alignment; plus and minus signs at the right of figures are cleared.

13.62. Words and Roman numerals in figure columns are aligned on the right with the figures, without periods.

<table>
<thead>
<tr>
<th>Median value of livestock</th>
<th>$224</th>
<th>$62</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median value of machinery</td>
<td>$54</td>
<td>Small</td>
</tr>
<tr>
<td>Median value of furniture</td>
<td>$211</td>
<td>$100</td>
</tr>
<tr>
<td>Possessing automobiles (percent)</td>
<td>25</td>
<td>17</td>
</tr>
<tr>
<td>Median age (years)</td>
<td></td>
<td>5.5</td>
</tr>
<tr>
<td>Median value</td>
<td></td>
<td>$144</td>
</tr>
<tr>
<td>Fraternal membership:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men</td>
<td>IV</td>
<td>486</td>
</tr>
<tr>
<td>Women</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

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

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

13.65. It is preferred that all columns in a table consisting entirely of figure columns be centered.

**Footnotes and references**

13.66. Footnotes to tables are numbered independently from footnotes to text unless requested by committee or department.
13.67. Superior figures are used for footnote references, beginning with 1 in each table.

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

13.69. When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. These, in the same sequence, precede mathematical signs. A thin space is used to bear off an asterisk, dagger, or similar character.

13.70. Footnote references are repeated in boxheads or in continued lines over tables.

13.71. References to footnotes are numbered consecutively across the page from left to right.

13.72. Footnote references are placed at the right in reading columns and symbol columns, and at the left in figure columns (also at the left of such words as None in figure columns), and are separated by a thin space.

13.73. Two or more footnote references occurring together are separated by spaces, not commas.

13.74. In a figure column, a footnote reference standing alone is set in parentheses and flushed right. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period, as if it were a word. In a symbol column it is set at the left and cleared.

13.75. Numbered footnotes are placed immediately beneath the table. If a sign or letter reference in the heading of a table is to be followed, it is not changed to become the first numbered reference mark. The footnote to it precedes all other footnotes. The remaining footnotes in a table will follow this sequence: footnotes (numbers, letters, or symbols); Note.—; then Source:.

13.76. For better makeup or appearance, footnotes may be placed at the end of a lengthy table. A line reading “Footnotes at end of table.” is supplied.
13.77. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush left; but if there are footnotes to the text and none to the table, the 50-point rule is retained.

13.78. Footnotes to cut-in and indented tables and tables in rules are set full measure, except when footnotes are short, they can be set in 1 em under indented table.

13.79. Footnotes are set as paragraphs, but two or more short footnotes should be combined into one line, separated by not less than 2 ems.

13.80. The footnotes and notes to tables are set solid.

13.81. Footnotes and notes to tables and boxheads are set the same size, but not smaller than 6 point, unless specified otherwise.

13.82. Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

13.83. In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence.

13.84. If a footnote consists entirely or partly of a table or leaderwork, it should always be preceded by introductory matter carrying the reference number; if necessary, the copy preparer should add an introductory line, such as “¹ See the following table.”.

13.85. An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by space.

**Fractions**

13.86. All fractions are set flush right to the bearoff.

<table>
<thead>
<tr>
<th>Fractional Representation</th>
<th>10%</th>
<th>20%</th>
<th>30%</th>
<th>40%</th>
<th>50%</th>
<th>60%</th>
<th>70%</th>
<th>80%</th>
<th>90%</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decimal Fraction</td>
<td>0.1</td>
<td>0.2</td>
<td>0.3</td>
<td>0.4</td>
<td>0.5</td>
<td>0.6</td>
<td>0.7</td>
<td>0.8</td>
<td>0.9</td>
<td>1.0</td>
</tr>
<tr>
<td>Percentage</td>
<td>10%</td>
<td>20%</td>
<td>30%</td>
<td>40%</td>
<td>50%</td>
<td>60%</td>
<td>70%</td>
<td>80%</td>
<td>90%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fractional Representation</th>
<th>11%</th>
<th>12%</th>
<th>13%</th>
<th>14%</th>
<th>15%</th>
<th>16%</th>
<th>17%</th>
<th>18%</th>
<th>19%</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decimal Fraction</td>
<td>0.11</td>
<td>0.12</td>
<td>0.13</td>
<td>0.14</td>
<td>0.15</td>
<td>0.16</td>
<td>0.17</td>
<td>0.18</td>
<td>0.19</td>
<td>0.20</td>
</tr>
<tr>
<td>Percentage</td>
<td>11%</td>
<td>12%</td>
<td>13%</td>
<td>14%</td>
<td>15%</td>
<td>16%</td>
<td>17%</td>
<td>18%</td>
<td>19%</td>
<td>20%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fractional Representation</th>
<th>21%</th>
<th>22%</th>
<th>23%</th>
<th>24%</th>
<th>25%</th>
<th>26%</th>
<th>27%</th>
<th>28%</th>
<th>29%</th>
<th>30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decimal Fraction</td>
<td>0.21</td>
<td>0.22</td>
<td>0.23</td>
<td>0.24</td>
<td>0.25</td>
<td>0.26</td>
<td>0.27</td>
<td>0.28</td>
<td>0.29</td>
<td>0.30</td>
</tr>
<tr>
<td>Percentage</td>
<td>21%</td>
<td>22%</td>
<td>23%</td>
<td>24%</td>
<td>25%</td>
<td>26%</td>
<td>27%</td>
<td>28%</td>
<td>29%</td>
<td>30%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fractional Representation</th>
<th>31%</th>
<th>32%</th>
<th>33%</th>
<th>34%</th>
<th>35%</th>
<th>36%</th>
<th>37%</th>
<th>38%</th>
<th>39%</th>
<th>40%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decimal Fraction</td>
<td>0.31</td>
<td>0.32</td>
<td>0.33</td>
<td>0.34</td>
<td>0.35</td>
<td>0.36</td>
<td>0.37</td>
<td>0.38</td>
<td>0.39</td>
<td>0.40</td>
</tr>
<tr>
<td>Percentage</td>
<td>31%</td>
<td>32%</td>
<td>33%</td>
<td>34%</td>
<td>35%</td>
<td>36%</td>
<td>37%</td>
<td>38%</td>
<td>39%</td>
<td>40%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fractional Representation</th>
<th>41%</th>
<th>42%</th>
<th>43%</th>
<th>44%</th>
<th>45%</th>
<th>46%</th>
<th>47%</th>
<th>48%</th>
<th>49%</th>
<th>50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decimal Fraction</td>
<td>0.41</td>
<td>0.42</td>
<td>0.43</td>
<td>0.44</td>
<td>0.45</td>
<td>0.46</td>
<td>0.47</td>
<td>0.48</td>
<td>0.49</td>
<td>0.50</td>
</tr>
<tr>
<td>Percentage</td>
<td>41%</td>
<td>42%</td>
<td>43%</td>
<td>44%</td>
<td>45%</td>
<td>46%</td>
<td>47%</td>
<td>48%</td>
<td>49%</td>
<td>50%</td>
</tr>
</tbody>
</table>
13.87. Fractions standing alone are expressed in figures, even at the beginning of a line, but should be spelled out at the beginning of a footnote.

Headnotes

13.88. Headnotes should be set lowercase, but not smaller than 6 point, bracketed, and period omitted at end, even if the statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

13.89. Headnotes are repeated under continued heads but the word *Continued* is not added to the headnote.

Indentions and overruns

Subentries

13.90. The indention of subentries is determined by the width of the stub or reading column. Subentries in columns more than 15 ems wide are indented in 2-em units; in columns 15 ems or less, with short entry lines and few overruns, 2-em indentions are also used. All overruns are indented 1 em more.

13.91. Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 additional em space.

Total, mean, and average lines

13.92. All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indentions, depending on length of line.

13.93. Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also indented 1 additional em space.

13.94. 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.
<table>
<thead>
<tr>
<th>Loans and discounts:</th>
<th>Total, all banks</th>
<th>National banks</th>
<th>Non-national banks</th>
<th>Building associations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans to banks</td>
<td>$74,518</td>
<td>$1,267,493</td>
<td>$947,289</td>
<td>$135,619</td>
</tr>
<tr>
<td>Commercial and industrial loans</td>
<td>2,753,456</td>
<td>450,916</td>
<td>211,597</td>
<td>18,949</td>
</tr>
<tr>
<td>Total (total lines generally indent 3 ems)</td>
<td>2,827,974</td>
<td>718,409</td>
<td>1,158,886</td>
<td>154,568</td>
</tr>
<tr>
<td>Real estate loans:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secured by farmland</td>
<td>12,532</td>
<td>29,854</td>
<td>186,228</td>
<td>19,044</td>
</tr>
<tr>
<td>Secured by residential property other than rural and farm</td>
<td>1,011,856</td>
<td>167,765</td>
<td>1,554,084</td>
<td>3,172,837</td>
</tr>
<tr>
<td>Total (indent 1 em more to avoid conflict with line above)</td>
<td>1,024,388</td>
<td>194,619</td>
<td>1,740,312</td>
<td>3,191,881</td>
</tr>
<tr>
<td>Securities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Government obligations:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct obligations:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. savings bonds</td>
<td>1,149,764</td>
<td>3,285,721</td>
<td>2,361,796</td>
<td>23,506</td>
</tr>
<tr>
<td>Nonmarketable bonds (including investment series A–1965)</td>
<td>242,500</td>
<td>490,677</td>
<td>732,689</td>
<td>167,735</td>
</tr>
<tr>
<td>Total (indent 1 em more than runover above)</td>
<td>1,392,264</td>
<td>3,776,398</td>
<td>3,094,485</td>
<td>191,241</td>
</tr>
</tbody>
</table>

**Italic**

13.95. Names of vessels and aircraft (except in columns consisting entirely of such names), titles of legal cases (except v. for versus), and certain scientific terms are set in italic. The word “Total” and headings in the column do not affect the application of this rule. In gothic typefaces without italic, quotes are allowed.

13.96. Set “See” and “See also” in roman.

**Leaders**

13.97. Leaders run across the entire table except that they are omitted from a last reading column.

13.98. The style of leadering is guided by two rules: (1) Tables with a single reading column leader from the bottom line, or (2) tables with any combination of more than one reading or symbol column leader from the top line.
13.99. If leadering from the top line, overruns end with a period.

13.100. A column of dates is regarded as a reading column only if leaders are added; in all other cases it is treated as a figure column.

13.101. In tables with tracing figures on left and right of page, leader from top line.

**Numerals in tables**

13.102. Figures, ordinals, and fractions are used in all parts of a table, except fractions that will be spelled out at the beginning of a footnote.

**Parallel and divide tables are discouraged**

13.103. Parallel tables are set in pairs of pages; beginning on a left-hand page and running across to facing right-hand page, leader from the top line.

13.104. Heads and headnotes center across the pair of pages, with 2-em hanging indentation for three or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.


13.106. Boxheads are not divided but are repeated, with *Continued* added.

13.107. Tracing figures are carried through from the outside columns of both pages and are set to “leader from the top line.”

13.108. In divide tables that are made up parallel, with stub column repeated, the head and headnote repeat on each succeeding page, with *Continued* added to the head only.

13.109. 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.
### Reading columns

13.110. Figures or combinations of figures and letters used to form a reading column align on left and are followed by leaders. *Do.* is not used under such items.

13.111. The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

13.112. Cut-in items following a colon are indented 2 ems.

13.113. A single entry under a colon line should be run in; retain the colon.

13.114. Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item.

### Symbol columns

13.115. A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be set flush left and cleared, except when it takes the place of the stub, it should then be leadered. No closing period is used when such column is the last column. Blank lines in a last column are cleared. *Do.* is not used in a symbol column.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Typical commercial designation</th>
<th>Army product symbol</th>
<th>Filing order symbol</th>
<th>General description</th>
<th>Specification symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM(2)</td>
<td>Gasoline and diesel engine oil, SAE10 and SAE10W grades.</td>
<td>OR10</td>
<td>A</td>
<td>Fuel, grease, chassis, or soap base.</td>
<td>G.&amp;D.</td>
</tr>
<tr>
<td>CG</td>
<td>Ball and roller bearing grease.</td>
<td>4L-X-59</td>
<td>N</td>
<td>Extreme pressure ......</td>
<td>BR</td>
</tr>
<tr>
<td>CW^1</td>
<td>Wheel-bearing grease..........</td>
<td>OE20^2</td>
<td>X</td>
<td>......do ....................</td>
<td>WBG^3</td>
</tr>
<tr>
<td></td>
<td>Grease not typified ..........</td>
<td>..........</td>
<td>..........</td>
<td>Further tests being conducted.</td>
<td></td>
</tr>
<tr>
<td>G090</td>
<td>Universal gear lubricant ......</td>
<td>S.&amp;T.</td>
<td>B</td>
<td>Water-pump grease ...</td>
<td>80D</td>
</tr>
</tbody>
</table>

13.116. Columns composed of both symbols and figures are treated as figure columns and are set flush right. In case of blank lines in a last column, leaders will be used as in figure columns.

<table>
<thead>
<tr>
<th>Symbol or catalog number</th>
<th>Typical commercial designation</th>
<th>Symbol or product number</th>
<th>Symbol or filing order symbol</th>
<th>General description</th>
<th>Symbol or specification number</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBD</td>
<td>Chassis grease, cup grease, under pressure.</td>
<td>961</td>
<td>A</td>
<td>Especially adapted to very cold climates.</td>
<td>1359</td>
</tr>
<tr>
<td>14L88</td>
<td>Water-pump bearing grease</td>
<td>SWA</td>
<td>352</td>
<td>Under moderate pressure...</td>
<td>..........</td>
</tr>
<tr>
<td>5190</td>
<td>Exposed gear chain lubricant</td>
<td>12L</td>
<td>N</td>
<td>High-speed use...............</td>
<td>AE10</td>
</tr>
<tr>
<td>E.P. hypoid lubricant ..........</td>
<td></td>
<td>863</td>
<td>X</td>
<td>For experimental use only..</td>
<td>NXL</td>
</tr>
<tr>
<td>376</td>
<td>Special grade for marine use</td>
<td>..........</td>
<td>468</td>
<td>Free flowing in any weather</td>
<td>749</td>
</tr>
</tbody>
</table>
Tables without rules

13.117. It is preferable to set all tables alike; that is, without either down rules or cross rules and with roman boxheads. When so indicated on copy, by ordering agency, tabular matter may be set without rules, with italic boxheads.

13.118. Column heads over figure columns in 6- or 8-point leaderwork are set in 6-point italic.

13.119. Horizontal rules (spanner) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings.

Table 9.—Changes in fixed assets and related allowances

<table>
<thead>
<tr>
<th>Fixed assets</th>
<th>Balance June 30, 2008 (table 9–a)</th>
<th>Investment</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting and general facilities:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation and utilities:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panama Railroad</td>
<td>$12,123,197</td>
<td>$306</td>
<td>(539)</td>
</tr>
<tr>
<td>Motor Transportation Division</td>
<td>2,242,999</td>
<td>122,597</td>
<td>2,143</td>
</tr>
<tr>
<td>Steamship line</td>
<td>13,653,989</td>
<td>10,247</td>
<td></td>
</tr>
<tr>
<td>Power system</td>
<td>19,364,373</td>
<td>366,311</td>
<td>(342)</td>
</tr>
<tr>
<td>Communication system</td>
<td>2,739,012</td>
<td>151,819</td>
<td>(113,261)</td>
</tr>
<tr>
<td>Water system and hydroelectric facilities</td>
<td>10,590,820</td>
<td>104,039</td>
<td></td>
</tr>
<tr>
<td>Total, transportation and utilities</td>
<td>60,714,390</td>
<td>755,319</td>
<td>(113,261)</td>
</tr>
<tr>
<td>Employee service and facilities:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissary Division</td>
<td>7,012,701</td>
<td>105,952</td>
<td>(130,891)</td>
</tr>
<tr>
<td>Service centers</td>
<td>3,684,670</td>
<td>29,086</td>
<td>530</td>
</tr>
<tr>
<td>Housing Division</td>
<td>35,729,465</td>
<td>(10,336)</td>
<td>(485,548)</td>
</tr>
<tr>
<td>Total employee service and facilities</td>
<td>46,426,836</td>
<td>124,702</td>
<td>(130,891)</td>
</tr>
<tr>
<td>Grand total</td>
<td>107,141,236</td>
<td>880,021</td>
<td>(244,152)</td>
</tr>
</tbody>
</table>
13.120. More than one figure column, also illustrating use of dollar mark, rule, bearoff, etc.

For property purchased from—

Central Pipeline Distributing Co.:
  Capital stock issued recorded amount ..................................... $75,000
  Undetermined consideration recorded .................................... 341
Pan American Bonded Pipeline Co.:
  Recorded money outlay .......................................................... 3,476
M.J. Mitchell:
  Recorded money outlay .......................................................... 730
R. Lacy, Inc., and Lynch Refining Co.:
  Recorded money outlay .......................................................... $157,000
  Note issued ........................................................................... 100,000

Subtotal .................................................................................. 257,000
Less value of oil in lines and salvaged construction material .... 26,555

230,445 $309,992

For construction, improvements, and replacements, recorded money outlay..... 522
For construction work in progress, recorded money outlay................................. 933,605

Total .................................................................................. 1,244,119

<table>
<thead>
<tr>
<th>Use:</th>
<th>Quantity (million cubic feet)</th>
<th>Value at point of consumption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>34,842</td>
<td>$21,218,778</td>
</tr>
<tr>
<td>Commercial</td>
<td>14,404</td>
<td>5,257,468</td>
</tr>
<tr>
<td>Field (drilling, pumping, etc.)</td>
<td>144,052</td>
<td>10,419,000</td>
</tr>
<tr>
<td>All other industrial:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel for petroleum refineries</td>
<td>96,702</td>
<td></td>
</tr>
<tr>
<td>Other, including electric utility plants</td>
<td>346,704</td>
<td>61,440,000</td>
</tr>
<tr>
<td>Total</td>
<td>636,704</td>
<td>98,335,246</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General account:</th>
<th>Estimated</th>
<th>2004</th>
<th>2008</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts</td>
<td></td>
<td>64,800</td>
<td>69,800</td>
<td>+$5,000</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td>(70,300)</td>
<td>(67,100)</td>
<td>(-3,200)</td>
</tr>
<tr>
<td>Net improvement, 2008 over 2004</td>
<td></td>
<td></td>
<td>1,800</td>
<td></td>
</tr>
<tr>
<td>Deduct 2004 deficit</td>
<td></td>
<td></td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>Net surplus, estimated for 2008</td>
<td></td>
<td></td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>
[In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 2008

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collections</td>
<td>$564,944,502.99</td>
</tr>
<tr>
<td>Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 2007</td>
<td>4,450,577.07</td>
</tr>
</tbody>
</table>

Total receipts: $569,395,080.06
Total available: $734,762,784.91

Units of quantity

13.121. Units of quantity in stub columns are set in lowercase in plural form and placed in parentheses.

<table>
<thead>
<tr>
<th>Material</th>
<th>Quantity</th>
<th>United States</th>
<th>France</th>
<th>United Kingdom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coke (short tons)</td>
<td>4,468,437</td>
<td>25,526,646</td>
<td>5,080,403</td>
<td>29,519,871</td>
</tr>
<tr>
<td>Diatomite</td>
<td>(123)</td>
<td>(1)</td>
<td>(1)</td>
<td>(123)</td>
</tr>
<tr>
<td>Emery (pounds)</td>
<td>765</td>
<td>6,828</td>
<td>1,046</td>
<td>9,349</td>
</tr>
<tr>
<td>Feldspar (crude) (long tons)</td>
<td>(1)</td>
<td>(1)</td>
<td>(1)</td>
<td>(1)</td>
</tr>
<tr>
<td>Ferroalloys (short tons)</td>
<td>183,465</td>
<td>18,388,766</td>
<td>259,303</td>
<td>30,719,756</td>
</tr>
</tbody>
</table>

13.122. Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.

13.123. Over figure columns, units of quantity and other words used as headings, and the abbreviations a.m. and p.m., if not included in the boxheads, are set in italic and are placed immediately above the figures, without periods other than abbreviating periods. In congressional work (gothic), or at any time when italic is not available, these units should be placed in the boxheads in parentheses. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic with space above and no space below. The space is placed both above and below only when there is no italic available.

Quoted tabular work

13.124. When a table is part of quoted matter, quotation marks will open on each centerhead and 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.
14. Leaderwork
(See also Chapter 9 “Abbreviations and Letter Symbols” and Chapter 13 “Tabular Work”)

14.1. Leaderwork is a simple form of tabular work without boxheads or rules and is separated from text by 4 points of space above and below in solid matter or 6 points of space in leaded matter. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, aligning on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8 point. The period is omitted immediately before leaders.

Bearoff
14.2. No bearoff is required at the right in a single reading column.

Columns
14.3. A figure column is at least an en quad wider than the largest group of figures but not less than 3 ems in single columns or 2 ems in double-up columns. Total rules are to be the full width of all figure columns.

<table>
<thead>
<tr>
<th>Year</th>
<th>Pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>655,939</td>
</tr>
<tr>
<td>2009</td>
<td>368,233</td>
</tr>
<tr>
<td>2010</td>
<td>100,000</td>
</tr>
<tr>
<td>Total</td>
<td>1,124,172</td>
</tr>
</tbody>
</table>

14.4. Where both columns are reading columns, they are separated by an em space.
To the French Government:  

The entire collection of French paintings on loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour).

Avant la Course ........................................................... Do.

To Col. Axel H. Oxholm, Washington, DC:  


Attributed to Jonathan E. Earl, Los Angeles, CA.

Roses ................................................................. Renoir.

Do ................................................................. Forain.

Roses in a Chinese Vase and Sculpture by Maillol  

Vuillard.

Maternity ................................................................. Gauguin.

### Continued heads

14.5. The use of continued heads in leaderwork is not necessary.

### Ditto (do.)

14.6. The abbreviation *do.* is indented and capitalized in the stub. It is capitalized and cleared in last reading column.

### Dollar mark and ciphers

14.7. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are aligned on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added or subtracted to make a total, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

14.8. If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

### Flush items and subheads

14.9. Flush items clear the figure column.

14.10. Subheads are centered in full measure.
Footnotes
14.11. Footnotes to leaderwork follow the style of footnotes to tables.

14.12. Footnote references begin with 1 in each leadered grouping, and footnotes are placed at the end, separated from it by 4 points of space. Separate notes from matter following by not less than 6 points of space.

14.13. If the leaderwork runs over from one page to another, the footnotes will be placed at the bottom of the leadered material.¹

Units of quantity
14.14. Units of quantity or other words over a stub or figure column are set italic.

14.15. The following example 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:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>June</td>
<td>52,000</td>
<td>52,000</td>
</tr>
</tbody>
</table>

Dixie RR.: Freight carried Jan. 1, 1999, including freight carried by all its subsidiaries

<table>
<thead>
<tr>
<th></th>
<th>¹ 2,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹Livestock not included.

14.16. If there is no colon line, the style is as follows:

Freight carried by the Dixie RR. and the Baltimore & Ohio RR. in May

<table>
<thead>
<tr>
<th></th>
<th>71,500</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14.17. Explanatory matter is set in 6 point under leaders (note omission of period):

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name)</td>
<td>(Address)</td>
<td>(Position)</td>
</tr>
</tbody>
</table>

¹ If footnotes to leaderwork and text fall at bottom of page, leaderwork footnotes are placed above text footnotes. The two groups are separated by a 50-point rule.
14.18. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this ........................................ day of ................................ 20 .......

14.19. In half measure doubled up, units of quantity are aligned across the page.

<table>
<thead>
<tr>
<th>Seedlings:</th>
<th>Inches</th>
<th>Inches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black locust</td>
<td>27</td>
<td>Osage-orange</td>
</tr>
<tr>
<td>Honey locust</td>
<td>16</td>
<td>Catalpa</td>
</tr>
<tr>
<td>Green ash</td>
<td>7</td>
<td>Black walnut</td>
</tr>
</tbody>
</table>

14.20. Mixed units of quantity and amounts and words in a figure column are set as follows:

- Capital invested ................................................................. $8,000
- Value of implements and stock ........................................ $3,000
- Land under cultivation (acres) ........................................ 128.6
- Orchard (acres) ................................................................. 21.4
- Forest land (square miles) ................................................ 50

Livestock:

- Horses:
  - Number ................................................................. 8
  - Value ................................................................. $1,500

- Cows:
  - Number ................................................................. 18
  - Estimated weekly production of butter per milk cow (pounds) ................................................ 7½

- Hogs:
  - Number ................................................................. 46
  - Loss from cholera .................................................. None
15. Footnotes, Indexes, Contents, and Outlines

Footnotes and reference marks

15.1. Text footnotes follow the style of the text with the exception of those things noted in Chapter 9 “Abbreviations and Letter Symbols.” Footnotes appearing in tabular material follow the guidelines set forth in Chapter 13 “Tabular Work.”

15.2. In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

15.3. Copy preparers must see that references and footnotes are plainly marked.

15.4. 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 repeating the entire footnote.

15.5. Unless the copy is otherwise marked: (1) Footnotes to 12-point text are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 7 point.

15.6. Footnotes are set as paragraphs at the bottom of the page and are separated from the text by a 50-point rule, set flush left, with no less than 2 points of space above and below the rule.

15.7. Footnotes to indented matter (other than excerpt footnotes) are set full measure.

15.8. To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are also indented and placed at the bottom of the excerpt, separated
by 6 points of space. No side dash is used. Reference numbers are not changed to fit the numbering sequence of text footnotes.

15.9. Footnotes must always begin on the page where they are referenced. If the entire footnote will not fit on the page where it is cited, it will be continued at the bottom of the next page.¹

15.10. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

15.11. A cutoff rule is not required between a chart or graph and its footnotes.

15.12. For reference marks use: (1) Roman superior figures, (2) italic superior letters, and (3) symbols. Superior figures (preferred), letters, and symbols are separated from the words to which they apply by thin spaces, unless immediately preceded by periods or commas.

15.13. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

15.14. When symbols or signs are used for footnote reference marks, their sequence should be (*) asterisk, (†) dagger, (‡) double dagger, and (§) section mark. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.

15.15. Symbols with established meanings, such as the percent sign (%) and the number mark (#), are likely to cause confusion and should not be used for reference marks.

15.16. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

¹When a footnote breaks from an odd (right-hand) page to an even (left-hand) page, the word (Continued) is set inside parentheses in italic below the last line of the footnote where the break occurs.

A 50-point rule is used above each part of the footnote.

When a footnote break occurs on facing pages, i.e., from an even page to an odd page, the (Continued) line is not set, but the 50-point rule is duplicated.
15.17. When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

15.18. A superior reference mark follows all punctuation marks except a dash, but it falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.

15.19. Two or more superior footnote references occurring together are separated by thin spaces.

Indexes and tables of contents
15.20. Indexes and tables of contents are set in the same style as the text, except that See and see also are set in italic.

15.21. 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.

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanatory diagram ......................................................... Frontispiece</td>
</tr>
<tr>
<td>General instructions ............................................................. VIII</td>
</tr>
<tr>
<td>Capitalization (see also Abbreviations) .............. 16</td>
</tr>
<tr>
<td>Correct imposition (diagram) ........................................ Facing 34</td>
</tr>
<tr>
<td>Legends. (See Miscellaneous rules.)</td>
</tr>
<tr>
<td>Appendixes A, B, C, and D, maps, illustrations,</td>
</tr>
<tr>
<td>and excerpts ................................................................. In supplemental volume</td>
</tr>
</tbody>
</table>

15.22. For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and indexes.

15.23. In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun. If the entry makes three or more lines and the last line of figures is not full, do not use a period at the end.

If page folios overrun due to an excessive amount of figures
use this form ........................................................................... 220, 224, 227, 230, 240

(For examples of item indentions in a reading column of indexes set with leaders, see index in this Manual.)

15.24. Overrun page numbers are indented 3½ ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

15.25. 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 indentation.

15.26. Examples of block-type indexes:

<table>
<thead>
<tr>
<th>Example 1</th>
<th>Example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical officer, radiological defense, 3</td>
<td>Brazil—Continued</td>
</tr>
<tr>
<td>Medicolegal dosage, 44</td>
<td>Exchange restrictions—Continued</td>
</tr>
<tr>
<td>Military Liaison Committee, 4</td>
<td>Williams mission (see also</td>
</tr>
<tr>
<td>Monitoring, 58</td>
<td>Williams, John H., special</td>
</tr>
<tr>
<td>Air, 62</td>
<td>mission), exchange control</td>
</tr>
<tr>
<td>Personnel, 59</td>
<td>situation, 586–588</td>
</tr>
<tr>
<td>Civilian, 60</td>
<td>Trade agreement with United States, proposed:</td>
</tr>
<tr>
<td>Military, 59</td>
<td>Draft text, 558–567</td>
</tr>
<tr>
<td>Sea, 61</td>
<td>Proposals for:</td>
</tr>
<tr>
<td>Ship, 61</td>
<td>Inclusion of all clauses, 531</td>
</tr>
<tr>
<td>Monitors, radiological defense, 3</td>
<td></td>
</tr>
</tbody>
</table>

15.27. In index entries the following forms are used:

Brown, A.H., Jr. (not Brown, Jr., A.H.)
Brown, A.H., & Sons (not Brown & Sons, A.H.)
Brown, A.H., Co. (not Brown Co., A.H.)
Brown, A.H., & Sons Co. (not Brown & Sons Co., A.H.)

15.28. In a table of contents, where chapter, plate, or figure is followed by a number and period, an en space is used after the period. The periods are aligned on the right.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Introduction</td>
<td>1</td>
</tr>
<tr>
<td>II. Summary</td>
<td>1</td>
</tr>
<tr>
<td>VI. Conclusions</td>
<td>7</td>
</tr>
</tbody>
</table>
15.29. Subheads in indexes and tables of contents are centered in the full measure.

15.30. In contents using two sizes of lightface type, or a combination of boldface and lightface type, all leaders and page numbers will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the pre-dominant size.

<table>
<thead>
<tr>
<th>Part I. Maintenance of Peace and Security</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disarmament</td>
<td>5</td>
</tr>
<tr>
<td>Peaceful Uses of Atomic Energy</td>
<td>6</td>
</tr>
<tr>
<td>Part I. Maintenance of Peace and Security</td>
<td>5</td>
</tr>
<tr>
<td>Disarmament</td>
<td>6</td>
</tr>
<tr>
<td>Peaceful Uses of Atomic Energy</td>
<td>7</td>
</tr>
<tr>
<td>Part I. Maintenance of Peace and Security</td>
<td>5</td>
</tr>
<tr>
<td>Disarmament</td>
<td>6</td>
</tr>
<tr>
<td>Peaceful Uses of Atomic Energy</td>
<td>7</td>
</tr>
</tbody>
</table>

Outlines

15.31. Outlines vary in appearance because there is no one set style to follow in designing them. The width of the measure, the number of levels required for the indentions, and the labeling concept selected to identify each new level all contribute to its individuality.

The following sample outline demonstrates a very basic and structured arrangement. It uses the enumerators listed in rule 8.108 to identify each new indented level.

The enumerators for the first four levels are followed by a period and a fixed amount of space. The enumerators for the second four levels are set in parentheses and followed by the same amount of fixed space.

Each new level indents 2 ems more than the preceding level, and data that runs over to the next line aligns with the first word following the enumerator.
Outline example:
I. Balancing a checkbook
   A. Open your check register
      1. Verify all check numbers
         a. Verify no check numbers were duplicated
         b. Verify no check numbers were skipped
   B. Open your bank statement
      1. Put canceled checks in sequence
      2. Compare amounts on checks to those in register
         a. Correct any mistakes in register
         b. Indicate those check numbers cashed
            (1) Mark off check number on the statement
                (a) Verify amount of check
                    (i) Highlight discrepancies on statement
                        (aa) Enter figures on back
                    (ii) Enter missing check numbers on back with amounts
                        (aa) Identify missing check numbers in register
                        (bb) Verify those check numbers were not cashed previously
16. Datelines, Addresses, and Signatures

16.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be set to stand out clearly from the body of the letter or paper that they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to ensure uniformity and good appearance. Street addresses and ZIP Code numbers are not to be used. In certain lists that carry ZIP Code numbers, regular spacing will be used preceding the ZIP Code. Certain general instructions apply alike to datelines, addresses, and signatures.

General instructions

16.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.

16.3. Mr., Mrs., Miss, Ms., and all other titles preceding a name, and Esq., Jr., Sr., and 2d following a name in address and signature lines, are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase.

Spacing

16.4. At least 2 points of space should appear between dateline and text or address, address and text, text and signature, or signature and address.

Datelines

16.5. Datelines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the address and date in italic; if the originating office is not given, the address is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for two lines; or 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.
THE WHITE HOUSE, □□□□


TREASURY DEPARTMENT, □□□□□□
Office of the Treasurer, □□□□


DEPARTMENT OF COMMERCE, □□□□
July 30, 2008.

FAIRFAX COUNTY, VA.

Office of John Smith & Co., □□□□

WASHINGTON, May 20, 2008—10 a.m.

THURSDAY, MAY 8, 2008—2 P.M.

January 24, 2008.

WASHINGTON, November 28, 2008.

[Received December 5, 2008].

ON BOARD USS “CONNECTICUT,” □□□□
January 22, 2008.

### 16.6. Congressional hearings:

**TUESDAY, JULY 29, 2008**

House of Representatives, □□□□□□
Committee on the Judiciary, □□□□□
Subcommittee on Immigration, Citizenship, Refugees, Border Security, and Internal Law, □□□□
Washington, DC.

U.S. Senate, □□□□□□
Committee on Armed Services, □□□□
Washington, DC.

Congress of the United States, □□□□□
Joint Committee on Printing, □□□□
Washington, DC.

---

1 Normally, dates in House hearings on appropriation bills are set on the right in 10-point caps and small caps.
16.7. Datelines at the end of a letter or paper, either above or below signatures, are set on left in caps and small caps for the address and italic for the date. When the word dated is used, dateline is set in roman caps and lowercase.

□May 7, 2008.
□Roanoke, VA.
□Roanoke, VA, July 1, 2008.
□Dated July 1, 2008.

16.8. Datelines in newspaper extracts are set at the beginning of the paragraph, the address in caps and small caps and the date in roman caps and lowercase, followed by a period and a 1-em dash.

□Aboard USS Ronald Reagan April 3, 2008.—
□New York, NY, August 21, 2008.—A message received here from * * *.

Addresses

16.9. Addresses are set flush left at the beginning of a letter or paper in congressional work (or at end in formal usage).

16.10. At beginning or at end:

To Smith & Jones and
□Brown & Green, Esqs.,
Attorneys for Claimant.
(Attention of Mr. Green.)

Hon. Dianne Feinstein,
U.S. Senate.

Hon. Nancy Pelosi,
U.S. House of Representatives. (Collective address.)

The President,
The White House.

16.11. A long title following an address is set in italic caps and lowercase, the first line flush left and right, overrun indented 2 ems to clear a following 1-em paragraph indentation.

Hon. Daniel K. Akaka,
Chairman, Subcommittee on Oversight of Government Management,
□the Federal Workforce and the District of Columbia, U.S. Senate,
□Washington, DC.
16.12. The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or 2d following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

Lt. Gen. ROBERT L. VAN ANTWERP, Jr., U.S. Army,

*Chief of Engineers.*

Chief of Engineers, U.S. Army. (Full title, all caps and small caps.)

Lt. Gen. ROBERT L. VAN ANTWERP, Jr.,

*Chief of Engineers, U.S. Army,*

Washington, DC.

Hon. LORRAINE C. MILLER,

*Clerk of the House of Representatives.*

Hon. ROBERT C. BYRD,

*U.S. Senator, Washington, DC.*

Hon. JIM WEBB,

*Russell Senate Office Building, Washington, DC.*

The Committee on Appropriations,

*House of Representatives.*

16.13. General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

16.14. Examples of general addresses when not followed by salutation (note the use of colon at end of italic line):

To the Officers and Members of the Daughters of the American **Revolution, Washington, DC:**

To the American Diplomatic and Consular Officers:

To Whom It May Concern:

Collectors of Customs:

To the Congress of the United States:

16.15. Example of general address when followed by salutation (note the use of period at end of italic line):

*Senate and House of Representatives.*

GENTLEMEN: You are hereby * * *.
16.16. Examples illustrating other types of addresses:

To the Editor:

To John L. Nelson, Greeting:

To John L. Nelson, Birmingham, AL, Greeting:

To the Clerk of the House of Representatives:

Chief of Engineers
(Through the Division Engineer).

□ My Dear Sir: I have the honor * * *.
□ Mr. Reed: I have the honor * * *.
□ Dear Mr. Reed: I have the honor * * *.

Lt. (jg.) John Smith,
Navy Department:
□ The care shown by you * * *.

State of New York,
County of New York, ss:
□ Before me this day appeared * * *.

District of Columbia, ss:
□ Before me this day appeared * * *.

Envelope addresses

U.S. House of Representatives
Committee on Education and Labor
2181 Rayburn House Office Building
Washington, DC 20515

Signatures

16.17. Signatures, preceded by an em dash, are sometimes run in with last line of text.

16.18. Signatures are set at the right side of the page. They are indented 1 em for a single line; 3ems and 1 em, successively, for two lines; and 5ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.

16.19. The name or names are set in caps and small caps; Mr., Mrs., and all other titles preceding a name, and Esq., Jr., Sr., and 2d following a name, are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed in regard to abbreviations.
16.20. If name and title make more than half a line, they are set as two lines.

16.21. Two to eight independent signatures, with or without titles, are aligned on the left, at approximately the center of the measure.

ROBERT E. SCHWENK.
QUEEN E. HUGHES.
ERICA N. PROPHET.
ANDRE RODGERS,
    Commander, U.S. Navy (Retired).
WILLIAM H. COUGHLIN, Chairman.

16.22. More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems in measures of 26½ pica or wider; in measures less than 26½ pica, indent 2 and 3 ems.


16.23. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

16.24. Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT CO.,
    (By) JOHN SMITH, Secretary.

TEXARKANA TEXTILE MERCHANTS & MANUFACTURERS’ ASSOCIATION,
    JOHN L. JONES, Secretary.

TEXARKANA TEXTILE MERCHANTS & MANUFACTURERS’ ASSOCIATION,
    JOANNE WILDER,
    Board Member and Secretary.

JOHN W. SMITH
    (And 25 others).

JOHN SMITH
    Lieutenant Governor
    (For the Governor of Maine).
NORTH AMERICAN ICE CO.,
SYLVIA ROONEY, Secretary.

JOHN [his thumbmark] SMITH.

NITA M. LOWEY,
FRANK WOLF,
Managers on the Part of the House.

JOSEPH R. BIDEN, Jr.,
RICHARD LUGAR,
Managers on the Part of the Senate.

I am, very respectfully, yours,
(Signed) FRED C. KLEINSCHMIDT,
Assistant Clerk, Court of Claims.

On behalf of the Philadelphia Chamber of Commerce:
GEO. W. PHILIPS.
SAML. CAMPBELL.

I have the honor to be,
Very respectfully, your obedient servant,
(Signed) John R. King,
Type or (S) John R. King,
Secretary.

Attest:
RICHARD ROE, Notary Public.

By the Governor:
NATHANIEL COX, Secretary of State.

By the President:
CONDOLEEZZA RICE, Secretary of State.

Respectfully submitted.
Yours truly,
Respectfully yours,
Very respectfully,
MARY FARRELL, U.S. Indian Agent.
Capt. JAMES STALEY, Jr., Superintendent.
MRS. FRANK E. (BETTY) SHEFFIELD.
RON GOLDEN, U.S. Indian Agent.
16.25. In quoted matter:

“Very respectfully,

TODD S. GILBERT.
PAUL HARTMAN.
DOLORES HICKS.
ALBERT H. JONES.
JOAN C. NUGENT.
BRANDON PROCTOR.”

16.26. Examples of various kinds of datelines, addresses, and signatures:

Re weather reports submitted by the International Advisory Committee of
the Weather Council.

Mr. JOHN D. DINGELL,
Chairman, House Committee on Energy and Commerce,
Washington, DC.

Dear Mr. Dingell: We have been in contact with your office, etc.

JOHN L. “JACK” HAYES,
Executive Director,
National Weather Service.


Re Romeo O. Umanos, Susanna M. Umanos, case No. S–254, U.S.
Citizenship and Immigration Services, application pending.

Hon. RUSSELL D. FEINGOLD,
Chairman, Subcommittee on the Constitution,
Committee on the Judiciary, Washington, DC.

Dear Mr. Feingold: You have for some time * * *.

Sincerely yours,

Edward Pultorak, Architectural Designer.
Hon. Zoe Lofgren,
Chairman, Subcommittee on Immigration, Citizenship, Refugees, Border Security and International Law of the Committee on the Judiciary, House of Representatives, Washington, DC.

Dear Ms. Lofgren: You have some time.


Hon. Gene Green,
House of Representatives,
Washington, DC.

Dear Mr. Green: We will be glad to give you any further information.

Sincerely yours,
F.W. Reichelderfer,
Chief of Service.

New York, NY, February 8, 2008.

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.

It has come to our attention that the time.


The Honorable the Secretary of the Navy.

Dear Mr. Secretary: This is in response to your letter.

Very sincerely yours,

EAST LANSING, MI, June 10, 2008.

To Whom It May Concern:

I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine character. He has been employed * * *.

Wishing you success in your difficult and highly important job, we are,

Sincerely yours,

AGOSTINO J. GONINO,
LOUISE M. GONINO.

——

U.S. DEPARTMENT OF VETERANS AFFAIRS,
OFFICE OF THE SECRETARY OF
VETERANS AFFAIRS,
Washington, DC.

Hon. Patrick J. Leahy,
Chairman, Committee on the Judiciary,
U.S. Senate, Washington, DC.

Dear Senator Leahy: Further reference is made to your reply * * *.

Sincerely yours,

GORDON M. MANSFIELD,
Deputy Secretary
(For and in the absence of James B. Peake, Secretary).

——

WASHINGTON, DC, September 16, 2008.

Mr. William E. Jones, Jr.,
Special Assistant to the Attorney General, Attorney for Howard Sutherland, Director, Office of Alien Property.

Dear Mr. Jones: In reply to your letter * * *.

Yours truly,

(Signed) THOMAS E. RHODES,
Special Assistant to the Attorney General.

P.S.—A special word of thanks to you from J.R. Brown for your fine help.

T.E.R.
U.S. Department of Homeland Security,
U.S. Citizenship and Naturalization Services,
Detroit, MI.

Gentlemen: This letter will testify to the personal character * * *

Very truly yours,

Mrs. Grace C. Lohr,
Inspector General Section, HQ, AFFE,
APO 343, San Francisco, CA.

16.27. The word seal appearing with the signature of a notary or of an organized body, such as a company, is spaced 1 em from the signature. The word seal is to be set in small caps and bracketed.


16.28. Presidential proclamations after May 23, 1967, do not utilize the seal except when they pertain to treaties, conventions, protocols, or other international agreements. Copy will be followed literally with respect to the inclusion of and between elements of numerical expressions.

Now, Therefore, I, George W. Bush, President of the United States of America, by virtue of the authority vested in me by the Constitution and laws of the United States, do hereby proclaim September 27, 2008, as National Hunting and Fishing Day. I call upon the people of the United States to join me in recognizing the contributions of America’s hunters and anglers, and all those who work to conserve our Nation’s fish and wildlife resources.

* * * * * * * *

In Witness Whereof, I have hereunto set my hand this twenty-sixth day of September, in the year of our Lord two thousand eight, and of the Independence of the United States of America the two hundred and thirty-third.

George W. Bush.
This chapter contains useful tables presented in GPO style. The tables display various design features most frequently used in Government publications and can be considered examples of GPO style.

### U.S. Presidents and Vice Presidents

<table>
<thead>
<tr>
<th>President</th>
<th>Years</th>
<th>Vice President</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Washington</td>
<td>(1789–1797)</td>
<td>John Adams</td>
<td>(1789–1797)</td>
</tr>
<tr>
<td>John Adams</td>
<td>(1797–1801)</td>
<td>Thomas Jefferson</td>
<td>(1797–1801)</td>
</tr>
<tr>
<td>Thomas Jefferson</td>
<td>(1801–1809)</td>
<td>Aaron Burr</td>
<td>(1801–1805)</td>
</tr>
<tr>
<td>James Madison</td>
<td>(1809–1817)</td>
<td>George Clinton</td>
<td>(1805–1809)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacant</td>
<td>(1812–1813)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elbridge Gerry</td>
<td>(1813–1814)</td>
</tr>
<tr>
<td>James Monroe</td>
<td>(1817–1825)</td>
<td>Daniel D. Tompkins</td>
<td>(1817–1825)</td>
</tr>
<tr>
<td>John Quincy Adams</td>
<td>(1825–1829)</td>
<td>John C. Calhoun</td>
<td>(1825–1829)</td>
</tr>
<tr>
<td>Andrew Jackson</td>
<td>(1829–1837)</td>
<td>John C. Calhoun</td>
<td>(1829–1832)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacant</td>
<td>(1832–1833)</td>
</tr>
<tr>
<td>Martin Van Buren</td>
<td>(1833–1837)</td>
<td>Martin Van Buren</td>
<td>(1833–1837)</td>
</tr>
<tr>
<td>William Henry Harrison</td>
<td>(1837–1841)</td>
<td>John Tyler</td>
<td>(1837–1841)</td>
</tr>
<tr>
<td>John Tyler</td>
<td>(1841–1845)</td>
<td>Vacant</td>
<td>(1841–1845)</td>
</tr>
<tr>
<td>James K. Polk</td>
<td>(1845–1849)</td>
<td>George M. Dallas</td>
<td>(1845–1849)</td>
</tr>
<tr>
<td>Zachary Taylor</td>
<td>(1849–1850)</td>
<td>Millard Fillmore</td>
<td>(1849–1850)</td>
</tr>
<tr>
<td>Millard Fillmore</td>
<td>(1850–1853)</td>
<td>Vacant</td>
<td>(1850–1853)</td>
</tr>
<tr>
<td>Franklin Pierce</td>
<td>(1853–1857)</td>
<td>William R. King</td>
<td>(1853)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacant</td>
<td>(1853–1857)</td>
</tr>
<tr>
<td>James Buchanan</td>
<td>(1857–1861)</td>
<td>John C. Breckinridge</td>
<td>(1857–1861)</td>
</tr>
<tr>
<td>Abraham Lincoln</td>
<td>(1861–1865)</td>
<td>Hannibal Hamlin</td>
<td>(1861–1865)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Andrew Johnson</td>
<td>(1865)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacant</td>
<td>(1865–1869)</td>
</tr>
<tr>
<td>Ulysses S. Grant</td>
<td>(1869–1877)</td>
<td>Schuyler Colfax</td>
<td>(1869–1873)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Henry Wilson</td>
<td>(1873–1875)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacant</td>
<td>(1875–1877)</td>
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### Most Populous U.S. Cities by State

[2006 Census estimates]

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## Most Populous U.S. Cities by State  
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### Most Populous U.S. Cities by State — Continued

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1 The five most populous cities of each state are listed except where the capital city did not fall into the top five, in which case the fifth most populous city was replaced by the capital city.

* State capital.

Source: Information courtesy of the U.S. Census Bureau.
## Principal Foreign Countries as of June 2008

<table>
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<th>Country</th>
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<th>Capital</th>
<th>Chief of state</th>
<th>Legislative body</th>
<th>Government type</th>
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### Principal Foreign Countries as of June 2008—Continued

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<td>Nairobi</td>
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<td>Tarawa</td>
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<td>Chișinău</td>
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<td>Abuja</td>
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<td>Freetown</td>
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<td>Bratislava</td>
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<td>Ljubljana</td>
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<td>Damascus</td>
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<td>Dushanbe</td>
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<td>Federal National Council (FNC) (unicameral).</td>
<td>Federation with specified powers delegated to the UAE federal government and other powers reserved to member emirates.</td>
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1 Since 1989, the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanma Naingngandaw.

2 Government currently under power sharing agreement mandated by international mediators.

3 In 1950, the Israel Parliament proclaimed Jerusalem as the capital. The United States does not recognize Jerusalem as the capital and the U.S. Embassy continues to be located in Tel Aviv.

4 Holds no official title, but is de facto Chief of State.

5 In theory, governed by the populace through local councils; in practice, an authoritarian state.

6 No accurate English equivalents.

7 The Law of Succession, July 27, 1947, declared that Spain was constituted a Kingdom.

### Demonyms: Names of Nationalities

[Demonym is a name given to a people or inhabitants of a place.]

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**Demonyms: Names of Nationalities—Continued**

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1 Since 1989 the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanma Naingngandaw.

*Note.—Plural references add s unless otherwise indicated.


**Currency**

[As of July 2008]

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[^1]: 1 Since 1989 the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanma Naingngandaw.
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## Currency—Continued

[As of July 2008]

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*ISO 4217 code is a standard for currency codes.

**/GBP indicates a combination of British and Japanese pounds.
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</tr>
<tr>
<td>Oman</td>
<td>Omani rial</td>
<td>OMN</td>
</tr>
<tr>
<td>Pakistan</td>
<td>Pakistani rupee</td>
<td>PKR</td>
</tr>
<tr>
<td>Palau</td>
<td>U.S. dollar</td>
<td>USD</td>
</tr>
<tr>
<td>Panama</td>
<td>Balboa and U.S. dollar</td>
<td>PAB/USD</td>
</tr>
<tr>
<td>Papua New Guinea</td>
<td>Kina</td>
<td>PGK</td>
</tr>
<tr>
<td>Paraguay</td>
<td>Guarani</td>
<td>PYG</td>
</tr>
<tr>
<td>Peru</td>
<td>Nuevo sol</td>
<td>PEN</td>
</tr>
<tr>
<td>Philippines</td>
<td>Philippine peso</td>
<td>PHP</td>
</tr>
<tr>
<td>Pitcairn Islands</td>
<td>New Zealand dollar</td>
<td>NZD</td>
</tr>
<tr>
<td>Poland</td>
<td>Zloty</td>
<td>PLN</td>
</tr>
<tr>
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<td>Euro</td>
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<tr>
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</tr>
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<td>Qatar</td>
<td>Qatari rial</td>
<td>QAR</td>
</tr>
<tr>
<td>Romania</td>
<td>Romanian leu</td>
<td>RON</td>
</tr>
<tr>
<td>Russia</td>
<td>Russian ruble</td>
<td>RUB</td>
</tr>
<tr>
<td>Rwanda</td>
<td>Rwandan franc</td>
<td>RWF</td>
</tr>
<tr>
<td>Saint Barthelmy</td>
<td>Euro</td>
<td>EUR</td>
</tr>
<tr>
<td>Saint Helena</td>
<td>Saint Helenian pound</td>
<td>SHP</td>
</tr>
<tr>
<td>Saint Kitts and Nevis</td>
<td>East Caribbean dollar</td>
<td>XCD</td>
</tr>
<tr>
<td>Saint Lucia</td>
<td>East Caribbean dollar</td>
<td>XCD</td>
</tr>
<tr>
<td>Saint Martin</td>
<td>Euro</td>
<td>EUR</td>
</tr>
<tr>
<td>Saint Pierre and Miquelon</td>
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</tr>
<tr>
<td>Saint Vincent and the Grenadines</td>
<td>East Caribbean dollar</td>
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<td>SAT</td>
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<td>Euro</td>
<td>EUR</td>
</tr>
<tr>
<td>Sao Tome and Principe</td>
<td>Dobra</td>
<td>STD</td>
</tr>
<tr>
<td>Saudi Arabia</td>
<td>Saudi riyal</td>
<td>SAR</td>
</tr>
<tr>
<td>Senegal</td>
<td>Communaute Financiere Africaine franc</td>
<td>XOF</td>
</tr>
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<td>Serbia</td>
<td>Serbian dinar</td>
<td>RSD</td>
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<td>Seychelles rupee</td>
<td>SCR</td>
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<td>Leone</td>
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<td>Singapore dollar</td>
<td>SGD</td>
</tr>
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<td>Slovak koruna</td>
<td>SKK</td>
</tr>
<tr>
<td>Slovenia</td>
<td>Euro</td>
<td>EUR</td>
</tr>
<tr>
<td>Solomon Islands</td>
<td>Solomon Islands dollar</td>
<td>SBD</td>
</tr>
<tr>
<td>Somalia</td>
<td>Somali shilling</td>
<td>SOS</td>
</tr>
<tr>
<td>South Africa</td>
<td>Rand</td>
<td>ZAR</td>
</tr>
<tr>
<td>Spain</td>
<td>Euro</td>
<td>EUR</td>
</tr>
<tr>
<td>Sri Lanka</td>
<td>Sri Lankan rupee</td>
<td>LKR</td>
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## Currency—Continued

### [As of July 2008]

<table>
<thead>
<tr>
<th>Country</th>
<th>Currency</th>
<th>ISO 4217 code*</th>
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<tbody>
<tr>
<td>Sudan</td>
<td>Sudanese pound</td>
<td>SDG</td>
</tr>
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<td>Suriname</td>
<td>Surinam dollar</td>
<td>SRD</td>
</tr>
<tr>
<td>Svalbard</td>
<td>Norwegian krone</td>
<td>NOK</td>
</tr>
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<td>Swaziland</td>
<td>Lilangeni</td>
<td>SZL</td>
</tr>
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<td>Sweden</td>
<td>Swedish krona</td>
<td>SEK</td>
</tr>
<tr>
<td>Switzerland</td>
<td>Swiss franc</td>
<td>CHF</td>
</tr>
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<td>Syria</td>
<td>Syrian pound</td>
<td>SYP</td>
</tr>
<tr>
<td>Taiwan</td>
<td>New Taiwan dollar</td>
<td>TWQ</td>
</tr>
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<td>Tajikistan</td>
<td>Somoni</td>
<td>TJS</td>
</tr>
<tr>
<td>Tanzania</td>
<td>Tanzanian shilling</td>
<td>TZS</td>
</tr>
<tr>
<td>Thailand</td>
<td>Baht</td>
<td>THB</td>
</tr>
<tr>
<td>Timor-Leste</td>
<td>U.S. dollar</td>
<td>USD</td>
</tr>
<tr>
<td>Togo</td>
<td>Communaute Financiere Africaine franc</td>
<td>XOF</td>
</tr>
<tr>
<td>Tokelau</td>
<td>New Zealand dollar</td>
<td>NZD</td>
</tr>
<tr>
<td>Tonga</td>
<td>Pa‘anga</td>
<td>TOP</td>
</tr>
<tr>
<td>Trinidad and Tobago</td>
<td>Trinidad and Tobago dollar</td>
<td>TTD</td>
</tr>
<tr>
<td>Tunisia</td>
<td>Tunisian dinar</td>
<td>TND</td>
</tr>
<tr>
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<td>Turkish lira</td>
<td>TRY</td>
</tr>
<tr>
<td>Turkmenistan</td>
<td>Turkmen manat</td>
<td>TMM</td>
</tr>
<tr>
<td>Turks and Caicos Islands</td>
<td>U.S. dollar</td>
<td>USD</td>
</tr>
<tr>
<td>Tuvalu</td>
<td>Australian dollar</td>
<td>AUD</td>
</tr>
<tr>
<td>Uganda</td>
<td>Ugandan shilling</td>
<td>UGX</td>
</tr>
<tr>
<td>Ukraine</td>
<td>Hrynyvia</td>
<td>UAH</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>Emirati dirham</td>
<td>AED</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>British pound</td>
<td>GBP</td>
</tr>
<tr>
<td>United States</td>
<td>U.S. dollar</td>
<td>USD</td>
</tr>
<tr>
<td>Uruguay</td>
<td>Uruguayan peso</td>
<td>UYU</td>
</tr>
<tr>
<td>Uzbekistan</td>
<td>Soum</td>
<td>UZS</td>
</tr>
<tr>
<td>Vanuatu</td>
<td>Vatu</td>
<td>VUV</td>
</tr>
<tr>
<td>Venezuela</td>
<td>Bolivar</td>
<td>VEB</td>
</tr>
<tr>
<td>Vietnam</td>
<td>Dong</td>
<td>VND</td>
</tr>
<tr>
<td>Virgin Islands</td>
<td>U.S. dollar</td>
<td>USD</td>
</tr>
<tr>
<td>Wallis and Futuna</td>
<td>Comptoirs Francais du Pacifique franc</td>
<td>XPF</td>
</tr>
<tr>
<td>West Bank</td>
<td>New Israeli shekel and Jordanian dinar</td>
<td>ILS/JOD</td>
</tr>
<tr>
<td>Western Sahara</td>
<td>Moroccan dirham</td>
<td>MAD</td>
</tr>
<tr>
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<td>Yemeni rial</td>
<td>YER</td>
</tr>
<tr>
<td>Zambia</td>
<td>Zambian kwacha</td>
<td>ZMK</td>
</tr>
<tr>
<td>Zimbabwe</td>
<td>Zimbabwean dollar</td>
<td>ZWD</td>
</tr>
</tbody>
</table>

1 Responsible authority is the Central Bank of the West African States.
2 Responsible authority is the Bank of the Central African States.
3 Since 1989 the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myana Naingngandaw.
4 ISO 4217 is the international standard of 3-letter codes used to define names of currencies; it is used in place of currency symbols or names. For more information see www.iso.org/iso/support/faqs/faqs_widely_used_standards/widely_used_standards_other/currency_codes/currency_codes_list-1.htm.
5 There is no currency code for Island monies. Guernsey and Jersey are both British crown dependencies, but not part of the United Kingdom. However, the United Kingdom Government is constitutionally responsible for their international representation.

### Metric and U.S. Measures

#### Length

<table>
<thead>
<tr>
<th>Metric unit</th>
<th>U.S. unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 millimeters</td>
<td>1 centimeter</td>
</tr>
<tr>
<td>10 centimeters</td>
<td>1 decimeter</td>
</tr>
<tr>
<td>10 decimeters</td>
<td>1 meter</td>
</tr>
<tr>
<td>10 meters</td>
<td>1 decameter</td>
</tr>
<tr>
<td>10 dekameters</td>
<td>1 hectometer</td>
</tr>
<tr>
<td>10 hectometers</td>
<td>1 kilometer</td>
</tr>
<tr>
<td>1 kilometer</td>
<td>1,000 meters</td>
</tr>
<tr>
<td>12 inches</td>
<td>1 foot (ft)</td>
</tr>
<tr>
<td>3 feet</td>
<td>1 yard</td>
</tr>
<tr>
<td>22 yards</td>
<td>1 chain</td>
</tr>
<tr>
<td>10 chains</td>
<td>1 furlong (660 ft)</td>
</tr>
<tr>
<td>8 furlongs</td>
<td>1 mile (5,280 ft)</td>
</tr>
<tr>
<td>1 nautical mile</td>
<td>1,1508 mile</td>
</tr>
<tr>
<td>1 league</td>
<td>3 nautical miles</td>
</tr>
</tbody>
</table>

#### Mass Weight

<table>
<thead>
<tr>
<th>Metric unit</th>
<th>U.S. unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 milligrams (mg)</td>
<td>1 centigram</td>
</tr>
<tr>
<td>10 centigrams</td>
<td>1 decigram (100 mg)</td>
</tr>
<tr>
<td>10 decigrams</td>
<td>1 gram (1,000 mg)</td>
</tr>
<tr>
<td>10 grams (g)</td>
<td>1 dekagram</td>
</tr>
<tr>
<td>10 dekagrams</td>
<td>1 hectogram (100 g)</td>
</tr>
<tr>
<td>10 hectograms</td>
<td>1 kilogram (1,000 g)</td>
</tr>
<tr>
<td>1,000 kilograms</td>
<td>1 metric ton</td>
</tr>
<tr>
<td>16 ounces</td>
<td>1 pound</td>
</tr>
<tr>
<td>100 pounds (lbs)</td>
<td>1 hundredweight</td>
</tr>
<tr>
<td>20 hundredweight</td>
<td>1 ton (2,000 lbs)</td>
</tr>
</tbody>
</table>

#### Volume

<table>
<thead>
<tr>
<th>Metric unit</th>
<th>U.S. liquid capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 milliliters</td>
<td>1 centiliter</td>
</tr>
<tr>
<td>10 centiliters</td>
<td>1 deciliter</td>
</tr>
<tr>
<td>10 deciliters</td>
<td>1 liter</td>
</tr>
<tr>
<td>1,000 liters</td>
<td>1 cubic meter</td>
</tr>
<tr>
<td>3 teaspoons</td>
<td>1 tablespoon</td>
</tr>
<tr>
<td>2 tablespoons</td>
<td>1 fluid ounce (fl oz)</td>
</tr>
<tr>
<td>1 cup</td>
<td>8 fl oz</td>
</tr>
<tr>
<td>2 cups</td>
<td>1 pint</td>
</tr>
<tr>
<td>2 pints</td>
<td>1 quart</td>
</tr>
<tr>
<td>4 quarts</td>
<td>1 gallon</td>
</tr>
<tr>
<td>42 gallons</td>
<td>1 petroleum barrel</td>
</tr>
<tr>
<td>2 pints</td>
<td>1 quart</td>
</tr>
<tr>
<td>4 quarts</td>
<td>1 gallon</td>
</tr>
<tr>
<td>2 gallons</td>
<td>1 peck</td>
</tr>
<tr>
<td>4 pecks</td>
<td>1 bushel</td>
</tr>
<tr>
<td>8 bushels</td>
<td>1 quarter</td>
</tr>
</tbody>
</table>

#### Temperature Conversion

<table>
<thead>
<tr>
<th>Celsius</th>
<th>Fahrenheit</th>
<th>Kelvin</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>212</td>
<td>373.1</td>
</tr>
<tr>
<td>50</td>
<td>122</td>
<td>323.1</td>
</tr>
<tr>
<td>40</td>
<td>104</td>
<td>313.1</td>
</tr>
<tr>
<td>30</td>
<td>86</td>
<td>303.1</td>
</tr>
<tr>
<td>20</td>
<td>68</td>
<td>293.1</td>
</tr>
<tr>
<td>10</td>
<td>50</td>
<td>283.1</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Celsius</th>
<th>Fahrenheit</th>
<th>Kelvin</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>32</td>
<td>273.1</td>
</tr>
<tr>
<td>−10</td>
<td>−4</td>
<td>253.1</td>
</tr>
<tr>
<td>−20</td>
<td>−22</td>
<td>243.1</td>
</tr>
<tr>
<td>−30</td>
<td>−40</td>
<td>233.1</td>
</tr>
<tr>
<td>−40</td>
<td>−58</td>
<td>223.1</td>
</tr>
<tr>
<td>−273.1</td>
<td>−459.7</td>
<td>0</td>
</tr>
</tbody>
</table>

1 At this time, only three countries—Burma, Liberia, and the United States—have not adopted the International System of Units (SI, or metric system) as their official system of weights and measures.

2 Dry measurements are mainly used for measuring grain or fresh produce. Do not confuse dry measure for liquid measure, as they are not the same.

3 The equation for converting temperatures is as follows: °C to °F: multiply by 9, then divide by 5, then add 32; °F to °C: subtract 32, then multiply by 5, then divide by 9.
<table>
<thead>
<tr>
<th>U.S. to metric</th>
<th>Metric to U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inch ..........</td>
<td>2.54 centimeters.</td>
</tr>
<tr>
<td>Foot ..........</td>
<td>0.3048 meter.</td>
</tr>
<tr>
<td>Yard ..........</td>
<td>0.9144 meter.</td>
</tr>
<tr>
<td>Mile ..........</td>
<td>1.6093 kilometers.</td>
</tr>
<tr>
<td>Nautical mile</td>
<td>1.852 kilometers.</td>
</tr>
<tr>
<td>League ..........</td>
<td>5.556 kilometers.</td>
</tr>
<tr>
<td>Square inch ..........</td>
<td>6.452 square centimeters.</td>
</tr>
<tr>
<td>Square foot ..........</td>
<td>0.0929 square meter.</td>
</tr>
<tr>
<td>Square yard ..........</td>
<td>0.836 square meter.</td>
</tr>
<tr>
<td>Acre ..........</td>
<td>0.4047 hectare.</td>
</tr>
<tr>
<td>Square mile ..........</td>
<td>259 hectares.</td>
</tr>
<tr>
<td>Cubic inch ..........</td>
<td>16.39 cubic centimeters.</td>
</tr>
<tr>
<td>Cubic foot ..........</td>
<td>0.0283 cubic meter.</td>
</tr>
<tr>
<td>Cubic yard ..........</td>
<td>0.7646 cubic meter.</td>
</tr>
<tr>
<td>Cord ..........</td>
<td>128 cubic feet.</td>
</tr>
<tr>
<td>Ounce (liquid) ..........</td>
<td>29.574 milliliters.</td>
</tr>
<tr>
<td>Pint (liquid) ..........</td>
<td>473.176 milliliters.</td>
</tr>
<tr>
<td>Quart (liquid) ..........</td>
<td>946.35 milliliters.</td>
</tr>
<tr>
<td>Gallon (liquid) ..........</td>
<td>3.79 liters.</td>
</tr>
<tr>
<td>Gallon (dry) ..........</td>
<td>4.40 liters.</td>
</tr>
<tr>
<td>Peck ..........</td>
<td>8.810 liters.</td>
</tr>
<tr>
<td>Bushel ..........</td>
<td>35.24 liters.</td>
</tr>
<tr>
<td>Bushel, imperial ..........</td>
<td>36.37 liters.</td>
</tr>
<tr>
<td>Grain ..........</td>
<td>64.799 milligrams.</td>
</tr>
<tr>
<td>Ounce ..........</td>
<td>28.35 grams.</td>
</tr>
<tr>
<td>Pound, troy ..........</td>
<td>0.4536 kilogram.</td>
</tr>
<tr>
<td>Ton, short ..........</td>
<td>907.185 kilograms.</td>
</tr>
<tr>
<td>Ton, metric ..........</td>
<td>2,000 pounds.</td>
</tr>
<tr>
<td>Do ..........</td>
<td>1,016.047 kilograms.</td>
</tr>
<tr>
<td>Do ..........</td>
<td>2,240 pounds.</td>
</tr>
</tbody>
</table>

1. The grain is used to measure in ballistics and archery; grains were originally used in medicine but have been replaced by milligrams.
2. Avoirdupois; avoirdupois is the measure of mass of everyday items.
3. The troy ounce is used in pricing silver, gold, platinum, and other precious metals and gemstones.
### Measurement Conversion

<table>
<thead>
<tr>
<th>Fraction</th>
<th>Decimal inches</th>
<th>Millimeters</th>
<th>Picas</th>
<th>Points</th>
<th>Fraction</th>
<th>Decimal inches</th>
<th>Millimeters</th>
<th>Picas</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1⁄16</td>
<td>.0625</td>
<td>1.587</td>
<td>0p4.5</td>
<td>4.5</td>
<td>⅛</td>
<td>.125</td>
<td>3.175</td>
<td>0p9</td>
<td>9</td>
</tr>
<tr>
<td>1⁄8</td>
<td>.1536</td>
<td>3.175</td>
<td>0p9</td>
<td>9</td>
<td>⅛</td>
<td>.1875</td>
<td>4.762</td>
<td>1p1.5</td>
<td>13.5</td>
</tr>
<tr>
<td>⅜</td>
<td>.25</td>
<td>6.35</td>
<td>1p6</td>
<td>18</td>
<td>⅜</td>
<td>.3125</td>
<td>7.937</td>
<td>1p10.5</td>
<td>22.5</td>
</tr>
<tr>
<td>⅜</td>
<td>.3125</td>
<td>7.937</td>
<td>1p10.5</td>
<td>22.5</td>
<td>⅜</td>
<td>.375</td>
<td>9.525</td>
<td>2p3</td>
<td>27</td>
</tr>
<tr>
<td>⅝</td>
<td>.375</td>
<td>9.525</td>
<td>2p3</td>
<td>27</td>
<td>⅞</td>
<td>.4375</td>
<td>11.112</td>
<td>2p7.5</td>
<td>31.5</td>
</tr>
<tr>
<td>¾</td>
<td>.4375</td>
<td>11.112</td>
<td>2p7.5</td>
<td>31.5</td>
<td>1</td>
<td>1</td>
<td>12.7</td>
<td>3</td>
<td>36</td>
</tr>
<tr>
<td>9⁄16</td>
<td>.5625</td>
<td>14.287</td>
<td>3p4.5</td>
<td>40.5</td>
<td>9⁄16</td>
<td>.625</td>
<td>15.875</td>
<td>3p9</td>
<td>45</td>
</tr>
<tr>
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<td>6</td>
<td>8.5</td>
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## 18. Geologic Terms and Geographic Divisions

### Geologic terms

For capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. 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.

Formal geologic terms are capitalized: Proterozoic Eon, Cambrian Period. Structural terms such as arch, anticline, or uplift are capitalized when preceded by a name: Cincinnati Arch, Cedar Creek Anticline, Ozark Uplift. See Chapter 4 geographic terms for more information.

### Divisions of Geologic Time

[Most recent to oldest]

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<td>Eoarchean.</td>
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<td>Hadean</td>
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Physiographic regions
Physiographic regions are based on terrain texture, rock type, and geologic structure and history. The classification system has three tiers: divisions, which are broken into provinces, and some provinces break further into sections. All names are capitalized, not the class; for graphic see http://tapestry.usgs.gov/physiogr/physio.html.

### Physiographic Regions of the Lower 48 United States

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<td>Floridian</td>
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<td>Piedmont Upland</td>
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<td>Piedmont</td>
<td>Northern</td>
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<td>Southern</td>
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<tr>
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<td>Blue Ridge</td>
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<tr>
<td></td>
<td></td>
<td>Middle</td>
</tr>
<tr>
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<td>Valley and Ridge</td>
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<td>St. Lawrence Valley</td>
<td>Champlain</td>
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Geographic divisions

The Public Land Survey System has a hierarchy of lines. Principal meridians and base lines and their related townships, sections, and subdivisions of sections are incorporated in the description of land conveyed by the Federal Government and others.

The Principal Meridians and Base Lines of the United States

| Black Hills Meridian and Base Line. (South Dakota) | New Mexico Principal Meridian and Base Line. (New Mexico-Colorado) |
| Boise Meridian and Base Line. (Idaho) | Point of Beginning and Geographer’s Line. (Ohio) |
| Chickasaw Meridian and Base Line. (Mississippi-Tennessee) | Principal Meridian and Base Line. (Montana) |
| Choctaw Meridian and Base Line. (Mississippi) | Salt Lake Meridian and Base Line. (Utah) |
| Cimarron Meridian and Base Line. (Oklahoma) | San Bernardino Meridian and Base Line. (California-Nevada) |
| Copper River Meridian and Base Line. (Alaska) | Second Principal Meridian and Base Line. (Illinois-Indiana) |
| Fairbanks Meridian and Base Line. (Alaska) | Seward Principal Meridian and Base Line. (Alaska) |
| Fifth Principal Meridian and Base Line. (Arkansas-Iowa-Minnesota-Missouri-North Dakota-South Dakota) | Sixth Principal Meridian and Base Line. (Colorado-Kansas-Nebraska-South Dakota-Wyoming) |
| First Principal Meridian and Base Line. (Ohio-Indiana) | St. Helena Meridian and Base Line. (Louisiana) |
| Fourth Principal Meridian and Base Line. (Illinois) | St. Stephens Meridian and Base Line. (Alabama-Mississippi) |
| Fourth Principal Meridian and Base Line Wisconsin. (Minnesota-Wisconsin) | Tallahassee Meridian and Base Line. (Florida) |
| Gila and Salt River Meridian and Base Line. (Arizona) | Third Principal Meridian and Base Line. (Illinois) |
| Humboldt Meridian and Base Line. (California) | Uintah Special Meridian and Base Line. (Utah) |
| Huntsville Meridian and Base Line. (Alabama-Mississippi) | Umiat Principal Meridian and Base Line. (Alaska) |
| Indian Meridian and Base Line. (Oklahoma) | Ute Principal Meridian and Base Line. (Colorado) |
| Kateel River Principal Meridian and Base Line. (Alaska) | Washington Meridian and Base Line. (Mississippi) |
| Louisiana Meridian and Base Line. (Louisiana-Texas) | Willamette Meridian and Base Line. (Oregon-Washington) |
| Michigan Meridian and Base Line. (Michigan-Ohio) | Wind River Meridian and Base Line. (Wyoming) |
| Mount Diablo Meridian and Base Line. (California-Nevada) | |
| Navajo Meridian and Base Line. (Arizona-New Mexico) | |

1 Information courtesy of the U.S. Department of the Interior, Bureau of Land Management.
Public Land Surveys Having No Initial Point as an Origin for Both Township and Range Numbers

1 Information courtesy of the U.S. Department of the Interior, Bureau of Land Management.

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<th>Length (in miles)</th>
<th>River</th>
<th>Length (in miles)</th>
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<td>Amazon (S. America)</td>
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Major Rivers of the United States

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States, capitals, and counties

The following includes parishes, boroughs, census divisions, districts, islands, municipalities, and “municipios” of the 50 States, U.S. possessions, and territories. County totals include city counties as defined by the National Association of Counties. See www.naco.org for more information.

**ALABAMA (AL) (67 counties)**
Capital: Montgomery

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**ALASKA (AK) (27 entities: 16 boroughs,* 11 census areas)**
Capital: Juneau

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<th>Juneau*</th>
<th>North Slope*</th>
<th>Wade Hampton</th>
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<td>Northwest Arctic*</td>
<td>Wrangell-Petersburg</td>
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<td>Prince of Wales-Outer Ketchikan</td>
<td>Yakutat*</td>
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<td>Gateway*</td>
<td>Sitka*</td>
<td>Yukon-Koyukuk</td>
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<td>Kodiak Island*</td>
<td>Skagway-Hoonah-Angoon</td>
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<td>Lake and Peninsula*</td>
<td>Southeast</td>
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<td>Matanuska-Susitna*</td>
<td>Fairbanks</td>
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**AMERICAN SAMOA (AS) (5 entities: 2 islands,* 3 districts)**
Capital: Pago Pago

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<th>Swains*</th>
<th>Western</th>
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**ARIZONA (AZ) (15 counties)**  
*Capital: Phoenix*

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**ARKANSAS (AR) (75 counties)**  
*Capital: Little Rock*

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<th>Miller</th>
<th>Randolph</th>
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**CALIFORNIA (CA) (58 counties)**  
*Capital: Sacramento*

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<td>Siskiyou</td>
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COLORADO (CO) (64 counties)
Capital: Denver

Adams  Crowley  Gunnison  Mesa  Rio Blanco
Alamosa  Custer  Hinsdale  Mineral  Rio Grande
Arapahoe  Delta  Huerfano  Moffat  Routt
Archuleta  Denver  Jackson  Montezuma  Saguache
Baca  Dolores  Jefferson  Montrose  San Juan
Bent  Douglas  Kiowa  Morgan  San Miguel
Boulder  Eagle  Kit Carson  Otero  Sedgwick
Broomfield  El Paso  La Plata  Ouray  Summit
Chaffee  Elbert  Lake  Park  Teller
Cheyenne  Fremont  Larimer  Phillips  Washington
Clear Creek  Garfield  Las Animas  Pitkin  Weld
Conejos  Gilpin  Lincoln  Prowers  Yuma
Costilla  Grand  Logan  Pueblo

CONNECTICUT (CT) (8 counties)
Capital: Hartford

Fairfield  Litchfield  New Haven  Tolland
Hartford  Middlesex  New London  Windham

DELWARE (DE) (3 counties)
Capital: Dover

Kent  New Castle  Sussex

DISTRICT OF COLUMBIA (DC) (single entity)

FEDERATED STATES OF MICRONESIA (FM) (4 States)
Capital: Palikir

Chuuk  Kosrae  Pohnpei  Yap

FLORIDA (FL) (67 counties)
Capital: Tallahassee

Alachua  Calhoun  De Sota  Gadsden  Hendry
Baker  Charlotte  Dixie  Gilchrist  Hernando
Bay  Citrus  Duval  Glades  Highlands
Bradford  Clay  Escambia  Gulf  Hillsborough
Brevard  Collier  Flagler  Hamilton  Holmes
Broward  Columbia  Franklin  Hardee  Indian River
Geologic Terms and Geographic Divisions

Jackson  Madison  Okeechobee  Putnam  Suwannee
Jefferson  Manatee  Orange  St. Johns  Taylor
Lafayette  Marion  Osceola  St. Lucie  Union
Lake  Martin  Palm Beach  Santa Rosa  Volusia
Lee  Miami-Dade  Pasco  Sarasota  Wakulla
Leon  Monroe  Pinellas  Seminole  Walton
Levy  Nassau  Polk  Sumter  Washington
Liberty  Okaloosa  

GEORGIA (GA) (159 counties)
Capital: Atlanta

Appling  Cobb  Grady  McDuffie  Sumter
Atkinson  Coffee  Greene  McIntosh  Talbot
Bacon  Colquitt  Gwinnett  Meriwether  Taliaferro
Baker  Columbia  Habersham  Miller  Tattnall
Baldwin  Cook  Hall  Mitchell  Taylor
Banks  Coweta  Hancock  Monroe  Telfair
Barrow  Crawford  Haralson  Montgomery  Terrell
Bartow  Crisp  Harris  Morgan  Thomas
Ben Hill  Dade  Hart  Murray  Tift
Berrien  Dawson  Heard  Muscogee  Toombs
Bibb  Decatur  Henry  Oconee  Troup
Bleckley  De Kalb  Houston  Oglethorpe  Turner
Brantley  Dodge  Irwin  Paulding  Twiggs
Brooks  Dooly  Jackson  Peach  Union
Bryan  Dougherty  Jasper  Pickens  Upson
Bulloch  Douglas  Jeff Davis  Pierce  Walker
Burke  Early  Jefferson  Pike  Walton
Butts  Echols  Jenkins  Polk  Ware
Calhoun  Effingham  Johnson  Pulaski  Warren
Camden  Elbert  Jones  Quitman  Washington
Candler  Emanuel  Lamar  Putnam  Wayne
Carroll  Evans  Lanier  Rabun  Webster
Catoosa  Fannin  Laurens  Randolph  Wheeler
Charlton  Fayette  Lee  Richmond  White
Chatham  Floyd  Liberty  Rockdale  Whitfield
Chattahoochee  Forsyth  Lincoln  Screven  Wilcox
Chattooga  Franklin  Long  Seminole  Wilkes
Cherokee  Fulton  Lowndes  Spalding  Wilkinson
Clarke  Gilmer  Lumpkin  Stephens  Worth
Clay  Glascock  Macon  Stewart  
Clayton  Glynn  Madison  
Clinch  Gordon  Marion  

**GUAM (GU) (single entity)**  
**Capital:** Agana

**HAWAII (HI) (4 counties)**  
**Capital:** Honolulu

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<tr>
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<th>Honolulu</th>
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<th>Maui</th>
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**IDAHO (ID) (44 counties)**  
**Capital:** Boise

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**ILLINOIS (IL) (102 counties)**  
**Capital:** Springfield

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352 Chapter 18
### INDIANA (IN) (92 counties)
**Capital: Indianapolis**

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### IOWA (IA) (99 counties)
**Capital: Des Moines**

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**KANSAS (KS) (105 counties)**

*Capital: Topeka*

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**KENTUCKY (KY) (120 counties)**

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### LOUISIANA (LA) (64 parishes)
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### MAINE (ME) (16 counties)
**Capital:** Augusta

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### MARSHALL ISLANDS (MH) (33 municipalities)
**Capital: Majuro**

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### MARYLAND (MD) (24 counties)
**Capital: Annapolis**

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### MASSACHUSETTS (MA) (14 counties)
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### MICHIGAN (MI) (83 counties)
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### MINNESOTA (MN) (87 counties)
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### MISSISSIPPI (MS) (82 counties)
**Capital: Jackson**

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MISSOURI (MO) (115 counties)
Capital: Jefferson City

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MONTANA (MT) (56 counties)
Capital: Helena

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**NEBRASKA (NE) (93 counties)**  
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**NEVADA (NV) (17 counties)**  
**Capital: Carson City**

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### NEW HAMPSHIRE (NH) (10 counties)
**Capital: Concord**

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<td>Sullivan</td>
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### NEW JERSEY (NJ) (21 counties)
**Capital: Trenton**

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### NEW MEXICO (NM) (33 counties)
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### NEW YORK (NY) (62 counties)
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### NORTH CAROLINA (NC) (100 counties)
**Capital:** Raleigh

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### NORTH DAKOTA (ND) (53 counties)
**Capital:** Bismarck

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### NORTHERN MARIANA ISLANDS (MP) (4 municipalities)
**Capital:** Saipan

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### Oklahoma (OK) (77 counties)
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### Ohio (OH) (88 counties)
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**OREGON (OR) (36 counties)**  
**Capital: Salem**

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**PALAU (PW) (16 States)**  
**Capital: Melekeok**

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**PENNSYLVANIA (PA) (67 counties)**  
**Capital: Harrisburg**

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PUERTO RICO (PR) (78 municipios)
Capital: San Juan

Adjuntas       Cataño       Gurabo       Maunabo       San Germán
Aguada         Cayey        Hatillo      Mayagüez      San Juan
Aguadilla      Ceiba        Hormigueros Moca          San Lorenzo
Aguas Buenas   Ciales       Humacao      Morovis       San Sebastián
Aibonito        Cidra        Isabelia     Naguabo       Santa Isabel
Añasco         Coamo        Jayuya      Naranjito     Toa Alta
Arecibo        Comerío      Juana Díaz  Orocovis      Toa Baja
Arroyo         Corozal       Juncos      Patillas      Trujillo Alto
Barceloneta    Culebra      Lajas       Peñuelas     Utuado
Barranquitas   Dorado       Lares       Ponce         Vega Alta
Bayamón        Fajardo      Las Marías  Quebradillas Vegas Baja
Cabo Rojo      Florida      Las Piedras Rincón       Vieques
Caguas         Guánica      Loíza       Río Grande    Villalba
Camuy          Guayama      Luquillo    Sabana Grande Yabucoa
Canóvanas      Guayanilla  Manati      Salinas       Yauco
Carolina       Guaynabo     Maricao

RHODE ISLAND (RI) (5 counties)
Capital: Providence

Bristol         Kent         Newport     Providence  Washington

SOUTH CAROLINA (SC) (46 counties)
Capital: Columbia

Abbeville       Cherokee     Fairfield    Lancaster    Orangeburg
Aiken           Chester      Florence    Laurens      Pickens
Allendale       Chesterfield Georgetown Lee           Richland
Anderson        Clarendon    Greenwood   Lexington    Saluda
Bamberg         Colleton     Greenwood   Marion       Spartanburg
Barnwell        Darlington  Hampton    Marlboro     Sumter
Beaufort        Dillon      Horry       McCormick    Union
Beckley         Dorchester  Jasper      Newberry     Williamsburg
Calhoun         Edgefield   Kershaw     Oconee       York
Charleston

SOUTH DAKOTA (SD) (66 counties)
Capital: Pierre

Aurora          Bennett      Brookings  Brule        Butte
Beadle          Bon Homme   Brown      Buffalo      Campbell
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**TENNESSEE (TN) (95 counties)**

Capital: Nashville

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**TEXAS (TX) (254 counties)**

Capital: Austin

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<td>Harrison</td>
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<td>Delta</td>
<td>Hartley</td>
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<td>Denton</td>
<td>Haskell</td>
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<td>DeWitt</td>
<td>Hays</td>
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</table>
Walker    Waller    Ward    Washington
Webb  Wharton  Wheeler  Wichita
Wilbarger  Willacy  Williamson  Wilson
Winkler  Wise  Wood  Yoakum
Young  Zapata  Zavala

UTAH (UT) (29 counties)
Capital: Salt Lake City

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 (VT) (14 counties)
Capital: Montpelier

Addison    Bennington    Caledonia
Chittenden  Essex  Franklin
Grand Isle  Lamoille  Orange
Orleans  Rutland  Washington
Windham  Windsor

VIRGIN ISLANDS (VI) (3 islands)
Capital: Charlotte Amalie

St. Croix    St. John
St. Thomas

VIRGINIA (VA) (95 counties)
Capital: Richmond

Accomack    Albemarle    Alleghany    Amelia    Amherst    Appomattox    Arlington    Augusta    Bath    Bedford    Bland    Botetourt    Brunswick    Buchanan
Buckingham  Campbell  Caroline  Carroll  Charles City  Charlotte  Chesterfield  Clarke  Craig  Culpeper  Cumberland  Dickenson  Dinwiddie  Essex
Fairfax  Fauquier  Floyd  Fluvanna  Franklin  Frederick  Giles  Gloucester  Goochland  Grayson  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  Powhatan
Mathews  Mecklenburg  Middlesex  Montgomery  Nelson  New Kent  Northampton  Northumberland  Nottoway  Orange  Page  Patrick  Pittsylvania
Prince Edward | Richmond | Scott | Stafford | Washington
Prince George | Roanoke | Shenandoah | Surry | Westmoreland
Prince William | Rockbridge | Smyth | Sussex | Wise
Pulaski | Rockingham | Southampton | Tazewell | Wythe
Rappahannock | Russell | Spotsylvania | Warren | York

**WASHINGTON (WA) (39 counties)**
**Capital: Olympia**

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<tr>
<th>County</th>
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<tr>
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<td>King</td>
<td>Pacific</td>
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<td>Aosin</td>
<td>Ferry</td>
<td>Kitsap</td>
<td>Pend Oreille</td>
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<td>Benton</td>
<td>Franklin</td>
<td>Kittitas</td>
<td>Pierce</td>
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<td>Chelan</td>
<td>Garfield</td>
<td>Klickitat</td>
<td>San Juan</td>
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<tr>
<td>Clallam</td>
<td>Grant</td>
<td>Lewis</td>
<td>Skagit</td>
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<tr>
<td>Clark</td>
<td>Grays Harbor</td>
<td>Lincoln</td>
<td>Skamania</td>
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<td>Island</td>
<td>Mason</td>
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<td>Cowiltz</td>
<td>Jefferson</td>
<td>Okanogan</td>
<td>Spokane</td>
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**WEST VIRGINIA (WV) (55 counties)**
**Capital: Charleston**

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<tbody>
<tr>
<td>Barbour</td>
<td>Grant</td>
<td>Logan</td>
<td>Nicholas</td>
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<tr>
<td>Berkeley</td>
<td>Greenbrier</td>
<td>Marion</td>
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<td>Hampshire</td>
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<td>Braxton</td>
<td>Hancock</td>
<td>Mason</td>
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<td>Brooke</td>
<td>Hardy</td>
<td>McDowell</td>
<td>Pocahontas</td>
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<td>Harrison</td>
<td>Mercer</td>
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<td>Jackson</td>
<td>Mineral</td>
<td>Putnam</td>
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<td>Clay</td>
<td>Jefferson</td>
<td>Mingo</td>
<td>Raleigh</td>
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<td>Kanawha</td>
<td>Monongalia</td>
<td>Randolph</td>
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<td>Fayette</td>
<td>Lewis</td>
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<td>Ritchie</td>
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<td>Gilmer</td>
<td>Lincoln</td>
<td>Morgan</td>
<td>Roane</td>
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**WISCONSIN (WI) (72 counties)**
**Capital: Madison**

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<tbody>
<tr>
<td>Adams</td>
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<td>Crawford</td>
<td>Fond du Lac</td>
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<td>Brown</td>
<td>Dane</td>
<td>Forest</td>
<td>Juneau</td>
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<td>Buffalo</td>
<td>Dodge</td>
<td>Grant</td>
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<td>Milwaukee</td>
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<td>Monroe</td>
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<td>Richland</td>
<td>Sheboygan</td>
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<tr>
<td>Pepin</td>
<td>Rock</td>
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**WYOMING (WY) (23 counties)**

**Capital: Cheyenne**

<table>
<thead>
<tr>
<th>Albany</th>
<th>Crook</th>
<th>Laramie</th>
<th>Platte</th>
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<tr>
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<td>Washakie</td>
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<td>Carbon</td>
<td>Hot Springs</td>
<td>Niobrara</td>
<td>Sweetwater</td>
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<tr>
<td>Converse</td>
<td>Johnson</td>
<td>Park</td>
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**Common misspellings**

Geographers and cartographers omit the possessive apostrophe in place-names; however, apostrophes appearing in legally constituted names of counties should not be changed.

The names of the following counties are often misspelled and/or confused:

- Allegany in Maryland and New York
- Alleghany in North Carolina and Virginia
- Allegheny in Pennsylvania
- Andrew in Missouri
- Andrews in Texas
- Aransas in Texas
- Arkansas in Arkansas
- Barber in Kansas
- Barbour in Alabama and West Virginia
- Brevard in Florida
- Broward in Florida
- Brooke in West Virginia
- Brooks in Georgia and Texas
- Bulloch in Georgia
- Bullock in Alabama
- Burnet in Texas
- Burnett in Wisconsin
- Cheboygan in Michigan
- Sheboygan in Wisconsin
- Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia
- Clark in all other States
- Coffee in Alabama, Georgia, and Tennessee
- Coffey in Kansas
- Coal in Oklahoma
- Cole in Missouri
- Coles in Illinois
- Cook in Illinois and Minnesota
- Cooke in Texas
- Davidson in North Carolina and Tennessee
Davie in North Carolina
Daviess in Indiana, Kentucky, and Missouri
Davis in Iowa and Utah
Davison in South Dakota
De Kalb in Alabama, Georgia, Illinois, and Indiana
DeKalb in Tennessee and Missouri
Dickenson in Virginia
Dickinson in Iowa, Kansas, and Michigan
Dickson in Tennessee
Forrest in Mississippi
Forest in all other States
Glascock in Georgia
Glasscock in Texas
Green in Kentucky and Wisconsin
Greene in all other States
Harford in Maryland
Hartford in Connecticut
Huntingdon in Pennsylvania
Huntington in Indiana
Johnston in North Carolina and Oklahoma
Johnson in all other States
Kanabec in Minnesota
Kennebec in Maine
Kearney in Nebraska
Kearny in Kansas
Kenedy in Texas
Linn in Iowa, Kansas, Missouri, and Oregon
Lynn in Texas
Loudon in Tennessee
Loudoun in Virginia
Manatee in Florida
Manistee in Michigan
Merced in California
Mercer in all other States
Morton in Kansas
Norton in Kansas
Muscogee in Georgia
Muskogee in Oklahoma
Park in Colorado and Montana
Parke in Indiana
Pottawatomie in Kansas and Oklahoma
Pottawattamie in Iowa
Prince George in Virginia
Prince George's in Maryland
Sanders in Montana
Saunders in Nebraska
Smyth in Virginia
Smith in all other States
Stafford in Virginia
Strafford in New Hampshire
Stanley in South Dakota
Stanly in North Carolina
Stark in Illinois, North Dakota, and Ohio
Starke in Indiana
Stephens in Georgia, Oklahoma, and Texas
Stevens in Kansas, Minnesota, and Washington
Storey in Nevada
Story in Iowa
Terrell in Georgia and Texas
Tyrrell in North Carolina
Tooele in Utah
Toole in Montana
Vermillion in Indiana
Vermilion in all other States
Woods in Oklahoma
Wood in all other States
Wyandot in Ohio
Wyandotte in Kansas
19. Congressional Record

Code of laws of the United States and rules for publication of the Congressional Record

Title 44, Section 901. Congressional Record: Arrangement, style, contents, and indexes.—The Joint Committee on Printing shall control the arrangement and style of the Congressional Record, and while providing that it shall be substantially a verbatim report of proceedings, shall take all needed action for the reduction of unnecessary bulk. It shall provide for the publication of an index of the Congressional Record semimonthly during and at the close of sessions of Congress.

Title 44, Section 904. Congressional Record: Maps, diagrams, illustrations.—Maps, diagrams, or illustrations may not be inserted in the Record without the approval of the Joint Committee on Printing.

General rules

The rules governing document work (FIC & punc.) apply to the Congressional Record, except as may be noted herein. The same general style should be followed in the permanent (bound) Record as is used in the daily Record. It is important to be familiar with the exceptions and the forms peculiar to the Record.

Much of the data printed in the Congressional Record is forwarded to the GPO via fiber optic transmission using the captured keystrokes of the floor reporters. Element identifier codes are programmatically inserted, and galley output is accomplished without manual intervention. It is not cost-effective to prepare the accompanying manuscript as per the GPO Style Manual, and it is too time-consuming to update and change the data once it is already in type form. Therefore, the Record is to be FIC & punc. Because of its volume, it is not necessary to stamp the manuscript FIC & punc. However, Record style will be followed, as stated in the following rules:

Daily and permanent Record texts are set in 8-point type on a 9-point body. Extracts are set in 7-point type on an 8-point body.

An F-dash will be used preceding 8-point cap lines in the proceedings of the Senate and House.
All 7-point extracts and poetry will carry 2 points of space above and below unless heads appear, which generate their own space.

All extracts are set 7 point unless otherwise ordered by the Joint Committee on Printing.

Except as noted below, all communications from the President must be set in 8 point, but if such communications contain extracts, etc., the extracts are set in 7 point.

An address of the President delivered outside of Congress or referred to as an extract is set in 7 point.

A letter from the President to the Senate is set in 7 point when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 7 point whether the treaty follows or precedes it or is separated from it by intervening matter.

In all quoted amendments and excerpts of bills and in reprinting bills, the style and manuscript as printed in the bill will be followed.

Except where otherwise directed, profanity, obscene wording, or extreme vulgarisms are to be deleted and a 3-em dash substituted.

All manuscript submitted in a foreign language will not be printed. It will be returned for translation and resubmitted for printing in the next Record.

Extreme caution must be used in making corrections in manuscript, and no important change will be made without proper authorization.

Observe the lists of names of Senators, Representatives, and Delegates, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Representatives, or department officials. In case of doubt, the Congressional Directory will be the authority.

Datelines should be followed on Extensions of Remarks. If any question arises as to the proper date to be used, a supervisor must be consulted.

Indented matter in leaderwork will be 1 em only.

Do not write queries on proofs.
Capitalization
(See also Chapter 3 “Capitalization Rules”)

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, even when appearing in citations, except in extract matter, then cap/lowercase.

The name of a Senator or a Representative preceding his or her direct remarks is set in caps and is followed by a period with equal spacing to be used.

The name of a Senator or a Representative used in connection with a bill or other paper—that is, in an adjectival sense—is lowercased, as the Hawkins bill, the Fish amendment, etc.; but Fish’s amendment, etc.

The names of Members and Members-elect of both Houses of the Congress, including those of the Vice President and Speaker, will be printed in caps and small caps if mention is made of them, except in extract matter.

Deceased Members’ names will be set in caps and small caps in eulogies only on the first day the House or Senate is in session following the death of a Member, in a speech carrying date when the Member was eulogized, or on memorial day in the Senate and House. Eulogy day in one House will be treated the same in the other.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in caps and lowercase in votes, in lists set in columns, in the list of standing and select committees, in contested-election cases, in lists of pairs, and in all parts of tabular matter (head, body, and footnotes).

Observe that the names of all persons not certified Members of Congress are to be set in caps and lowercase; that is, names of secretaries, clerks, messengers, and others.

Names of proposed Federal boards, commissions, services, etc., are capitalized.
Capitalize principal words and quote after each of the following terms: *Address, article, book, caption, chapter heading, editorial, essay, heading, headline, motion picture or play* (including TV or radio program), *paper, poem, report, song, subheading, subject, theme*, etc. Also, following the word *entitled*, except with reference to bill titles which are treated as follows: “A bill (or an act) transferring certain functions of the Price Administrator to the Petroleum Administrator for War,” etc.

**Figures**

Follow the manuscript as to the use of numerals. Dollar amounts in Record manuscript are to be followed.

Figures appearing in manuscript as “20 billion 428 million 125 thousand dollars” should be followed.

**Tabular matter and leaderwork**

Record tables may be set either one or three columns in width, as follows:

- One-column table: 14 picas (168 points).

- Three-column table: 43½ picas (522 points). Footnote(s) will be set 43½ picas.

All short footnotes should be run in with 2 ems between each.

**Italic**

Italic, boldface, caps, or small caps shall not be used for emphasis; nor shall unusual indentions be used. This does not apply to literally reproduced quotations from historical, legal, or official documents. If italic other than restricted herein is desired, the words should be underscored and “Fol. ital.” written on each folio. Do not construe this to apply to “Provided,” “Provided further,” “Ordered,” “Resolved,” “Be it enacted,” etc.

Names of vessels must be set in italic, except in headings, where they will be quoted.

The prayer delivered in either House must be set in 8-point roman. If preaced or followed by a quotation from the Bible, such quotation must be set in 8-point italic. Extracts from the Bible or other literature contained in the body of the prayer will be set in 8-point roman and quoted.
When general or passing mention is made of a case in 8 point, the title is set in roman, as Smith Bros. case. When a specific citation is indicated and reference follows, use italic for title, as Smith Bros. case (172 App. Div. 149).

In 8 point manuscript, titles of cases are always set in italic if followed by references. In 7 point, manuscript is followed.

In 8-point matter, when only the title of a case is given, set in roman, as United States versus 12 Diamond Rings.

When versus is used in other than legal phrases and for the purposes of showing contrast, it is not abbreviated or set in italic, as “airplanes versus battleships.”

**Miscellaneous**

Do not quote any communication carrying date and signature. However, a letter (or other communication) bearing both date and signature that appears within a letter shall be quoted.

Do not put quotation marks on centerheads in 7-point extracts unless centerheads belong to original matter.

In newspaper extracts, insert place and date at beginning of paragraph. Use caps and small caps for name of place and roman lowercase for spelled-out date. Connect date and extract by a period and an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of the paragraph.

Each Whereas in a preamble must begin a new paragraph. The Therefore be it must be preceded by a colon and be run in with the last Whereas. Be it will run in with the word Therefore, but it must not be supplied when not in manuscript. Note the following:

Whereas it has been deemed advisable to, etc.: Therefore be it

Resolved, That the committee, etc.

In the titles of legal cases, manuscript is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

Indent asterisk lines 2 ems on each side. Use five asterisks.

If a title is used as part of the name of an organization, vessel, etc., spell; thus, General Ulysses S. Grant Post No. 76, Grand Army of the Republic.

The order of subdivision of the Constitution of the United States is as follows: article I, section 2, clause 3.

If an exhibit appears at the end of a speech, the head Exhibit is set in 7-point caps and small caps.

In extracts containing votes the names must be run in, as Mr. Smith of Texas, AuCoin, and Clay, etc.

In a Senator’s or a Representative’s remarks, when amendments, sections, etc., are referred to by number, follow the manuscript.

In text references to Senate and House reports and in executive and miscellaneous documents, follow the manuscript.

In headings and text references to resolutions and memorials, follow the manuscript.

**In gross or en gros**

When a bill comes to final action, in the presentment of amendments collectively for a vote, either the term “in gross” or the French equivalent “en gros” may be used.

**Examples of Congressional Record**

**USE OF CAPS AND SMALL CAPS**

[Note the use of parentheses and brackets in the following examples. Each will be used as submitted, as long as they are consistent throughout.]

Mr. WEBB. (Name all caps when a Member or visitor addresses Senate or House.)

On motion by [or of] Mr. WEBB, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. LEVIN). Is there objection?

The SPEAKER called the House to order.

Mr. ETHERIDGE’s amendment was adopted.

Mr. HARE. Madam Speaker, I yield to Mr. HOYER.

Mr. HOYER said: If not paired, I would vote “no” on this bill.

A MEMBER. And debate it afterward. SEVERAL SENATORS. I object. 

But: Several Senators addressed the Chair.

Mr. KENNEDY, Mr. WEBB (and others). Let it be read.

The ACTING SECRETARY. In line 11, after the word “Provided”, it is proposed, etc.
Mr. REID. Mr. President, I call up my amendment which is identified as “unprinted amendment No. 1296,” and ask that it be stated.

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed and read the third time, was read the third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

PUNCTUATION

Mr. REID. Mr. President, I call up my amendment which is identified as “unprinted amendment No. 1296,” and ask that it be stated.

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed and the third time, was read the third time, and passed.
The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and, by unanimous consent, the Senate proceeded . . .

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

Ordered to lie on the table and to be printed.

Ms. EDWARDS of Maryland. Mr. Chairman, I move to strike the requisite number of words.

(Ms. EDWARDS of Maryland asked and was given permission to revise and extend her remarks.)

[Note use of interrogation mark in the following:]

Mr. KERRY. Mr. President, what does this mean?—

We have never received a dollar of this amount.

POM–376. A resolution adopted by the House of Representatives of the State of Rhode Island expressing its opposition to federal proposals to authorize increases in the size or weight of commercial motor vehicles; to the Committee on Commerce, Science, and Transportation.

HOUSE RESOLUTION No. 8296

Whereas, The State of Rhode Island is committed to protecting the safety of motorists on its highways and to protecting taxpayers’ investment in our highway infrastructure; and

Whereas, The General Assembly of the State of Rhode Island and Providence Plantations resolved jointly to urge the Congress of the United States to . . .

Resolved, That this House of Representatives of the State of Rhode Island and Providence Plantations hereby reaffirms its opposition to proposals, at all levels of government, that would authorize increases in the size and weight of commercial motor vehicles because of the impact that these increases would have on highway infrastructure, especially bridges; and be it further

Resolved, That the Secretary of State be and he hereby is authorized and directed to transmit duly certified copies of this resolution to the President and Vice President of the United States, the Speaker of the United States House of Representatives, the Majority Leader of the United States Senate and the Rhode Island Delegation to the Congress of the United States.

[Note use of italic in title of cases:] . . . This is the occasion America did not have to consider what other options might guarantee maternal safety while protecting the unborn. This is our national opportunity to reconsider Roe v. Wade, 410 U.S. 113 (1973).

Roe against Wade and its companion case, Doe v. Bolton, 410 U.S. 179 (1973), granted abortion the elevated status of a fundamental constitutional right and invalidated almost all effective restrictions on abortion throughout the 9 months of pregnancy . . . .

PARENTHESES AND BRACKETS

[The use of parentheses and brackets will be followed as submitted for acronyms, symbols, or abbreviations.] This legislation would exempt certain defined Central Intelligence Agency [CIA] operational files from the search and review process of the Freedom of Information Act [FOIA], thus permitting the Agency to respond much more quickly to those FOIA requests which are at all likely to result in the release of information.

Mr. BACA. Madam Speaker, I now yield 5 minutes to the gentleman from Indiana (Mr. HILL).

(Mr. BUTTERFIELD asked and was given permission to revise and extend his remarks in the Record.)

Ms. HARMAN. There is no “may not” about it. Here is the form in which they are printed.

Mr. DOYLE. I am in hopes we shall be able to secure a vote on the bill tonight.

[“Vote! Vote!”]
Mr. YOUNG. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of “Vote! Vote!”]

Mrs. CAPPS [one of the tellers]. I do not desire to press the point that no quorum has voted.

The CHAIRMAN [after a pause]. If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. HALL of Texas. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. KENNEDY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman——[Cries of “Regular Order!”]

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. MORAN of Virginia. Patrick Henry said Ceasar had his Brutus, Charles I his Cromwell, and George III——[here he was interrupted by cries of “Treason, Treason!”]

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. MORAN of Virginia. Patrick Henry said Ceasar had his Brutus, Charles I his Cromwell, and George III——[here he was interrupted by cries of “Treason, Treason!”]

and George III may profit by their example. If this be treason, let us make the most of it!

(Mr. MILLER of Florida addressed the Committee [or House]. His remarks will appear hereafter in the Extensions of Remarks.)

[Names of Senators or Representatives appearing in remarks of other Members of Congress should be enclosed in brackets, except in listing of tellers or when some title other than “Mr.” is used, as in the following examples:]

Mr. LIEBERMAN. Mr. President, I thank my friend from Rhode Island [Senator WHITEHOUSE] for that magnificent exchange of correspondence between the Hebrew congregation of Newport, RI, and President Washington.

May I say that Senator WHITEHOUSE, in his own bearing and substance, lives out the promise of religious freedom that our first President gave to all Americans.

Perhaps I should say I say that as one of the descendants of the Stock of Abraham who is privileged to be a Member of the Senate today, I thank Senator WHITEHOUSE. I thank Senator COBURN.

I am going to take the liberty, if I may, to speak for a few minutes while we are waiting for either Senator MURKOWSKI, Senators WEBB or MARTINEZ, who are going to read documents before I conclude.

[In Senate manuscript a Senator is referred to as “the Senator from —— [Mr. ——].” Do not supply name and brackets if name does not appear in manuscript.]

[Note that brackets are used only when Mr., etc., appears in manuscript.]

[See also use of Mr., Mrs., Miss, Ms. in explanation of votes under “Pairs.”]

(Voting in the House and in Committee of the Whole)

[Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word and is used to connect the ayes and noes, as ayes 52 and noes 65, or 52 ayes and 65 noes, the dash is omitted after the word were or being.]

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The House divided; and there were—— ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. MORAN of Virginia was not agreed to.

So (two-thirds having voted in favor thereof) the rules were suspended, and the bill was passed.

So (two-thirds not having voted in favor thereof) the motion was rejected.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.]
Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. HOYER to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voice vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. KENNEDY’s motion, there were—ayes 18, noes 35.

The question being taken on concurrently in the amendments of the Senate, there were—ayes 101, noes 5.

The question was taken; and on a division [demanded by Mr. HOYER] there were—ayes 17, noes 29.

Mr. HOYER. Mr. Chairman, I demand a recorded vote, and pending that, I make the point of order that a quorum is not present.

The CHAIRMAN. Evidently a quorum is not present.

The Chair announces that pursuant to clause 2, rule XXIII, he will vacate proceedings under the call when a quorum of the Committee appears.

Members will record their presence by electronic device.

The call was taken by electronic device.

[The above box followed by a four-digit number indicates floor time in the House (5:15 p.m.)]

QUORUM CALL VACATED

The CHAIRMAN. One hundred Members have appeared. A quorum of the Committee of the Whole is present.

Pursuant to rule XXIII, clause 2, further proceedings under the call shall be considered as vacated.

The Committee will resume its business.

The pending business is the demand of the gentleman from Minnesota [Mr. OBERSTAR] for a recorded vote.

A recorded vote was refused.

So the amendment to the amendment offered as a substitute for the amendment was rejected.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Pennsylvania [Mr. ENGLISH] as a substitute for the amendment offered by the gentlewoman from South Dakota [Ms. HERSETT SANDLIN].

The question was taken; and the Chairman announced that the noes appeared to have it.

RECORDED VOTE

Mr. ENGLISH. Mr. Chairman, I demand a recorded vote.

A recorded vote was ordered.

The vote was taken by electronic device, and there were—ayes 228, noes 188, answered “present” 1, not voting 47, as follows

[Roll No. 509]

AYES—228

Abercrombie  Baird  Herman
Ackerman  Baldwin  Berry
Allen  Barrow  Bishop (GA)
Altmire  Bean  Bishop (NY)
Arcuri  Becerra  Blumenauer
Baca  Berkley  Boren

NOES—188

Aderholt  Bartlett (MD)  Blackburn
Akin  Barton (TX)  Blunt
Alexander  Biggert  Boehner
Bachmann  Bilbray  Bonner
Bachus  Bilirakis  Bono Mack
Barrett (SC)  Bishop (UT)  Boozman

ANSWERED “PRESENT”—1

Andrews

NOT VOTING—17

Boswell  Frank (MA)  Inslee
Cooper  Gilchrest  Lucas
Cubin  Berger  Miller, Gary
Doolittle  Hunter  Paul
Mr. RYAN of Wisconsin changed his vote from “aye” to “no.”
Ms. WASSERMAN SCHULTZ, Ms. HOOLEY, and Ms. ROS-LEHTINEN changed their vote from “no” to “aye.”

[The Speaker's vote is recorded only in the “Ayes” or “Noes.” It is never recorded as “not voting.”]

Mr. KYL. The following Senators are necessarily absent: the Senator from Minnesota (Mr. COLEMAN), the Senator from Nevada (Mr. ENSIGN), the Senator from South Carolina (Mr. GRAHAM), the Senator from New Hampshire (Mr. GREGG), the Senator from Arizona (Mr. MCCAIN), the Senator from Alaska (Ms. MURKOWSKI), the Senator from South Dakota (Mr. THUNE), the Senator from Louisiana (Mr. VITTER), and the Senator from Mississippi (Mr. WICKER).

Further, if present and voting, the Senator from Minnesota (Mr. COLEMAN) would have voted “yea.”

The result was announced—yeas 76, nays 10, as follows:

[Rollcall Vote No. 163 Leg.]

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The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

Mr. BACA. Mr. Speaker, I voted, but, being paired with the gentlelady from Minnesota, Mrs. BACHMANN, I withdraw my vote.

Mr. ARTUR DAVIS of Alabama. Mr. Speaker, I have a pair with the gentleman from Florida, Mr. LINCOLN DIAZ-BALART of Florida, who, if present, would have voted “yea.” I voted “nay.” I withdraw my vote and vote “present.”

[In House pairs do not use brackets when members are referred to by name. In Senate pairs observe the following use of brackets:]

Mr. DOMENICI (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. KENNEDY]. If he were here, I should vote “yea.”

CALL OF THE HOUSE

Mr. MURTHA. Ms. Speaker, I move a call of the House.

A call of the House was ordered.

The call was taken by electronic device and the following Members responded to their names:

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<td>Abercrombie</td>
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[No reference will be made of the names of those not voting.]

FORMS OF TITLES

[Always in roman lowercase, flush and hang 1 em, if more than two lines.]

H.J. Res. 2

Joint resolution authorizing the Secretary of the Treasury to issue to the public 2 per centum bonds or certificates, etc.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the . . .
H.R. 4487
A bill to authorize the Rock Island and Southwestern Railway Company to construct a bridge, etc.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled. That it shall be lawful for the Rock Island and Southwestern Railway Company, a corporation organized under the general incorporation, etc.

ADDRESSES AND SIGNATURES

[No line spacing, street addresses, or ZIP Code numbers are to be used in communications in the Record.]

The Honorable the Secretary of the Navy.

Dear Mr. Secretary: This is in response to your letter, etc.

Very sincerely yours,

BILL CLINTON.

COLUMBIA, MO.

January 17, 2008.

Hon. Ike Skelton,
Cannon House Office Building,
Washington, DC.

The President’s farm message of today . . . farmers and prevent the spread of this depression to every part of our country.

MISSOURI FARMERS ASSOCIATION,
F.V. Heinkel, President.

January 20, 2008.

Hon. John B. Connally, Jr.,
The Secretary of the Treasury, Department of the Treasury, Washington, DC.

Dear Mr. Secretary: Mindful of the tremendous workload, etc.

I would appreciate your comment on the foregoing proposal.

Your proposal seems to be in the best interest of all concerned.

Sincerely yours,

JOHN P. SARBANES,
Member of Congress.

ALEXANDRIA, MN.

November 10, 2008.

Hon. Amy Klobuchar,
Senate Office Building,
Washington, DC.

We oppose the nomination of John Smith for Secretary of Agriculture because he resists family farms.

RAYMOND WAGNER.

BRANDON, MN.

January 17, 1972.

Re resignation from committee.

Hon. Carl Albert,
The Speaker, U.S. House of Representatives, U.S. Capitol, Washington, DC.

DEAR MR. SPEAKER: Having changed my politics from Republican to Democrat, etc.

With my best wishes.

Sincerely,

VINCENT J. DELAY.

U.S. SENATE.

President pro tempore.

WASHINGTON, DC, March 17, 2008.

To the Senate:

Being temporarily absent from the Senate, I appoint Hon. Max Baucus, a Senator from the State of Montana, to perform the duties of the Chair during my absence.

ROBERT C. BYRD.

President pro tempore.

DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker:

WASHINGTON, DC.

June 17, 2008.

I hereby appoint the Honorable Rick Larsen to act as Speaker pro tempore on this day.

NANCY PELOSI.

Speaker of the House of Representatives.

THE INTERNATIONAL UNION OF UNITED BREWERY, FLOUR, CEREAL, SOFT DRINKS & DISTILLERY WORKERS OF AMERICA,

To the Senate of the United States.
To the United States House of Representatives.

HONORABLE SIRS: April 7, 2007, being the 60th anniversary of the modification, etc.

[Two to eight independent signatures, with or without titles, are aligned on the left.]

To the Honorable Senate and House of Representatives of the United States of America Now Assembled at Washington, DC:

The undersigned, officers of the Navy of the United States, respectfully show unto
your honorable bodies the following infor-

JAMES G. GREEN.
W.H. SOUTHERLAND.
THOMAS HARRISON.
F.F. FLETCHER.
ROBERT WHelan.
C.C. WILSON.
——

□ Respectfully submitted,

KARL F. FELLER,
International President.

THOMAS RUSCH,
Director of Organization.

ARTHUR GILDEA,
Secretary-Treasurer.

JOSEPH E. BRADY,
Director of Legislation.

[More than eight signatures, with or with-
out titles, are set full measure, caps and
lowercase, run in, indented 2 and 3 ems, as
follows:]

Gene H. Rosenblum, Cochairman;
Paul H. Ray, Cochairman; Cyn-

thia Asplund, James Pedersen,
George Doty, Thomas St. Martin;
Joan O’Neill; Lloyd Moosebrugger;
Sam Kaplan; Ronald Nemer; Dean
Potter; Philip Archer; Thomas
McDonough; Mrs. Lloyd Moosebrug-
ger; Minnesota Young Democratic
Civil Rights Committee.

——

JOHN SMITH,
□□□□□□□□□□□□□□□□□
Lieutenant Governor
□□□□□□□□□□□□□□□□□
(For the Governor of Maine).□
——

TEXARKANA TEXTILE
MERCHANTS & MANUFACTURERS’
ASSOCIATION,
JOHN L. JONES,
Secretary.

CREDITS

[From the Wall Street Journal,
Oct. 31, 2007]

SURVEILLANCE SANITY
(By Benjamin Civiletti, Dick Thornburgh
and William Webster)

Following the terrorist attacks of Sept.
11, 2001, President Bush authorized the
National Security Agency to target al
Qaeda communications into and out of
the country. Mr. Bush concluded that this
was essential for protecting the coun-
try, that using the Foreign Intelligence
Surveillance Act would not permit the
necessary speed and agility, and that he
had the constitutional power to authorize
such surveillance without court orders to
defend the country.

Since the program became public in 2006,
Congress has been asserting appropriate
oversight. Few of those who learned the
details of the program have criticized its
necessity. Instead, critics argued that if
the president found FISA inadequate, he
should have gone to Congress and gotten
the changes necessary to allow the pro-
gram to proceed under court orders. That
process is now underway. The administra-
tion has brought the program under FISA,
and the Senate Intelligence Committee
recently reported out a bill with a strong
bipartisan majority of 13–2, that would
make the changes to FISA needed for
the program to continue. This bill is now
being considered by the Senate Judiciary
Committee.

POETRY

[If poetry is quoted, each stanza should start
with quotation marks, but only the last stanza
should end with them. The lines of the poem
should align on the left, those that rhyme tak-
ing the same indentation. Poems are flush left;
overs 3 ems; 2 points of space between stan-
zas, and 2 points of space above and below.]

CASEY AT THE BAT
The outlook wasn’t brilliant for the
Mudville nine that day:
The score stood four to two, with but one
inning more to play.

And then when Cooney died at first, and
Barrows did the same,
A pall-like silence fell upon the patrons of
the game.
A straggling few got up to go in deep
despair.
The rest clung to that hope which springs
eternal in the human breast;
They thought, if only Casey could get but a
whack at that—
We’d put up even money now, with Casey at
the bat.
But Flynn preceded Casey, as did also Jimmy Blake, 
And the former was a hoodoo and the latter a cake; 
So upon that stricken multitude grim melancholy sat, 
For there seemed but little chance of Casey’s getting to the bat. 
But Flynn let drive a single, to the wonderment of all, 
And Blake, the much despised, tore the cover off the ball; 
And when the dust had lifted, and the men saw what had occurred, 
There was Jimmy safe at second and Flynn a-hugging third. 
Then from five thousand throats and more there rose a lusty yell; 
It rumbled through the valley, it rattled in the dell; 
It pounded on the mountain and recoiled upon the flat, 
For Casey, mighty Casey, was advancing to the bat. 
There was ease in Casey’s manner as he stepped into his place; 
There was pride in Casey’s bearing and a smile lit Casey’s face. 
And when, responding to the cheers, he lightly doffed his hat, 
No stranger in the crowd could doubt ’twas Casey at the bat. 
Ten thousand eyes were on him as he rubbed his hands with dirt; 
Five thousand tongues applauded when he wiped them on his shirt. 
Then while the writhing pitcher ground the ball into his hip, 
Defiance gleamed in Casey’s eye, a sneer curled Casey’s lip. 
And now the leather-covered sphere came hurtling through the air, 
And Casey stood a-watching it in haughty grandeur there. 
Close by the sturdy batsman the ball unheeded sped—
“That ain’t my style,” said Casey. “Strike one,” the umpire said. 
From the benches, black with people, there went up a muted roar, 
Like the beating of the storm-waves on a stern and distant shore. 
“Kill him! Kill the umpire!” shouted someone on the stand; 
And it’s likely they’d a-killed him had not Casey raised his hand. 
With a smile of Christian charity great Casey’s visage shone; 
He stilled the rising tumult; he bade the game go on; 
He signaled to the pitcher, and once more the dun sphere flew; 
But Casey still ignored it, and the umpire said, “Strike two.” 
“Fraud!” cried the maddened thousands, and echo answered fraud; 
But one scornful look from Casey and the audience was awed. 
They saw his face grow stern and cold, they saw his muscles strain, 
And they knew that Casey wouldn’t let that ball go by again. 
The sneer is gone from Casey’s lip, his teeth are clenched in hate; 
He pounds with cruel violence his bat upon the plate. 
And now the pitcher holds the ball, and now he lets it go, 
And now the air is shattered by the force of Casey’s blow. 
Oh, somewhere in this favored land the sun is shining bright; 
The band is playing somewhere, and somewhere hearts are light, 
And somewhere men are laughing, and somewhere children shout; 
But there is no joy in Mudville—mighty Casey has struck out. 
—Ernest Lawrence Thayer.

EXTRACTS

[Extracts must be set in 7 point unless ordered otherwise by the Joint Committee on Printing. This does not refer to a casual quotation of a few words or a quotation that would not make more than 3 lines of 7-point type. The beginning of the 7-point extract must start with a true paragraph; 8-point type following is always a paragraph.]

On February 29, Sue Payton, who is the Air Force’s Assistant Secretary for Acquisition, said at a DOD news briefing:

We have been extremely open and transparent. We have had a very thorough review of what we’re doing. We’ve got it nailed.

A week later, she told the House Appropriations Subcommittee on Defense:

The Air Force followed a carefully structured source selection process,—

They what?

designed to provide transparency, maintain integrity, and ensure a fair competition.
And throughout the last 4 months, Air Force officials have insisted that they selected the cheapest plane that best met their criteria and that they made no mistakes.

SCHEME OF TEXT HEADINGS

[In 8-point, heads are 8-point caps. After the cap head, all sub heads are 7-point small caps, regardless of any perceived hierarchy.

[In 7-point, the progression is as follows (in descending order):
- 7-point caps and small caps.
- 7-point small caps.
- 7-point italic lowercase.
- 7-point roman caps and lowercase.
- 7-point roman lowercase.]

USE OF DOUBLE HEADS

This is something which has been entirely overlooked by the . . .

ANALYSIS OF SPECIFIC PROVISIONS OF THE COMMITTEE BILL

AMENDMENTS CHANGING THE INTERSTATE COMMERCE PROVISIONS OF THE ACE

As the law stands today, it applies only to an employee who . . .

EXECUTIVE PROGRAM

—

ESTATE TAX CONVENTION WITH CANADA

—

AMENDMENTS SUBMITTED

—

RECIPROCAL TRADE AGREEMENTS

—

SPECTER AMENDMENT NO. 1194

[Note, as above, that following an excerpt, the 8 point must begin with a paragraph.]

[An address of the President delivered outside of Congress or referred to as an extract will be set in 7 point.]

HEADS USED IN EXTENSIONS OF REMARKS

—

DEPARTMENT OF DEFENSE AUTHORIZATION ACT, 2000

—

SPEECH OF HON. JOHN CONYERS, JR. OF MICHIGAN

IN THE HOUSE OF REPRESENTATIVES

Wednesday, February 3, 1999

The House in Committee of the Whole House on the State of the Union had under consideration the bill (H.R. 1401) to authorize appropriations for fiscal year 2000 for the Armed Forces . . .

[The words “Speech of” are to be used only when on manuscript and is an indication that that particular Extension of Remarks is to be inserted in the proceedings of the bound Record of the date used in the heading.]

MISSING CHILDREN

—

HON. ORRIN G. HATCH OF UTAH

IN THE SENATE OF THE UNITED STATES

Wednesday, February 3, 1999

Mr. HATCH. Mr. President, I rise before this distinguished assembly to focus additional attention on the tragedy of missing children. The Department of Health and Human Services has estimated that approximately 1.3 million children disappear each year. A significant number do not leave of their own accord. . . .
The Senate met at 9:30 a.m., on the expiration of the recess, and was called to order by the Honorable SHELDON WHITEHOUSE, a Senator from the State of Rhode Island.

The Senate met at 9:30 a.m., and was called to order by the Honorable BENJAMIN L. CARDIN, a Senator from the State of Maryland.

The Chaplain, Dr. Barry C. Black, offered the following prayer:

Let us pray.

Our Father in heaven, we thank You for the beautiful differences in the human family, for its varied shapes and sizes, its features and colors, its abilities and talents. Deliver us from the forces that would destroy our unity by eliminating our diversity.

Bless the Members of this body. Help them in their debates to distinguish between substance and semantics, between rhetoric and reality. Free them from personal and partisan preoccupations that would defeat their aspirations and deprive Americans of just and equitable solutions. May our lawmakers avoid the works of darkness and put on Your armor of light.

We pray in Your holy Name. Amen.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

APPOINTMENT OF ACTING PRESIDENT PRO TEMPORE

The PRESIDING OFFICER. The clerk will please read a communication to the Senate from the President pro tempore (Mr. BYRD).

The legislative clerk read the following letter:

U.S. S ENATE,
P RESIDENT PRO TEMPORE,

To the Senate:

Under the provisions of rule I, section 3, of the Standing Rules of the Senate, I hereby appoint the Honorable BENJAMIN L. CARDIN, a Senator from the State of Maryland, to perform the duties of the Chair.

ROBERT C. BYRD,
President pro tempore.

Mr. CARDIN thereupon assumed the chair as Acting President pro tempore.

RECOGNITION OF THE MAJORITY LEADER

The ACTING PRESIDENT pro tempore. The majority leader is recognized.

SCHEDULE

Mr. REID. Mr. President, following my remarks and those of Senator MCCONNELL, there will be a period of morning business for 1 hour, with Senators permitted to speak therein for up to 10 minutes each. The majority will control the first 30 minutes;
the Republicans will control the second 30 minutes.

Following morning business, the Senate will resume consideration of the motion to proceed to S. 3044, the Consumer-First Energy Act. The first 4 hours of debate will be equally divided and controlled in 30-minute alternating blocks of time, with the majority controlling the first 30 minutes and Republicans controlling the next 30 minutes.

Upon conclusion of the controlled time, Senators will be permitted to speak for up to 10 minutes each.

As a reminder, yesterday, I filed cloture on the motion to proceed to S. 3101, the Medicare Improvements for Patients and Providers Act. That cloture vote will occur tomorrow morning.

RESERVATION OF LEADER TIME

The ACTING PRESIDENT pro tempore. Under the previous order, the leadership time is reserved.

MORNING BUSINESS

The ACTING PRESIDENT pro tempore. Under the previous order, the Senate will proceed to a period of morning business for up to 1 hour, with Senators permitted to speak therein for up to 10 minutes each, with the time equally divided and controlled between the two leaders or their designees, with the majority controlling the first half and the Republicans controlling the final half.

Mr. CARDIN. Mr. President, I ask unanimous consent that the order for the quorum call be rescinded.

The PRESIDING OFFICER. Without objection, it is so ordered.

CONCLUSION OF MORNING BUSINESS

The PRESIDING OFFICER. Morning business is now closed.

CONSUMER-FIRST ENERGY ACT OF 2008—MOTION TO PROCEED

The PRESIDING OFFICER. Under the previous order, the Senate will resume consideration of the motion to proceed to S. 3044, which the clerk will report.

The legislative clerk read as follows:

Motion to proceed to S. 3044, a bill to provide energy price relief and hold oil companies and other entities accountable for their actions with regard to high energy prices, and for other purposes.

The PRESIDING OFFICER. The Senator from Maryland is recognized.

Mr. CARDIN. Mr. President, I take this time on behalf of Marylanders who are worried. They are worried because of the high cost of energy. They . . .

CONSUMER-FIRST ENERGY ACT OF 2008—MOTION TO PROCEED—Continued

[Note the use of bullets signifying that which was not spoken on the floor.]

ADDITIONAL STATEMENTS

CONGRATULATING MS. BAILEE CARROLL MAYFIELD

● Mr. BUNNING. Mr. President, today I congratulate Ms. Bailee Carroll Mayfield on receiving the American Veterans, AMVETS, scholarship award. The AMVETS National Scholarship Committee has awarded Ms. Mayfield a $4,000 scholarship after competing successfully against nearly 200 applicants. AMVETS has recognized Ms. Mayfield as an outstanding high school senior exhibiting academic excellence, promise and merit.
The AMVETS organization awards only six scholarships per year. Each scholarship is awarded to a high school senior who is the child or grandchild of a United States veteran, and is seeking a postsecondary education. Ms. Mayfield plans to utilize her scholarship at Eastern Kentucky University to pursue a career in psychology.

Ms. Mayfield has proven herself to be an exemplary student, rightfully receiving the AMVETS Scholarship Award. She is an inspiration to the citizens of Kentucky and to students everywhere. I look forward to seeing all that she will accomplish in the future.

MESSAGES FROM THE PRESIDENT

Messages from the President of the United States were communicated to the Senate by Mr. Thomas, one of his secretaries.

EXECUTIVE MESSAGES REFERRED

As in executive session the Presiding Officer laid before the Senate messages from the President of the United States submitting sundry nominations which were referred to the appropriate committees.

(REport on the Issuance of an Executive Order Continuing Certain Restrictions on North Korea and North Korean Nationals Imposed Under the Trading with the Enemy Act—PM 55

The PRESIDING OFFICER laid before the Senate the following message from the President of the United States, together with an accompanying report; which was referred to the Committee on Banking, Housing, and Urban Affairs:

To the Congress of the United States:

Pursuant to the International Emergency Economic Powers Act, as amended (50 U.S.C. 1701 et seq.) (IEEPA), I hereby report that I have issued an Executive Order continuing certain restrictions on North Korea and North Korean nationals imposed pursuant to the exercise of authorities under the Trading With the Enemy Act (50 U.S.C. App. 1 et seq.) (TWEA).

I am enclosing a copy of the Executive Order and proclamation I have issued.

GEORGE W. BUSH.


[The above to be 8 point.]

[When communications from the President contain extracts, etc., such extracts must be in 7 point.]
H.R. 3546. An act to authorize the Edward Byrne Memorial Justice Assistance Grant Program at fiscal year 2006 levels through 2012.

**MEASURES READ THE FIRST TIME**

The following bills were read the first time:


S. 3202. A bill to address record high gas prices at the pump, and for other purposes.

**ENROLLED BILL PRESENTED**

The Secretary of the Senate reported that on today, June 26, 2008, she had presented to the President of the United States the following enrolled bill:

S. 3180. An act to temporarily extend the programs under the Higher Education Act of 1965.

**EXECUTIVE AND OTHER COMMUNICATIONS**

The following communications were laid before the Senate, together with accompanying papers, reports, and documents, and were referred as indicated:

EC–6746. A communication from the Under Secretary of Defense (Acquisition, Technology and Logistics), transmitting, pursuant to law, an annual report relative to the conduct of the Defense Acquisition Challenge Program for fiscal year 2007; to the Committee on Armed Services.

**REPORT ON CLASSIFIED INFORMATION (S. DOC. NO. 107)**

Mr. WARNER. Mr. President, the Committee on Armed Services of the Senate has recently requested the Office of Public Relations of the Department of the Navy to submit to it a report on classified information. The Department of the Navy has complied with the request, and I now present the report and ask that it be published as a Senate document.
The VICE PRESIDENT. Without objection, the report will be printed as a document as requested by the Senator from Virginia.

[Note the insertion of S. Doc. No. — in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed or its equivalent is in manuscript.]

Third reading and passage of a bill.

MISSOURI RIVER BRIDGE NEAR ST. CHARLES, MO

The bill (S. 4174) to extend the times for commencing and completing the construction of a bridge across the Missouri River at or near St. Charles, MO, was considered, ordered to be engrossed for a third reading, read the third time, and passed, as follows:

S. 4174

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the times for commencing and completing the construction of the bridge across the Missouri River, etc.

GOVERNMENT OF THE TERRITORY OF HAWAII

The Senate proceeded to consider the bill (S. 1881) to amend an act entitled “An act to provide a government for the Territory of Hawaii,” approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Interior and Insular Affairs with amendments.

The first amendment was, on page 4 line 22, to strike out “Keaupaha” and insert “Keaaukaha”.

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the figure “(1)”, to insert “by further authorization of Congress and”, so as to make the paragraph read:

(1) by further authorization of Congress and for a period of five years after the first meeting of the Hawaiian Homes Commission only those lands situated on the island of Molokaki, etc.

The Amendment was agreed to.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

Forms of amendments

The joint resolution (S. J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in retrain parts of the Pacific Ocean was announced as next in order.

Mr. INOUYE. Mr. President, I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Arizona.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words “both within and”, so as to make the joint resolution read:

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable, etc.

Mr. REID. Mr. President, I observe in the report of the bill by the chairman of the Foreign Relations Committee that it is reported as a Senate joint resolution. I ask for a modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out “S. J. Res. 4” and insert “S. Res. 85”.

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears one and it will be so modified.

Mr. INOUYE. Would it not be necessary to change the resolving clause also? The resolving clause reads:

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,

The amendment was agreed to.
To the Congress of the United States:


GEORGE W. BUSH. 


To the Senate of the United States:

To the end that I may receive the advice and consent of the Senate to ratification, I transmit herewith a treaty of arbitration and conciliation between the United States and Switzerland, signed at Washington on March 17, 1952.

HARRY S. TRUMAN.

THE WHITE HOUSE, March 17, 1952.

Mr. REID. Mr. President, I know of no further business to come before the Senate. I move, in accordance with the order previously entered, that the Senate stand in recess until the hour of 10:30 a.m. tomorrow.

The motion was agreed to and, at 7:34 p.m., the Senate recessed until Wednesday, June 18, 2008, at 10:30 a.m.

[After the recess or adjournment the following may appear:]
DEPARTMENT OF LABOR
BRENT R. OLSON, JR. OF VIRGINIA, TO BE AN ASSISTANT SECRETARY OF LABOR, VICE EMILY STOVER DEROCCO.

IN THE ARMY
THE FOLLOWING NAMED OFFICERS FOR APPOINTMENT TO THE GRADE INDICATED IN THE RESERVE OF THE ARMY UNDER TITLE 10, U.S.C., SECTION 12203:

To be colonel
KENNETH L. BEALE, JR.
THOMAS H. NROUILLARD

CONFIRMATIONS
NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE
HAROLD C. CROTTY, OF MICHIGAN, TO BE A MEMBER OF THE NATIONAL COMMISSION.
DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker:

WASHINGTON, DC,
June 17, 2008.

I hereby appoint the Honorable Rick Larsen to act as Speaker pro tempore on this day.

NANCY PELOSI,  
Speaker of the House of Representatives.

P R A Y E R 1

The Chaplain, the Reverend Daniel P. Coughlin, offered the following prayer:

O God, who rules all the world from everlasting to everlasting, during the time given them, help this Congress to set a great agenda for this Nation and its future. Grasping a sense of the urgent needs of Your people, may this week provide a sense of priorities. May the desires of the common good overshadow particular concerns and personal preferences.

Inspire each Member to draw upon his or her best instinct and highest ideal so true goodness overcomes every evil and determined work whittles away at every problem, until this great Nation becomes Your living glory for all the world to see.

Show us the way, fill us with life, and let truth reign, both now and forever. Amen.

THE JOURNAL

The SPEAKER pro tempore. The Chair has examined the Journal of the last day’s proceedings and announces to the House his approval thereof.

Pursuant to clause 1, rule I, the Journal stands approved.
PLEDGE OF ALLEGIANCE

The SPEAKER pro tempore, Mr. Boswell, led the Pledge of Allegiance.

Mr. Boswell led the Pledge of Allegiance as follows:

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

SWEARING IN OF THE HONORABLE DONNA EDWARDS, OF MARYLAND, AS A MEMBER OF THE HOUSE

Mr. Hoyer. Madam Speaker, I ask unanimous consent that the gentlewoman from Maryland, the Honorable Donna Edwards, be permitted to take the oath of office today.

Her certificate of election has not arrived, but there is no contest and no question has been raised with regard to her election.

The SPEAKER. Is there objection to the request of the gentleman from Maryland?

There was no objection.

The SPEAKER. Will Representative-elect Edwards and the members of the Maryland delegation present themselves in the well.

Ms. Edwards of Maryland appeared at the bar of the house and took the oath of office, as follows:

Do you solemnly swear or affirm that you will support and defend the Constitution of the United States against all enemies, foreign and domestic; that you will bear true faith and allegiance to the same; that you take this obligation freely, without mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties of the office on which you are about to enter, so help you God.

The SPEAKER. Congratulations. You are now a Member of the 110th Congress.

WELCOMING THE HONORABLE DONNA EDWARDS TO THE HOUSE OF REPRESENTATIVES

[Welcoming speeches follow.]

[Initial speech of new Representative follows.]

ANNOUNCEMENT BY THE SPEAKER

The SPEAKER. Under clause 5(d) of rule XX, the Chair announces to the House that, in light of the administration of the oath of office to the gentlewoman from Maryland (Mrs. Edwards), the whole number of the House is 435.

OATH OF OFFICE OF MEMBERS

The oath of office required by the sixth article of the Constitution of the United States, and as provided by section 2 of the act of May 13, 1884 (23 Stat. 22), to be administered to Members, Resident Commissioner, and Delegates or the House of Representatives, the text of which is carried in 5 U.S.C. 3331:

“I, AB, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that you will bear true faith and allegiance to the same; that you take this obligation freely, without and mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties of the office on which you are about to enter, so help you God.

has been subscribed to in person and filed in duplicate with the Clerk of the House of Representatives by the following Member of the 110th Congress, pursuant to Public Law 412 of the 80th Congress entitled “An act to amend section 30 of the Revised Statues of
Chapter 19

the United States’” (2 U.S.C. 25, approved February 18, 1948:

DONNA F. EDWARDS, 4th District of Maryland

MESSAGE FROM THE SENATE

A message from the Senate by Ms. Curtis, one of its clerks, announced that the Senate concurs in the amendment of the House to the bill (S. 2146) “An Act to authorize the Administrator of the Environmental Protection Agency to accept, as part of a settlement, diesel emission reduction Supplemental Environmental Projects, and for other purposes.”

[Above usage occurs when there is only one bill referenced. For more than one bill, use the following style.]

MESSAGE FROM THE SENATE

A message from the Senate by Ms. Curtis, one of its clerks, announced that the Senate has passed without amendment bills and a concurrent resolution of the House of the following titles:

H.R. 430. An act to designate the United States bankruptcy courthouse located at 271 Cadman Plaza East in Brooklyn, New York, as the “Conrad B. Duberstein United States Bankruptcy Courthouse”.

H.R. 781. An act to redesignate Lock and Dam No. 5 of the McClellan-Kerr Arkansas River Navigation System near Redfield, Arkansas, authorized by the Rivers and Harbors Act approved July 24, 1946, as the “Colonel Charles D. Maynard Lock and Dam”.

H.R. 1019. An act to designate the United States customhouse building located at 31 Gonzalez Clemente Avenue in Mayagüez, Puerto Rico, as the “Rafael Martínez Nadal United States Customhouse Building”.

H.R. 2728. An act to designate the station of the United States Border Patrol located at 25762 Madison Avenue in Murrieta, California, as the “Theodore L. Newton, Jr. and George F. Azrak Border Patrol Station”.

H.R. 3712. An act to designate the United States courthouse located at 1716 Spielbusch Avenue in Toledo, Ohio, as the “James M. Ashley and Thomas W.L. Ashley United States Courthouse”.

H.R. 4140. An act to designate the Port Angeles Federal Building in Port Angeles, Washington, as the “Richard B. Anderson Federal Building”.

H. Con. Res. 32. Concurrent resolution honoring the members of the United States Air Force who were killed in the June 25, 1996, terrorist bombing of the Khobar Towers United States military housing compound near Dhahran, Saudi Arabia.

The message also announced that the Senate has passed bills of the following titles in which the concurrence of the House is requested:

S. 2403. An act to designate the new Federal Courthouse, located in the 700 block of East Broad Street, Richmond, Virginia, as the “Spottswood W. Robinson III and Robert R. Merhige, Jr. Federal Courthouse”.

S. 2837. An act to designate the United States courthouse located at 225 Cadman Plaza East, Brooklyn, New York, as the “Theodore Roosevelt United States Courthouse”.

S. 3009. An act to designate the Federal Bureau of Investigation building under construction in Omaha, Nebraska, as the “J. James Exon Federal Bureau of Investigation Building”.

S. 3145. An act to designate a portion of United States Route 20A, located in Orchard Park, New York, as the “Timothy J. Russert Highway”.

[Observe that bills from the Senate to the House read An act. If the manuscript should read A bill, change to An act in conformity with this rule, and place number first. Note also the following forms.]

FOOD, CONSERVATION, AND ENERGY ACT OF 2008—VETO MESSAGE FROM THE PRESIDENT OF THE UNITED STATES (H. DOC. NO. 110–125)

The SPEAKER pro tempore laid before the House the following veto message from the President of the United States:

To the House of Representatives:
I am returning herewith without my approval H.R. 6124, the “Food, Conservation, and Energy Act of 2008.”

The bill that I vetoed on May 21, 2008, H.R. 2419, which became Public Law
110–234, did not include the title III provisions that are in this bill. . . . For similar reasons, I am vetoing the bill before me today.

GEORGE W. BUSH.

THE WHITE HOUSE, June 18, 2008.

The SPEAKER pro tempore. The objections of the President will be spread at large upon the Journal, and the veto message and the bill will be printed as a House document.

The question is, Will the House, on reconsideration, pass the bill, the objections of the President to the contrary notwithstanding?

The gentleman from Minnesota (Mr. Peterson) is recognized for 1 hour.

[Debate and vote follow.]

MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Leomar, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills and a joint resolution of the House of the following titles:

On June 2, 1971:

On June 4, 1971:
H.R. 5765, An act to extend for 6 months the time for filing the comprehensive report of the Commission on the Organization of the Government of the District of Columbia; and
H.J. Res. 583. Joint resolution designating the last full week in July of 1971 as “National Star Route Mail Carriers Week.”

[Observe that bills coming from the President take the form of An act. This rule must be followed invariably, even if the manuscript reads A bill.]

IOWANS UNITED IN TIME OF TROUBLE

(Mr. BOSWELL asked and was given permission to address the House for 1 minute and to revise and extend his remarks.)

Mr. BOSWELL. Mr. Speaker, today I come to share with you that Iowa is in a lot of trouble. We have had extensive floods, etc.

MRS. VIRGINIA THRIFT

Mr. GOSS. Ms. Speaker, by direction of the Committee on House Administration, I offer a privileged resolution (H. Res. 321) and ask for its immediate consideration.

The Clerk read as follows:

H. RES. 321
Resolved, That there shall be paid out of the contingent fund of the House to Mrs. Virginia Thrift, widow of Chester R. Thrift, late an employee of the House, an amount equal to six months' salary compensation at the rate he was receiving at the time of his death, and an additional amount not to exceed $250 to defray funeral expenses of the said Chester R. Thrift.

The Resolution was agreed to.

A motion to reconsider was laid on the table.

BILLS PRESENTED TO THE PRESIDENT

Ms. MATSUI, from the Committee on Rules, reported that the committee did on this day present to the President, for his approval, bills of the House of the following titles:

H.R. 3331. An act for the relief of Harry L. Smith; and
H.R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

ENROLLED BILLS SIGNED

Ms. Lorraine C. Miller, Clerk of the House, reported and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H.R. 430. An act to designate the United States bankruptcy courthouse located at 271 Cadman Plaza East in Brooklyn, New
The amendment was agreed to.

On motion of Mr. STEARNS, a motion to reconsider the vote by which the bill was passed was laid on the [not upon] the table.

SENATE BILLS REFERRED

Bills of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 2403. An act to designate the new Federal Courthouse, located in the 700 block of East Broad Street, Richmond, Virginia, as the “Spottswood W. Robinson III and Robert R. Merhige, Jr. Federal Courthouse”; to the Committee on Transportation and Infrastructure.

S. 2837. An act to designate the United States courthouse located at 225 Cadman Plaza East, Brooklyn, New York, as the “Theodore Roosevelt United States Courthouse”; to the Committee on Transportation and Infrastructure.

S. 3009. An act to designate the Federal Bureau of Investigation building under construction in Omaha, Nebraska, as the “J. James Exon Federal Bureau of Investigation Building”; to the Committee on Transportation and Infrastructure.

S. 3145. An act to designate a portion of United States Route 20A, located in Orchard Park, New York, as the “Timothy J. Russert Highway”; to the Committee on Transportation and Infrastructure.

[In the reference of Senate acts to House committees the name of the committee will be repeated after the act, though there may be several acts referred to the same committee.]
transportation, and for other purposes, with Ms. DeGette in the chair. The Clerk read the title of the bill. 

The CHAIRMAN. Pursuant to the rule, the bill is considered read the first time.

The gentleman from Minnesota (Mr. OBERSTAR) and the gentleman from Florida (Mr. MICA) each will control 5 minutes.

The Chair recognizes the gentleman from Minnesota.

Mr. OBERSTAR. Madam Chairman, I rise in support of H.R. 6052, the Saving Energy Through Public Transportation Act of 2008. . . .

Mr. MICA. Madam Chairman, I rise today in strong support of H.R. 6052, the “Saving Energy Through Public Transportation Act of 2008”. This bill promotes energy savings for all Americans by increasing public transportation use in the United States. . . .

The CHAIRMAN. All time for general debate has expired.

Pursuant to the rule, the bill shall be considered read for amendment under the 5-minute rule.

The text of the bill is as follows:

H.R. 6052

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the “Saving Energy Through Public Transportation Act of 2008”.

SEC. 2. FINDINGS.

Congress finds the following:
(1) In 2007, people in the United States took more than 10.3 billion trips using public transportation, the highest level in 50 years. . . .

The CHAIRMAN. No amendment to the bill shall be in order except those printed in House Report 110–734. Each amendment may be offered only in the order printed in the report, by a Member designated in the report, shall be considered read, shall be debatable for the time specified in the report, equally divided and controlled by the proponent and an opponent, shall not be subject to amendment, and shall not be subject to a demand for division of the question.

AMENDMENT NO. 1 OFFERED BY MR. OBERSTAR

The CHAIRMAN. It is now in order to consider amendment No. 1 printed in House Report 110–734.

Mr. OBERSTAR. Madam Chairman, I have an amendment at the desk.

The CHAIRMAN. The Clerk will designate the amendment.

The text of the amendment is as follows:

Amendment No. 1 offered by Mr. OBERSTAR:

Page 3, after line 23, insert the following:

(9) Public transportation stakeholders should engage and involve local communities in the education and promotion of the importance of utilizing public transportation. . . .

The CHAIRMAN. Pursuant to House Resolution 1304, the gentleman from Minnesota (Mr. OBERSTAR) and a Member opposed each will control 5 minutes.

The Chair recognizes the gentleman from Minnesota.

Mr. OBERSTAR. I yield myself such time as I may consume. . . . I yield back the balance of my time.

Mr. OBERSTAR. I have no further speakers on this amendment, and I yield back the balance of my time.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Minnesota (Mr. OBERSTAR). The amendment was agreed to.

Accordingly, the Committee rose; and the Speaker pro tempore (Mr. Ross) having assumed the chair, Ms. DeGette, Chairman of the Committee of the Whole House on the State of the Union, reported that that Committee, having had under consideration the bill (H.R. 6052) to promote increased public transportation use, to promote
question is on the engrossment and third reading of the bill.

The bill was ordered to be engrossed and read a third time, and was read the third time.

The SPEAKER pro tempore. The question is on the passage of the bill.

The question was taken; and the Speaker pro tempore announced that the ayes appeared to have it.

(Voting occurs)

So the bill was passed.

The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

CONFERENCE REPORT AND STATEMENT

Conference reports and statements to be set in 7 point.

Use 3-point space before and after conference report and statement.

In the House the names of Members are to be first.

Follow manuscript literally in the report. Observe the form Amendments numbered 1, 2, 3, etc., and, when the amendment is to make an independent paragraph, the phrase And the Senate [or House] agree to the same will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change numbered to No., as amendment No. 1, but do not supply No. or amendment if omitted in manuscript; otherwise regular style will prevail.

CONFERENCE REPORT (H. REPT. 97–747)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863) making supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 7, 9, 14, 31, 38, 39, 40, 52, 53, 56, 75, 76, 80, 81, 94, 102, 109, 116, 118, 129, 133, 141, 142, 148, 152, 154, 155, 162, 163, 164, 171, 173, 179, and 181.


Amendment numbered 16:

That the House recede from its disagreement to the amendment of the Senate numbered 16, and agree to the same with amendment, as follows:

In lieu of the sum proposed by said amendment insert $4,400,000; and the Senate agree to the same.

Amendment numbered 27:

That the House recede from its disagreement to the amendment of the Senate numbered 27, and agree to the same with an amendment, as follows:
In lieu of the sum proposed by said amendment insert $53,700,000; and the Senate agree to the same.

JOHN T. MYERS
(except amendments 54 and 177),
CLARENCE E. MILLER,
LAWRENCE COUGHLIN,
STENY H. HOYER,
GEORGE M. O' BRIEN,
Managers on the Part of the House.

DALE BUMPERS,
DANIEL K. INOUYE,
ERNEST F. HOLLINGS,
TOM HARKIN,
RICHARD H. BRYAN,
J. BENNETT JOHNSON,
RON WYDEN,
PATRICK J. LEAHY,
DIANNE FEINSTEIN,
Managers on the Part of the Senate.

Amendments

[As figures are used in bills to express sums of money, dates, paragraph numbers, etc., amendments involving such expressions must be set in figures thus: Strike out “$840” and insert “$1,000”, etc. for other enumerations, etc., follow the manuscript as the data is picked up from the bill and used for the Record and then picked up from the Record and used for the report.]

EMANUEL F. LENKERSDORF

The Clerk called the bill (H.R. 2520) for the relief of Emanuel F. Lenkersdorf.

There being no objection, the Clerk read the bill as follows:

H.R. 2520

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That for the purposes of the Immigration and Nationality Act, Emanuel F. Lenkersdorf shall be held and considered to have been lawfully admitted to the United States for permanent residence as of the date of the enactment of this Act, upon payment of the required visa fee. Upon the granting of permanent residence to such alien as provided for in this Act, the Secretary of State shall instruct the proper officer to deduct one number from the total number of immigrant visas and conditional entries which are made available to natives of the country of the alien's birth under paragraphs (1) through (8) of section 203(a) of the Immigration and Nationality Act.

With the following committee amendment:

On page 2, strike lines 4 through 6 and insert in lieu thereof: “which are made available to natives of the country of the alien's birth under section 203(a) of the Immigration and Nationality Act or, if
applicable, from the total number of such visas which are made available to such natives under section 202(3) of such Act."

The committee amendment was agreed to.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table.

CONTESTED ELECTION, CARTER AGAINST LeCOMPTE—MESSAGE FROM THE CLERK OF THE HOUSE OF REPRESENTATIVES (H. DOC. NO. 235)

The SPEAKER laid before the House the following message from the Clerk of the House of Representatives, which was read and, with the accompanying papers, referred to the Committee on House Administration:

JULY 29, 2008.

The Honorable the Speaker, House of Representatives.

Sir: I have the honor to lay before the House of Representatives the contest for a seat in the House of Representatives from the Fourth Congressional District of the State of Iowa, Steven V. Carter against Karl M. LeCompte, notice of which has been filed in the office of the Clerk of the House; and also transmit herewith original testimony, papers, and documents relating thereto.

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. CONYERS (at the request of Mr. HOYER) for today on account of personal business.

Mr. ENGEL (at the request of Mr. HOYER) for today on account of a codel flight delay.

Mr. GENE GREEN of Texas (at the request of Mr. HOYER) for today on account of a doctor's appointment.

SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative program and any special orders heretofore entered, was granted to:

(The following Members (at the request of Ms. WOOLSEY) to revise and extend their remarks and include extraneous material):

Ms. WOOLSEY, for 5 minutes, today.

Mr. DeFAZIO, for 5 minutes, today.

Ms. KAPTUR, for 5 minutes, today.

Mr. SPRATT, for 5 minutes, today.

(The following Members (at the request of Mr. SMITH of Nebraska) to revise and extend their remarks and include extraneous material):

Mr. POE, for 5 minutes, June 20, 23 and 24.

Mr. JOHNS of North Carolina, for 5 minutes, June 20, 23 and 24.

Mr. BISHOP of Utah, for 5 minutes, today and June 18.

Mr. McCOTTER, for 5 minutes, June 19.

ADJOURNMENT

Mr. FORBES. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 9 o'clock and 56 minutes p.m.), under its previous order, the House adjourned until tomorrow, Wednesday, June 18, 2008, at 9:30 a.m.

RECESS

The SPEAKER pro tempore. Pursuant to clause 12(a) of rule I, the Chair declares the House in recess until 2 p.m. today.

Accordingly (at 12 o'clock and 50 minutes p.m.), the House stood in recess until 2 p.m.

□ 1400

AFTER RECESS

The recess having expired, the House was called to order by the Speaker pro tempore (Mr. LARSEN of Washington) at 2 p.m.

A letter from the Director, Regulatory Management Division, Environmental Protection Agency, transmitting the Agency's final rule—1,3-Dichloropropene and metabolites; Pesticide Tolerance [EPA–HQ–OPP–2007–0637; FRL–8345–1] received April 30, 2008, pursuant to 5 U.S.C. 801(a)(1)(A); to the Committee on Agriculture.


Under clause 8 of rule XII, a letter from the Director, Regulatory Management Division, Environmental Protection Agency, transmitting the Agency's final rule—(Z)-7,8-epoxy-2-methyloctadecane (Disparlure); Exemption from the Requirement of a Tolerance [EPA–HQ–OPP–2007–0596; FRL–8367–7] received June 9, 2008, pursuant to 5 U.S.C. 801(a)(1)(A); was taken from the Speaker's table, referred to the Committee on Agriculture, and ordered to be printed.

MOTION TO DISCHARGE COMMITTEE

MARCH 17, 2008.

TO THE CLERK OF THE HOUSE OF REPRESENTATIVES:

Pursuant to clause 4 of rule XXVII, I, PERCY J. PRIEST, move to discharge the Committee on Banking and Currency from the consideration of the bill (H.R. 2887) entitled “A bill transferring certain functions of the Price Administrator, with respect to petroleum and petroleum products, to the petroleum Administrator for War,” which was referred to said committee March 7, 2008, in support of which motion the undersigned Members of the House of Representatives affix their signatures, to wit:

1. Percy J. Priest.
2. Oren Harris. . . .
218. James G. Polk.

This motion was entered upon the Journal, entered in the CONGRESSIONAL RECORD with signatures thereto, and referred to the Calendar of Motions To Discharge Committees, February 29, 2008.

House briefs

[The briefs follow at end of day’s proceedings, heads and dashes to be used as shown here. This data is supplied from the House and is printed as submitted.]

EXECUTIVE COMMUNICATIONS, ETC.

Under clause 8 of rule XII, executive communications were taken from the Speaker's table and referred as follows:

7144. A letter from the Congressional Review Coordinator, Department of Agriculture, transmitting the Department’s final rule—Consolidation of the Fruit Fly Regulations [Docket No. APHIS–2007–0084] (RIN: 0579–AC57) received June 9, 2008, pursuant to 5 U.S.C. 801(a)(1)(A); to the Committee on Agriculture.

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. WAXMAN: Committee on Oversight and Government Reform. Supplemental report on H.R. 5781. A bill to provide that 8 of the 12 weeks of parental leave made available to a Federal employee shall be paid leave, and for other purposes. (Rept. 110–624 Pt. 2).

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the
determined by the Speaker, in each case for consideration of such provisions as fall within the jurisdiction of the committee concerned.

By Mr. RANGEL (for himself, Mr. McDermott, Mr. Lewis of Georgia, Mr. Neal of Massachusetts, Mr. Pomroy, Mrs. Jones of Ohio, Mr. Blumenauer, Ms. Berkley, Mr. Crowley, Mr. Van Hollen, Mr. Meeke of Florida, Mr. Levin, and Mr. Larson of Connecticut):

H.R. 6275. A bill to amend the Internal Revenue Code of 1986 to provide individuals temporary relief from the alternative minimum tax, and for other purposes; to the Committee on Ways and Means.

[Use the following form when only one bill or resolution is submitted:]

Under clause 2 of rule XII:

Mr. CAZAYOUX (for himself, Mr. Childers, Ms. Waters, Mr. Thompson of Mississippi, Mr. Frank of Massachusetts, Mr. Cuellar, and Mrs. Capito) introduced a bill (H.R. 6276) to repeal section 9(k) of the United States Housing Act of 1937; to the Committee on Financial Services.

MEMORIALS

Under clause 3 of rule XII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if By the Speaker is not in manuscript:]

327. By the SPEAKER: Memorial of the Legislature of the State of Louisiana, relative to Senate Concurrent Resolution No. 76 memorializing the Congress of the United States to take such actions as are necessary to expedite the reopening of the Arabi branch of the United States Postal Service located in St. Bernard Parish; to the Committee on Oversight and Government Reform.

328. Also, a memorial of the Legislature of the State of Idaho, relative to Senate Joint Memorial No. 114 expressing opposition to S. 40 and H.R. 3200; jointly to the Committees on Financial Services and the Judiciary.

MEMORIALS

Under clause 3 of rule XII,

[Use the following form when only one memorial is submitted:]

PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XII, public bills and resolutions were introduced and severally referred, as follows:

By Mr. SHADEGG:

H.R. 6274. A bill to provide an equivalent to habeas corpus protection for persons held under military authority under that part of Cuba leased to the United States; to the Committee on the Judiciary, and in addition to the Committee on Armed Services, for a period to be subsequently determined by the Speaker, in each case for consideration of such provisions as fall within the jurisdiction of the committee concerned.
326. The SPEAKER presented a memorial of the Legislature of the State of Louisiana, relative to Senate Concurrent Resolution No. 51 memorializing the Congress of the United States to establish a grant program to assist the seafood industry in St. Tammany, St. Bernard, Orleans, and Plaquemines parishes; to the Committee on Financial Services.

PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. ATKINSON:
H.R. 6583. A bill for the relief of Mohamed Tejar and Nargis Tejar; to the Committee on the Judiciary.

By Mr. AUOIN:
H.R. 6584. A bill for the relief of Celia Maarit Halle; to the Committee on the Judiciary.

[Use the following form when only one bill or resolution is submitted:]

Under clause 1 of rule XXII,
Mr. LANTOS introduced a bill (H.R. 6766) for the relief of Shanna Teresa Millich; which was referred to the Committee on the Judiciary.

ADDITIONAL SPONSORS

Under clause 7 of rule XII, sponsors were added to public bills and resolutions as follows:

H.R. 78: Mr. GARRETT of New Jersey.
H.R. 96: Mr. RANGEL.
H.R. 154: Mr. TOWNS, Mr. FRELINGHUYSEN, Mr. DOYLE, Mr. SPACE, and Mr. LARSON of Connecticut.

[Note.—Set sponsors caps and Members caps and lower case.]

DISCHARGE PETITIONS

Under clause 2 of rule XV, the following discharge petitions were filed:

Petition 10, June 24, 2008, by Mr. JOHN R. “RANDY” KUHL, Jr. on H.R. 5656, was signed by the following Members: John R. “Randy” Kuhl Jr., Doug Lamborn, David Davis, Robert E. Latta, Joseph R. Pitts, Charles W. Boustany Jr., Ron Paul, Michael T. McCaul, John Kline, Randy Neugebauer, Lynn A. Westmoreland, and Wally Herger.

Petition 11, June 24, 2008, by Mr. THOMAS G. TANCREDI on House Resolution 1240, was signed by the following Members: Thomas G. Tancredo and Jean Schmidt.

DISCHARGE PETITIONS—ADDITIONS OR DELETIONS

The following Members added their names to the following discharge petitions:

Petition 3 by Mr. PENCE on House Resolution 694: Timothy V. Johnson.
Petition 4 by Mr. ABERHOLT on H.R. 3584: Trent Franks.
Petition 5 by Mrs. DRAKE on H.R. 4088: Timothy V. Johnson.

PETITIONS, ETC.

Under clause 3 of rule XII, petitions and papers were laid on the clerk’s desk and referred as follows:

283. The SPEAKER presented a petition of the City Council of Compton, CA, relative to Resolution No. 22,564 supporting the Homeowners and Bank Protection Act of 2007; to the Committee on Financial Services.
284. Also, a petition of the California State Lands Commission, relative to a Resolution regarding the taking of marine mammals and sea turtles incidental to power plant operations of once-through cooling power plants in California; to the Committee on Natural Resources.

[Use the following form when only one petition is submitted:]

Under clause 1 of rule XXII,
Mr. LANTOS introduced a bill (H.R. 6766) for the relief of Shanna Teresa Millich; which was referred to the Committee on the Judiciary.

AMENDMENTS

Under clause 8 of rule XVIII, proposed amendments were submitted as follows:

H.R. 1328
Offered By: Mr. COLE of Oklahoma
AMENDMENT No. 4: Page 341, line 11, after “title.” insert the following: “The Federal Government shall not withhold funding.”
CONGRESSIONAL RECORD INDEX

General instructions
Set in 7 point on 8 point, Record measure (168 points, 14 picas).
Cap lines or italic lines are set flush left.
Entries are indented 1 em, with overs 2 ems.
Bill introductions are to be identified as to sponsor or cosponsor.
Bullet following page number in index identifies unspoken material.
Pages are identified as S (Senate), H (House), and E (Extensions).
Pages in bound Record index are entered numerically, without S, H, or E prefixes.

Abbreviations and acronyms—
(for use on notation of content line)

Abbreviations
Streets: St.; Ave.; Ct.; Dr.; Blvd.; Rd.; Sq.; Ter.
Names: Jr.; Sr.; II (etc.)
Businesses: Co.; Corp. (includes all Federal corporations); Inc.; Ltd.; Bros.
Dept. of Agriculture .......................................................... Sec. of Agriculture.
Dept. of Commerce .......................................................... Sec. of Commerce.
Dept. of Defense ............................................................... Sec. of Defense.
Dept. of Education ........................................................... Sec. of Education.
Dept. of Energy ............................................................... Sec. of Energy.
Dept. of Health and Human Services ......................... Sec. of Health and . . .
Dept. of Homeland Security ........................................... Sec. of Homeland Security
Dept. of Housing and Urban Development ................ Sec. of Housing and . . .
Dept. of the Interior ......................................................... Sec. of the Interior.
Dept. of Justice .............................................................. Attorney General.
Dept. of Labor ................................................................. Sec. of Labor.
Dept. of State ................................................................. Sec. of State.
Dept. of Transportation ................................................ Sec. of Transportation.
Dept. of the Treasury ....................................................... Sec. of the Treasury.
Dept. of Veterans Affairs ............................................... Sec. of Veterans Affairs.
Acronyms

Agency for International Development....................................................... AID
Acquired Immunodeficiency Syndrome.................................................. AIDS
American Association of Retired Persons ............................................... AARP
American Bar Association ........................................................................ ABA
American Civil Liberties Union ............................................................. ACLU
American Federation of Labor and Congress of Industrial Organizations .... AFL–CIO
American Medical Association ............................................................... AMA
British Broadcasting Corp ......................................................................... BBC
Bureau of Alcohol, Tobacco, Firearms and Explosives ............................ ATF
Bureau of Indian Affairs ........................................................................... BIA
Bureau of Land Management ................................................................. BLM
Bureau of Labor Statistics ........................................................................ BLS
Cable News Network ................................................................................ CNN
Cable Satellite Public Affairs Network .................................................... C–SPAN
Central Intelligence Agency ...................................................................... CIA
Civil Service Retirement System .............................................................. CSRS
Civilian Health and Medical Program of the Uniformed Services ............. CHAMPUS
Commodity Credit Corp ........................................................................... CCC
Commodity Futures Trading Commission ............................................... CFTC
Comprehensive Environmental Response, Compensation and Liability Act ..... CERCLA
Congressional Budget Office .................................................................... CBO
Consolidated Omnibus Budget Reconciliation Act .................................... COBRA
Consumer Product Safety Commission .................................................... CPSC
Daughters of the American Revolution .................................................... DAR
Deoxyribonucleic acid ............................................................................. DNA
Disabled American Veterans .................................................................... DAV
Drug Enforcement Administration ......................................................... DEA
Employee Retirement Income Security Act .............................................. ERISA
Environmental Protection Agency ......................................................... EPA
Equal Employment Opportunity Commission ....................................... EEOC
Export-Import Bank .................................................................................. Eximbank
Federal Aviation Administration ............................................................. FAA
Federal Bureau of Investigation ............................................................... FBI
Federal Communications Commission ................................................... FCC
Federal Crop Insurance Corp ................................................................. FCIC
Federal Deposit Insurance Corp ............................................................ FDIC
Federal Election Commission .................................................................. FEC
Federal Emergency Management Agency .............................................. FEMA
Federal Employee Retirement System ..................................................... FERS
Overseas Private Investment Corp. ................................................................. OPIC
Palestine Liberation Organization ................................................................. PLO
Parent-Teachers Association ........................................................................... PTA
Prisoner of war ............................................................................................... POW
Public Broadcasting Service ............................................................................ PBS
Racketeer Influenced and Corrupt Organizations Act .................................... RICO
Reserve Officers’ Training Corps ................................................................. ROTC
Securities Exchange Commission .................................................................... SEC
Small Business Administration ....................................................................... SBA
Social Security Administration ....................................................................... SSA
Supplemental security income ......................................................................... SSI
Tennessee Valley Authority ............................................................................. TVA
United Auto Workers ..................................................................................... UAW
United Nations .................................................................................................. U.N.
United Nations Children’s Fund ................................................................. UNICEF
United Nations Educational Scientific and Cultural Organization ................ UNESCO
Veterans of Foreign Wars ................................................................................ VFW
Voice of America ............................................................................................. VOA
Women, Infants, and Children Program ........................................................ WIC
World Health Organization ............................................................................ WHO
Young Men’s Christian Association ............................................................. YMCA
Young Women’s Christian Association ......................................................... YWCA

**Spacing**

Biweekly Record index folioed in upper right and left corner; no extra spacing.

Bound Record index folioed in upper right and left corner; no extra spacing.

History of Bills folioed in upper right and left corner using H.B. numbers; no extra spacing.

Bound History of Bills folioed in lower right and left corner, first folio numerically higher than the last folio of index; no extra spacing.

**Capitalization**

Capitalize principal words after these formats:

Addresses
Analyses
Appendices
Articles and editorials
Biographies

Book reviews
Booklets
Brochures
Conference reports
Descriptions
Documents
Essays
Essays: Voice of Democracy
Eulogies
Explanations
Factsheets
Forewords
Histories
Homilies
Hymns
Memorandums
Messages
Oaths of office
Pamphlets
Papers
Platforms
Poems
Prayers

Prayers by visitors
Prefaces
Press releases
Proclamations
Reports
Report filed
Resolutions of ratification
Résumés
Sermons
Sngs
Statements
Studies
Summaries
Surveys
Synopses
Testimonies
Transcripts
Treaties

Lowercase after these formats:
Advertisements
Affidavits
Agenda
Agreements
Amendments
Announcements
Appointments
Awards
Bills and resolutions
Bills and resolutions cosponsored
Bills and resolutions introduced
Bills and resolutions relative to
Briefs
Briefings
Broadcasts
Bulletins
Certificates of election
Chronologies
Citations
Civilian
Cloture motions
Colloquies

Commentaries
Comments
Communications from
Communiques
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Definitions
Descriptions
Designated acting Presidents pro tempore
Designated acting Speaker pro tempore
Digests
Dispatches
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Granted in the Senate
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Motions
Newsletters
Notices
Obituaries
Opinion polls
Orders
Outlines
Petitions
Petitions and memorials
Press conferences
Privilege of the floor
Programs
Projects
Proposals
Questionnaires

Questions
Questions and answers
Quotations
Recorded
Regulations
Remarks
Remarks in House
Remarks in House relative to
Remarks in Senate
Remarks in Senate relative to
Resignations
Resolutions by organizations
Results
Reviews
Rollcalls
Rosters
Rules
Rulings of the chair
Schedules
Subpoena notices
Subpoenas
Tables
Tests
Texts of
Transmittals
Tributes
Voting record

**Punctuation**

Comma precedes folio figures.

If numbers of several bills are given, use this form: (see S. 24, 25); (see H.R. 217, 218), etc.; that is, do not repeat S. or H.R. with each number.

In consecutive numbers (more than two) use an en dash to connect first with last: S46–S48, 518–520.

Quotes are used for book titles.

A 3-em dash is used as a ditto for word or words leading up to colon:

- Taxation: capital gains rates
- ———earned income tax credit
- ———rates
**Roman and italic**

Use italic for Members of Congress descriptive data:

CARDIN, BENJAMIN L. *(a Senator from Maryland)*;
EMANUEL, RAHM *(a Representative from Illinois)*.

Names of vessels in italic:

*Brooklyn* (U.S.S.);
*Savannah* (vessel);
*Columbia* (space shuttle).

**Flush cap lines**

All cap lines are separate entries. They are set flush with overs indented 2 ems:

CARDIN, BENJAMIN *(a Senator from Maryland)*
EMANUEL, RAHM *(a Representative from Illinois)*
PRESIDENT OF THE UNITED STATES (George W. Bush)
VICE PRESIDENT OF THE UNITED STATES (Richard B. Cheney)
COMMITTEE ON FOREIGN AFFAIRS (House)
COMMITTEE ON FOREIGN RELATIONS (Senate)
FARMERS see Agriculture

SENATE related term(s) Committees of the Senate; Legislative Branch of the Government; Members of Congress; Votes in Senate

DEPARTMENT OF THE INTERIOR related term(s) Bureau of Land Management, Bureau of Reclamation

PRESIDENTIAL APPOINTMENTS
VOTES IN HOUSE
VOTES IN SENATE
Remarks in Senate
Dept. of HHS: proposed regulation to change the definition of abortion, S7141 [23JY]

ACCESS, COMPARISON, CARE, AND ETHICS FOR SERIOUSLY ILL PATIENTS (ACCESS) ACT
Remarks in Senate
Enact (S. 3046), S7620 [29JY], S8021 [1AU]

ACCESS FOR ALL AMERICA ACT
Bills and resolutions
Enact (see S. 3412, 3413), S7905 [31JY]
Remarks in Senate
Enact (S. 3413), S7971–S7973 [31JY]

ACHIEVING OUR IDEA ACT
Remarks in House
Enact (H.R. 1896), E1701 [1AU]

ACKERMAN, GARY L. (a Representative from New York)
Bills and resolutions cosponsored
Bangladesh: elections (see H. Res. 1402), H7788 [31JY]
China, People's Republic of: call for end to human rights abuses of citizens, cease repression of Tibetan and Uyghur people, and end support for Governments of Sudan and Burma (see H. Res. 1370), H7309 [29JY]
Dept. of the Treasury: establish a commemorative quarter dollar coin program emblematic of prominent civil rights leaders and important events advancing civil rights (see H.R. 6701), H7809 [1AU]
Great Lakes-St. Lawrence River Basin Water Resources Compact: grant congressional consent and approval (see H.R. 6577), H7165 [24JY]
Human rights: defeat campaign by some members of the Organization of the Islamic Conference to divert the U.N. Durban Review Conference from a review of problems in their own and other countries (see H. Res. 1361), H7059 [23JY]
Immigration: modify certain requirements with respect to H-1B nonimmigrants (see H.R. 5630), H7629 [30JY]
New York, NY: extend and improve protections and services to individuals directly impacted by the terrorist attack (see H.R. 6594), H7630 [30JY]
Palladio, Andrea: anniversary of birth (see H. Con. Res. 407), H7809 [1AU]
Religion: support spirit of peace and desire for unity displayed in the letter from leading Muslim scholars, and in the Pope Benedict XVI response (see H. Con. Res. 374), H7165 [24JY]
Bills and resolutions introduced
Syria: express concern regarding continued violations of political, civil, and human rights and call for release of prisoners of conscience and other political prisoners (see H. Res. 1398), H7788 [31JY]

ADAMS, MICHAEL F.
Letters
Higher Education Opportunity Act, S7854 [31JY]

ADERHOLT, ROBERT B. (a Representative from Alabama)
Bills and resolutions cosponsored
Crime: provide for the use of information in the National Directory of New Hires in enforcing sex offender registration laws (see H.R. 6539), H7165 [24JY]
Dept. of the Interior: establish oil and gas leasing program for public lands within the Coastal Plain of Alaska (see H.R. 6758), H7787 [31JY]
House of Representatives: prohibit adjournment until approval of a bill to establish a comprehensive national energy plan addressing energy conservation and expansion of renewable and conventional energy sources (see H. Res. 1391), H7629 [30JY]
National Prostate Cancer Awareness Month: support goals and ideals (see H. Res. 672), H7790 [31JY]
Power resources: expedite exploration and development of oil and gas from Federal lands (see H.R. 6379), H7629 [30JY]
———promote alternative and renewable fuels, domestic energy production, conservation, and efficiency, and increase energy independence (see H.R. 6566), H6824 [22JY]
———provide a comprehensive plan for greater energy independence (see H.R. 6709), H7809 [1AU]
Schools: withhold Federal funds from schools that permit or require the recitation of the Pledge of Allegiance or the National Anthem in a language other than English (see H.R. 6783), H7806 [1AU]
Social Security: extend funding for the State Children's Health Insurance Program (see H.R. 6788), H7806 [1AU]

Bills and resolutions introduced
Power resources: enhance energy independence through the usage of existing resources and technology (see H. Con. Res. 401), H7787 [31JY]

ADMINISTRATIVE OFFICE, U.S. COURTS see COURTS

ADOPTION see FAMILIES AND DOMESTIC RELATIONS

ADRIAN, MI
Remarks in House
Sand Creek Telephone Co.: anniversary, E1703 [1AU]

ADVANCING AMERICA'S PRIORITIES ACT
Bills and resolutions
Enact (see S. 3297), S7030 [22JY]
Cloture motions
Enact (S. 3297): motion to proceed, S7509 [26JY], S7551 [28JY]
Letters
Provisions: Lynne Zeftlin Hale, Nature Conservancy (organization), S7548 [28JY]
———Molly McCammon, National Federation of Regional Associations for Coastal and Ocean Observing, S7547 [28JY]
———Peter R. Orszag, CBO, S7510 [26JY], S7543 [28JY]
———several ocean and coastal research, education, and conservation organizations, S7547 [28JY]

Motions
Enact (S. 3297), S7509 [26JY]

Remarks in Senate
Appalachian Regional Development Act: reauthorize and improve, S7545 [28JY], S7888 [31JY]
Chesapeake Bay Initiative Act: provide for continuing authorization of the Chesapeake Bay Gateways.

**History of Bills and Resolutions**

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<td>S. 3045–3047 H. J. Res. 86–87 H. Con. Res. 360 H. Res. 1217–1219</td>
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Bills receiving legislative action during this Index period numerically precede new bills introduced.

**SENATE BILLS**

S. 11—A bill to provide liability protection to volunteer pilot nonprofit organizations that fly for public benefit and to the pilots and staff of such nonprofit organizations, and for other purposes; to the Committee on the Judiciary.

Cosponsors added, S4621 [21MY]

S. 2062—A bill to amend the Native American Housing Assistance and Self-Determination Act of 1996 to reauthorize that Act, and for other purposes; to the Committee on Indian Affairs.

Committee on Banking, Housing, and Urban Affairs discharged, S814 [8FE]

Amendments, S850 [11FE], S4836, S4839, S4844 [22MY]

Passed Senate amended, S4839 [22MY]

**SENATE JOINT RESOLUTIONS**

S. J. Res. 17—A joint resolution directing the United States to initiate international discussions and take necessary steps with other Nations to negotiate an agreement for managing migratory and transboundary fish stocks in the Arctic Ocean; to the Committee on Foreign Relations.

Debated, H4067 [19MY]

Text, H4067 [19MY]

Rules suspended. Passed House, H4402 [21MY]

Message from the House, S4790 [22MY]

S. J. Res. 28—A joint resolution disapproving the rule submitted by the Federal Communications Commission with respect to broadcast media ownership; to the Committee on Commerce, Science, and Transportation.

By Mr. DORGAN (for himself, Ms. Snowe, Mr. Kerry, Ms. Collins, Mr. Dodd, Mr. Obama, Mr. Harkin, Mrs. Clinton, Ms. Cantwell, Mr. Biden, Mr. Reed, Mrs. Feinstein, Mr. Sanders, Mr. Tester, and Mr. Stevens), S1597 [5MR]


Reported (S. Rept. 110–334), S3975 [8MY]

Passed Senate amended, S4267 [15MY]

Text, S4270 [15MY]

Message from the Senate, H4065 [19MY]

Held at the desk, H4065 [19MY]

**SENATE CONCURRENT RESOLUTIONS**

S. Con. Res. 82—A concurrent resolution supporting the Local Radio Freedom Act; to the Committee on Commerce, Science, and Transportation.

By Mrs. LINCOLN (for herself, Mr. Wicker, Mr. Brownback, Mr. Allard, Mr. Nelson of Nebraska, Ms. Murkowski, and Mr. Webb), S4029 [12MY]

S. Con. Res. 85—A concurrent resolution authorizing the use of the rotunda of the Capitol to honor Frank W. Buckles, the last surviving United States veteran of the First World War.

By Mr. SPECTER (for himself, Mr. Byrd, Mrs. Dole, Mr. McCain, Mr. Warner, Mr. Lieberman, Mr. Rockefeller, and Mr. Burr), S4793 [22MY]
S. Con. Res. 85—Continued
Text, S4810, S4848 [22MY]
Agreed to in the Senate, S4848 [22MY]

SENATE RESOLUTIONS

S. Res. 496—A resolution honoring the 60th anniversary of the commencement of the carving of the Crazy Horse Memorial; to the Committee on the Judiciary.
By Mr. THUNE (for himself and Mr. Johnson), S2346 [2AP]
Text, S2362 [2AP], S4427 [20MY]
Committee discharged. Agreed to in the Senate, S4427 [20MY]

S. Res. 562—A resolution honoring Concerns of Police Survivors as the organization begins its 25th year of service to family members of law enforcement officers killed in the line of duty.
By Ms. MURKOWSKI (for herself, Mr. Biden, Mr. Brown, Mr. Menendez, Ms. Mikulski, Mr. Craig, Mr. Whitehouse, Mr. Baucus, Mr. Dodd, Mrs. Feinstein, Mr. Inouye, Mr. Lautenberg, Mrs. Lincoln, Mr. Nelson of Florida, Mr. Pryor, Mr. Smith, Ms. Stabenow, Mr. Stevens, Mr. Tester, and Mr. Thune), S4106 [13MY]
Text, S4114, S4121 [13MY]
Agreed to in the Senate, S4120 [13MY]

HOUSE BILLS

H.R. 158—A bill to direct the Secretary of the Treasury to mint coins in commemoration of the battlefields of the Revolutionary War and the War of 1812, and for other purposes; to the Committee on Financial Services.
Cosponsors added, H3108 [6MY], H4061 [15MY]

H.R. 503—A bill to amend the Horse Protection Act to prohibit the shipping, transporting, moving, delivering, receiving, possessing, purchasing, selling, or donation of horses and other equines to be slaughtered for human consumption, and for other purposes; to the Committees on Energy and Commerce; Agriculture.
By Ms. SCHAKOWSKY (for herself, Mr. Whitfield, Mr. Rahall, Mr. Spratt, Mr. Gallegly, Mr. Marky, Mr. Pallone, Mr. Nadler, Mr. Van Hollen, Ms. McCollum of Minnesota, Ms. Bordallo, Ms. Schwartz, Mr. Ackerman, Mr. Doyle, Ms. Lee, Mr. Cleaver, Mr. Serrano, Ms. Berkley, Mr. Shays, Mr. Jones of North Carolina, Mr. McCotter, Mr. Cummings, Ms. DeLauro, Mr. George Miller of California, Mr. Grijalva, Mrs. Capps, Ms. Bean, Ms. Matsui, Mr. King of New York, Mr. Burton of Indiana, Mr. Kildee, Ms. Kaptur, Mr. Dicks, Mr. Berman, Ms. Hirono, Mr. Chandler, Mr. Gerlach, Mr. Tierney, Mr. Bishop of New York, Mr. Frank of Massachusetts, Mr. Lynch, Mr. Kirk, Mr. Campbell of California, Mr. Wilson of South Carolina, Ms. Jackson-Lee of Texas, Mr. Sherman, Mr. LaTourette, Mr. Larson of Connecticut, Mr. Israel, Ms. Woolsey, Mr. Brown of South Carolina, Ms. Eddie Bernice Johnson of Texas, Mr. Moore of Kansas, Mr. Moran of Virginia, Mr. McNulty, Mrs. Maloney of New York, Mr. Inslee, Mr. Wolf, Ms. Carson, Mr. Weiner, Mr. Ruppersberger, Mr. Smith of New Jersey, and Mr. Linder), H670 [17JA]
Cosponsors added, H1055 [30JA], H1153 [31JA], H1565 [13FE], H1668 [14FE], H1896 [16FE], H2165 [5MR], H2621 [15MR], H2821 [21MR], H3279 [28MR], H3363 [29MR], H3476 [17AP], H3724 [20AP], H4553 [7MY], H5054 [15MY], H5927 [24MY], H6181 [7JN], H6439, H6476 [14JN], H6828 [20JN], H7202 [26JN], H8121 [18JY], H8821 [27JY], H9656 [2AU], H10696 [20SE], H11028 [27SE]

H.R. 4841—A bill to approve, ratify, and confirm the settlement agreement entered into to resolve claims by the Soboba Band of Luiseno Indians relating to alleged interences with the water resources of the Tribe, to authorize and direct the Secretary of the Interior to execute and perform the Settlement Agreement and related waivers, and for other purposes; to the Committee on Natural Resources.
Cosponsors added, H3930 [22JA], H480 [28JA], H558 [29JA]
Reported with amendment (H. Rept. 110–649), Cosponsors added, H1055 [30JA], H1153 [31JA], H1565 [13FE], H1668 [14FE], H1896 [16FE], H2165 [5MR], H2621 [15MR], H2821 [21MR], H3279 [28MR], H3363 [29MR], H3476 [17AP], H3724 [20AP], H4553 [7MY], H5054 [15MY], H5927 [24MY], H6181 [7JN], H6439, H6476 [14JN], H6828 [20JN], H7202 [26JN], H8121 [18JY], H8821 [27JY], H9656 [2AU], H10696 [20SE], H11028 [27SE]

H.R. 6081—A bill to amend the Internal Revenue Code of 1986 to provide benefits for military personnel, and for other purposes; to the Committee on Ways and Means.
By Mr. RANGEL (for himself, Mr. Stark, Mr. McDermott, Mr. Lewis of Georgia, Mr. Neal of Massachusetts, Mr. Pomeroy, Mrs. Jones of Ohio, Mr. Larson of Connecticut, Mr. Emanuel, Mr. Blumenauer, Mr. Kind, Ms. Berkley, Mr. Crowley, Mr. Van Hollen, Mr. Meek of Florida, Mr. Altmire, Mrs. Boyda of Kansas, Mr. Cohen, Ms. DeLauro, Mr. Ellsworth, Mr. Loebauack, Ms. Tsongas, Mr. Welch of Vermont, Mr. Walz of Minnesota, Mr. Arcuri, Ms. Shea-Porter, Mr. Becerra, Mrs. Davis of California, and Mr. Doggett), H4064 [16MY]
Cosponsors added, H4151 [19MY]
Debated, H4105 [19MY]
Rules suspended. Passed House amended, H4401 [21MY]
Message from the House, S4790 [22MY]
Passed Senate, S7197 [23JY]

H.R. 6166—A bill to impose certain limitations on the receipt of out-of-State municipal solid waste, and for other purposes; to the Committee on Energy and Commerce.
By Mr. WITTMAN of Virginia (for himself, Mr. Wolf, Mr. Moran of Virginia, and Mr. Donnelly), H4841 [23MY]
Debated, H4105 [19MY]
Rules suspended. Passed House amended, H4401 [21MY]
Message from the House, S4637 [21MY]
Passed Senate, S4772 [22MY]
Message from the Senate, H4821 [22MY]
20. Reports and Hearings

The data for these publications arrives at GPO from many different sources. Congressional committee staff members are responsible for gathering the information printed in these publications.

Report language is compiled and submitted along with the bill language to the clerks of the respective Houses. The clerks assign the report numbers, etc., and forward this information to GPO for typesetting and printing. In many instances the reports are camera-ready copy, needing only insertion of the assigned report number.

Likewise, hearings are also compiled by committee staff members. The data or captured keystrokes as submitted by the various reporting services are forwarded to GPO where the element identifier codes are programmatically inserted and galley or page output is accomplished without manual intervention. It is not cost effective to prepare the manuscript as per the GPO Style Manual as it is too time-consuming to update and change the data once it is already in type form. Therefore, these publications are to be FIC & punc., unless specifically requested otherwise by the committee. It is not necessary to stamp the copy. However, style as stated in the following rules will be followed.

Style and format of congressional reports

Below are rules that should be followed for the makeup of congressional numbered reports. In either Senate or House reports, follow bill style in extracts from bills. Report numbers run consecutively from first to second session:

1. All excerpts to be set in 10-point type, cut in 2 ems on each side, except as noted in paragraph 3 below. For ellipses in cut-in matter, lines of five stars are used.

2. Contempt proceedings to be considered as excerpts.

3. The following are to be set in 10-point type, but not cut in:
   (a) Letters that are readily identified as such by salutation and signature.
   (b) Appendixes and/or exhibits that have a heading readily identifying them as such; and
(c) Matter printed in compliance with the Ramseyer rule.\(^1\)

4. All leaderwork and lists of more than six items to be set in 8-point type.

5. All tabular work to be set in 7-point gothic type.

6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts, but set full measure (see paragraph 10 below).

7. Any committee print having a report head indicated on original copy to be set in report type and style.

8. Committee prints not having a report head indicated on original copy to be set in committee print style; that is, excerpts to be set in 8 point, full measure.

9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used as is in the report.

10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, 4 points are used above and below. Because of the indentions and the limited number of element identifiers, do not squeeze bills that are submitted as excerpts.

11. In reports of immigration cases, set memorandums in full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indention on copy.

12. Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) the Cordon rule,\(^2\) (4) appendix (if any).

---

\(^1\) Ramseyer rule.—House: If report has “Changes in Existing Law” use caps and small caps for heads, except for breakdown within a cap and small cap head.

\(^2\) Cordon rule.—Senate: If report has “Changes in Existing Law” use small cap heads, except for breakdown within a cap and small cap head.
13. Minority or additional views will begin a new page with 10-point cap heading. In Senate reports, “Changes in Existing Law” begins a new page if following “views.” In conference reports, “Joint Explanatory Statement” begins a new odd page.

14. Minority or additional views are printed only if they have been signed by the authoring congressperson.

[Sample of excerpt]

In Palmer v. Mass., decided in 1939, which involved the reorganization of the New Haven Railroad, the Supreme Court said:

The judicial processes in bankruptcy proceedings under section 77 are, as it were, brigaded with the administrative processes of the Commission.

[Sample of an excerpt with an added excerpt]

The Interstate Commerce Commission in its report dated February 29, 1956, which is attached hereto and made a part hereof, states that it has no objection to the enactment of S. 3025, and states, in part, as follows:

The proposed amendment, however, should be considered together with the provisions of section 959(b), title 28, United States Code, which reads as follows:

“A trustee, receiver, or manager appointed in any cause pending in any court of the United States,” etc.

[Sample of amendment]

On page 6, line 3, strike the words “and the service”, strike all of lines 4, 5, and 6, and insert in lieu thereof the following:

and, notwithstanding any other provision of law, the service credit authorized by this clause 3 of rule XIII of the Rule of the House of Representatives, change shall not—
(A) be included in establishing eligibility for voluntary or involuntary retirement or separation from the service, under any provision of law;

[Sample of amendment]
The amendments are indicated in the bill as reported and are as follows:
On page 2, line 15, change the period to a colon and add the following:

Provided, That such approaches shall include only those necessary portions of streets, avenues, and boulevards, etc.

On page 3, line 12, after “operated”, insert “free of tolls”.

[Sample of amendment in the nature of a substitute]
The amendment is as follows:
Strike all after the enacting clause and insert the following:

That the second paragraph under the heading “National Park Service” in the Act of July 31, 1953 (67 Stat. 261, 271), is amended to read as follows: “The Secretary of the Interior shall hereafter report in detail all proposed awards of concessions leases and contracts involving a gross annual business of $100,000 or more, or of more than five years in duration, including renewals thereof, sixty days before such awards are made, to the President of the Senate and Speaker of the House of Representatives for transmission to the appropriate committees.”

[Sample of letter inserted in report]
The Department of Defense recommends enactment of the proposed legislation and the Office of Management and Budget interposes no objection as indicated by the following attached letter, which is hereby made a part of this report:
Hon. Nancy Pelosi,
Speaker of the House of Representatives,
Washington, DC.

My Dear Madam Speaker: There is forwarded herewith a draft of legislation to amend section 303 of the Career Compensation Act.

* * * * * * *

Sincerely yours,

Douglas A. Brook
Assistant Secretary of the Navy
(Financial Management).

[Sample of cut-in for purposes of breakdown; no spacing above or below]

Under uniform regulations prescribed by the Secretaries concerned, a member of the uniformed services who—

1. is retired for physical disability or placed upon the temporary disability retired list; or

2. is retired with pay for any other reason, or is discharged with severance pay, immediately following at least eight years of continuous active duty (no single break therein of more than ninety days);

may select his home for the purposes of the travel and transportation allowances payable under this subsection, etc.

[Sample of leaderwork]

Among the 73 vessels mentioned above, 42 are classified as major combatant ships (aircraft carriers through escort vessels), in the following types:

Forrestal-class aircraft carriers................................................................. 4
Destroyers.................................................................................................. 10

* * * * * * *

Guided-missile submarine...................................................................... 1

Total........................................................................................................ 42
SECTIONAL ANALYSIS

Section 1. Increase of 1 year in constructive service for promotion purposes

The principal purpose of the various subsections of section 1 is to provide a 1-year increase for medical and dental officers in * * *

Subsection 101(a) is in effect a restatement of the existing law

This subsection authorizes the President to make regular appointments in the grade of first lieutenant through * * *

[Sample of amendment under Ramseyer rule]

CHANGES IN EXISTING LAW

In compliance with clause 3 of rule XII of the Rules of the House of Representatives, changes in existing law made by the bill, as introduced, are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman):

EXPORT CONTROL ACT OF 1949

TERMINATION DATE

Sec. 12. The authority granted herein shall terminate on June 30, 1959, or upon any prior date which the Congress by concurrent resolution or the President may designate.
PROVIDING FOR AND APPROVE THE SETTLEMENT OF CERTAIN LAND CLAIMS OF THE SAULT STE. MARIE TRIBE OF CHIPPEWA INDIANS

MARCH 6, 2008.—Ordered to be printed

Mr. RAHALL, from the Committee on Natural Resources, submitted the following

REPORT

together with

DISSENTING VIEWS

[To accompany H.R. 4115]

[Including cost estimate of the Congressional Budget Office]

The Committee on Natural Resources, to whom was referred the bill (H.R. 4115) to provide for and approve the settlement of certain land claims of the Sault Ste. Marie Tribe of Chippewa Indians, having considered the same, report favorably thereon with an amendment and recommend that the bill as amended do pass.

PURPOSE OF THE BILL

The purpose of H.R. 4115 is to provide for and approve the settlement of certain land claims of the Sault Ste. Marie Tribe of Chippewa Indians.
CIVIL WAR BATTLEFIELD PRESERVATION ACT OF 2008

APRIL 10, 2008.—Ordered to be printed

Filed under authority of the order of the Senate of April 10
(legislative day, April 9), 2008

Mr. BINGAMAN, from the Committee on Energy and Natural
Resources, submitted the following

REPORT
together with

ADDITIONAL VIEWS

[To accompany S. 1921]

The Committee on Energy and Natural Resources, to which was
referred the bill (S. 1921) to amend the American Battlefield
Protection Act of 1996 to extend the authorization for that Act, and for
other purposes, having considered the same, reports favorably
thereon with an amendment and recommends that the bill, as
amended, do pass.

PURPOSE

The purpose of S. 1921 is to reauthorize the American Battlefield
Protection Act for an additional five years, from 2008 until 2013.

BACKGROUND AND NEED

The American Battlefield Protection Program was authorized in
1996 to provide funding for preservation of threatened Civil War
battlefields. The program leverages Federal appropriations by re-
quiring matching non-Federal funds. The battlefield protection

---

1 Use this type and form only on Senate reports. There is only one calendar in the Senate.
2 Style for filed line, if present.
PROVIDING FOR CONSIDERATION OF THE BILL (H.R. 5715) TO ENSURE CONTINUED AVAILABILITY OF ACCESS TO THE FEDERAL STUDENT LOAN PROGRAM FOR STUDENTS AND FAMILIES

APRIL 15, 2008.—Referred to the House Calendar and ordered to be printed

Ms. CASTOR, from the Committee on Rules, submitted the following

REPORT

[To accompany H. Res. 1107]

The Committee on Rules, having had under consideration House Resolution 1107, by a record vote of 8–4, report the same to the House with the recommendation that the resolution be adopted.

SUMMARY OF PROVISIONS OF THE RESOLUTION

The resolution provides for consideration of H.R. 5715, the Ensuring Continued Access to Student Loans Act of 2008, under a structured rule. The rule provides one hour of general debate equally divided and controlled by the chairman and ranking minority member of the Committee on Education and Labor. The rule waives all points of order against consideration of the bill except clauses 9 and 10 of rule XXI. The rule provides that the amendment printed in Part A of the Rules Committee report accompanying the resolution shall be considered as adopted and that the bill, as amended, shall be considered as read. The rule waives all points of order against provisions of the bill, as amended. (This waiver does not affect the point of order available under clause 9 of rule XXI (regarding earmark disclosure).

The rule provides that no further amendments to the bill, as amended, shall be in order except those amendments printed in Part B of this report. The further amendments made in order may be offered only in the order printed in this report, may be offered only by a Member designated in this report, shall be considered as read, shall be debatable for the time specified in this report equally divided and controlled by the proponent and an opponent, shall not

1 If copy reads “To make” change to “Making”, “To provide” change to “Providing”, “To amend” change to “Amending”.
2 Sample of 8-point head.
COLLEGE COST REDUCTION AND ACCESS ACT

SEPTEMBER 6, 2007.—Ordered to be printed

Mr. GEORGE MILLER of California, from the committee of conference, submitted the following

CONFERENCE REPORT

[To accompany H.R. 2669]

The committee of conference on the disagreeing votes of the two Houses on the amendment of the Senate to the bill (H.R. 2669), to provide for reconciliation pursuant to section 601 of the concurrent resolution on the budget for fiscal year 2008, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendment of the Senate and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment, insert the following:

SECTION 1. SHORT TITLE; REFERENCES.

(a) SHORT TITLE.—This Act may be cited as the "College Cost Reduction and Access Act".

(b) REFERENCES.—Except as otherwise expressly provided, whenever in this Act an amendment or repeal is expressed in terms of an amendment to, or repeal of, a section or other provision, the reference shall be considered to be made to a section or other provision of the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.).

(c) EFFECTIVE DATE.—Except as otherwise expressly provided, the amendments made by this Act shall be effective on October 1, 2007.
JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF CONFERENCE

The managers on the part of the House and the Senate at the conference on the disagreeing votes of the two Houses on the amendment of the Senate to the bill (H.R. 2669), to provide for reconciliation pursuant to section 601 of the concurrent resolution on the budget for fiscal year 2008, submit the following joint statement to the House and the Senate in explanation of the effect of the action agreed upon by the managers and recommended in the accompanying conference report:

The Senate amendment struck all of the House bill after the enacting clause and inserted a substitute text.

The House recedes from its disagreement to the amendment of the Senate with an amendment that is a substitute for the House bill and the Senate amendment. The differences between the House bill, the Senate amendment, and the substitute agreed to in conference are noted below, except for clerical corrections, conforming changes made necessary by agreements reached by the conferees, and minor drafting and clarifying changes.

SECTION 1. SHORT TITLE

The House bill's short title is the "College Cost Reduction Act."

The Senate amendment provides that the Act may be cited as the "Higher Education Access Act of 2007" and that, unless otherwise indicated, references in the bill are made to the Higher Education Act of 1965.

The House recedes with an amendment to provide a new short title of the "College Cost Reduction and Access Act." The Conferees adopt the Senate amendment as amended by the House.

TITLE I—GRANTS TO STUDENTS IN ATTENDANCE AT INSTITUTIONS OF HIGHER EDUCATION

SECTION 101. TUITION SENSITIVITY

The House bill (Sec. 101) eliminates the Pell grant "tuition sensitivity" provision that prevents low-income students attending low-cost institutions, such as community colleges, to benefit fully from the Pell Grant. Authorizes and appropriates $5,000,000 for fiscal year 2008.

The Senate amendment (Sec. 101) also eliminates the Pell grant "tuition sensitivity" provision and authorizes and appropriates $5,000,000 for fiscal year 2008.

The House and the Senate recede with an amendment to authorize and appropriate $11,000,000 for fiscal year 2008 to ensure that all eligible students in award year 2007–2008 receive funding. The Conferees concur and adopt the amendment.
COMPLIANCE WITH HOUSE RULE XXI

Pursuant to clause 9 of rule XXI of the Rules of the House of Representatives, this conference report contains no congressional earmarks, limited tax benefits, or limited tariff benefits as defined in clause 9(d), 9(e), or 9(f) of rule XXI.

GEORGE MILLER,
ROBERT E. ANDREWS,
BOBBY SCOTT,
RUBÉN HINOJOSA,
JOHN F. TIERNEY,
DAVID WU,
SUSAN A. DAVIS,
DANNY K. DAVIS,
TIMOTHY BISHOP,
MAZIE K. HIRONO,
JASON ALTMIRE,
JOHN YARMUTH,
JOE COURTNEY,

Managers on the Part of the House.

TED KENNEDY,
CHRIS DODD,
TOM HARKIN,
BARBARA A. MIKULSKI,
JEFF BINGAMAN,
PATTY MURRAY,
JACK REED,
HILLARY RODHAM CLINTON,
BARACK OBAMA,
BERNARD SANDERS,
SHERROD BROWN,
MICHAEL B. ENZI,
LAMAR ALEXANDER,
ORRIN G. HATCH,

Managers on the Part of the Senate.

○
FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS FOR 2009

HEARINGS
BEFORE A
SUBCOMMITTEE OF THE
COMMITTEE ON APPROPRIATIONS
HOUSE OF REPRESENTATIVES
ONE HUNDRED TENTH CONGRESS
SECOND SESSION

SUBCOMMITTEE ON FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS

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C.A. "DUTCH" RUPPERSBERGER, Maryland
DEBBIE WASSERMAN SCHULTZ, Florida
PETER J. VISCLOSKY, Indiana
ROBERT E. "BUD" CRAMER, Jr., Alabama
MAURICE D. HINCHLEY, New York
ADAM SCHIFF, California

RALPH REGULA, Ohio
MARK STEVEN KIRK, Illinois
RODNEY ALEXANDER, Louisiana
VIRGIL H. GOODE, Jr., Virginia
JO BONNER, Alabama

NOTE: Under Committee Rules, Mr. Obey, as Chairman of the Full Committee, and Mr. Lewis, as Ranking Minority Member of the Full Committee, are authorized to sit as Members of all Subcommittees.

DALE OAK, Bob Bonner, Karyn Kendall, and Francisco Carrillo,
Subcommittee Staff

PART 7

Department of the Treasury .................................................. 1
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U.S. GOVERNMENT PRINTING OFFICE
42-831
WASHINGTON : 2008
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JOHN R. CARTER, Texas
RODNEY ALEXANDER, Louisiana
KEN CALVERT, California
JO BONNER, Alabama

ROB NABORS, Clerk and Staff Director
[House Appropriation Hearing sample]

DEPARTMENT OF HOMELAND SECURITY APPROPRIATIONS FOR 2009

TUESDAY, FEBRUARY 26, 2008.

IMMIGRATION ENFORCEMENT: IDENTIFICATION AND REMOVAL OF CRIMINAL ALIENS, STUDENT AND EXCHANGE VISITOR PROGRAM FEE INCREASES

WITNESSES

CATHRYN COTTON, DIRECTOR, INTERNATIONAL OFFICE, DUKE UNIVERSITY

JULIE L. MYERS, ASSISTANT SECRETARY, U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT [ICE], DEPARTMENT OF HOMELAND SECURITY

Mr. PRICE. Subcommittee will come to order. Good morning, everyone. Today we will be discussing the wide variety of activities carried out by Immigration and Customs Enforcement, or ICE, and we will first focus on the Agency’s Student and Exchange Visitor Program.

BALANCING SECURITY AND STUDENT NEEDS

Mr. PRICE. Thank you very much. We will put your entire statement in the record, which of course elaborates on the points you made and goes beyond them. Let me ask you first a rather broad question, and then I will zero in somewhat on the fee increases and the benefits that might accrue from an increased flow of fee revenue.

[Note style for questions and answers]

**Question.** What percentage of cases presented to prosecutors along the Southwest border are prosecuted? Provide by sector and/or state. What was the prosecution rate of criminals picked up off the street? (Culberson)

**Answer.** ICE does not track prosecutions, however, ICE works closely with U.S. Attorneys and state and local prosecutors nationwide on a wide variety of cases.

<table>
<thead>
<tr>
<th>FY2007 SAC office</th>
<th>Criminal arrests</th>
<th>Indictments</th>
<th>Convictions*</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Paso, TX</td>
<td>2,435</td>
<td>1,882</td>
<td>1,704</td>
</tr>
<tr>
<td>Phoenix, AZ</td>
<td>1,641</td>
<td>623</td>
<td>770</td>
</tr>
<tr>
<td>San Antonio, TX</td>
<td>1,588</td>
<td>1,172</td>
<td>1,155</td>
</tr>
<tr>
<td>San Diego, CA</td>
<td>2,318</td>
<td>1,147</td>
<td>1,842</td>
</tr>
<tr>
<td>Fiscal Year Total</td>
<td>7,982</td>
<td>4,824</td>
<td>5,471</td>
</tr>
</tbody>
</table>

*Indictments and convictions may be comprised of arrests from previous years.

Mr. CULBERSON. Okay.
ORGANIZATIONAL MEETING ON ADOPTION
OF COMMITTEE RULES; CONSIDERATION OF
INTERIM REPORT; AND HEARING ON VOT-
ING IN THE HOUSE OF REPRESENTATIVES

THURSDAY, SEPTEMBER 27, 2007

HOUSE OF REPRESENTATIVES, SELECT COMMITTEE TO INVESTIGATE THE VOTING IRREGULARITIES OF AUGUST 2, 2007, WASHINGTON, DC.

The committee met, pursuant to call, at 9:11 a.m., in Room H–313, The Capitol, Hon. William D. Delahunt (Chairman of the committee) presiding.

Present: Representatives Delahunt, Davis, Herseth Sandlin, Pence, LaTourette and Hulshof.

The CHAIRMAN. A quorum being present, the select committee will come to order.

Today we are meeting to do three tasks: adopt our committee rules, adopt the internal report, and to hear for the first time—which is multiple occasions—from the Office of the House Clerk. We will wait for the gentlelady from South Dakota, who was at another select committee.

I now recognize myself for 5 minutes to make an opening statement, but before I do, let me note I will then go to Congressman Pence as the Ranking Member. And in subsequent hearings, it would be our hope that just he and I would make opening statements. But on this initial hearing, any member of the panel that wishes to make an opening statement is most welcome.

I would be remiss not to begin by thanking the Chair of the House Rules Committee, Louise Slaughter, and the Ranking Member, David Dreier, for making their hearing room available to the select committee.

I also want to welcome everyone to this initial meeting of the select committee that has been mandated by the House to review roll call No. 814. I would note that none of the Members sought this particular assignment, but each of us appreciates the role and the significance of the House in our unique constitutional order, and recognize that the integrity of the system by which we cast our votes on the House floor is essential to the confidence that the American people have in this institution, aptly described as the people’s House.
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